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MESSAGE FROM THE PRESIDENT

One of my goals since October, when we began the process together of transforming how we do business with our members, is to link words to action, to link intangible ideas to tangible things, to “walk the walk,” as it were. Well, part of my “walking the walk,” around here has prompted me, with the assistance of an architect and the Facilities Management Team, to change the way the way the AICPA uses its office space. As anyone who has visited the New York Office is well aware, there is a construction project underway.

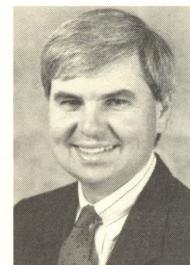
This project will make what used to be referred to as “the executive area” a thing of the past. As minor a detail as it may seem to some, having a walled-off area for senior management never sat well with me. It felt like a barrier between me and the rest of Team AICPA, and I wanted to get rid of it so that we would be able to work more closely with one another. The

“executive washroom” will also be eliminated. I feel this is particularly appropriate because it was for men only, and the AICPA benefits from the work of women executives as well as men. We have also moved some vice presidents’ offices out of the former executive area — For instance, more vice presidents are now in New Jersey and senior vice presidents’ offices are now dispersed throughout the New York office.

More importantly, this project will also transform a portion of the waiting area behind the reception desk into a state-of-the-art conference room, which will be available for committee and team meetings using the face-to-face format and video format. As John Daidone pointed out in the last edition of *News & views*, video conferencing is a potential boon for our work with our committees, our cross-functional teams, and our day-to-day work teams. We

are arranging video conferencing space to be integrated into all three of our offices. This will allow committees, teams, and individuals in different parts of the country to meet in a more impromptu manner, and it will save us some of the money and time we currently spend traveling. Of course, video conferencing can’t replace face-to-face contact all the time, and it certainly isn’t my idea to try to replace it. However, this new technology will give us options we have never had before.

The New York office’s reception area will also change to present a more modern view of this organization. Our members will see video screens and computer terminals which will feature recent meetings, new products and enhanced services. It will let members know,



LETTER TO THE EDITOR

Although I agree that the newly proposed *Team Network News* will fill a gap in disseminating information about the work of the various Teams in the Institute, I respectfully disagree with your statement that "TNN will be the Institute's first regular publication that is run from start to finish in a team-based manner." The fact is that all the publications in the Institute have been produced in a team-based manner for years now. It's always been the norm.

In producing the *Journal of Accountancy*, for instance, members of the Production — Periodicals Team work closely and on a regular basis with members of the *Journal of Accountancy* Team and the Direct Sales Team. I work closely with members of the *Tax Adviser* team to produce a quality magazine each month. Members of my team work closely with the Magazines and Newsletters Team to produce the regular Institute client newsletters. In all of these publications, this teamwork involves close collaboration in areas of scheduling, editing, design & layout, and trafficking from manuscript to printed product.

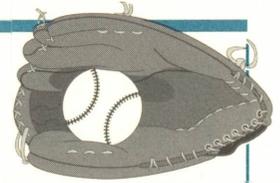
In sum, to say that TNN is the first regular publication run in a team-based manner, detracts from the hard teamwork done well for years now by Institute staff members in all of the publication-related teams.

Domenic Lofaso
Production — Periodicals Team

News & views Responds: What was meant by "team-based," in the article to which you refer ("News & views and the Communications Implementation Team devise a cure for aching wrists," *News & views*, June 4, 1996) is "in a cross-functional team, where everyone is sharing responsibility in a peer environment and where all decisions about every detail of the publication are made by consensus." TNN does not have an editor-in-chief, or rather, everyone on the Communications Implementation Team is the editor-in-chief. No one outranks anyone else in the decision-making process, and all duties are shared on a rotating basis. Not every article is written by every member of the team, but everyone on the team contributes editorial changes to articles written by their team members.

In the article to which you refer, "team-based" does not mean simply "in a collaborative, well-organized and collegial manner," which, of course, would include the admirable efforts made by other well-written and well-designed publications that the Institute produces. In no way was the sentence to which you took exception meant to suggest any doubt of the professionalism and quality of the work of any other AICPA publications.

Editor's note: *News & views Viewpoint* is a new feature of *News & views* which will appear periodically in this publication. N&v encourages any and all Team AICPA members to submit editorials about work at the Institute to Anne Rothkopf. *News & views* reserves full editorial control over any submissions it receives.



HR TEAM STARTING LINEUP

Want to know the status of an evaluation? Getting ready for retirement? Here's a list of people to contact about different situations. All members of Team HR are willing to help people with problems or questions, but some of us have more information about specific policies and programs than others. The best source of information on policies at the Institute is the Employee Handbook, of which every member of Team AICPA should have a copy. For other kinds of questions, please feel free to use this list as a resource. As they say at Yankee Stadium, you can't tell the players without a program.

IF YOU . . .	CONTACT PEOPLE	EXT.
Have questions about medical benefits or life insurance	Kim Hines	3350
	Chris Miller	3354
	Penny Donius	3353
	Rich Bruder	3482
Want to hire a temp or an independant contractor	George McTigue Beth Ryan	3830 3362
Want to hire someone full-time	George McTigue Vivan Matzelle Angela Sayyed Beth Ryan	3830 3359 3355 3362
Want to check the status of a recruiting /hiring in progress	Vivan Matzelle Angela Sayyed	3359 3355
Want to talk about the 401(k) or the Pension Plan	Rich Bruder	3482
Need to speak to someone about the Flexible (supplemental) Life Insurance Program	Kim Hines	3350
	Rich Bruder	3482
Need information on Flexible Spending Account program (both for Dependent Care and Health Care)	Kim Hines Rich Bruder	3350 3482
Need information regarding salary or an evaluation	Christine Herbster Susan Anderson	3351 3352
Want information regarding training	Gabi Ulloa Gae Barbano	6180 6179
Need information regarding an employee evaluation or salary action	Christine Herbster Sue Anderson	3351 3352
Need assistance with conflict resolution within a day-to-day work team, after attempting to resolve it within the team	Beth Ryan	3362
Need labels for Team AICPA	Selmo Alamilla	3356
Want forms and guidelines for job descriptions	Christine Herbster	3351
	Susan Anderson	3352

IF YOU . . .	CONTACT PEOPLE	EXT.
Need help getting ready to retire	Kim Hines	3350
	Chris Miller	3354
	Rich Bruder	3482
Need information regarding vacation time/ attendance for Team AICPA members in NY	Gabi Ulloa Patti Valentino	6180 6212
Need information regarding vacation time/ attendance for Team AICPA in DC office and NJ office Teams 404-424	Kim Hines	3350
Need information regarding vacation time/ attendance for NJ office Teams 426-452	Anne Rothkopf	3357
Need information regarding vacation time/ attendance for NJ office Teams 453-466	Selmo Alamilla	3356
Need information regarding vacation time/ attendance for NJ office Teams 467-486	Christine Herbster	3351
Need information/ have suggestions for <i>News & views</i>	Anne Rothkopf	3357
Need a human-resource related report	Selmo Alamilla	3356
Quality-of-life/ health-related seminars	Kim Hines	3350
	Penny Donius	3353
Special events, e.g., Christmas Party, Take Our Daughters to Work Day, etc.	Angela Sayyed	3355
Have questions specifically about Exams Personnel	George McTigue Beth Ryan	3832 3362
Need information about the Summer Internship Program	George McTigue Beth Ryan	3832 3362
Need to discuss the interpretation of a human resources policy	Consult the Employee Handbook, then contact Beth Ryan	3362

How To Reconnect To Your LAN Printer, If You Lose Your Printer Connection



Brian Hochberg, Micro/LAN Support Team

In order for you to use a LAN printer, meaning a printer that everyone can share on the network, you must log in to the network when your computer boots, or starts.

If you use a shared printer when you log in to the network, you are automatically attached to the printer. This assignment is given to you by your Network Administrator. When you are connected to a shared printer, your print jobs are “captured” to a print queue, a place where print jobs are stored. When your printer is ready to accept the next print job, the network will send your print job from the print queue to the printer. However, on occasion you may lose your connection to the printer. This can be caused by several different situations, but can be corrected very quickly.

To reconnect to a network printer, do the following steps:

- 1) Go to the AICPA Main Menu.
- 2) Open the ICON marked **MAIN**. (This can be done by double clicking on the ICON with your mouse.)
- 3) In the group called **MAIN**, you will see an ICON called **CONTROL PANEL**. Open the ICON marked **CONTROL PANEL** by double clicking on the ICON with your mouse.
- 4) In the group called **CONTROL PANEL** you will see an ICON called **PRINTERS**. Open the ICON marked **PRINTERS** with your mouse.
- 5) The **PRINTERS** dialog box will open giving you a list of installed printer drivers. Click once on the **CONNECT** button.
- 6) Click once on the **NETWORK** button on the right-hand side of the dialog box.
- 7) The **NETWARE PRINTER CONNECTIONS** dialog box opens showing you if you are connected to a networked printer. If you see the printer ports without resources, as in the following,
 - LPT1:
 - LPT2:
 - LPT3:
 you are **not** connected to a networked printer. Highlight LPT1 in the **PORTS** column by clicking on it once with your mouse.
- 8) In the **NETWARE PRINTER CONNECTIONS** dialog box, you will notice to the right of ports is an area called **RESOURCES**. The Resources column shows you all the printers that you can print to on the network. Locate the printer for your team and highlight that resource by clicking on it once with your mouse.
- 9) The **CAPTURE** button in the bottom right will become active when you do this. Notice that Capture is now bold. Click on the capture button once.
- 10) The printer name that you chose in the Resource column should now appear in the Ports column. If this occurs, you are now connected to that networked, or shared, printer.
- 11) Close the **NETWARE PRINTER CONNECTIONS** dialog box by double clicking on the - (Hyphen) mark in the upper left-hand corner of the dialog box. You can also press ALT+F4 to close the dialog box.
- 12) You are now back at the **CONNECT** dialog box. Click on the **OK** button in the upper right-hand corner of this dialog box to close it.
- 13) This returns you to the **PRINTERS** dialog box. Click on the **CLOSE** button in the upper right-hand corner of this dialog box to close it.
- 14) You are now returned to the **CONTROL PANEL** window. Double click on the - (Hyphen) mark in the upper left-hand corner of this window to close it. You can also press ALT+F4 to close this window.
- 15) This returns you to the window marked **MAIN**. Double click on the lock symbol in the upper left-hand corner of this window to close it. Do **not** press ALT+F4 from this window, as you will be prompted to exit Windows.

You are now connected to your network printer so print away!

Editor's Note: Brian Hochberg is the new Help Desk Supervisor on the Micro/LAN Support Team.

Message from the president, continued

through leading edge technology, that we take them seriously and that we are working hard to prepare for the next century.

Some other minor architectural adjustments are planned down the road in the Harborside office that will allow certain day-to-day work teams who are separated now to be closer to each other. The idea again is to eliminate barriers between people who work together. Any one who has heard what I have to say about the Institute knows that this is one of my top priorities.

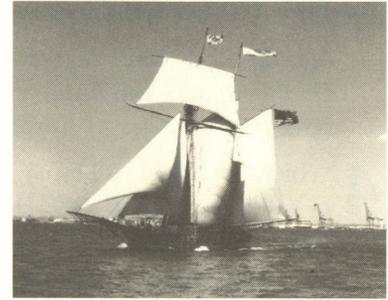
Some might suggest that some of these changes are unnecessary, and they might ask why we are fixing what isn't broken. However, I feel strongly that we need to continually grow and modernize. None of the best businesses, while they certainly take pride in their successes and celebrate them, ever allow themselves to rest on their laurels. Our members work in a marketplace where they must continually modernize in order to meet the challenges that the competition presents. If they are to feel like they belong to this professional association and that this professional association belongs to them, we need to meet the same challenges. This also ties into our technology commitment through Operation ACCESS.

On another note, I would like to share with you how pleased I am with some of the recent accomplishments of the AICPA:

- ❖ I am excited about our CD-ROM product in production, which will allow us to offer high-tech research tools to our members and give us a new way to present a variety of publications.
- ❖ I am pleased to say that our budget was approved at Council and that we can offer our services to our members in the coming year without a dues increase.
- ❖ I am pleased with the reports I have had about the work that our cross-functional teams have begun. Their plans are only at the preliminary stage, but they will benefit our members a great deal.

These are just several of the many successes we have recently had. I am encouraged by them and I hope that others will be as well. I thank everyone for their continued hard work, and I particularly thank all Team AICPA members who are inconvenienced by the construction for their patience.

HISTORY TRIVIA QUIZ #2



Here are the answers to the history trivia quiz in last issue.

It seems that Team AICPA remember more from high school history than the Pinta, the Nina and the Santa Monica Boulevard (Weren't those the names of Columbus' ships?).

Herodotus, the so-called father of history, would have been proud of all the accurate answers that people have turned in for History Trivia Quiz #2. He would have said to himself, putting down his stylus, wiping his brow with the edge of his toga, "This history thing that I invented is more than a fad. It's so big, it will last forever! With this gimmick, I'll make histo . . . , no, I've already done that, haven't I?"

Anyway, here are the answers. Look for the winners in the next issue of *News & views*.

1 What memorable event is depicted on the label of most bottles of Snapple?

Those people silhouetted on Snapple labels are dumping tea into the Atlantic during the Boston Tea Party. One wonders why Snapple's marketing specialists thought that showing someone throwing away an earlier version of their product would increase sales—it certainly represents a creative use of reverse psychology.

2 Name the well-known African-American educator who got the Klu Klux Klan to leave her alone by calmly telling them, "If you burn my schoolhouse down, I'll just build it up again."

Her name was Mary McCleod Bethune. Evidently, she was a woman who would not be trifled with.

3 When Portuguese missionaries reached India for the first time, they were surprised to find a community of Christians that had existed there for centuries. Name the place where they found them.

They met these Christians in what is today known as Goa, which is on the west coast of India. Christianity probably got there via the

continued on page six

History Trivial Quiz #2, continued

Middle East long before it reached Portugal. Oddly enough, the Indians never felt the need to send missionaries to Europe.

- 4** Which political scientist wrote, "It is better to be feared than loved?" Hint: He was not a proponent of a team-based work culture.

His name was Nicolo Machiavelli, and he wrote the book *The Prince*. While his book was used as a "how to" manual for centuries by many European rulers, he was not known for being a nice guy.

- 5** The defeat of the Spanish Armada was heralded as a great English naval victory, primarily because it was rare that the inhabitants of what is today known as Great Britain had ever fended off a large-scale foreign invasion. Name four groups that successfully invaded that island before the reign of the Tudors.

The list of successful invaders reads like a who's who of ancient history: The Romans, The Picts, the Celts, the Vikings, the Angles, the Saxons, and the Normans, to name a few. Later, the ancient Britons were avenged by the invasion of many countries by the Beatles, Herman's Hermits, and whoever that guy was who sang the song, "I'm Henry the Eighth, I am" or whatever it was called.

- 6** Who was the first President of post-colonial Senegal, and what important cultural distinction does he hold today?

Leopold Senghor was the nation's first president, and unlike most political leaders, he is also one of the world's greatest living poets. He was the first African to be admitted to the Academie Francaise, which writes the French dictionary. If he were ever to run for reelection, he could not choose the words his opponent used, but he could officially determine if his opponent were using those words correctly.

- 7** We all know that Marie Antoinette was reported to have said of the starving French peasants, "Let them eat cake." However, the report further said what kind of cake she would have them eat. Name the cake for 2 points.

Most historians agree that Marie Antionette was probably not nearly as snooty as the French revolutionaries thought that she was. But just try to tell Robespierre that she didn't snub the starving peasants by saying, "Let them eat brioche." Brioche is a sometimes-sweetened egg bread. Marie Antoinette's execution did not stop it from becoming one of the favorite foods in post-revolutionary France.

Team AICPA Anniversaries

Congratulations to the following Team AICPA members who recently celebrated various anniversaries with the Institute:

Ed Gehl	Examinations17th
Dan Guy	Professional Standards & Services17th
John McCauley	Credit & Collections16th
Sandra Nicholas	Dues Accounting12th
Annick Fontan	Facilities Management11th
Boris Musich	Library Services11th
Judy Weixel	Public Relations/Communications11th
Krissy Korte	Taxation10th
Lily Raghu	Practice Monitoring10th
Bob Rainier	Magazines & Newsletters10th
Marty Lyons	Printing Services9th
Sheila Colclasure	Congressional & Political Affairs8th
Rosa I. Medina	Examinations8th
Pat Meyer	Library Services8th
Tamara Bond	Member Services7th
Jeanmarie Brusati	Production & Editorial Services7th
George Dietz	Audit & Accounting Guides7th
Tom Higginbotham	Congressional & Political Affairs7th
Mon Ching Mok	Practice Monitoring7th
Ray Cuneo	Examinations6th
Ed Lake	Graphic Design Services5th