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asset, liability and  
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accounting: - Each  
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concepts through  
short learning  
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assesses student  
understanding with  
self-review

questions and  
answers allowing  
students to build on  
a mastery of each  
concept. Retention  
and reinforcement  
are further  
enhanced through  
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questions,

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exercises,  
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problems and  
critical thinking  
problems. - Two  
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also help students  
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through practical  
application of  
concepts and  
procedures. -  
Optional "Computer

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to reflect the  
rapidly changing  
business

environment and  
recent  
developments in  
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principles and  
practices (ie payroll  
deduction tables,  
GST/PST/HST, new  
tax forms, tax on  
income), a 2nd

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BestPractices "An

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tool on how to

manage the

accountsreceivable  
process for any

company. The use  
of real-life



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examples makes the  
concepts easy to  
understand. I

recommend the  
book to anyone who  
wants to improve  
cash flow and  
reduce bad

debt loss." —Michael  
E. Beaulieu, Senior  
Vice President,  
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"Rather than simply explaining how to get the greatest return from an investment in accounts receivable, John G. Salek reveals how companies shoot themselves in the foot when management sets policies and

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procedures without  
consideration of the  
impact on cashflow.

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Receivable

Management Best  
Practices isn't just  
for credit and  
collection

professionals who  
often spend more  
time cleaning up  
process errors and

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other corporate  
'garbage,' instead of  
managing risk. It  
should be required  
reading for C-  
level executives, the  
sales staff,  
operations  
managers, and  
anybody else whose  
job impacts the  
order-to-cash  
cycle." —David

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Schmidt, Principal,  
A2 Resources  
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"Enhancing a  
company's  
competitive profile  
is all about  
giving enough  
customers the right

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product, at the right price, at the right time. This author's real-world approach to accomplishing this goal through the prism of receivables management makes this book a must-read for those companies looking to make

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their mark as  
an organization that  
cares about its  
customers as well  
as their own need to  
produce financial  
results." —Bruce C.  
Lynn, Managing  
Director The  
Financial Executive  
sConsulting Group,  
LLC "I have worked  
with John Salek

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since 1992, both as his client and as a project manager working with his organization.

His knowledge of receivables management . . . the technology, the processes, and the formula for success . . . are unsurpassed in



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thefield." —Stephen  
L. Watts, Manager,  
Global Receivables  
(retired)General  
Electric Medical  
Systems "Mr. Salek  
has written a  
masterpiece on the  
intricacies  
andmanagement of  
the accounts  
receivable portfolio.  
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trenches and  
cites actual  
examples. This is  
not written in

theory, but  
from practice."

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thirteen chapters of  
Wild's best-selling,

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companies to  
illustrate many  
of the  
accounting  
concepts in use  
in business  
today. Gaining  
an*



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*Answers*

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of accounting  
terminology and  
concepts,  
however, is not  
enough to  
ensure your  
success. You  
also need to be  
able to find  
information on  
the Internet,  
analyze various*

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situations,  
work

*effectively as  
a member of a  
team, and  
communicate  
your ideas  
clearly.*

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Principles: A  
Business  
Perspective*

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*will give you  
an  
understanding  
of how to use  
accounting  
information to  
analyze  
business  
performance and  
make business  
decisions. The  
text takes a  
business*

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*The Home Depot,  
and Coca-Cola  
Company.*

*Gaining an  
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of accounting  
terminology and  
concepts,  
however, is not  
enough to  
ensure your  
success. You  
also need to be*

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*able to find information on the Internet, analyze various business situations, work effectively as a member of a team, and communicate your ideas clearly. This*

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developed to  
help you*

*develop these  
skills.*

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accounting  
practice set  
for completion  
manually, using  
Excel or using*

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available.*

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*version first*

*will achieve a*

*thorough*

*grounding in*

*the accounting*



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the Quickbooks  
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package. The  
perpetual  
stocktake  
system is used  
and no prior  
knowledge of*

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with full  
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business.*

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this practice  
set will help  
introductory*

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accounting  
enhance their  
understanding  
of: - the  
accounting  
cycle - the  
chart of  
accounts -  
recording  
transactions -  
identifying  
transactions*

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*from original  
source*

Answers

*documents -*

*recording*

*transactions in*

*the general and*

*special*

*journals -*

*double-entry*

*accounting -*

*posting*

*transactions*

*from journals*

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Answers

*into the  
general and  
subsidiary  
ledgers -  
preparation of  
a trial balance  
- end-of-period  
adjustments -  
preparing a  
bank  
reconciliation  
statement -  
closing entries*

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of financial  
information on  
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preparation of  
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reports,  
including the  
profit and loss  
statement and  
balance sheet -  
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tool on how to  
manage the  
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process for any  
company. The use  
of real-life examples  
makes the concepts  
easy to understand.  
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cash flow and  
reduce bad debt  
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Beaulieu, Senior  
Vice President,  
Finance Cardinal  
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simply explaining  
how to get the  
greatest return from  
an investment in  
accounts receivable,  
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reveals how  
companies shoot  
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professionals who often spend more time cleaning up process errors and other corporate 'garbage,' instead of managing risk. It should be required reading for C-level executives, the sales staff, operations managers, and



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anybody else whose  
job impacts the  
order-to-cash cycle."

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Resources Coauthor  
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enough customers  
the right product, at  
the right price, at  
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accomplishing this  
goal through the  
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companies looking  
to make their mark  
as an organization  
that cares about its  
customers as well as  
their own need to  
produce financial  
results." —Bruce C.  
Lynn, Managing  
Director The  
Financial Executives  
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since 1992, both as  
his client and as a  
project manager  
working with his  
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knowledge of  
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management . . . the  
technology, the  
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formula for success  
. . . are unsurpassed

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in the field."

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"Mr. Salek has  
written a  
masterpiece on the  
intricacies and  
management of the  
accounts receivable  
portfolio. I would

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by an author who  
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This is not written  
in theory, but from  
practice." —Milt  
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