

Accounting Department streamlines with computers.

AVCP Accounting aims to be more effective with less effort, and typically processes a payroll for 450 individuals.

The Accounting Department centers around our Basic Four computers; six full time staff people in this department are responsible for one or several of the following computer orientated functions; entering and maintaining participant records, files, paying bills, bank recon-

ciliations, journal entries, cash receipts, cash disbursements, plus monthly quarterly and annual payroll and statistical reports. Our payroll is run twice monthly and approximately 450 checks are printed each pay date. Each participant has 33 characteristics entered into the computer for statistical report which

is required as we are a CETA prime sponsor under D.I.N.A.P. We have recently mastered the task of paying our bills and posting to all accounts on the computer and have virtually made manual record keeping non-existent in our system.

We are presently initiating new procedures and programs to handle the new State W-4 form and the mid year special State wage plus tax statement. As new manpower programs are starting and old programs closing, we are streamlining our computer procedures to be even more effective with less effort.