Dec. 28, 1926. 1,612,562

J. BELLIS

FILING SYSTEM

Filed August 13, 1923

Fig. 1.

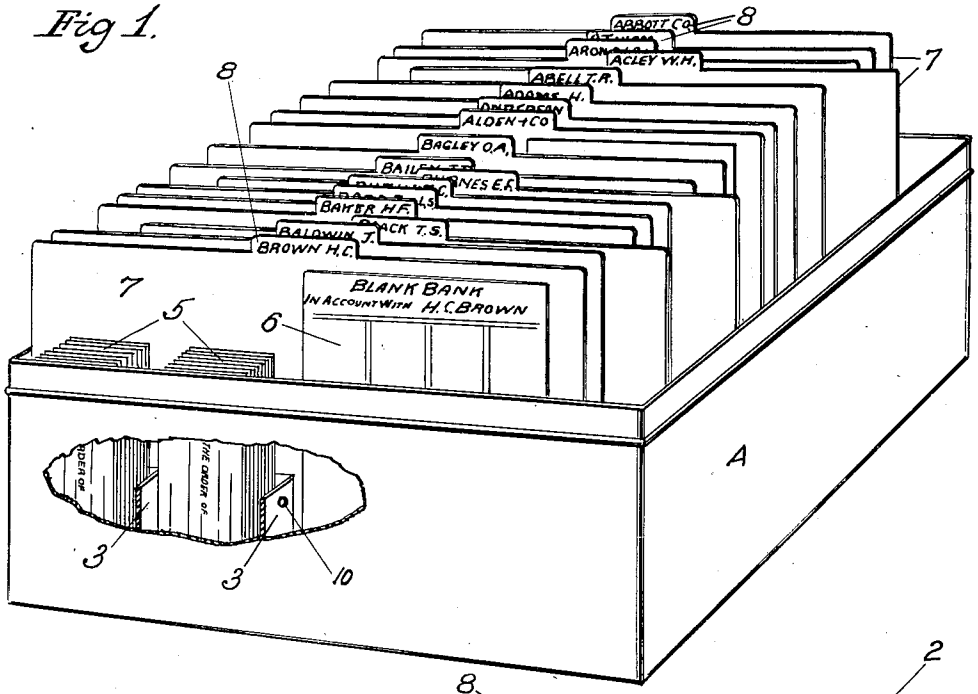


Fig. 2.

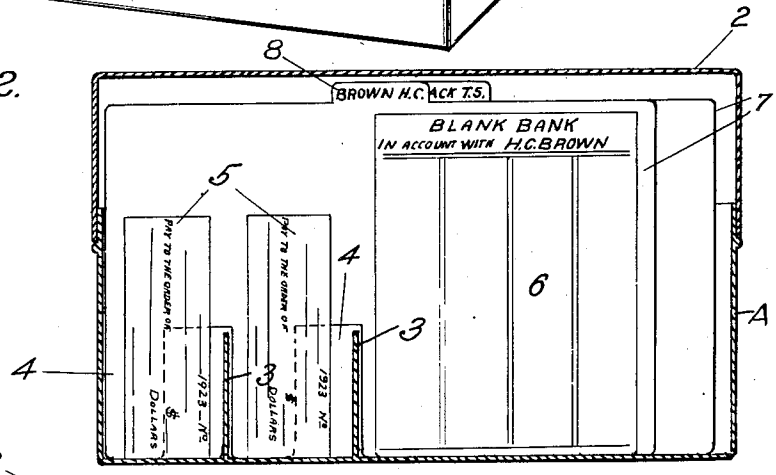
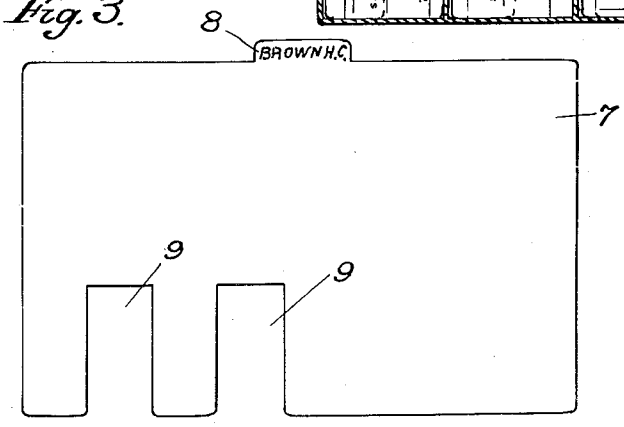


Fig. 3.



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Patented Dec. 28, 1926. 1,612,562

UNITED STATES PATENT OFFICE.

JOSEPH BELLIS, OF ST. PAUL, MINNESOTA.

FILING SYSTEM.

Application filed August 13, 1923. Serial No. 657,011.

My invention relates to improvements in means for expediting the work in a bank in caring for the cancelled checks of customers as they are turned in, and for the statement sheets upon which the descriptions of the cancelled checks are entered.

In the ordinary system employed in banks of caring for the cancelled checks and statement sheets, the checks each day after being entered upon the statement sheet and the proper checking made between the ledger account and statement account, are placed in drawers and alphabetically arranged, and the statement sheets are kept in a box usually at the side of the posting machine, and at the end of the month the cancelled checks of the different customers are taken out, placed in connection with their respective statement sheets ready for delivery to the customer. By my improved system of caring for these cancelled checks and statement sheets, as hereinafter described, a great deal of this labor in taking care of statement sheets and checks is eliminated and the work of making comparisons and proper entries between the ledger and statement accounts is made easier.

In carrying out my invention, I employ a cabinet containing a plurality of division cards inscribed with the names of the customers, the cabinet being so constructed as to separately hold the cancelled checks and the corresponding statement sheet of each customer alongside the respective division sheet, the cabinet and division sheets being so constructed that any of the division sheets may be moved into special indicating position to indicate the live accounts at any particular time.

In the accompanying drawings, forming part of the specification:

Figure 1, is a perspective view of my improved cabinet and contained division cards, checks, and statements.

Figure 2, is a vertical section on a line parallel with one of the division cards; and

Figure 3, is a detailed view of one of the division cards.

Referring to the drawings, A represents an open top box, provided with a suitable removable cover 2. The box is longitudinally divided by one or more partitions 3 of considerable less height than the side walls of the box, the partitions being sufficiently spaced from each other and from the side walls to constitute compartments 4, proportioned to the width of checks 5, and a compartment at one side of the box proportioned to the width of statement sheets 6. A plurality of division cards 7 are employed, each card having an upwardly projecting tab 8, to carry the name of the adjacent account. The cards, as shown, are narrower than the width of the box and every card is formed with bottom slotted openings 9, receiving the partition walls 3, the slotted openings being wide enough to permit the cards to be moved from one side to the other of the box.

In order to hold the plurality of division cards pressed together in one end of the box, where the box is not completely filled, I preferably provide a plurality of openings 10 through each of the partition walls 3. The openings 10 in each of the partitions 3 are at equally spaced intervals from the front of the box A, and through any pair of such openings a rod, not shown, may be passed which will be parallel to the front of the box A to hold the cards between it and the rear wall of the box.

In use, the cancelled checks are, as in the ordinary system, first entered upon the ledger sheets. These ledger sheets, being a part of the usual bookkeeping system of banks and forming no part of my invention, are not illustrated. After the cancelled checks of a depositor have been entered upon the ledger sheets, they are taken by the party having charge of my apparatus and by said party are entered upon the statement sheet belonging to that particular depositor, which statement sheet, as shown in the drawings, stands in the cabinet adjacent the division card upon which that depositor's name is inscribed. The cancelled checks are then placed in the holding compartment or compartments 4, alongside the statement sheet. I may employ more than one, two of them being shown in the drawing, the object of having more than one simply being to divide the checks where there are a large number and permit of a larger number of division cards within the box. As the cancelled checks are entered upon the statement sheet and placed in the box, the corresponding indicating division card is pulled out from the remainder of the cards toward the opposite side wall of the box, as shown in Figure 1. This sliding movement of the division cards is permitted by the slotted openings 9. At certain times, as at the end

of the day, there will be comparisons made between the showing of the statement sheet and the showing of the ledger sheet with respect to that particular depositor's account, and the pulled-out division cards will indicate the accounts in which, during that day, there have been cancelled checks placed in the compartment box. After the proper comparisons have been made between the statement accounts and the ledger sheet accounts, indicated by the pulled-out division cards, those division cards are pushed back in alinement with the other cards, ready for the next day's operation.

In the system ordinarily employed now in banks, the cancelled checks are placed away in drawers and alphabetically arranged, and the statements are kept in a separate box, generally positioned at the side of the posting machine. This ordinarily employed system necessitates employment of a larger amount of labor than my system, inasmuch as one clerk takes care of the checks and another takes care of the statements, whereas in my system, one person takes care of the box containing both the checks and statements. There is, with the ordinary system, further loss of labor in the handling of the statements in their contained box, separating the live ones from the ones not being used, inasmuch as the statements in the box have to be sorted over to pick out the live statements. There are frequent mistakes made in the ordinary system, by placing checks of one party with the statement sheet of another party, and handing them to the customer at the end of the month, inasmuch as one clerk takes the checks out of their holder and delivers them to another. There is, consequently, in these and other respects, by the use of my system, a material saving in the labor necessary to be employed and in the elimination of mistakes.

While my invention is shown applied to cancelled checks and statement sheets, it will be evident that it can well be used for analogous items, as withdrawals, deposit slips, identification cards, loan sheets, and the like, without departing from the idea of my invention.

I claim:

1. In a system of the class described, the combination of a box longitudinally divided by a partition to form separate compartments respectively proportioned to the width of cooperatively used sheets, and cross division cards positioned within said box, said division cards being shorter than the width of the box and being longitudinally and transversely slidable with reference to said partition, and carrying indicia corresponding to the indicia upon adjacent sheets.

2. In a system of the class described, the combination of a box with a partition wall therein, to divide the interior thereof into separate compartments proportioned to the width of separate sheets to be contained therein, and division cards inscribed with indicia corresponding with the indicia upon adjacent compartment-contained sheets, said division cards being longitudinally and laterally slidable with relation to said partition wall.

3. In a system of the class described, the combination of a box with a partition wall constituting separate compartments proportioned to the width of cancelled checks and the width of statement sheets, and division cards inscribed with indicia corresponding with the indicia upon adjacent statement sheets, said division cards being longitudinally and laterally slidable with relation to said partition wall.

4. In a system of the class described, the combination of a box longitudinally divided by a partition, to form separated compartments respectively proportioned to the width of checks and statement sheets, and cross division cards positioned within said box, said division cards being shorter than the width of the box and being longitudinally and transversely slidable with reference to said partition, and carrying indicia corresponding with the indicia upon adjacent statement sheets.

5. In a system of the class described, the combination of a box, partition walls longitudinally dividing said box into separate compartments, respectively proportioned to the width of checks and the width of statement sheets, and division cards transversely dividing said box, said division cards being shorter than the internal width of the box and being formed with slotted openings receiving said partition walls and permitting longitudinal and transverse adjustment of said cards with reference to said partition, said division cards carrying indicia corresponding with the indicia upon adjacent statement sheets.

6. In a system of the class described, the combination of a box, partition walls longitudinally dividing said box into separate compartments, respectively proportioned to the width of checks and the width of statement sheets, and division cards transversely dividing said box, said division cards being shorter than the internal width of the box and being formed with slotted openings receiving said partition walls and permitting longitudinal and transverse adjustment of said cards with reference to said partition, said division cards carrying indicia corresponding with the indicia upon adjacent statement sheets.

7. In a system of the class described, the combination of a box, division cards positioned within said box, indicia-bearing sheets filed adjacent thereto, means cooperable with said cards to form separate compartments be-

tween said cards, said compartments being respectively proportioned to the width of said sheets filed adjacent thereto, said division cards being adjustable longitudinally of said box, and said sheets and said cards being relatively slidable laterally of said box and said compartments.

8. In a system of the class described, the combination of a box, division cards therein inscribed with indicia, and division means cooperating with each card to form a compartment adjacent each card to contain inscribed sheets of a predetermined size, said division cards being laterally and longitudinally slidable with respect to said box and said division means.

In testimony whereof I affix my signature.

JOSEPH BELLIS.