



# Accounting Policies and Procedures Manual: A Blueprint for Running an Effective and Efficient Department

By Steven M. Bragg

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Written by Steven Bragg, the foremost authority in accounting and controllership issues, the new edition includes:

- A new, complimentary Web site providing readers with the foundation for creating or enhancing their accounting department policies and procedures manual
- More coverage of accounting procedures including inventory, billing, cash receipts, pricing, order entry, credit, collections, sales returns, capital budgeting, cash forecasting, payroll, and closing the books

*Accounting Policies and Procedures Manual* is the tool every accounting department needs to regularize and systematize its procedures to match the best in the industry.

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## Accounting Policies and Procedures Manual: A Blueprint for Running an Effective and Efficient Department By Steven M. Bragg Bibliography

- Sales Rank: #1153059 in Books
- Published on: 2007-09-17
- Original language: English
- Number of items: 1
- Dimensions: 11.22" h x 1.30" w x 8.76" l, 3.36 pounds
- Binding: Hardcover
- 544 pages

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### **Editorial Review**

#### About the Author

**Steven Bragg, CPA, CMA, CIA, CPIM**, has been the chief financial officer or controller of four companies, as well as a consulting manager at Ernst & Young and auditor at Deloitte & Touche. He received a Master's degree in Finance from Bentley College, an MBA from Babson College, and a Bachelor's degree in Economics from the University of Maine. He has been the two-time president of the Colorado Mountain Club, and is an avid alpine skier, mountain biker, and certified master diver. Mr. Bragg resides in Centennial, Colorado. He has written the following books through John Wiley & Sons:

- Accounting and Finance for Your Small Business
- Accounting Best Practices
- Accounting Control Best Practices
- Accounting Reference Desktop
- Billing and Collection Best Practices
- Business Ratios and Formulas
- Controller's Guide to Costing
- Controller's Guide to Planning and Controlling Operations
- Controller's Guide: Roles and Responsibilities for the New Controller
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- Managing Explosive Corporate Growth
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- Payroll Accounting
- Payroll Best Practices
- Revenue Recognition
- Sales and Operations for Your Small Business
- The Controller's Function
- The New CFO Financial Leadership Manual
- the Ultimate Accountants' Reference
- Throughput Accounting

#### Also :

- Advanced Accounting Systems (Institute of Internal Auditors)
- Run the Rockies (CMC Press)

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