

No. 610,451.

Patented Sept. 6, 1898.

T. G. KNIGHT.
ACCOUNT KEEPING BOOK.

(Model.)

(Application filed Jan. 16, 1897.)

Fig. 1.

WITNESSES:

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William P. Gaebel.
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Fig. 2.

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BY

many

ATTORNEYS.

UNITED STATES PATENT OFFICE.

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ACCOUNT-KEEPING BOOK.

SPECIFICATION forming part of Letters Patent No. 610,451, dated September 6, 1898.

Application filed January 16, 1897. Serial No. 619,413. (Model.)

To all whom it may concern:

Be it known that I, THOMAS G. KNIGHT, of New York, (Rockville Center,) in the county of Queens and State of New York, have invented a new and Improved Account-Keeping Book, of which the following is a full, clear, and exact description.

The object of the invention is to provide a new and improved account-keeping book, designed for use as a collection-account book and the like, to enable the bookkeeper to see at a glance the standing of a customer.

The invention consists in the particular construction and arrangement of parts, as hereinafter described, and pointed out in the claim.

Reference is to be had to the accompanying drawings, forming a part of this specification, in which similar characters of reference indicate corresponding parts in both the figures.

Figure 1 is a face view of the improvement with the book opened up to show two succeeding pages covering a period of a year. Fig. 2 is an end elevation of the same.

The improved book is provided with the usual covers and a plurality of leaves numbered consecutively and arranged to have succeeding pages A A' form an account for a certain period—say a whole year—as shown.

The page A is provided at its beginning with a column B, containing the names of the customers and their addresses, preferably in alphabetical order, and next to this column are arranged columns C, extending over the leaves A and A' and indicating equal divisions, preferably of a month, for the entire period. Thus, as shown in Fig. 1, the columns C indicate the twelve months of the year 1897. Each column C is again divided into subdivisions C' C² C³, of which the column C' indicates the aggregate transactions during the month with the customers given in the column B, and the subdivision C² indicates the balance brought forward, while the subdivision C³ contains the total balance or other remarks—such as, "Paid," "Notice sent," and "Referred to attorney for collection," &c.

Now it is evident that the accounts thus kept from month to month readily indicate

the customer's standing, so as to enable the business man to see at a glance whether such customer should have further credit or what else is to be done with the account.

Each leaf is provided with transverse perforations α to permit a portion of it to be readily torn out and with apertures A³ at each end, for a purpose hereinafter fully set forth. In use at the end of a year—say 1896—the bookkeeper in opening the account-book for 1897 tears out the portion A² of each leaf of the 1896 book containing the accounts for the last three months—October, November, and December—and attaches the said portions to the leaves in the new or 1897 book by means of suitable fasteners D, passed through the apertures A³ in the torn-out portions and in the leaves of the new or 1897 book, so as to have the statement (on January 1, 1897) of the last three months of his customers before him in the new 1897 book. Thus, for instance, as shown in Fig. 1, pages Nos. 203 and 204 are for the accounts during the year 1897, and on the page A is fastened the torn-out portion A², the same being a portion of page 204 of the book from the previous year, 1896, the said torn-out portion indicating the accounts for the last three months of the year 1896 and for the same customers as given in the column B. Thus in starting the book for a new year the bookkeeper has the accounts for the last three months of the previous year attached to the page of the book, and consequently can readily enter such new accounts or make such other remarks on the new page as deemed advisable, according to the information furnished by the torn-out page portion A². When the accounts have progressed in the new book for, say, two or three months, then this torn-out page portion A² is removed from the book and can be returned, if deemed necessary, to the old book.

Having thus described my invention, I claim as new and desire to secure by Letters Patent—

An account-keeping book provided with a plurality of leaves ruled for forming an account for a given period, and divided into a column for the names of the customers, and

successive equal monthly divisions subdivided for keeping account of the new business for the month, the total balance, and for remarks, each leaf being provided with transverse perforations to permit a portion of it to
5 be torn out and with apertures at each end, and fasteners for attaching the removed por-

tion to another page, substantially as shown and described.

THOMAS G. KNIGHT.

Witnesses:

THEO. G. HOSTER,
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