This invention relates to accounting systems and devices in general but has more specific reference to such a system, and devices particularly adapted for use therewith, in which invoices, statements, accounts payable, or other account units, may be filed away in receptacles having means for their attachment to, and detachment from, a common holder, a plurality of such holders being secured in a suitable binder, preferably of book form; said receptacles being adapted to protect such account units and secure them against accidental displacement or loss in handling, while leaving each of the units readily removable or replaceable without disarranging other units, and said receptacles being also adapted to leave a predetermined portion or portions of one or more of the account units therein visible from the outside of said receptacle, while enclosing other portions thereof; and the means for securing said receptacles to said holders being readily attachable to, or removable from, either of said members.

The principal objects of the present invention are:

First, to provide enclosing or filing envelopes or pockets for sheets of paper or the like which bear account memoranda, one of such envelopes being intended for each account, said envelopes to be readily attachable to, or removable from, a protective binder, and to be provided with openings through which predetermined parts of the data entered upon invoices or other account units, may be visible without removing the sheet bearing such data from the envelope; and said envelopes to be adapted for the ready insertion or removal of such sheets, and for protecting them against accidental displacement or loss.

Second, to provide holders for such envelopes, each of which holders shall be adapted for the ready attachment of a plurality of the envelopes thereto, and their ready detachment therefrom, and said holders also to be adapted to be readily secured to a suitable binder.

Third, to provide means for readily and quickly securing a plurality of said envelopes to each of such holders, with each envelope overlying a portion of the one below it, and with a portion of each envelope freely movable to afford access to an underlying envelope, and for similarly ready and quick detachment of said envelopes from said holders; said securing means preferably to be readily attachable to, and detachable from, said holders, and to be so formed, and so adapted to be used, as not to interfere with the securing of such holders to a binder of the book or other form.

Fourth, to so design and manufacture said envelopes that each may, preferably, be made from a single blank, and with a minimum amount of cutting and waste of material.

Fifth, to produce an accounting system in which original invoices or the like may be securely filed away in envelopes, pockets, or other similar receptacles which preferably have flaps or some other form of closures, and thus be secured against accidental displacement or loss, while at the same time being readily removable; in which a predetermined portion or portions of the entries on a document so filed shall be visible from the outside of the receptacle, without the necessity of opening it, or removing such document therefrom; and in which a plurality of such receptacles may be removably secured to a protective binder in superposed arrangement, in such a way that free access to each of the receptacles will be afforded.

The foregoing and other objects are accomplished by the means and in the manner which will now be described in detail on reference to the accompanying drawings, in which—

Fig. 1 is a perspective view of the binder, with envelopes of two different sizes secured thereto, and showing attaching means ready to receive additional envelopes.

Fig. 2 is a side elevation, on a larger scale, of one of the attaching clips.

Fig. 3 is a perspective view on a larger scale than Fig. 1, of a holding strip having several attaching clips in place, ready to receive filing envelopes; and

Fig. 4 is a perspective view, on the same scale, of a preferred form of filing envelope.

Referring now to the drawings, in which the various parts are indicated by numerals, the binder is preferably in book form, having a number of pages, secured together at their inner edges by flexible material, so that when the binder is open the pages may lie flat. To the inner faces of the covers or outer pages of this binder, one or more holding strips may be secured, and a similar holding strip or strips may be secured to the inner pages, at both sides thereof.
These holding strips preferably are of the general form shown in Fig. 3, each having a plurality of holes 4 punched therein, in pairs, through which holes the legs of the attaching clips 5 are passed. These clips may be placed in every pair of holes, or in alternate pairs, or otherwise, as the dimensions of the envelopes to be used, and other conditions, may warrant. The holding strips 3, with the clips 5 in place, are secured to the pages of the binder in any desired manner, but preferably are so secured by gumming the under surface or back of the strip and gluing or pasting it to the page.

When envelopes are to be used, two or more of the holding strips may be placed upon a page, but when wide envelopes are to be used there would ordinarily be only one such strip for each page. These two conditions are illustrated in Fig. 1 of the drawings.

The attaching clips 5 preferably are made of soft metal so that they may be bent and straightened repeatedly without breaking. When first placed in the holding strip, these clips have substantially the shape shown in Fig. 2, and the two legs of each clip project upward through the holes in the strip, as illustrated in Fig. 3, with the body of the clip lying flat against the under surface of the holding strip, so as not to interfere with the securing of said strip upon a page of the binder. When the holding strip is first placed in the binder, the legs of each clip that is not immediately to receive an envelope are bent toward each other, and pressed down flat upon the upper surface of the strip, so as not to interfere with the passing of the binder. To secure an envelope to the holding strip, it is only necessary to pass the two legs of a clip through the holes located near the top of the envelope, and bend the legs toward each other and press them down flat upon the upper surface of the envelope. The upper portion (reinforced section 13) of the envelope is thus securely held by the clip, but the remainder of the envelope remains free to be lifted to afford access to any underlying envelope or envelopes. Removal of an envelope from a holding strip is effected by merely straightening up the two legs of the clip sufficiently to permit the envelope to be detached therefrom, after which said legs may be returned to their former flat position, and the clip is available for use again.

The envelopes 6 are each preferably made from a single piece of paper, or other similar material, formed into a suitable blank, and folded into the desired shape. The back 7 is folded back upon itself along the bottom edge 8, and is provided with tabs or flaps 9 (shown dotted in Fig. 4), which are folded around the respective side edges of the back 7 and secured thereto, thus forming a pocket section 10 for the lower portion of the envelope. Above the tabs 9 the front is extended to form a loose flap 11. At the upper edge 12, the back 7 is secured upon itself, and the section 13 is secured thereto to form a reinforced holding portion, which is provided with holes adapted to register with the holes 4 of the holding strip 3. Extending downward from section 13 is a second or upper flap 14, which is intended normally to overlie the upper portion of the flap 11. 15 is an opening in the lower right-hand corner of the pocket 10, which opening forms a sight hole or window for the pocket. A similar opening 15a may be formed at the lower left-hand corner of said pocket, as shown in the larger envelopes in Fig. 1. 16 indicates a memorandum sheet or account unit in place in one of the envelopes.

One example of the use of my improved envelopes for accounting purposes is illustrated in Fig. 4, in which an envelope is shown that is supposed to contain papers relating to the account of one

The name “John Doe” is entered upon the envelope, together with any other descriptive data, such as his address, etc., and through the opening 15 in the envelope there is visible the lower right-hand corner of the last invoice or other account memorandum filed, which has entered thereon at that point the figures “3,809”, to show the balance then owing by said John Doe. If, in addition, it be desired that there be similarly visible the date of the last entry leading up to said balance, or, as might be the case with an envelope containing papers relating to an account payable, that the date be shown on which payment would become due, a second opening 15a would be provided in the lower left-hand corner of the envelope pocket, as indicated by the larger envelopes shown in Fig. 1. Manifestly, the entry or entries intended to be visible through the opening or openings in the envelope may be made upon the invoice or other paper either before or after it is placed in the envelope, as may be preferred, but ordinarily would be made before such paper is filed. It will also be noted that confidential memoranda may be placed on the underside of the top flap and therefore not be directly visible, yet be accessible for reference at any time.

Since, as is clearly apparent, it is unnecessary that any entry be made either upon the binder, or upon any of the holders, and since the clips 5 are adapted to be used repeatedly with the same or different envelopes, the binder, the holders, and the clips, may be used indefinitely, and with a large number of different envelopes, the envelopes will require to be replaced with new ones when old accounts are closed and new ones opened. Also, when an account
has been closed, and the envelope therefor has been removed from the binder, the same envelope may be used again if the same account be reopened subsequently, or the name may be erased or removed, another name substituted and the envelope be again used.

It will be noted that, since my preferred form of filing envelope, as shown in the drawings, is of one-piece construction, each envelope may be made from a single blank, with very little cutting, and very little waste of material and such blanks may be shipped flat by the manufacturer, and formed into envelopes by the user as they are required for use. Preferably, the blank would be scored along the line that defines the bottom edge 8, along the junction lines between the tabs 9 and the back 7, and along the line between the back 7 and the section 18; and scores may also be employed between the pocket section 10 and the loose flap 11, and between the section 13 and the upper flap 14. The forming and scoring of the blank, and the cutting out of the sight opening or openings, may be performed at one operation, or by two operations at most. The tabs 9 and the section 13 may either be gummed when the blank is made, which would be preferable, or the paste or glue may be applied when the envelope is formed into its ultimate shape. I prefer to form the section 13 of two or more plies of material, so that the envelope will be reinforced at that point where it is held by the clip, and, since the flaps 11 and 14 are both loose, that portion of the envelope between section 13 and the pocket 10 remains flexible, and thus, when the envelope is in place on the holder, its lower portion may readily be raised to afford access to an underlying envelope or envelopes, without materially disarranging the contents of pocket 10.

Various modifications of minor details of my improved accounting system and devices will doubtless readily suggest themselves to those skilled in this art, and I therefore do not desire to limit my invention to the exact forms of construction or manners of use described herein. For example, while I have referred to the use of my improved filing devices in connection with an accounting system, it is manifest that the same or similar devices, and the same or a similar method, may readily be used for various other filing or record purposes, and that such use would lie within the scope of my invention.

Having fully and completely described my invention, what I claim and desire to secure by Letters Patent in the United States is:

1. A filing receptacle for papers, comprising a pocket, a loose flap for facilitating access to said pocket, a second loose flap adapted to overlie said first-named flap and thereby to close said pocket, a reinforced portion from which said last-named flap extends, said portion having a file hole therein, and said pocket having an opening near the bottom thereof.

2. A filing receptacle for papers, comprising a back portion, a pocket formed at one end thereof, a loose flap extending from said pocket, a reinforced portion at the other end of said back portion and having file holes therein, and a loose flap extending from said reinforced portion, normally overlying said first-named flap and thereby closing said pocket, the front of said pocket having a plurality of sight openings near the bottom thereof.

3. A filing envelope made from a single blank, and comprising a back portion; a pocket formed by folding one end of said back portion upon itself and securing it in its overlapping position by means of tabs extending from it over the respective edges of said side portion and attached to said back portion, a loose flap extending from said pocket; a reinforced portion formed by folding the other end of said back portion upon itself and securing the parts of the fold together, said reinforced portion having a file hole formed therein; and a loose flap extending from said reinforced portion, normally overlying said first-named flap, and thereby closing said pocket, the front of said pocket having a sight opening near one of the corners thereof.

4. In filing devices, the combination, with a filing receptacle, of a holder adapted to receive a plurality of such receptacles, one partly overlying another, said holder having means for securing such receptacles thereto; each of said receptacles comprising a pocket, a loose flap extending therefrom, a second loose flap adapted to overlie said first-named flap and thereby close said pocket, and a reinforced portion from which said last-named flap extends, said portion having a hole therein for receiving said means for securing said receptacle to said holder, and said pocket having a sight opening near the bottom thereof.

5. In filing devices, the combination, with a filing envelope of a holder adapted to receive a plurality of such envelopes one partly overlying another, and means cooperating with holes in said envelopes and in said holders for securing said envelopes thereto, each of said envelopes comprising a back portion, a pocket formed at one end thereof, a loose flap extending from said pocket, a reinforced portion at the other end of said back portion and having the said cooperating holes therein, and a loose flap extending from said reinforced portion, the front of said pocket having a plurality of sight openings near the bottom thereof.
6. In filing devices, the combination, with a filing envelope, of a holder adapted to receive a plurality of such envelopes, one partly overlying another, a binder within which a plurality of such holders may be mounted, and means for attaching a portion of each of the envelopes to said holder while leaving other portions of said envelope free from movement away from said holder to afford access to an underlying envelope; each of said envelopes comprising a pocket, a loose flap extending therefrom, a second loose flap adapted to overlie said first-named flap, and a reinforced portion having holes therein adapted to cooperate with said means for attaching said envelopes to said holder, said pocket having a sight opening near the bottom thereof.

7. A method of keeping accounts, which consists in entering a summary balance in a predetermined position upon an account memorandum unit, filing said unit in a receptacle having means unitary therewith for closing the opening which afford access to the interior thereof, and having a sight opening which exposes only that portion of said unit upon which said entry is made, and securing a plurality of said receptacles detachably, one partly overlying another, upon a holder having removable attaching means adapted to cooperate with holes in said holder and in said receptacles for holding a portion of each receptacle substantially flat upon the holder, while leaving other portions of said receptacle free to be moved manually away from said holder to afford access to underlying receptacles, a plurality of such holders being secured upon each of a plurality of pages of a book form of protective binder.

8. A method of keeping accounts, which consists in placing the individual memorandum units of an account in a receptacle having means for securing a marginal portion of the same detachably to a holder adapted to receive a plurality of such receptacles, and a plurality of said holders being secured in place in a common binder; each of said memorandum units having entered, in a predetermined position near the bottom thereof, the balance resulting from a summary of the transactions entered upon that and previous similar units; said units being placed in said receptacle in chronological order, with the latest one uppermost; the portion of said receptacle adjacent which said latest account memorandum unit is intended to be placed having an opening therein through which said balance entry is visible; and the portion of said receptacle which contains said memorandum units being free for movement away from said holder, while said marginal portion remains secured thereto.

9. A method of keeping accounts, which consists in entering in a predetermined position upon the last of a series of account memorandum units an amount showing a summary of the entries upon said units, entering in another predetermined position upon the same one of said units the date of said summary, filing said units in chronological order, in an envelope having a plurality of closing flaps, one partly overlying the other, and being adapted to entirely enclose said units, while leaving said summary and said date visible through different openings in said envelope, and securing said envelope detachably to a holder mounted within a protective binder, provision being made for securing a plurality of such envelopes one partly overlying another upon said holder, with a portion of each envelope held substantially flat upon the holder, and other portions thereof free for movement away from said holder, to afford access to an underlying envelope.

In testimony whereof I have hereunto set my name.

M. DUVAL JOHNSON.