

crest's Bills

it has not received, so each bill must be checked against appropriate receiving report. Two things are primarily checked: the purchase order numbers must be the same on the bill and the receiving report, and each item for which company is being billed must be listed as received on the receiving report. Some 6,000 receiving reports are submitted monthly by receiving locations.

After all bills have been checked and re-checked and deemed valid and correct, they are sent to the Data Processing Department where the checks are written and the expenses recorded, then returned to Accounts Payable.

The checks themselves are then analyzed to insure that they are made out for the proper amount and to the proper vendor. Once the checks are validated they are then signed by a machine and mailed out by the Payroll and Banking Department.

Processing checks doesn't tell the whole story.

After the checks are sent out, copies of all checks, bills, receiving reports and other pertinent data must be stored in an orderly way so that any bill may be referred to at any time.

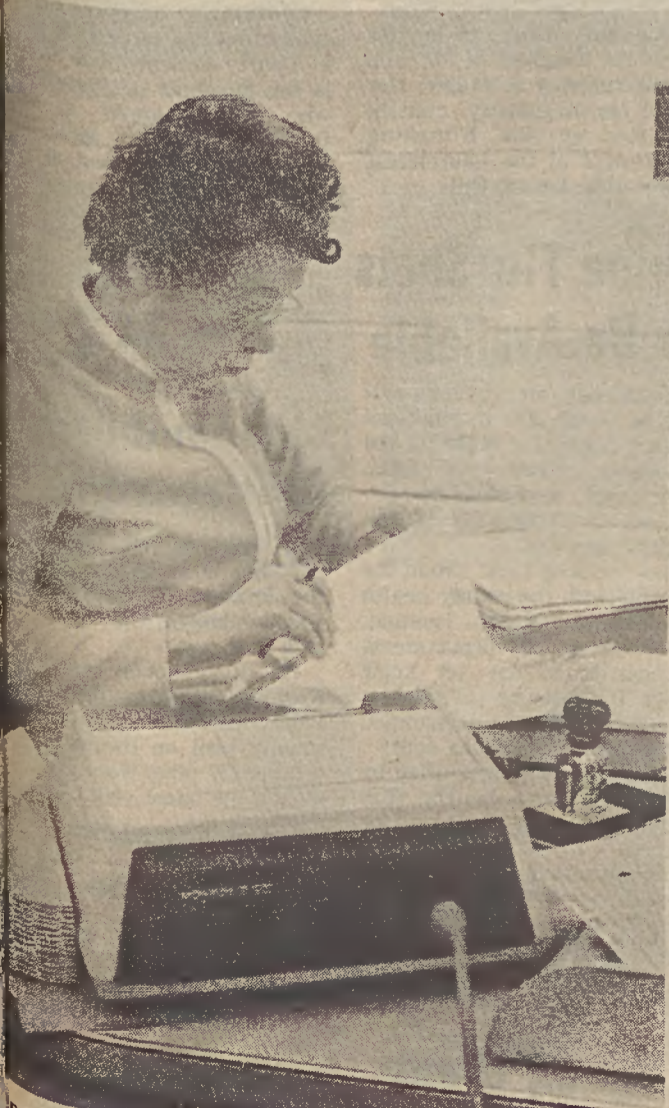
This is accomplished with the aid of a small computer called a microfilm retriever which can produce a given bill in less than a minute. The microfilmed documents are in cartridges that are smaller than a tape cartridge and are stored in a rack similar to those on which paperback books are displayed. Two cartridges contain one day's work.

Over two million documents have been filmed and are now stored in the Accounts Payable Department. The microfilm retriever, which is about the same size as a television set, replaced some 350 file drawers when it was installed in 1974.

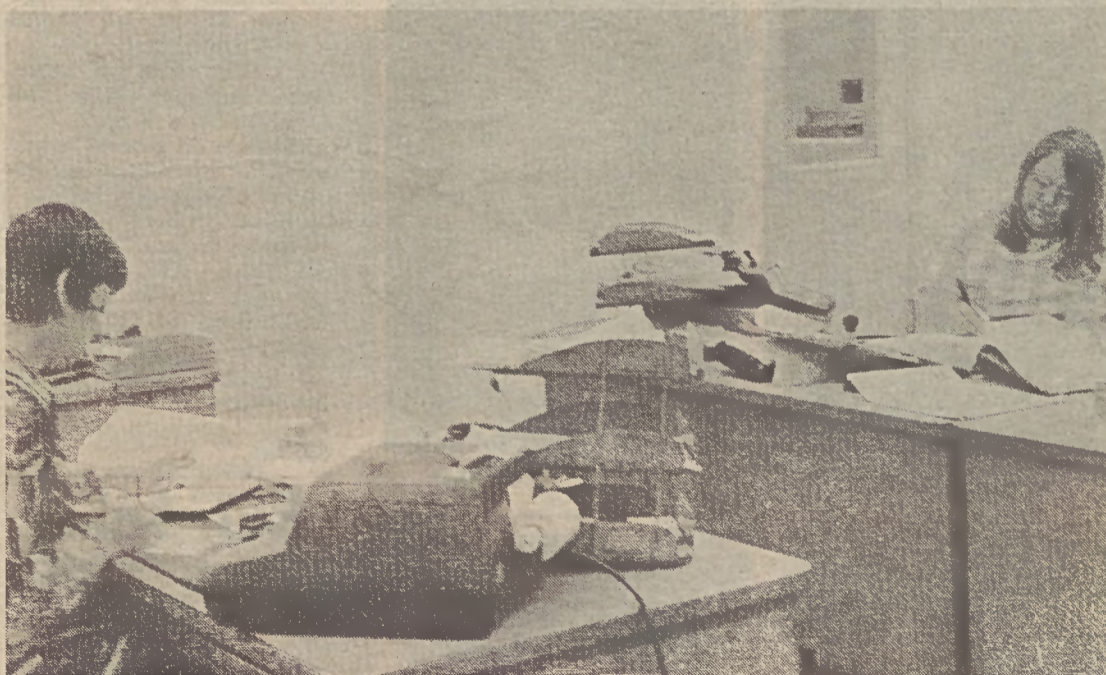
While the Accounts Payable operation may not be quite as simple as sending out checks for your bills at the end of each month, it is an efficient and streamlined system. The 13 clerks in the department do an outstanding job of making sure that all bills are paid correctly and on time so that the company's credit rating is protected, and also insuring that interest is paid only for what it has received.



TAM STALEY, microfilm retriever operator and control clerk.



RUBY THOMASSON is a cotton clerk and head invoice clerk.



CAROLE LEMONS, left, and KAYE DENNY are vendor number control clerks.