

4-1956

## Idea Exchange

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### Recommended Citation

Swem, Mildred (1956) "Idea Exchange," *Woman C.P.A.*: Vol. 18 : Iss. 3 , Article 2.

Available at: <https://egrove.olemiss.edu/wcpa/vol18/iss3/2>

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# IDEA EXCHANGE

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By MILDRED SWEM, Los Angeles, California

## **Tip for your typist**

You can eliminate the time-consuming and annoying necessity of adjusting the paper holder each time you insert an envelope, card or check in the typewriter by a very simple practice.

Place the envelope in the typewriter in position. Then before typing, insert the second envelope fitted in between the platen and the exposed bottom edge of the first envelope. When typing is completed and the first envelope is rolled out of the machine, the second one is in position and ready to be typed.

—*Marian Wood, Grand Rapids Chapter*

## **Speedy Agency reporting**

A small insurance agency which writes for several companies is very interested in knowing its total writings for each company at the close of each accounting period. To avoid adding each company's totals separately at the end of an accounting period, try the following method of posting Accounts Payable.

At the start of the new year set up a five column ledger sheet for each company with the following headings: DR. Payments, CR. Net Writings, Commissions Earned, Gross Writings and Balance. From the Cash Journal post the totals of the Account Currents for each company. It takes only a few minutes to post these totals, and it gives a year to date total of the business written in detail for each company.

—*M. Gail Rice, Grand Rapids Chapter*

## **You can write a better letter**

Perhaps no one expects accountants to write good, understandable letters. Perhaps the very nature of their work makes them write letters that are too wordy, too long, too involved and too formal.

If you have been guilty of these errors in the past, help is available. The U.S. Government has published a Records Management Handbook entitled "Plain Letters," now on public sale. The pamphlet is interesting to read and is chock full of suggestions on how to improve everyday correspondence by using "straightaway English."

You can secure a copy by ordering from the U.S. Department of Commerce field office in your city or the U.S. Government Printing Office, Washington 25, D. C. The cost is only thirty cents (cash only accepted)—truly a small investment for big dividends in better relationships.

—*Gertrude M. Hunkin, Cleveland Chapter*

## **Subscription follow-up**

A company, as a general rule, subscribes to a number of magazines for its Executives and Department Heads. In order to check invoices for correctness of renewal date and price, a list of all subscriptions, showing the number of years subscribed for, the price and the latest date of payment, will be a timesaver. There will be no need to go back to prior years' files for this information every time a renewal invoice is processed for payment. This system works equally well for dues, office machine maintenance agreements and rentals.

—*Minnie Haan, Holland Chapter*

## **A sales tool—accounts payable**

If you are associated with a service company or the distribution of a product, you may be overlooking revenue by not considering reciprocity. The same postage and envelope in which your payment check is remitted can request the payee to consider purchasing your product or service. The short memo might read:

"We are glad to send you our payment, and would like you to consider us the next time you need. . . . ."

It is surprising how many of us need reminders.

—*Theia Cascio, Los Angeles Chapter*

## **Form 566 detail**

In keeping records, statistics, etc. for a group of Corporations, an easy, accurate way to get out form 566 for rents, interest and dividends is to keep a monthly record of each payee. Then at the end of the year you need only to add December and the forms are ready for the typist.

—*Martha Houck, Atlanta Chapter*