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Idea Exchange

Theia A. Tonna

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IDEA EXCHANGE

By THEIA A. CASCIO, Beverly Hills, California

Every Office Manager or Purchasing Agent knows there are more machines on the market today than any one individual has time to investigate. To name only a few, there are calculators, adding machines, bookkeeping machines, and punch card systems. It has been interesting to watch the rapidity with which machines have been replacing hand recording and bookkeeping,—even in small offices. There are some machine improvements today that aid the accountant in a more indirect way. Here are some of the **INDIRECT MACHINE AIDS** which have been brought to our attention. Perhaps you have some small machine aid in your office that has reduced costs or otherwise aided your company. Let us know about it.

REDUCING REPRODUCTION COSTS, ELIMINATING REPRODUCTION ERRORS

*Submitted by: Ruth A. Clark, CPA
Los Angeles Chapter*

The APECO AUTO-STAT, a little machine which takes up no more room than an average adding machine or typewriter, reduces considerably statistical typing and reproduction costs of financial statements, cost studies, and schedules to support tax returns. Exact reproductions of the original copy in black and white are produced at the rate of forty to fifty copies an hour through the use of special papers and solutions. The procedure, which does not require a dark room, eliminates the need to check back for typing errors. This copy method has also been used to reproduce paid checks, deeds and other legal documents, and papers to support claims.

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Convention keynote: "You can't hit the ball with the bat on your shoulder, you've got to get in there and swing."

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A job poorly done stands as a witness against the man who did it.

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STOP MEMORIZING TECHNICAL SPEECHES

*Submitted by: Paula Reinisch
Grand Rapids Chapter*

The TELEPROMPTER, an automatic prompting gadget offered by RCA Service Co. in major cities, is the newest aid to Accountants and other public speakers. Core of the machine is a script typed in huge block letters which unrolls before the speaker and is regulated to the speed of delivery. Installed where it cannot be seen by the audience, it ends the fear of forgotten lines and the drudgery of memorizing. While this may appear a bit far-fetched as an accounting aid—remember that trained accountants are not necessarily trained speakers and such an invisible crutch should be quite a boon for any technical speaker not wishing to disturb the audience with the rustling of turned pages and desiring to give the semblance of speaking without notes.

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THROW AWAY THOSE MULTIPLE MAILINGS PLATES

The WEBER ADDRESSING MACHINE does away with plates yet can produce over and over any number of addressed envelopes or cards from the originally typed ribbon tape. Any mailing list can be typed on rolls holding up to 500 names and addresses. You can address directly from these rolls up to 100 times. Corrections and changes are simply made. Any office, no matter how small, will find this very inexpensive machine a time-saver for such repeated mailing lists as: reports to stockholders, accounts receivable and payable if window envelopes are not feasible, and multiple mailings from a sales department.

(Continued from page 12)

Los Angeles 37, California. Employed by Price Waterhouse & Co. Member of Los Angeles Chapter ASWA. Studied at Sawyer's Business School.

Wilma L. Miller, 4637 E. 8th Street, Kansas City, Missouri. Employed by William J. Troupe & Co. Member: Missouri

(Continued on page 14)