

University of Mississippi

eGrove

Newsletters

American Institute of Certified Public
Accountants (AICPA) Historical Collection

5-13-1999

FastFact: Human Resources, Edition 112, May 13, 1999

American Institute of Certified Public Accountants (AICPA)

Follow this and additional works at: https://egrove.olemiss.edu/aicpa_news



Part of the [Accounting Commons](#)

FASTFACT HUMAN RESOURCES

Your Weekly Resource For Team Information



ALSO AVAILABLE ON VIC!



Edition 112

May 13, 1999

ISO 9001 RECERTIFICATION AUDIT STARTS NEXT WEEK!
Please ensure that you and your team are prepared for the following dates:

OFFICE	DATE
New Jersey	May 17 & 18
DC	May 19
New York	May 20 & 21

Bureau Veritas Quality International will be the Institute's registrar and will be performing the surveillance audit this year. To review the important factors of ISO 9001, please take a moment to revisit:

1. Your Team's ISO 9001 Procedures, taking special note of any updates and changes.
2. The AICPA Quality Manual, which can be found on the cc:mail Bulletin Board under "ISO 9001."
3. The AICPA Quality Policy Statement: "AICPA: Meeting Today's Challenges, Exceeding Tomorrow's Expectations."



SELF SERVICE FOR SOFTWARE A REALITY WITH "MICROSOFT HELP ON THE WEB"

One way to get answers to your questions on Word, Excel and PowerPoint is to go right to "the source"—Microsoft, that is—via "Microsoft Help On The Web." Reaching this web page is easy:

In Word, Excel and PowerPoint you'll find a menu bar at the top of the screen, which includes the selection, "Help." From "Help" select, "Microsoft Help On The Web." You'll find several choices within Microsoft Help On The Web—we recommend you select, "Frequently Asked Questions" (FAQ's) for assistance with basic functions or to learn more advanced functions.

Once you are in "Frequently Asked Questions," you will need to select a software application (Word, Excel, PowerPoint, etc.) on the left-hand side, and then "Assistance." Then choose "View Support Highlights for (Word, Excel, PowerPoint, etc)" under the "Microsoft Technical Support" column. This will bring you to the Highlights page. Here, you can get answers to your FAQ's and/or ask "Trouble Shooter" questions. Both can help you learn more about, or teach you how to perform a particular function (e.g., mail merge in Word) and/or troubleshoot a problem you encounter (e.g., "Why do the formulas in my Excel workbook return incorrect values or are missing values?").

Team members also are encouraged to explore the many web pages within "Microsoft Help On The Web" (not just the web pages discussed here) when in need of assistance with their Microsoft product.

**OUR QUALITY POLICY STATEMENT IS
"AICPA: MEETING TODAY'S CHALLENGES, EXCEEDING TOMORROW'S EXPECTATIONS"**

NEW WEIGHT WATCHERS PROGRAM UNDERWAY

A new 10-week Weight Watchers At Work program began for registered participants in the Harborside office on Wednesday, May 12th, and will continue every Wednesday through July 14th. These meetings will be held from 1:00pm to 2:00pm in the following locations on the following dates :



Training Room C

5/19, 5/26, 6/9, 6/30 & 7/7

Conf. Room 1

6/2, 6/16 & 6/23

Conf. Room 3

7/14

If you have any questions regarding Weight Watchers At Work, please contact Kim Hines in HR.

DID YOU MISS IT?

The chart below summarizes some of the important *FastFact* articles you may have missed during the month of April. All back issues of *FastFact* are available on VIC—HR's Virtual Information Center on the AICPA Intranet. A few copies of the April issues also are available from Lisa Hudson in HR.

SUBJECT	DATE APPEARED
"Spring Cleaning" For cc:Mail Underway	4/27/99
Procedures To Follow For Car Service in NY & NJ Offices	4/27/99
Self Directed Study Success Stories	4/27/99 & 4/13/99
May/June Training Update	4/27/99
Warming Up For The Corporate Challenge	4/27/99
ISO 9001 Recertification Coming In May (dates included)	4/27/99 & 4/20/99
Tips For Performance Management (tips for evaluating the AICPA Competencies)	
▪ Leading & Managing Change	4/27/99
▪ Development	4/13/99
▪ Teamwork	4/6/99
Welcome Aboard, Promotions & Transfers	4/20/99 & 4/6/99
Fleet Bank: Update (minimum balance requirements for checking accounts)	4/20/99
Clarifying "Rumors" of Team Moves At Harborside	4/13/99
AICPA Men's Basketball (Tournament Update)	4/13/99
Good News! (Team Members' Personal Achievements)	4/13/99
The More Things Change, The More We Need To Know About Them In HR and Payroll	4/13/99

A full index of all *FastFact* 1999 articles and 1998 archives is also available on VIC.



BE IN THE KNOW—READ *FASTFACT* EVERY WEEK!