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## Economical Manual Voucher System

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# AN ECONOMICAL MANUAL

## VOUCHER SYSTEM

By G. I. TEBBEL, C.P.A., Controller, Morley Brothers, Saginaw, Michigan

Small companies, as they begin to grow, frequently face a serious problem in recording their accounts payable transactions. The number of transactions frequently reaches the point where more employees need to be added to continue under the old system or a more efficient system needs to be adopted. Usually, when new systems are contemplated a mechanical installation is seriously considered before making the final decision. This paper is intended to furnish an idea of what can be done manually when a mechanical system is rejected by the management.

If a company receives a total of 1,000 invoices a month from approximately 300 vendors, the recording procedures under the usual accounts payable system are as follows:

1. Entering the individual invoices in the purchase journal 1,000 entries
2. Foot and balance the purchase journal (approx. 30 pages). Summarize the controlling columns.
3. Posting purchase journal entries to accounts payable ledger 1,000 postings
4. Foot and balance the accounts payable ledger sheets for 300 vendors with one controlling account.
5. Preparing remittance advices on vendors to be paid. 1,000 entries
6. Posting the payments to the accounts payable ledger. 300 entries
7. Indicating on ledger sheets the invoices paid and bring down new balances

Total Entries 3,300

The same number of transactions is handled under a voucher system as follows:

1. Entering the invoices on the voucher forms 1,000 entries
2. Foot and balance the

vouchers after closing them for the month. (300 individual vouchers with an average of 3 entries recorded on them).

3. Entering the vouchers in the voucher register (make distribution from the columnar totals on the individual vouchers, if the system discussed later is used). 300 entries
4. Foot and balance the voucher register (approx. 10 or 11 instead of 30 pages).
5. Posting the payments to the payment information column in the voucher register. 300 postings

Total Entries 1,600

The number of entries required for recording the 1,000 invoices is thus less than one-half the number of entries required under the regular accounts payable system. The voucher further provides a record of all the transactions with each vendor for the month along with the distribution of the purchases. After the voucher is prepared all entries are made from the voucher totals rather than from individual invoices, thereby reducing the size of the book of original entry from 30 to 10 pages.

There are numerous variations in the voucher system. Some companies use the duplicate copy of the check and remittance advice as the voucher. Others prepare vouchers with a list of the invoices on one side and the distribution summary on the other. These systems make large savings in the accounts payable department. However, in order to make the original distribution summary or to have a complete distribution of individual invoices within the voucher, all the invoices must be thumbled through repeatedly. Generally, also, the vouchers are completely prepared and balanced during the first 10 days of the month when the accounts payable department is very busy.



# IDEA EXCHANGE

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By THEIA A. CASCIO, Sherman Oaks, California

Let's forget forms, machines, financial statements, and taxes for a short while. Employers and employees alike, in addition to their possession of technical knowledge and skill, need to know how to get along with other people. Dale Carnegie emphasizes this in his book "How to Make Friends and Influence People." Our present concern is not the latter; we want to make friends.

There is a difference between making friends and not making enemies. The latter is passive and results from an indifferent attitude toward others. It requires alert, conscious effort to have people like and trust you. Getting along with associates may not be ratable in an IQ test, but it should be a definite part of your plan for success.

One girl in our office said recently, "I can't seem to get friendly with Miss S. Every time I get near her, I can see nothing but the spots on her blouse." A little time for neatness could bring a closer relationship here. While appearance might seem to be picture viewing only, with no connection to character and how others feel about you, there is a definite pull toward the attractive, neat and clean person.

There is never any fear or hesitancy about approaching the courteous individual. Meet rudeness with politeness and you may start a chain reaction of courtesy. Elbert Hubbard wrote: "Everybody is really decent in spots; and I have seen the gentle answer completely disarm a grouch who was bent on chewing the red rag of wordy warfare."

Be interested in those around you and happy for their success. Mark Twain once said, "There is nothing harder to take than success—*somebody else's success.*" Envy is natural; but how we react to that feeling is an indication of character. If you are envious of acquaintances or their accomplishments, study why. Realize it is most

probably because you want like good fortune, reason how you can attain it, and congratulate the successful person with good will and admiration.

Understanding and sympathy always merit a rewarding handclasp and a warm feeling of friendship. Lavish gifts and extravagant phrases are not usually indicative of real sympathy. A kindly smile and the sincerity of a brief, "I'm sorry," can be just as effective and more meaningful. Understanding comes from knowing all men and women have troubles and problems. With some, the load is heavier. Some small gesture or aid on another's part can reduce that load. How the burdened person would love you for lifting just a small part of that weight!

All who wish to get along with others need self-control. Consider the art of oral communication. We too often become irritable and curt if we must repeat ourselves. We assume too often that the other party understands our simplest words. Take the ordinary and commonplace "cat" for instance. When I write it, I think of the spotted one that jumps the fence in the back yard. What do you think about? Perhaps, the black one that crossed your path on the way home last night, or the cute manx cat curled up at your fireside. We must have patience to be sure we are using comparable terminology.

Human Relations is becoming so important that many employers purchase a mailing piece on the subject which is posted to the employee's home. We are coming to realize that genius does not always bring happiness and success. Job knowledge and experience are most important. Granted. But, when your class yell from the School of Experience becomes, "Ouch," something is wrong. It may be your understanding of Human Relations.

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