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OXFORD 1099 ALERT

This is an alert to any employee who may have received a 1997 1099 form from Oxford—this was sent in error. If you have received such a form from Oxford, please do not include this information in your 1997 income tax preparation. These forms were not sent to the IRS and a letter from Oxford explaining their error is on its way to you. We apologize for any inconvenience this may have caused.

MONTHLY WORK REPORT REMINDER

Monthly Work Reports are due on the 3rd business day of the month to Kim Scretchen in Financial Analysis & Budget (not Kim Hines in Human Resources). Accordingly, please be sure to turn in your February 1998 Work Reports by Wednesday, March 4th.

A SECURITY REMINDER FROM FACILITIES MANAGEMENT

Whenever you leave your desk, especially at the end of the day, please be sure to lock all valuables—such as pocketbooks, wallets, watches, eye-glasses, calculators, etc—in your desk drawers. Please do not leave your valuables on top of your desk. If you work in the Harborside office and you need keys to your desk, you can call the Facilities Help Desk at x3300 to obtain a set. When ordering a set of keys, please provide the number that is on the key hole cylinder so a matching key can be made. When your key is ready, Facilities will call you to come sign for it. If you work in the NY office and need keys to your desk (or office), please contact Joe Ciccone at x6229, or if you work in the DC office, please contact Ela Work at x4260.

NEW CPA CAREER CD-ROM NOW AVAILABLE

The latest version of *Room Zoom: The CPA SourceDisc™* is now available. Using video, interactive simulation games, stereo sound, high-tech graphics, and text, *Room Zoom: The CPA SourceDisc™* attracts college accounting/business majors and other high-potential students to CPA careers. Committee staff aides should alert your committee members of the CD-ROM's availability and, if possible, set up a demonstration for them. To order a copy, please contact Kim Walsh at x6224 or Jodi Ryan at x6102, or you can place an order through your Team's Infinium system purchaser (ask for product #872514).

E-MAIL TIPS FROM THE LAN SUPPORT TEAM

Storing Messages. When you need to store an e-mail message, please do not use the Trash folder as a storage folder. The Trash folder should be used for discarding mail only. To store your messages, please create a folder under the "Folders" icon. To do this: Under the "File" pull down menu select "New." Then, select "Folder." A new folder icon along with a light blue space bar will appear on the left side of the screen. This is your prompt to name your folder. Type in a name and hit enter. Now you have a new folder for storage. Whenever you want to store an incoming message into that folder: Go back to the "Inbox" screen. Click and hold on the message you want to store; then drag the icon from the inbox over to your new folder. Your message will now be stored in that folder.

Printing Without Recipients' Names. You receive an e-mail that also was sent to a large group of people. So how do you print the message without printing all of the other recipients' names? Here's how: Open the message. Under the "File" pull down menu select "Print." Next, click on the "Header" button (bottom right corner of message box). Under this checklist, select "Partial." Then, under the Partial checklist, you'll have five options: "Author," "Subject," "Date/Time," "Recipients," "Priority." Select everything EXCEPT "Recipients" and click on the "OK" button. From now on, your messages will print without the other recipients' names. If you want to go back to printing with their names intact, you must go back to the same Header menu and reselect "Full."

