

## CONTENTS

What This Book Will Do for You .....	xi
--------------------------------------	----

### PART I INTRODUCTION

1. The Responsibilities of the Controller .....	1001
2. SEC Reporting .....	2001
3. Controller's Reports .....	3001
Appendix I: The Sarbanes-Oxley Act and Corporate Governance ..	3007

### PART II COMPUTER APPLICATIONS

4. What the Controller Must Know about Information Technology ....	4001
5. Database Management Systems, the Client/Server Environment, and Contingency Planning .....	5001
6. Using Computers in Financial Decision Making .....	6001
7. XBRL, Cloud Computing, and Wireless Technology .....	7001

### PART III GENERALLY ACCEPTED ACCOUNTING PRINCIPLES

8. Financial Statement Reporting: The Income Statement .....	8001
9. Financial Statement Reporting: The Balance Sheet .....	9001
10. Financial Statement Reporting: The Statement of Cash Flows .....	10,001
11. Accounting and Disclosures .....	11,001
12. Key Financial Accounting Areas .....	12,001
13. Interim and Segmental Reporting .....	13,001

### PART IV MANAGEMENT ACCOUNTING AND COST MANAGEMENT

14. Cost Concepts, Classifications, and Product Costing Systems .....	14,001
15. Joint Products and By-Products .....	15,001
16. Analysis of Cost Behavior .....	16,001
17. Cost-Volume-Profit Analysis and Leverage .....	17,001
18. Contribution Margin Analysis for Short-Term and Nonroutine Decisions .....	18,001
19. Cost Allocation .....	19,001
20. Budgeting and Financial Modeling .....	20,001
21. Using Variance Analysis as a Financial Tool .....	21,001
22. The Use of Capital Budgeting in Decision Making .....	22,001
23. Evaluation of Segmental Performance and Transfer Pricing .....	23,001

24.	How to Analyze and Improve Management Performance and the Balanced Scorecard .....	24,001
25.	Activity-Based Costing and Just-in-Time Manufacturing .....	25,001
26.	Total Quality Management, Quality Costs, and Environment Costs .....	26,001
27.	Decision Modeling in Corporate Financial Management .....	27,001

**PART V  
INTERNAL AUDITING AND CONTROL**

28.	The Internal Audit Function and Internal Control .....	28,001
29.	Internal Audit of Financial Statement Accounts .....	29,001
30.	Forensic Accounting .....	30,001

**PART VI  
FINANCIAL AND RISK ANALYSIS AND  
FINANCIAL FORECASTING**

31.	Financial Statement Analysis .....	31,001
32.	Management Analysis of Operations .....	32,001
33.	Analysis, Evaluation, and Control of Revenue and Costs .....	33,001
34.	Risk Management and Analysis .....	34,001
35.	Reengineering and Outsourcing the Business .....	35,001
36.	Insurance and Legal Considerations .....	36,001
37.	What You Should Know about Economics .....	37,001
38.	Financial Derivative Products and Financial Engineering .....	38,001
39.	Mergers and Acquisitions .....	39,001
40.	Divestiture .....	40,001
41.	Failure and Reorganization .....	41,001
42.	Business Strategies and Shareholder Value Analysis .....	42,001
43.	Financial and Earnings Forecasting .....	43,001
44.	Cash Flow Forecasting and Cash Budgeting .....	44,001
45.	Forecasting Corporate Financial Distress .....	45,001
46.	Corporate Valuations .....	46,001

**PART VII  
LIQUIDITY AND TREASURY**

47.	Working Capital and Cash Management .....	47,001
48.	Management of Accounts Receivable .....	48,001
49.	Inventory Management .....	49,001
50.	Corporate Investments in Securities .....	50,001
51.	Portfolio Diversification and Financial Risk Management .....	51,001
52.	Short-Term Financing .....	52,001
53.	Term Loans and Leasing .....	53,001
54.	Deciding on Long-Term Financing .....	54,001

55.	Warrants and Convertibles .....	55,001
56.	Cost of Capital and Capital Structure Decisions .....	56,001
57.	Dividend Policy .....	57,001
58.	International Financial Management .....	58,001

**PART VIII  
TAX PREPARATION AND PLANNING**

59.	How Taxes Affect Business Decisions .....	59,001
60.	Payroll Taxes .....	60,001
	<i>Appendix</i> .....	61,001
	<i>Index</i> .....	62,001
	<i>Supplemental Material Contents</i> .....	63,001