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## Idea Exchange

Phyllis M. Haan

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# IDEA EXCHANGE

PHYLLIS M. HAAN, Grand Rapids, Michigan

The following suggestions have been most beneficial in the companies in which they were used and merit consideration.

## PREPARATION OF LARGE QUANTITIES OF DIVIDEND CHECKS

If a corporation's stock is listed on a stock exchange and the number of its stockholders is several hundred or runs into the thousands, the preparation of dividend checks can mean a tremendous amount of work, especially with the accounts varying from day to day.

It was decided to use a six-check sheet with duplicate, numbered only; form and one-time carbon inserted by the printer. The numbered copies are filed for a permanent record of the dividend payments. This system gives the necessary information in proving the Dividend Bank Account, and as the checks are issued alphabetically, one can easily obtain any other information on request of a stockholder regarding his dividend checks. For example: A stockholder's investment files have been destroyed by fire, and he wants to know the amount of various dividend checks and the banks through which they were cleared. Reference to the date of purchase of his stock makes it possible to locate immediately all dividend records.

We may go even further and add a third numbered-only sheet, having it perforated between checks. Separate these checks in batches of 100. As the original checks are returned from the bank, destroy the third

copy, retaining in the file only the outstanding checks. It will then be necessary to refer only to a small batch in future reconciliations of bank statements, eliminating the need to handle the material which has already been reconciled. Also, one can ascertain at a glance the number of checks still outstanding from each period. As a control sheet is kept on dividend checks only, a quick listing of the batch of checks still in the outstanding file will give a check of the accuracy.

## PURCHASE ORDER NUMBERING

One company established a method of numbering its purchase orders so that when it refers to an invoice, it can tell the date the order was received without going through the files.

As orders are received, the month, day, and the number of the order for the day are indicated. For example, the first order received February 15 would be numbered 2151, the second 2152, etc. Letters preceding the number designate whether it is a special order, stock order, or direct shipment, as in the following:

An invoice bearing order No. SP2151 indicates to the person handling it that it is a special order and that it was the first order received February 15. S indicates stock order and DS direct shipment.

Since it is not necessary to refer to the purchase order for the date of purchase, this method greatly expedites the handling of information requests.

Opportunities do not come with their values stamped upon them. Every one must be challenged. A day dawns, quite like other days; in it a single hour comes, quite like other hours; but in that day and in that hour the chance of a lifetime faces us. To face every opportunity of life thoughtfully and ask its meaning bravely and earnestly, is the only way to meet the supreme opportunities when they come, whether open-faced or disguised.

—MALTIE BABCOCK

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If you want a thing to be well done, don't do it yourself unless you know how.

THE WORK SHEET, *Monthly Bulletin of Atlanta Chapter ASWA*

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