

No. 866,167.

PATENTED SEPT. 17, 1907.

L. R. TIFFANY.
APPARATUS FOR KEEPING ACCOUNTS.
APPLICATION FILED SEPT. 17, 1906.

2 SHEETS—SHEET 1.

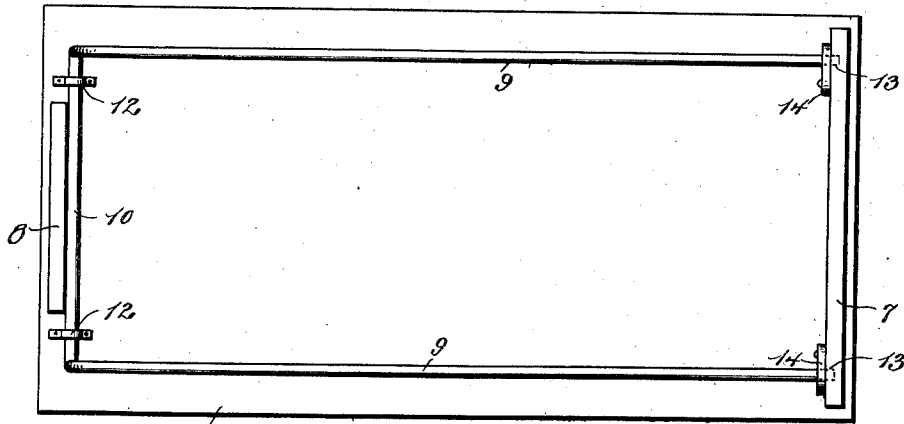


Fig. 1.

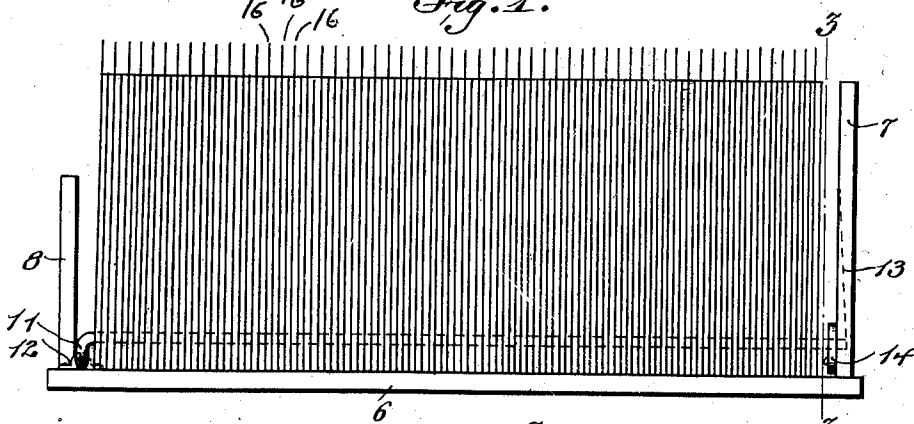


Fig. 2.

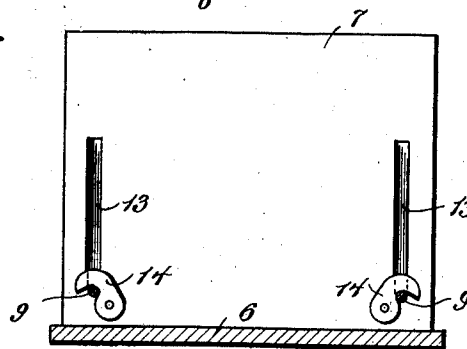


Fig. 3.

Leon R. Tiffany. Inventor.

Witnesses

Matthias
Geo. E. Tew

By Mrs. B. Stevens. Attorney.

No. 866,167.

PATENTED SEPT. 17, 1907.

L. R. TIFFANY.

APPARATUS FOR KEEPING ACCOUNTS.

APPLICATION FILED SEPT. 17, 1906.

2 SHEETS—SHEET 2.

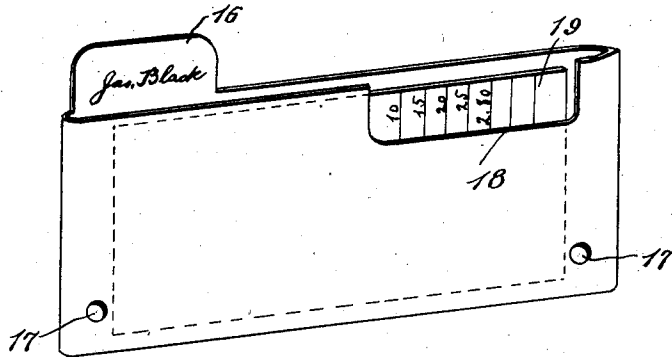


Fig. 4.

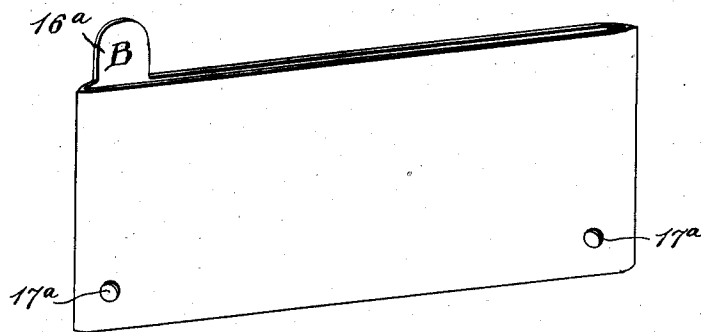


Fig. 5.

[illegible]

Fig. 6.

Witnesses

Mat Schmidt
Gro E Tew

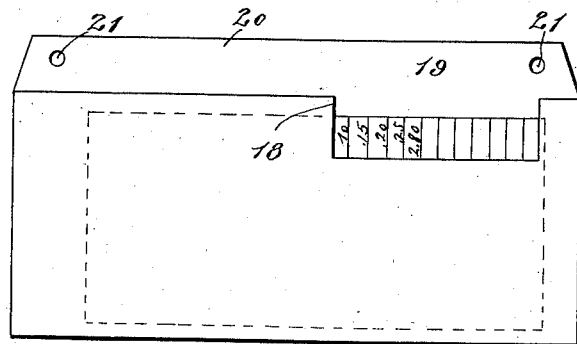


Fig. 7.

Inventor

Leon R. Tiffany.

By *Mrs. B. Stevens* Attorneys

UNITED STATES PATENT OFFICE.

LEON R. TIFFANY, OF KINGSLEY, PENNSYLVANIA.

APPARATUS FOR KEEPING ACCOUNTS.

No. 866,167.

Specification of Letters Patent.

Patented Sept. 17, 1907.

Application filed September 17, 1906. Serial No. 334,970.

To all whom it may concern:

Be it known that I, LEON R. TIFFANY, a citizen of the United States, residing at Kingsley, in the county of Susquehanna and State of Pennsylvania, have invented new and useful Improvements in Apparatus for Keeping Accounts, of which the following is a specification.

This invention relates to a system of keeping accounts, and includes a filing cabinet of novel construction, with which are associated indexed envelopes adapted to contain slips on which the accounts are written. The envelopes are of two kinds, one kind being a duplicate current envelop for keeping a duplicate account with an individual, one of the duplicates being kept by the merchant or seller and the other by the customer or buyer, and these envelopes are adapted to receive the usual or well-known sales slips, and are so constructed that the balance due at any time can be seen without removing the slips from the envelop. The other kind of envelopes are for keeping total or aggregate accounts or a monthly summary of all accounts, and these envelopes are indexed and each envelop is adapted to contain a slip showing the state of the account of every individual whose name is of the same index letter.

The object of the invention is to provide a card index system or ledger by which the account of any individual can be readily determined, as well as the items forming the account, and also whereby the merchant's monthly summary of outstanding accounts can be readily determined.

The invention is illustrated in the accompanying drawings, in which

Figure 1 is a plan view of the filing drawer or cabinet which contains the envelopes. Fig. 2 is a side view showing the envelopes in place. Fig. 3 is a vertical section on the line 3—3 of Fig. 2. Fig. 4 is a perspective view of one of the duplicate sales slip envelopes which are provided for each customer. Fig. 5 is a perspective view of one of the index envelopes for monthly accounts. Fig. 6 is a plan view of a slip such as kept in the envelop shown in Fig. 5. Fig. 7 is a modified form of customer's envelop.

The filing drawer or cabinet consists of a base 6, a front 7 and a back piece 8. It may also be provided with side pieces if desired, although they are not necessary. The drawer has a pair of rods 9 preferably located at the lower opposite sides or corners, and hinged at their rear end so that they will swing up or out at the front ends. This function may conveniently be effected by making the rods of a piece of heavy wire bent to form a cross connecting piece 10 joined by upright parts 11 to the rear ends of the rods 9, and the cross piece 10 acts as a pivot for the rods, being secured to the base plate 6 by loops 12. The rear piece 8 of the drawer is of less width than the space be-

tween the rods 9, so that the said rods may swing up beside the ends of said rear piece, even to vertical position if desired.

The front piece 7, on its rear side, is provided with notches 13 which receive the free ends of the rods 9 when the said rods are swung down in place in the drawer, and they are fastened and held in place in the notches by means of swinging hooks 14 pivoted to the front piece and arranged to catch over the ends of the rods. Obviously a lock may be applied, instead of the simple hooks shown, if it be desired to lock account envelopes in the drawer.

One form of the account envelop is shown in Fig. 4. This envelop is made in duplicate, one of the duplicates being retained by the merchant and the other by the customer. Each of the envelopes has a tab 16 containing the name of the customer, and is provided with holes 17 so that the envelop may be filed on the rods 9. The front wall of the envelop is recessed or cut away at the top, as indicated at 18, and through the opening thus produced the sales or account slip indicated at 19 is always visible. In the use of this envelop with duplicate sales slips the sales slips are brought up to date at the time of each purchase so that the last slip shows the full balance then due, and one of the duplicate slips is given to the customer and placed in his envelop and the other is retained by the merchant in his own envelop. The customer's envelop thus serves the function of a pass book, since the slips of all sales will be placed and retained in the envelop until the account is settled, the last slip being placed at the front, so that the total is exposed through the opening 18 and can be instantly seen by looking at the envelop. The same is true with respect to the merchant's envelop which is kept in the drawer, the envelopes being filed upon the wires or rods in alphabetical order. Whenever a customer makes a purchase one of the duplicate sales slips is placed in his envelop. In Fig. 7 I show a suitable form of customer's envelop, having a tab 20 provided with holes 21 whereby it may be hung on the wall.

To contain a monthly summary or ledger the envelop shown in Fig. 5 is used. This is a simple envelop open at the top and having a tab 16^a for the index letter, and holes 17^a to receive the filing rods. Within this envelop is kept a ledger card 22, as shown in Fig. 6, this card containing all the names under its index letter, together with a monthly statement of the individual accounts as posted from the individual envelopes above described. These slips may be kept in the envelop indefinitely, and by filing the slips at the end of each month the amount of standing accounts is readily seen, and at the end of each year the amount of each customer's purchases may be quickly shown, as well as the aggregate business done by the house. The amounts are brought forward from one slip to the

next, each month. These envelopes containing the ledger slips or cards are kept in the same file as the individual cards and are alphabetically arranged for convenience in posting and to act as letter indexes 5 for the file.

- The apparatus will adapt itself to any business large or small and shows at a glance the up to date account of any customer. The parts are simple and cheap and the method of using the same is not complicated. The 10 customer always knows the state of his account, and the duplicate account kept by the merchant forms a check. The envelopes do not have to be removed from the case for ordinary purposes, since the accounts can be varied or changed or added to by adding new slips.
- 15 The file takes up very little room and each envelop may be readily found by the index.

I claim:

In an apparatus for keeping accounts, the combination with a holder, of a series of individual envelopes therein and a series of index envelopes therein, all arranged in 20 alphabetical order, the individual envelopes adapted to receive customers names, and having sales slips therein, and the index envelopes having an index letter thereon and being located respectively between different alphabetical groups of the individual envelopes, forming an in- 25 dex thereto, and ledger slips within the index envelopes, each having spaces adapted to receive the names on the envelopes in the corresponding group, and also the totals from the sales slips.

In testimony whereof I have signed my name to this 30 specification in the presence of two subscribing witnesses.

LEON R. TIFFANY.

Witnesses:

J. C. MCFARLAND,
W. W. LESSER.