

No. 698,350.

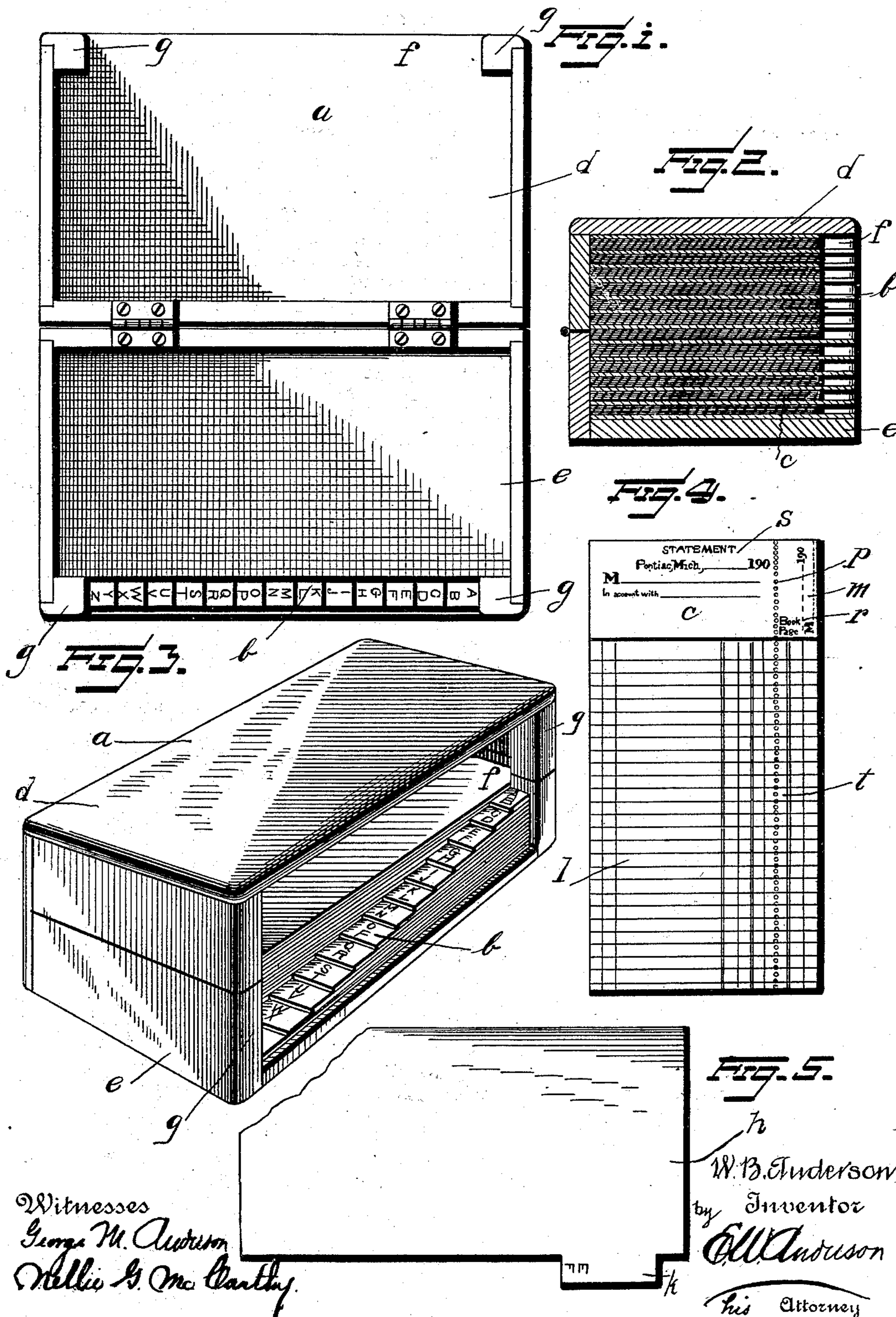
Patented Apr. 22, 1902.

W. B. ANDERSON.

ACCOUNT FILE.

(Application filed June 6, 1901.)

(No Model.)



UNITED STATES PATENT OFFICE.

WILLIAM B. ANDERSON, OF PONTIAC, MICHIGAN.

ACCOUNT-FILE.

SPECIFICATION forming part of Letters Patent No. 698,350, dated April 22, 1902.

Application filed June 6, 1901. Serial No. 63,403. (No model.)

To all whom it may concern:

Be it known that I, WILLIAM B. ANDERSON, a citizen of the United States, and a resident of Pontiac, in the county of Oakland and State of Michigan, have made a certain new and useful Invention in Account-Files; and I declare the following to be a full, clear, and exact description of the same, such as will enable others skilled in the art to which it appertains to make and use the invention, reference being had to the accompanying drawings, and to letters of reference marked thereon, which form a part of this specification.

Figure 1 is a plan view of my file-box open. Fig. 2 is a cross-section of the same filled and closed. Fig. 3 is a perspective view of the file-box closed and half-filled. Fig. 4 is a face view of the file-slip. Fig. 5 is a face view of one of the index-cards.

The invention has relation to accounting; and it consists in the novel construction and combinations of devices for facilitating such work, as hereinafter set forth.

In retail business, especially, the ordinary method of keeping the record of transactions and making and receipting statements or bills entails considerable labor and is regarded as being deficient in accuracy, completeness, and facility. In my invention I have designed to remedy these defects, while providing for the accounting department an account-file of neat and creditable appearance.

In the accompanying drawings, illustrating the invention, the letter *a* designates the file-box, *b* the index, and *c* the file-slip.

The file-box *a* consists of two parts, a lower and an upper part, which are usually connected at the back by a hinge device in such wise that they can be opened like a hinged-cover box, the top part *d* and the bottom part *e* being preferably of the same depth, so that when opened the two parts will rest on the same level. The cover part and the base part are of similar or twin formation, being cut away in front in such a manner as to provide an opening *f*, which is bounded at the ends by corner posts or bearings *g*. These laterally-projecting corner posts or bearings of the base and cover abut against or register with each other when the box is closed in an exact manner, so as to form a continuous bearing in the corner from the top to the bottom of

the chamber of the box. In the box is placed the index *b*, which consists of the index-cards *h*, which extend from end to end of the box-chamber and are formed with extensions *k* on one side corresponding to the front of the box, such extensions being shorter than the main body of the card, so that they project into the opening *f* of the box between the corner-bearings, when they are visible in said opening. The index-cards therefore fit the chamber of the box neatly, but in a sufficiently easy manner to enable them to move or be moved up or down therein with facility. The extensions *k* of the cards are differentiated in length and are marked with the letters of the alphabet in a manner similar to the ordinary alphabet-index of a book. Between the index-cards and in proper relative position according to letter are placed the file-slips or account-slips *c*, on which are the statements of the transactions with the customers to whom credit is given, the file-slips or statements being posted or copied from the day-book or sales-slips of the salesman.

Each file-slip consists of an account-ruled sheet *l*, having a lateral account-ruled extension *m*, between which and the main portion or sheet *l* is a perforated line *p*, extending vertically along the sheet. At the upper end of this extension, which is usually quite narrow in comparison with the main portion of the sheet, is a heading *r*, similar to the heading *s* of the main sheet, and in addition to the ordinary account-ruling is provided on the extension-strip, which I term and use as my "ledger-strip," a column *t*, which is headed by the term "Book-page," and serves for recording the pages of the day-book on which the itemized accounts of the sums recorded on the extension or ledger strip are to be found. In this manner is provided a simple means of keeping records and rendering statements, which is designed to be accurate, neat, of easy reference, and complete.

The itemized statements or file-slips thereof are placed in the file-box between the index-cards in accordance with the letters of the surnames of said customers. When a customer calls for his bill, to see it so to pay it, or a portion of it, the clerk simply opens the file-box and index therein at the proper letter, reaching at once the file-slip of this

customer. If he pays the bill, the extension or ledger strip is separated therefrom, the main statement receipted and handed to the customer, the extension-strip also receipted
 5 and filed away for reference. If he pays a portion of the bill, the amount paid is credited on the main sheet and on the extension-strip, and the latter being removed and placed back in the index-file the former is handed to the
 10 customer. As the statement is duplicated in amounts on the extension, the record is kept independent of the day-book, with reference to the day-book for items.

The account-file is practically a cased book
 15 with movable index-strips holding the file-strips in order. The index-alphabet is always visible at the opening of the box, and when the box is opened the index-cards hold their relative places in each part of the box, easy
 20 reference being made thereto, because of their movable nature, there being no clamp or cords or wires through apertures or other fastenings. As the file-strips are made of about the same width as the index-cards, ex-
 25 clusive of the lettered extension, they are entirely hidden or closed off from the visible letter-index of said cards, and said file-slips being as long or nearly as long as the index-cards they are held in the chamber of the
 30 file-box and are not liable to become exposed or lost through the front opening.

It is believed that this account-file will provide an acceptable device for keeping statements and records of retail transactions in a
 35 neat and accurate manner and so that easy reference may be quickly made at any time to the account of any customer for exhibition, statement, or settlement.

The corner-notches of the series of index-
 40 cards are each of the same dimensions, and being located at the forward or index side of the card, at which side the card is notched for the letter extension thereof, do not de-

stroy the integrity of the body of the card, which is thus stronger and less likely to be- 45 come torn or injured in use and is also of better appearance. These corner-notches are bounded on one side by the outer edge of the card proper and on the other side by the letter extension. 50

The corner-posts of the file-box are adapted to engage the letter-extension notches of the index-card, and the interior of the box is en- 55 tirely unobstructed, whereby the box may be entirely filled with file-slips.

Having described this invention, what I claim, and desire to secure by Letters Patent, is—

1. A file-box open at one side, and having its interior entirely unobstructed, and com- 60 posed of the two twin hinged sections, having laterally-offset corner posts or abutments adapted to completely fill or engage letter-extension notches of index-cards, and registering when the box is closed, substantially as 65 specified.

2. The combination with the index-cards, each of which has a corner-notch at the forward or index side thereof, such notches being of the same dimensions, and being bounded 70 on one side by the outer edge of the card proper, and on the other side by the letter extension, of the file-box, such box being open at one side, and consisting of the two twin sections having laterally-offset corner 75 posts or abutments at such open side, and of a thickness or inner extent equal to the width of the letter extension of the index-card, said posts registering when the box is closed, substantially as specified. 80

In testimony whereof I affix my signature in presence of two witnesses.

W. B. ANDERSON.

Witnesses:

C. E. WALDO,
 B. J. GREER.