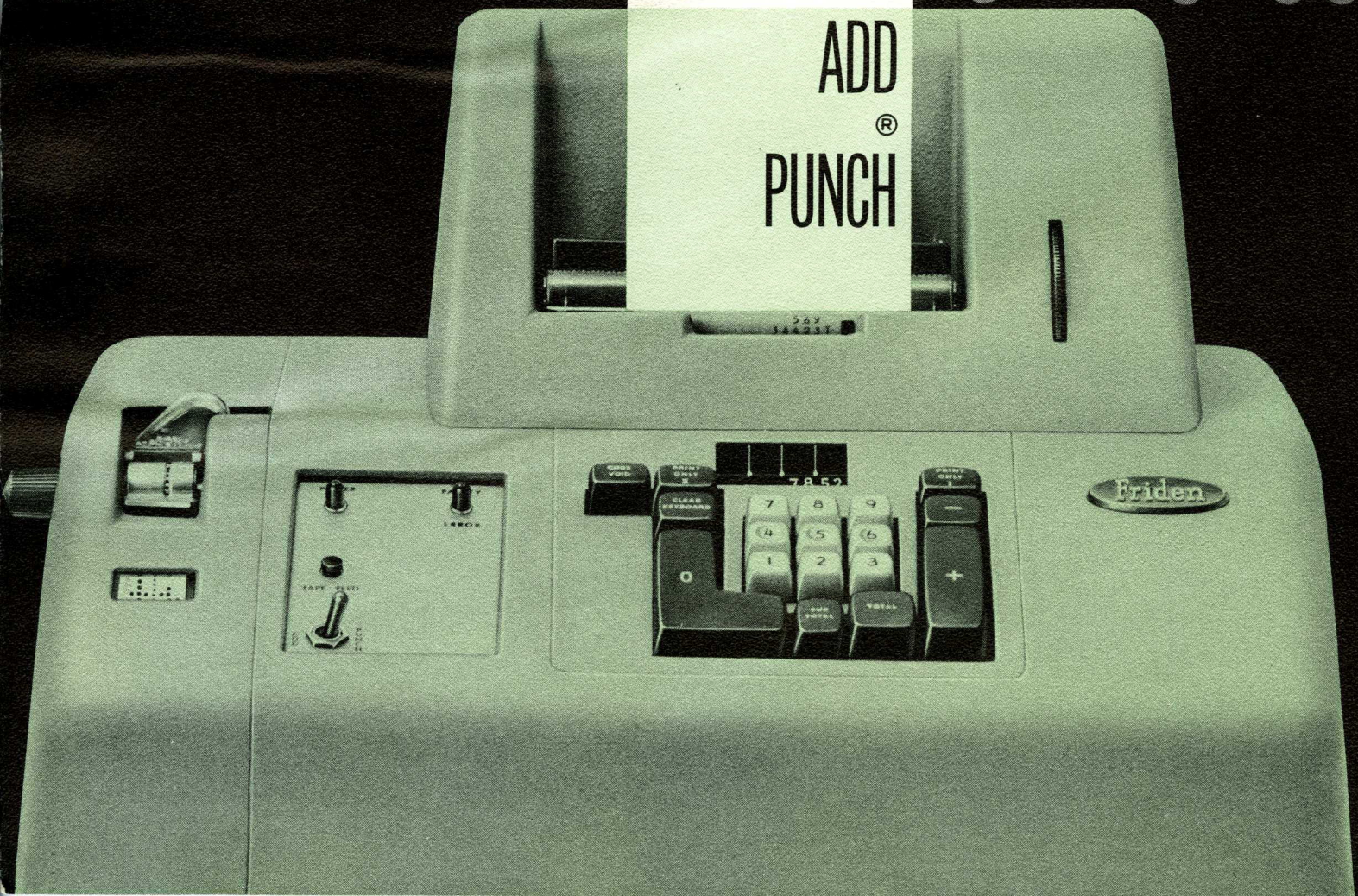# PUNCHED TAPE AUTOMATION WITH THE

Friden

ADD ® PUNCH

Friden Add·Punch

GIVES YOU A PRINTED TAPE **1**

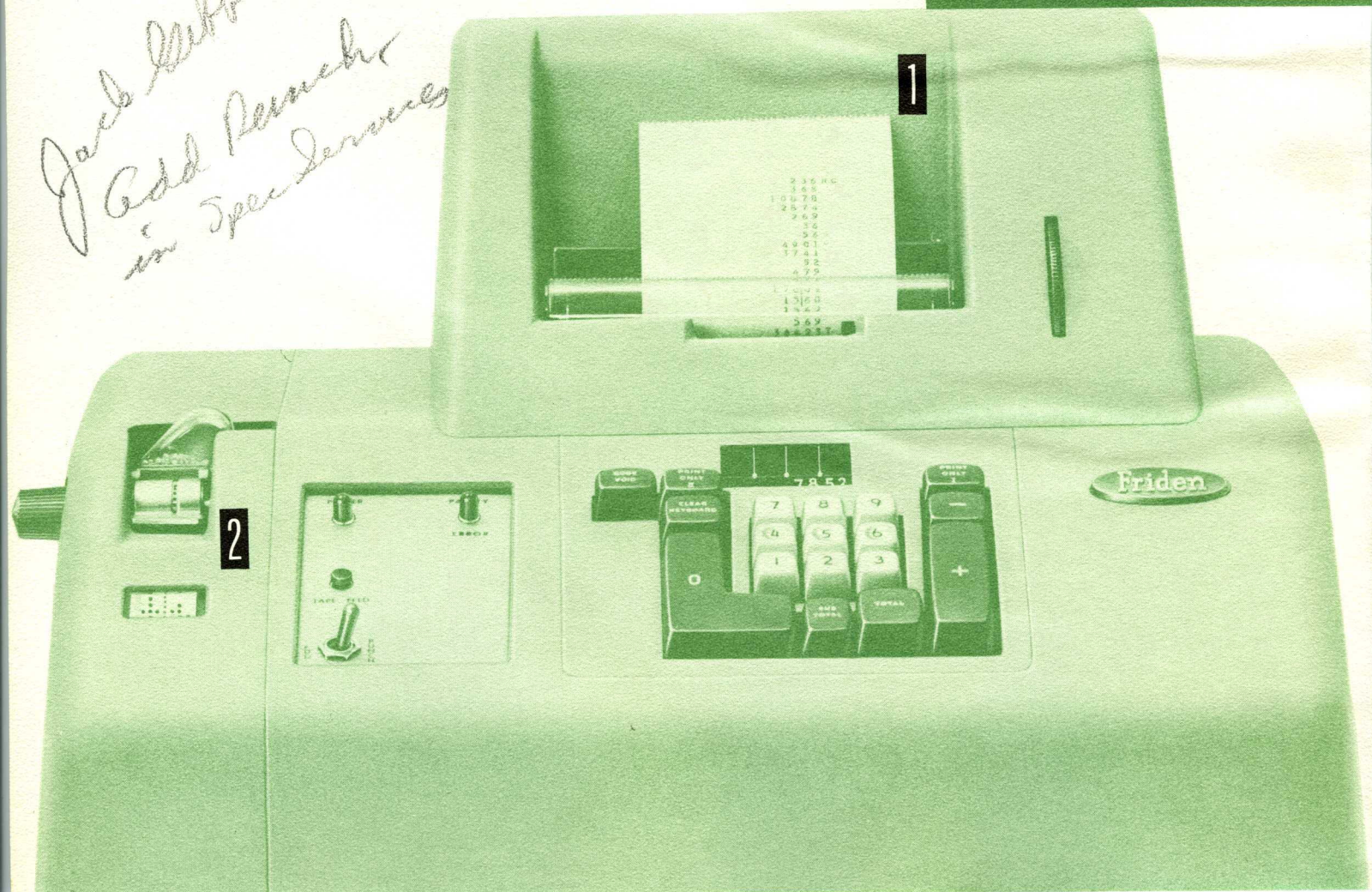AND A PUNCHED TAPE **2**

FROM WHICH A VARIETY

OF DETAILED BUSINESS RECORDS CAN BE PRODUCED AUTOMATICALLY

AT LOW COST

JOURNALS • PROFIT-LOSS STATEMEN

ten-key simplicity produces detailed business records

AT THE ACCOUNTANT'S OFFICE, or at his client's location, the operator enters basic accounting data on the Add-Punch keyboard, just as she would on a standard 10-key adding machine. The Add-Punch accumulates totals, prints a listing of all items, and punches a paper tape which includes all or any selected data.
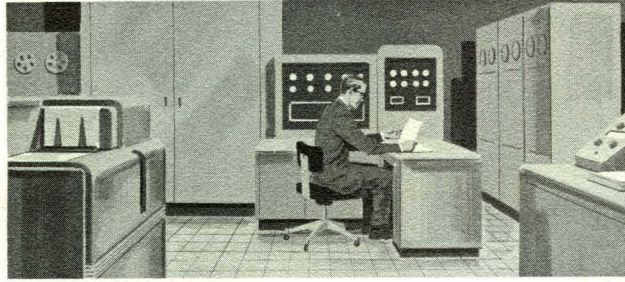
THE PUNCHED PAPER TAPE is then sent to a service bureau where it is converted to tab cards, and the necessary financial reports are prepared automatically on the service bureau's tabulating equipment. Thus, the accountant is able to provide even the smallest of his clients with automatic machine accounting at low cost.

TS • GENERAL LEDGERS • BALANCE SHEETS • CUSTOMER'S STATEMENTS • CHECK REGISTERS • SALES ANALYSES

BALANCE SHEET

DESCRIPTION	IDENTIFICATION 81 395	PERIOD ENDING 8 31 60		
		CURRENT MONTH	PERIOD TO DATE	
		DETAIL	TOTAL	
ASSETS				
CURRENT ASSETS				
PETTY CASH		100 00		
CASH IN BANK		11 658 76		
ACCOUNTS RECEIVABLE		19 862 03		
COMMISSIONS REC		3 934 95		
INVENTORY		29 385 21		
INVENTORY SUSPENSE		1 245 80CR		
TOTAL CURRENT ASSETS		*	63 695 15 *	
FIXED ASSETS				
AUTOS		12 497 67		
		1 004 42		
		2 880 00CR		
		*	10 622 09 *	
		125 00		
		456 72CR		
		40 00		
		250 00		
		15 000 00		
		*	14 958 28 *	
		*	89 275 52 *	

GENERAL LEDGER

ACCOUNT			DESCRIPTION	REFERENCE	DATE	CURRENT MONTH	PERIOD TO DATE	IDENTIFICATION 81 935	PERIOD ENDING 8 31 60
GEN.	SUB.	DIST.							
101			SALES REGULAR		7 31 0		155 403 33CR		
101				2 1119	8 0	12 63			
101				3	8 0	26 563 16CR			
						26 550 53CR*	181 953 86CR*		
198			DISCOUNT ALLOWED		7 31 0		523 57		
198				3	8 0	91CR	5 816 13CR		
198				1	8 0	24 86CR	3 100 78CR		
198				1	8 0	12 07CR	1 091 09		
198				1	8 0	11 10CR	364 24CR		
198							136 24CR		
198									
198									
198									
198							17 605 13CR*		
210							17 605 13CR*		

PROFIT-LOSS STATEMENT

DESCRIPTION			IDENTIFICATION 81 395	PERIOD ENDING 8 31 60	
			CURRENT MONTH	PERIOD TO DATE	
			DETAIL	TOTAL	
INCOME					
SALES REGULAR			26 550 53CR	181 953 86CR	
DISCOUNT ALLOWED	251		57 76	581 33	
TOTAL NET SALES	251		26 492 77CR*	181 372 53CR*	
COST OF SALES					
PURCHASES			21 575 53	116 101 84	
COST OF SALES/MERCHANDISE	301		21 575 53 *	116 101 84 *	
TOTAL COST OF SALES	301		4 917 24CR*	65 270 69CR*	
GROSS PROFIT	301				
SALES EXPENSE	301		3 048 29	14 690 33	
SALARIES SALESMEN	301		45 50	249 14	
ADVERTISING					
PROMOTION					
TRAVEL	302				
AUTO	302				
TOTAL SALES EXPENSE					71 670 39CR*
EXPENSES					
ACCOUNTING / LEGAL	303				
CASH OVER/SHORT					
DEPRECIATION	304				
FREIGHT					
INSURANCE / EMPLOYEES					
MISCELLANEOUS					
OFFICE					
RENT					
REPAIRS / MAINTENANCE					
SALARIES / WAGES					
TAXES / PAYROLL					
TAXES / OTHER					
TELEPHONE					
UTILITIES					

JOURNAL

ACCOUNT			DESCRIPTION	REFERENCE	DATE	CURRENT MONTH	PERIOD TO DATE	IDENTIFICATION	PERIOD ENDING
GEN.	SUB.	DIST.							
561				2 81 935 09 20 60	1098	8 00 0	419 45		
561					1099	8 00 0	416 44		
720					1100	8 00 0	8 523 14		
744					1101	8 00 0	182 10		
744					1102	8 00 0	77 80		
302					1104	8 00 0	45 50		
561					1105	8 00 0	486 43		
530					1106	8 00 0	9 50		
561					1107	8 00 0	85 41		
365					1108	8 00 0	65 23		
561					1109	8 00 0	8 45		
561					1110	8 00 0	108 60		

some typical applications

Here are brief descriptions of some ways in which Add-Punch automation has brought to business firms remarkable savings in time, labor, and money. The examples are selected to show the variety of jobs which the Add-Punch can handle. There are many more applications—some of which may be put to profitable use in your own company.

COST REPORTS • INVENTORY ANALYSES • MANY OTHERS
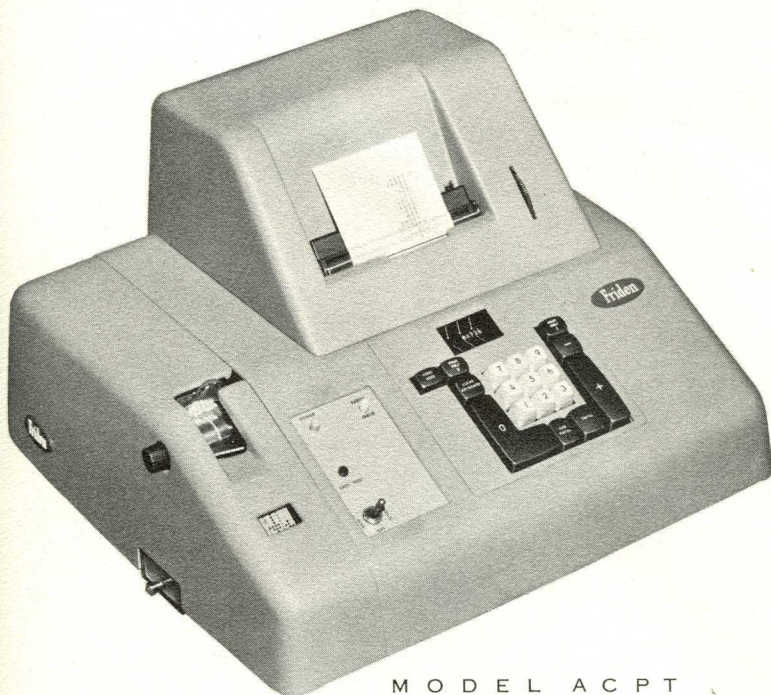
MODEL ACPT

GENERAL ACCOUNTING

Operator enters reference numbers and amounts, while Add-Punch produces punched tape and printed listing. Tape is then processed by other machines (such as computers, tape-to-card converters, tabulating equipment, Friden Flexowriters) which prepare automatically the necessary financial reports. Companies without processing equipment may use a service bureau to process the tape and prepare the reports.

ACCOUNTS RECEIVABLE SALES ANALYSIS

A perfect Add-Punch application for every size and type of business. Operator enters basic data from invoices, such as invoice number, customer number, date, salesman number, and amounts. (Additional data may be entered depending on the reports desired.) From the Add-Punch tape, a service bureau produces customer statements and whatever detailed sales reports that are required—aging analysis, distribution of sales by territory, by salesman, by product, and so forth.

PAYROLL REPORTING

Employee number, hours worked, rate of pay, and other data are entered on the Add-Punch. The punched tape then automatically controls other machines which produce individual paychecks. Branch offices or plants may wire-transmit the tape by Friden Teledata or other communications equipment to the main office accounting department for processing.

INSURANCE

Add-Punches replace adding machines at various points where data is first received. Operators enter necessary data for updating policy files, for producing record of claims, for invoicing, and for producing record of payments. The Add-Punch tape is then processed by computers or other data processing machines which produce all required statistical and financial information.

CONTRACTOR'S JOB COST ACCOUNTING

All pertinent construction cost data, identified by job or house number, is entered on Add-Punch. (Since machine is a single, integral unit which may be moved wherever convenient, this may be done either at office or at construction site.) A service bureau then processes the Add-Punch tape and provides contractor with vital reports on cost-to-date as compared to original estimate or bid. Simplicity and speed of 10-key operation make it easy to handle great volume of figures without need for specially-trained operator.

With the new Friden Add-Punch, and the punched paper tape which it produces, large and small firms alike can enjoy all the benefits of automation. The Add-Punch provides a remarkably efficient and inexpensive method of producing accounting or statistical records.

The Add-Punch is operated with all the simplicity of a 10-key adding machine, and it performs the same functions, including adding, subtracting, and printing. But it also captures in punched paper tape—automatically and simultaneously—all or any part of the data that appears on the printed adding machine tape. This punched tape is actually a *common language* which other machines can interpret and process—without manual intermediate steps.

Using only an Add-Punch, small firms can get the same detailed statistical reports as large companies: for example, accounts receivable aging reports, inventory control reports, sales analyses, and so forth. The Add-Punch usually replaces an adding machine, and the same operator enters account numbers and amounts on the keyboard. (This operation in many cases is done by the firm's accountant, using his own Add-Punch.) The machine simultaneously produces a printed tape for proving and a punched paper tape. The punched tape is then sent to a service bureau which does the whole processing job and prepares, at nominal cost, a complete set of double-entry accounting records.

Larger companies may wish to process the tape on their own equipment. Since the tape may be automatically converted to tab cards, or fed directly into computers, they are able to completely eliminate the time, effort, and cost of manual key punching and key verifying.

Thus, an entire automatic system is initiated by one inexpensive unit which requires only an adding machine operator. And she performs functions which must be done in any case.

The Add-Punch has many exceptional features. Its simple 10-key keyboard permits the operator to use the touch method so that speedy operation and high work output is possible. Exclusive check dials show each figure before it is processed and reduce the possibility of incorrect keyboard entries. Removable program panels let you use the same machine for various types of jobs. Tape coding (5-, 6-, 7-, or 8-channel) may be changed at will to meet the requirements of any individual system.

These are some of the reasons why individual business firms, large and small, professional accountants, and service bureaus throughout the country find in the Friden ACPT Add-Punch an ideal means to obtain automation in record-keeping.

Friden