

Finance and Business Essentials

Table of Contents

Introduction.....

Chapter 1: Finance and Business in the Facility Organization

 Topic 1: The Importance of Being Finance and Business Aware

 Topic 2: Financial Terminology

 Topic 3: Fundamental Accounting Concepts

Chapter 2: Financial Management of the Facility Organization

 Topic 1: Budgets and Budgeting Basics.....

 Topic 2: Financial Statements

 Topic 3: Business Cases, Supporting Documentation, and Financial Reports.....

 Topic 4: Fundamental Cost Concepts.....

 Topic 5: Analyzing and Interpreting Financial Documents

 Topic 6: Cost Containment Strategies.....

 Topic 7: Chargebacks

Chapter 3: Procurement in the Facility Organization

 Topic 1: Procurement Procedures

 Topic 2: Procurement and Facility Management Outsourcing.....

Chapter 4: Contracts in the Facility Organization

 Topic 1: Contract Development, Management and Oversight

 Topic 2: Contract Administration.....

 Topic 3: Analyzing and Interpreting Financial Contract Elements.....

 Topic 4: Resolving Vendor Conflicts.....

Bibliography

Index.....