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## AICPA News & Views, July 10, 1996

American Institute of Certified Public Accountants (AICPA)

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# NEWS &views

JULY 10, 1996 • For the Employees of the American Institute of Certified Public Accountants

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## BARRY MELANCON INVITES 2 GROUPS TO BROWN-BAG IT IN JERSEY JULY 23 AND AUGUST 14

The Brown Bag Luncheon series continues this Summer, and for the first time, it will include the New Jersey office's directors. They will be meeting with Barry Melancon on Wednesday, August 14 at 11:45 am.

"We felt that we needed to give a new forum for the directors and the president to share communications," said John Lewison of the Human Resources Team. "Of course, Barry Melancon has had a chance to meet with most directors on an individual basis, but we think that a director's brown bag lunch will add value to the communication channels."

Barry Melancon adds, "I think the issue is I have spent a lot of time developing the brown bag lunch series with the overall staff and obviously [have had] a lot of meetings with our VP group, but I have not had as much of an

### LOOK WHO'S COMING TO BROWN BAG

*Here are the guest lists for the next two Brown Bag Lunches at Harborside. Feel free to transmit any questions for Barry Melancon through these individuals.*

#### Tuesday, July 23

**Irene Abramson**  
Microcomputer/LAN Support

**Carol Bertolotti**  
Conferences

**Richard Cheney**  
Material Assembly & Distribution

**George Dietz**  
Auditing & Accounting Guides

**Peter Fleming**  
*Journal of Accountancy*

**Ed Gehl**  
Examinations

**Beverly Henry**  
Practice Monitoring

**Glenda Hwang**  
Membership Administration

**Rufina Kaminski**  
Operations & Information Technology

**Judith Levinton**  
Professional Publications

**Leonard Mai**  
Financial Analysis & Budget

**John McCauley**  
Credit & Collections

**Richard Niles**  
CPE Group Study

**Robin Quinn**  
Member Services

**Frank Richardson**  
Graphic Design Services

**Murray Schwartzberg**  
Technical Publications

**Irene Shubov**  
Financial Management

**Tammy Tien**  
Professional Ethics

**Barbara Vigilante**  
PCPS/MAP

**Jeannette Weitz**  
Production & Editorial Services

#### Wednesday, August 14

**Dale Atherton**  
Financial Management

**Jim Blum**  
Examinations

**Donna Borowicz**  
General Accounting

**Gerry Cicalese**  
Internal Audit/Quality Control

**Herb Finkston**  
Professional Ethics

**Len Green**  
Member Programs

**Ron Hynek**  
Fulfillment  
& Office Services

**Colleen Katz**  
*Journal of Accountancy*

**Peter Kieran**  
Information Systems

**Linda Lach**  
Professional Development  
Group Study

**John Lewison**  
Human Resources

**Karen Neloms**  
Library Services

**Bob Rainier**  
Magazines & Newsletters

**Laurie Seltzer**  
Financial Analysis & Budget

**Mary Anne Tait**  
Production Services

**Rich Walker**  
Professional Publications

**Pat Williams**  
Professional Development  
Self-Study

**Gerry Yarnall**  
Auditing & Accounting Guides

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**Brown Bag Luncheon,** *continued*

opportunity to interact with the directors as a group. I thought it would be appropriate to pull the group together so that their concerns can be heard and addressed. Their support and effective management of this team process is critical, and my understanding their concerns should help [the development of a team-based environment].”

The lunch on August 14 will not supplant any of the other regularly-scheduled brown bag lunches with a diverse mix of staff members.

Before the New Jersey Directors meet with Melancon, another group of New Jersey Team AICPA members will meet with the president on Tuesday, July 23 for a brown bag lunch, starting at 11:00 am in Conference Room 1. As usual, Team AICPA is encouraged to contact people attending either of the luncheons (see side bar) if they have any questions that they would like the president to answer.

**MEMBERS ARE ALWAYS WELCOME HERE!**

No one should be astonished to read here that we all work for the members of the AICPA. Since members pay to keep our offices open, they are always welcome to visit any of the three locations of the Institute during regular business hours.

Obviously, many members do visit the AICPA to attend meetings in our offices, but even if an individual member would simply like to see us at work, he or she can come see what we do here.

If a member makes a request to visit our offices, please speak to Mike Molaro of the State Societies and Regulatory Affairs Team at extension 6125. Currently, he takes charge of organizing such tours.

*Look in future issues of News & views for other articles related to our relationship with the AICPA's members.*

**The year is closing  
 — Don't get  
 slammed in it!**

*Mark Simon,  
 General Accounting*



Reminder: For accounting purposes, the Institute's year end is July 31, 1996. So that the books can be closed, the audit completed, and the financial statements prepared for submission to the Board of Directors, it is essential for each team to:

- ❖ Forward all open invoices to the General Accounting team by **July 19. Invoices received in your area after July 19 and before August 1 should be walked over to General Accounting.** New York and Washington employees should fax (X3342) copies of those open invoices to the attention of Marc Simon and send him the hard copies through interoffice mail.
- ❖ **All employee Expense Reports and invoices for staff travel, meeting expenses, etc. should be submitted to General Accounting by July 19.**
- ❖ If an invoice is not received from a vendor by **Friday, July 26**, please provide details to Marc Simon (X3818) or Elaine Milone (X3218).
- ❖ Committee members should be encouraged to submit member reimbursements in a timely manner at year-end.
- ❖ Legal, professional and consulting services are an important part of the year-end accrual process. Please contact Marc Simon or Donna Borowicz if you are aware of any outstanding invoices, or services for which invoices have not yet been received.

Also, all employee monthly work reports for July should be received by the Financial Analysis & Budget Team by **noon on Thursday, August 1.** Please make sure that:

- ❖ All requested information is provided accurately and completely.
- ❖ You use correct activity numbers.
- ❖ You total all work hours correctly.

Your attention to these matters is appreciated.



## Rich Walker's WordPerfect Hints

*Rich Walker, Professional Publications Team*

*Editor's Note: Rich Walker has long had a clandestine reputation at the AICPA for being a real Wordperfect Wiz. These are a few hints he gave his fellow members on the Design Team about the software. He was kind enough to share them with this publication as well.*



**Question:** Whenever I type 1/2, WordPerfect for Windows 6.1 changes it to ½. Whenever I type (c) and a space, WordPerfect for Windows changes it to ©. How can I stop this occurrence?

**Answer:** There is a feature in WordPerfect for Windows 6.1 called "QuickCorrect," which attempts to correct common spelling mistakes and inserts typographical characters rather than their "typewriter" equivalents. So, WordPerfect thinks you want "one-half" when you type "1/2" and that you want the copyright symbol when you type "(c)." But, if you want to turn off this feature so that you get "1/2" rather than ½, complete these steps:

- a. Click on **Tools** in the top menu.
- b. Click on **QuickCorrect** in the drop-down menu.
- c. Highlight the entries you wish to delete. In the above example, highlight the line that has 1/2 in the left column and ½ in the right column.
- d. Click on the **Delete Entry** button, and then click on **OK**.
- e. Click on **Close**.

**Question:** I frequently misspell certain words when I'm typing. For example, I often type "clikc," when I should type "click." I know that I can spell-check every document, but is there any WordPerfect feature to help me here?

**Answer:** Here's an instance where "QuickCorrect" can come to the rescue. You can have QuickCorrect automatically change the incorrect spelling into the correct one. To enter your frequently misspelled word (or words), complete these steps:

- a. Click on **Tools** in the top menu.
- b. Click on **QuickCorrect** in the drop-down menu.
- c. The cursor should be in the "Replace" box. Type in the way you frequently misspell the word. In this example, type in klick.
- d. Hit the tab key to move the cursor to the "With" box. Type in the correct spelling. In this example, type in click.
- e. Click on **Close**. From now on, when you type the misspelling and hit the space bar, the word will be automatically changed to the correct spelling.

**Bonus Hint:** You can also use the QuickCorrect feature to save you time. If, for example, you often type MCS Membership Section Steering and Public Relations Subcommittee, or other long names or titles, you can put in an abbreviation in QuickCorrect and have it automatically change the abbreviation to the full title. In this example, you might have QuickCorrect replace "MCSMS" with the full name of the subcommittee.

### WHY HUMAN RESOURCES IS BUSY ON FRIDAY AFTERNOONS

The people who work in Human Resources, taking their cue from other day-to-day work teams, have decided that the best way for HR to become a team is to hold meetings every Friday afternoon. During that period, the HR offices in New Jersey and in New York will be closed. The Human Resources Team apologizes for any delay that this may cause in answering questions or concerns.

## FOOD TRIVIA QUIZ

Congratulations to Anne Wagenbrenner of the Magazines & Newsletters team, who received the highest score on the last History Trivia Quiz. She even knew the question about Marie Antionette and her alleged declaration about the starving French peasants, "Let them eat *brioche*."

Luckily, none of us are starving French peasants. We all have enough to eat. Some of us have too much to eat. This quiz is especially designed for those of us who think about food more often than we would care to admit. The prize for this contest will be culinary in nature.

- 1 Anyone who eats Indian food is likely to have had a dish where one of the ingredients is *ghee*, not to be confused with glee. What is *ghee*?
- 2 Many fans of Italian food like pasta dishes in *puttanesca* sauce. What does "*puttanesca*" mean in Italian?
- 3 Where does *chop suey* come from?
- 4 In French cuisine, what does a dish usually contain if its name includes the phrase "*a la Lyonnaise*?" (Martha Stewart probably would have to look this one up.)
- 5 Many African-Americans celebrate the feast of *Kwaanza*. What does the word "*Kwaanza*" mean in Swahili?
- 6 Thai cuisine includes a noodle dish called *pad thai*. Apart from noodles, what are the main ingredients of this dish?
- 7 According to Emily Post, at a state dinner, who should sit closer to the president, the vice president or the secretary of state? (Maybe Hillary should ask Eleanor this one.)
- 8 Apart a bartender's skills and a devil-may-care attitude, what does one need to make a tequila sunrise?
- 9 What kind of root do Polynesians use to make *poi*?
- 10 What is the main ingredient in the sauce of *mole poblano*? Hint: Not mole.

## Team AICPA Anniversaries

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

<b>Moe Powell</b>	Facilities Management — New York . . . . .	22nd
<b>Donna Roethel</b>	Practice Monitoring . . . . .	21st
<b>Pat Duane</b>	Human Resources . . . . .	18th
<b>Jim Blum</b>	Examinations . . . . .	17th
<b>Ruby Smith</b>	Facilities Management — New York . . . . .	15th
<b>Arline Dederick</b>	Professional Development Support Services . .	14th
<b>Arlene Cohen</b>	Professional & Technology Products . . . . .	11th
<b>Sarah Cobb</b>	<i>Journal of Accountancy</i> . . . . .	9th
<b>Barbara Considine</b>	Records Management . . . . .	9th
<b>John Lewison</b>	Human Resources . . . . .	6th
<b>Cecil Nazareth</b>	Practice Monitoring . . . . .	6th
<b>Ben Shubov</b>	Information Systems . . . . .	6th
<b>Tanya Szolnok</b>	Marketing Services . . . . .	6th
<b>Sheri Bango</b>	State Societies & Regulatory Affairs . . . . .	5th
<b>Jim Green</b>	Regulated Services . . . . .	5th
<b>Charles Keiser</b>	Professional Development Support Services . .	5th
<b>Anne Wagenbrenner</b>	Magazines & Newsletters . . . . .	5th