

Burroughs



The Burroughs
Portable
Adding Machine

Burroughs Portable

COUNTER
USES

MISC. USES

MULTIPLYING

SPECIAL
LINES

A Style and Size for Every Need



STYLE 8 06 01

A 6 column Portable with all the features of the 8 column. It has a $3\frac{7}{8}$ inch carriage.

3	2.4	7	*
4	7.2	5	
	6.2	7	
8	5.9	9	*



STYLE 8 10 01

A Portable Adder with 10 columns giving it a totaling and listing capacity of \$99,999,-999.99. It has a $3\frac{7}{8}$ inch carriage.



STYLE 9 08 01

A Portable Subtractor combining the features of the Adder with direct subtraction. Equipped with a $3\frac{7}{8}$ inch carriage.

2	5.2	3	*
	3.4	8	
2	8.7	1	S
	7.5	2	-
2	1.1	9	*

				*
	2	3	$\frac{5}{8}$	
	3	2	$\frac{3}{8}$	
1	0	2	$\frac{1}{8}$	
	2	3	$\frac{1}{2}$	
	1	4	$\frac{7}{8}$	
1	9	6	$\frac{1}{2}$	*



STYLE 8 08 07

Adds whole numbers and $\frac{1}{8}$ fractions at the same time, automatically reducing fractions to whole numbers.



STYLE 8 10 11

A 10 column adder with $\frac{1}{8}$ and $\frac{1}{12}$ fractions.

Especially adapted for handling feet, inches and eighths of inches.

					*
	1	3	6	$\frac{3}{8}$	
1	3	2	11		
		9	$\frac{1}{2}$		
	1	2	4	$\frac{3}{4}$	
1	6	7	10	$\frac{5}{8}$	*

				*
	5	7	1	
1	5	4	10	
	4	3	5	
	3	4		
	1	2	7	
	4	2		
	5	7	2	
4	0	1	1	*



STYLE 8 10 09

Adds whole numbers and $\frac{1}{12}$ fractions at the same time, automatically reducing fractions to whole numbers.

				*
	6	2	5	
	3	4	0	
1	1	2	4	
	4	5	4	
1	3		4	
	2	3	0	
4	1	5	7	*



STYLE 8 08 14

Adds hours and minutes at the same time, automatically reducing minutes to hours. A similar machine permits adding minutes in periods of 5 instead of 1.



STYLE 8 10 02

A Portable Adder with 10 columns giving it a totaling and listing capacity of \$99,-999,999.99.

It has a 12 $\frac{1}{4}$ inch movable carriage for listing and totaling in various columns of wide forms for permanent record. It also accommodates roll paper.

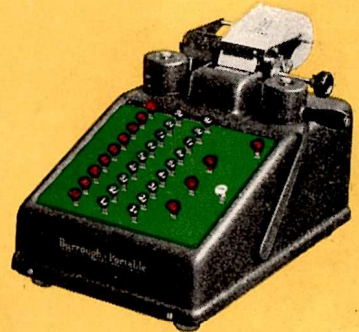
				*
		2	4	$\frac{3}{8}$
	1	3	2	$\frac{3}{4}$
		1	1	$\frac{1}{4}$
		2	5	
		1	0	$\frac{7}{8}$
		2	4	$\frac{5}{8}$
6	2	2	8	$\frac{7}{8}$ *



STYLE 8 10 22

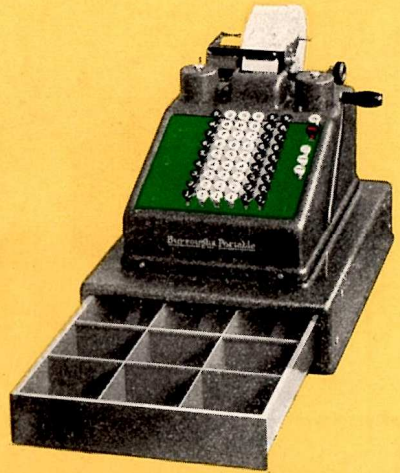
Adds whole numbers and fractions at the same time, automatically reducing fractions to whole numbers and also automatically counting and printing the total number of items added.

.2	4	½	*
.1	2		
.4	¼		
.2	1	¼	
	5	¾	
.1	3		
.8	0	¾	*



STYLE 8 08 15: SPREAD
KEYBOARD

This style Burroughs Portable is designed especially for use on the counter of retail stores. The listing capacity is \$9.99¾—totaling capacity \$99.99¾.



THE BURROUGHS PORTABLE
WITH CASH DRAWER

Any style Burroughs Portable can be attached to the above Burroughs cash drawer. Complete weight only about 34 pounds.

		3	½	*
	12.	11		
1.	0.	6		
		2	½	
	8.	0	½	
1.	17.	0		
3.	18.	11	½	*



STYLE 8 10 02¼

The sterling currency Portable. It prints and adds pounds, shillings, pence and farthings, automatically converting farthings to pence, pence to shillings, and shillings to pounds.

COUNTER
USES

MISC. USES

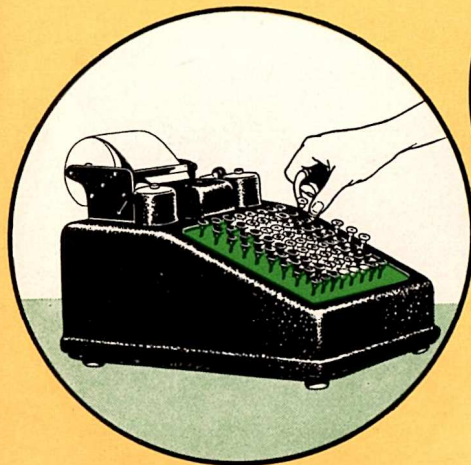
MULTIPLYING

SPECIAL
LINES

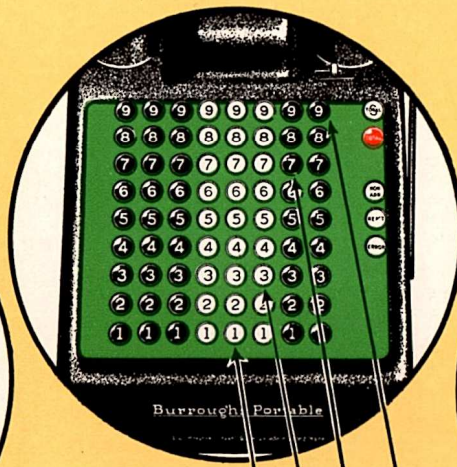
Simplicity ~ Speed ~ Accuracy

Standard Visible Keyboard

One hand control



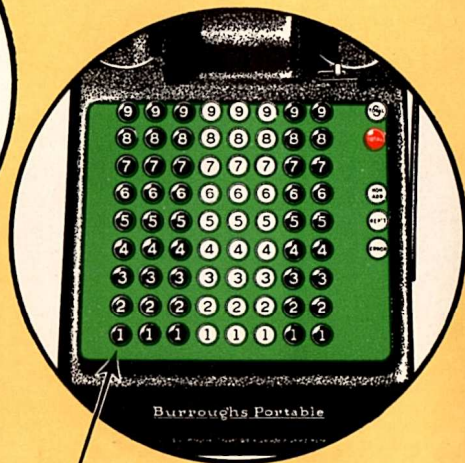
Left hand is free for following figures or turning slips



1 3.7 9

Permits checking the amount before it is printed

Automatic printing of ciphers and punctuation



100,000.00

Built to Burroughs Standards

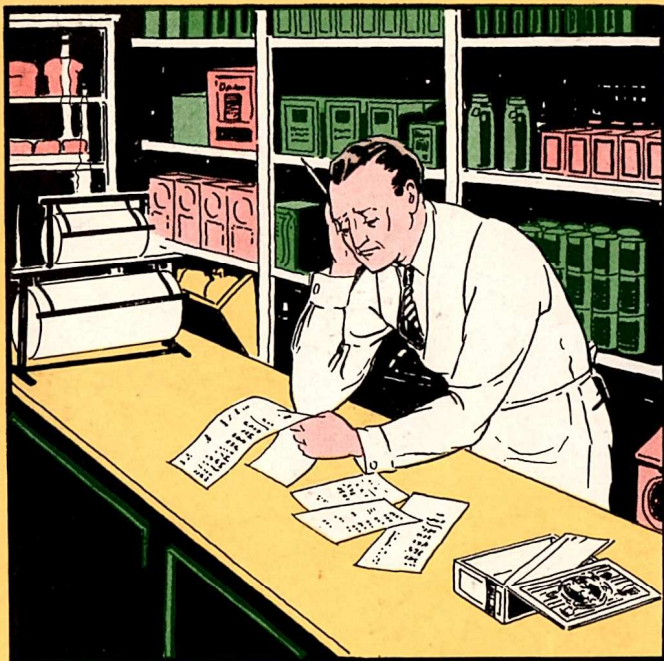
Slightly larger
than a letterhead



Easily carried
Weighs only 19 pounds



BACKED BY
BURROUGHS
SERVICE



*You have
to figure—*

**Why not
figure
RIGHT**

Mistakes mean Losses

The
Burroughs
Portable
Prevents
Mistakes



COUNTER
USERS

MISC. USES

MULTIPLYING

SPECIAL
LINES

The scratch pad way is slow and difficult~

$$\begin{array}{r}
 125 \\
 75 \\
 25 \\
 275 \\
 79 \\
 100 \\
 9 \\
 221 \\
 324 \\
 75 \\
 20 \\
 4 \\
 729 \\
 13249 \\
 1000 \\
 50 \\
 75 \\
 229 \\
 1468 \\
 7250 \\
 2750 \\
 950 \\
 \hline
 28082
 \end{array}$$

1. Writing the figures takes - 30 seconds
2. Adding the column takes - 60 seconds
3. Re-adding to check takes - 60 seconds
- Total* - - - 150 seconds

If either addition is wrong~

4. Adding again takes - - - 60 seconds
- Total* - - - 210 seconds



The Portable way is fast and easy~

1. Merely list the figures

**IT TAKES ONLY
30 SECONDS**

The Burroughs Portable adds
them and adds them **RIGHT!**

*

	1.2	5
	.7	5
	.2	5
	2.7	5
	.7	9
	1.0	0
		9
	2.2	1
	3.2	4
	.7	5
	.2	0
		4
	7.2	9
1 3	2.4	9
1	0.0	0
	.5	0
	.7	5
	2.2	9
1	4.6	8
7	2.5	0
2	7.5	0
	9.5	0
2 9	0.8	2

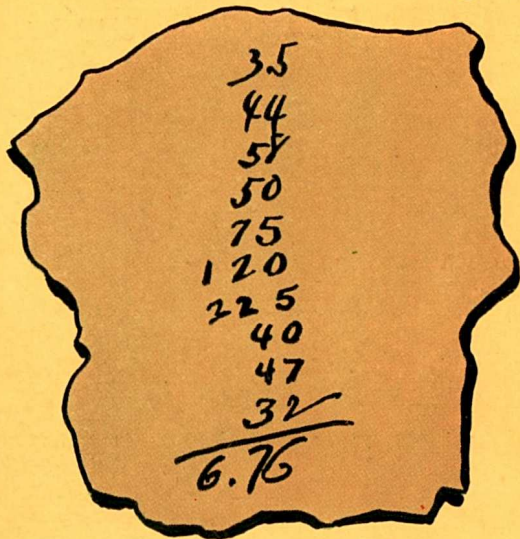
*

COUNTER USES

The old way is slow and inaccurate

Hard to read

Often wrong



The Burroughs way is quick and accurate~

Easy to read
Always right!

	*
.3 5	
.4 4	
.5 8	
.5 0	
.2 5	
1.2 0	
2.2 5	
.4 0	
.4 7	
.3 2	
6.7 6	*





When you need
an adding machine

You Are
PAYING FOR IT
Whether You
Have It or Not

The Burroughs Portable on the Counter

Saves time

Saves customers

Saves money



The Burroughs Portable helps to make change

	*	"butter	60c	
		"bread	10c	
		"bacon	22c	
.6 0		"soap	10c	
.1 0		"coffee	40c	
.2 2				
.1 0		"that's	\$1.42	<i>is there anything else madam, please?</i>
.4 0		"\$1.42		
1.4 2 *		"out of	\$5.00	
1.4 2 -		"leaves	\$3.58	<i>(makes change)</i>
5.0 0				
3.5 8 *				<i>"thank you — call again"</i>

Calling items aloud while listing on the machine
advertises your goods and prevents mistakes

Please Customers With a Burroughs Portable

It Prevents Mistakes

It Eliminates Disputes

It Creates Confidence

*It furnishes your Customer with a
printed record of her purchases*

The Burroughs

Portable

Does It

Quickly

Easily

Accurately

Paid Out

2.50	*
1.45	
1.15	
1.55	
1.65	
1.55	
1.35	
1.75	*

Received on Account

1	1.35	*
	3.55	
	2.25	
	3.23	
	2.32	
	2.32	

Rc	02	32
Pd	00	76
Pd	00	35
	01	49
	01	49
	02	18
Ch	05	05
Ch	00	56
Ch	00	43
	03	65
	04	50
Rc	03	23
Ch	17	46
Rc	02	25
Ch	04	50
	00	73
Pd	00	65
Ch	01	25
	04	43
Pd	00	56
Pd	00	15
	00	94
Ch	00	25
Ch	00	75
	00	61
	05	78
Pd	00	45
Ch	29	47
Rc	03	56
	01	09
	00	43
	02	16

Charge Sales

2	9.47	*
5	9.72	
	1.25	
	1.25	
	4.50	
	17.43	
	1.55	
	5.05	

Recap.

Register Reading of Cash Recd	4	0.84	-
Paid Out		2.92	*
Chgd to drawer	3	7.92	*
Cash short		.15	*

Register Reading of Cash Recd	4	0.84	
Received on %	1	1.36	-
Cash Sales	2	9.48	5
Charge Sales	5	9.72	
Total Sales	8	9.20	*

Analyze items on cash register detail strip to get figures which you need, for~



Studying your business

Posting to daily summaries

Posting to the General Ledger



YOU CAN GET VALUABLE FIGURE FACTS
WITHOUT A BURROUGHS PORTABLE

But DO You?

PETTY CASH PAID OUT

1. POSTAGE	3.97	*
2. OFFICE EXPENSE	14.95	
3. FREIGHT		
4. EXPRESS		
5. CARTAGE	2.90	
6. MERCHANDISE	7.93	
7. SELLING SUNDRY		
8. MISCELLANEOUS	29.75	*

1 #
 .25
 .45
 .75
 2.34
 .18
 3.97 *
 3 #
 .35
 5.60
 .35
 .45
 2.30
 .75
 4.50
 .65
 14.95 *
 6 #
 .75
 .10
 .50
 .45
 .75
 .35
 2.90 *
 7 #
 .45
 .23
 2.30
 3.40
 .56
 .45
 .54
 7.93 *

CASH DRAWER BALANCE

PREVIOUS BALANCE		
IN DRAWER		
CASH SALES	115.00	*
RECD ON A/C	45.65	
MISC RECEIPTS	39.15	
TOTAL CASH	50.00	
PAID OUT	249.80	S
NET CASH ON HAND	229.75	-
DEPOSIT	220.05	S
DRAWER	120.05	-
	100.00	*

Balancing cash — (when no register is used)

A DAILY JOB MADE EASY WITH THE BURROUGHS PORTABLE

1. *During the day, place in the cash drawer ~*
A memo for each Cash Received item
The paid bill (or a memo) for each Paid Out
2. *At the end of the day ~*
Add the Cash Receipts
Add the Paid Outs
Count the Cash on hand
3. *Cash at beginning of day ~*
(+) plus Cash Receipts
(-) minus Paid Outs
(=) equals Cash on hand

Sort and add Paid Outs by expense accounts to get the amount to charge to each expense account

Write bank deposit tickets with the
Burroughs Portable



*Their Accuracy and Neatness
command respect at the bank*



SAVE TIME AND MISTAKES

Balancing with the bank is a simple job with the Burroughs Portable

*No man
should do
what a machine
can do easier
and better*

To prove
check book
balance

1	5.75	*
6	0.00	
8	2.35	
5	6.99	
1	2.50	
6	4.82	
3	4.5	
8	19.60	*
3	21.24	
3	3.45	
5	4.30	
6	2.15	
9	25.68	
9	8.68	
1	77.45	
1,6	72.95	S
8	19.60	-
8	53.35	*

Checks issued

Deposits

Less checks

Check book bal.

0.116
7-31-192
C. W. Walden

DOLL'S. CTS.	
BAL.	679 35
DEP.	177 45
TOTAL	856 86
THIS CHECK	3 45
BAL.	853 35



IN ACCOUNT WITH
**THE
 STATE
 SAVINGS BANK**

To reconcile bank
 statement balance

KIN	TE	ADDRESS.	DEPOSITS	DATE	NEW BALANCE
			BALANCE FORWARD FROM LAST STATEMENT		3 2 1.24
		.00 -		JUL 3	299.49 *
		99 -	33.45	JUL 4	332.94 *
			54.30	JUL 6	194.55 *
		82 -	62.15	JUL 7	256.70 *
		50 -		JUL 16	145.68 *
		26 -	925.68	JUL 17	962.80 *
			98.68	JUL 27	936.76 *
			177.45	JUL 31	1,049.39 *

*
 1.02 #
 1 2.50
 1.06 #
 1 2 1.50
 1.11 #
 3 6.72
 1.12 #
 2 1.87
 1.16 #
 3.45
 1 9 6.04 S
 8 5 3.35
 1,049.39 *

Outstanding checks
 Check book bal.
 Bank's bal

Distribute figure facts with a Burroughs Portable

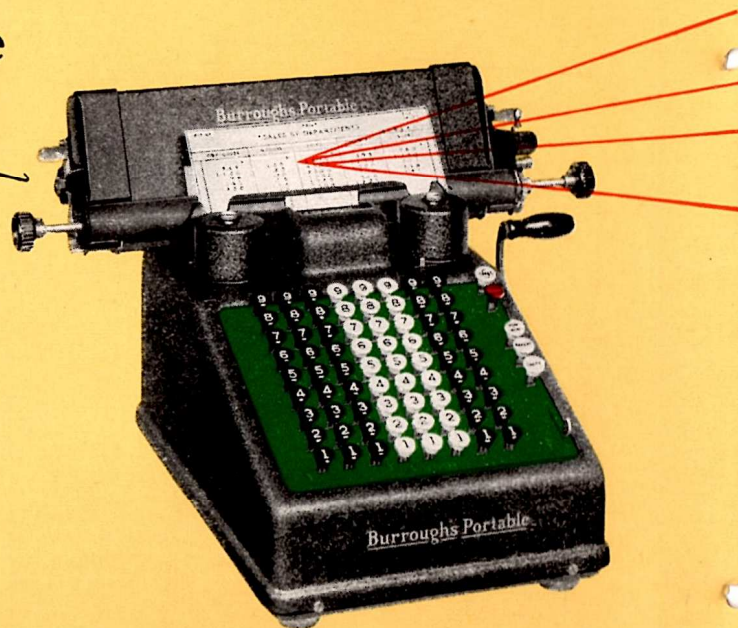
Better figure facts help you ~

Develop profitable depart-
ments or lines

Strengthen or eliminate
unprofitable lines

Plan sales campaigns

Reduce overhead costs



MONTH
OF

MONTHLY
EXPENSES BY DEPARTMENTS

TOTAL
EXPENSES

MONTH
OF

MONTHLY
PURCHASES BY DEPARTMENTS

TOTAL
PURCHASES

MONTH
OF

MONTHLY
SALES BY DEPARTMENTS

TOTAL
SALES

DAY OF

DAILY
SALES BY DEPARTMENTS

TOTAL
SALES

4 2 5.1 6 *

Dry Goods	Notions	Suits	Millinery	Shoes
3.4 5 *	1.5 0 *	1 5.0 0 *	4.9 8 *	7.5 0 *
1 1.6 0	.2 3	4 5.0 0	1 2.5 0	1 2.5 0
.9 8	.3 0	2 5.0 0	1 0.0 0	7.7 5
3.4 5	.1 5	1 9.5 0	7.5 0	4.9 8
4.3 0	.1 6	1 7.5 0	5.0 0	3.6 5
	.2 3	2 5.0 0	5.9 8	
	.7 2		5.5 0	
	5			
5 3.6 5 *	.2 4			
	4.3 7 *	2 7 6.0 0 *	5 4.7 6 *	3 6.3 8 *

RECORD OF CASH RECEIVED FOR THE MONTH OF January 1927 LEDGER NO.

98.00 *
 100.00
 75.00
 16.00
 81.00
 9.00
 7.20
 8.00
 47.00
 1.00
 15.00
 457.20 *
 7.50
 18.00
 25.50 *
 2.00
 1.50
 2.42
 .30
 8
 6.30 *

DAY	DESCRIPTION	CREDIT			CHARGE			CHARGE BANK	
		ACCOUNTS RECEIVABLE	GEN. LEDGER	AMOUNT	DISCOUNT ALLOWED	FREIGHT ALLOWED	GEN. LEDGER	AMOUNT RECEIVED	DAILY TOTAL
	Amount Brought Forward								
4	J.B. Stewart	78.00						78.00	
"	M.L. Long	22.00			2.00			20.00	
4	Jones Mfg. Co.	75.00		6	1.50	5.00		68.50	
5	F.W. Ferriss	16.00				1.00		15.00	270.00
"	O.M. Southard	8.00			2.42			7.58	
"	Geo. Bennett	9.00						9.00	100.58
6	Fred. Smith (Ret.)	7.20				2.00	7.20		
"	G. Miller	8.00			3.00	.50		7.50	
"	Robertson	47.00						47.00	547.20
"	W. Scher	7.00			0.8			6.20	
"	E. Brown	15.00	23	18.00			2.00	13.00	189.20
"	Williams (Ret.)	15.00						15.00	
4	Foot	461.70		265.50	6.30	6.50	22.70	447.20	

Credits
 457.20
 25.50
 482.70 *

Charges
 6.30
 6.50
 22.20
 447.70
 482.70 *

COUNTER USES

MISC. USES

Foot and Prove the Cash Book with the Burroughs Portable

PREVENT MISTAKES~
BALANCE IN LESS TIME~

Get correct totals for the General Ledger

It's EASY~It's FAST

Add charge slips with a Burroughs Portable

Date <u>4/6</u> 192			
M <u>M. Chamber</u>			
No. <u>119 Pine St</u>			
Reg. No. _____	Clerk <u>AE</u>	ACCOUNT FORWARDED	
1	<u>Bread</u>	<u>10</u>	
2	<u>6 Cans Tomatoes</u>	<u>84</u>	
3	<u>4 Can Soup</u>	<u>56</u>	
4	<u>3* Beef</u>	<u>114</u>	
5	<u>Celery</u>	<u>12</u>	
6	<u>Beans</u>	<u>56</u>	
7			
8			
9		<u>332</u>	
10			
11			
12			
13			
14			
15		<u>21</u>	

Your account stated to date. If error is found return at once.

Date <u>4/6</u> 192			
M <u>W. Wood St</u>			
No. _____			
Reg. No. _____	Clerk _____	ACCOUNT FORWARDED	
1			
2		<u>14</u>	
3		<u>12</u>	
4		<u>159</u>	
5		<u>82</u>	
6		<u>60</u>	
7		<u>209</u>	
8			
9		<u>536</u>	
10			
11			
12			
13			
14			
15			

Your account stated to date. If error is found return at once.

Date <u>4/6</u> 192			
M <u>W. Wood St</u>			
No. _____			
Reg. No. _____	Clerk _____	ACCOUNT FORWARDED	
1			
2		<u>182</u>	
3		<u>56</u>	
4		<u>44</u>	
5		<u>25</u>	
6		<u>37</u>	
7			
8			
9		<u>344</u>	
10			
11			
12			
13			
14			
15			

Your account stated to date. If error is found return at once.

	.10	*
	.84	
	.56	
1	.14	
	.12	
	.56	
3	.32	*
	.14	
	.12	
1	.59	
	.82	
	.60	
2	.09	
5	.36	*
1	.82	
	.56	
	.44	
	.25	
	.37	
3	.44	*
	.36	
	.17	

Perhaps the clerk adds charge slips quickly—
but does he add them right?

Mistakes—



Lose cash—if under

Lose customers—if over

Lose time—always



The Burroughs Portable is fast and right!

Stop Credit Register Leaks

with a

Burroughs Portable



It detects mistakes~

Prevents losses~

Saves time~



Date 4/6 1922
 M J. A. Walker
 No. 419 Spring St
 Reg. No. _____ Clerk _____ ACCOUNT FORWARDED 1782
 1 _____
 2 Cash on ac 1000
 3 _____
 4 Allow on Eggs 30
 5 _____
 6 _____
 7 _____
 8 _____
 9 _____
 10 _____
 11 _____
 12 _____
 13 _____
 14 _____
 15 17
 Your account stated to date. If error is found return at once.

14 _____
 15 18
 Your account stated to date. If error is found return at once.

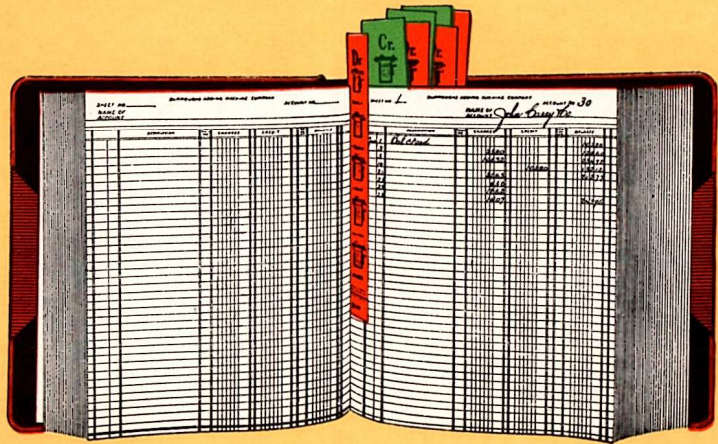
16 19
 Your account stated to date. If error is found return at once.

18 1922
49 1922
 27 971
 110 15
 12 47
 05 82
 62 10
 5
 971
 1120
 5

Mistake

1	7.8	2	*
1	0.0	0	-
	.3	0	-
	7.5	2	S
	.2	7	
	1.1	0	
	.1	5	
	.6	2	
	9.7	1	S
	.1	5	
	.4	7	
	.8	2	
	.1	0	
		5	
	1	1.3	0 *

If it's worth posting, it's worth posting Right!



	1.00	
30.45		
70.50		
120.77		
4.55		
4.44		
34.40		
.56		
10.30		
.50		
<u>469.08</u>	*	

Charges to be posted

	1.00	
30.45		
70.50		
120.77		
4.55		
4.44		
34.40		
.56		
10.30		
.50		
<u>469.08</u>	*	

Charges posted

Proved

If your postings are right every day—
they are right at the end of the month

Prove all ledger postings
with a Burroughs Portable!

Saves Time — { Mistakes caught immediately—
No checking at end of the month

Saves Cash — { No loss through errors—Early
statements improve collections

Saves Customers — { No disputes with customers—
Accuracy inspires confidence

SHEET NO. _____

NAME Smith-Williams Co

ACCOUNT NO. 59

lia

DATE			CHARGES	✓	CREDITS	✓	DR. OR CR.	BALANCE
Feb	11	Mdse						
	24	"						
Mar								
	2	Mdse						
	6	Qm						
	9	Mdse						
	10	"						
	11	C-6259						
	16	Mdse						
	17							
	28	Allowan						
Apr.								

*

63.87
 46.70
 92.67
 23.35
 8.24
 33.46
 268.29 *

7.32
 63.87
 6.46
 77.65 *

268.29
 77.65 -
 190.64 *

CHARGES	✓	CREDITS	✓	DR. OR CR.	BALANCE
1625					
4762					
6387					6387
4670					
				732	
9267					
2335					
				6387	
824					
3346					
				646	
16819				7765	
					19064

COUNTER USES

MISC. USES

Foot the Customers' Ledger with the Burroughs Portable

IT—

1. Adds charges on every account
 2. Adds credits on every account
 3. Deducts total credits from total charges on every account
 4. Prints balance of every account
-

AND DOES THIS—

Quickly and Correctly

Know DAILY the total owed you by customers!

Control A C Customers Ledger

Date	Item	✓	Charges	✓	Credits	✓	Daily Balance
Jan 1	Bal Fwd.						500000
1	Charges (Sales)		10000				
1	Credits (Cash)				2500		507500
2	Charges		12000				
2	Credits				5000		514500
3	Charges		20000				
3	Credits				11000		523500
4	Charges		9268				
4	Credits				23500		509268
5	Charges		46908				
5	Credits				17550		538626

The customers' daily ledger control—

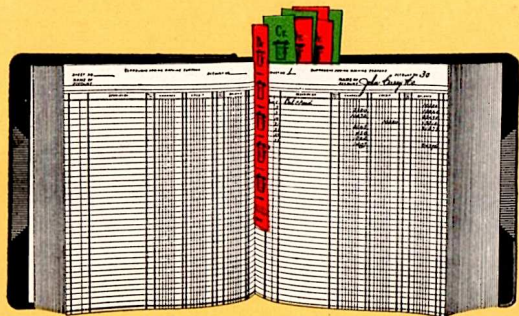
Always shows—

1. How much your customers owe you
2. The condition of collections
3. How much will be available to pay your bills
4. That your accounts are right

It's easy to get with the Burroughs Portable

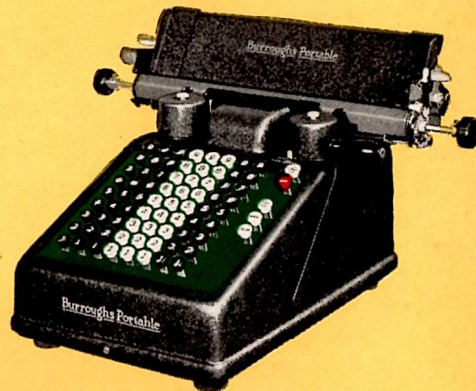
Use the Burroughs Portable to secure the
general ledger trial balance

Quickly *and*
Easily



Adds all debit
balances

Adds all credit
balances



Saves time—Prevents mistakes

ASSETS

1 Cash		7 6.3 1	*
2 Bank		7 7 6.8 2	
3 Accts Rec.	1,4 7 1.6 2		
4 Mdse. Purch.	2 5,4 4 6.8 9		
5 Notes Rec.	4 5 0.0 0		
6 Furn. & Fix.	5,4 8 3.5 0		
7 Dely. Equipmt.	2,8 7 5.8 4		
8 Prop. Personal	1 0.0 0		
9 Supplies	4 0 2.6 4		

EXPENSES

30 Rent	3 2 0.0 0		
31 Light Heat Power	1 0 2.6 3		
32 Postage Tel. & Tel.	5 1.0 5		
33 Interest Paid	9 8.7 3		
34 Salaries	1,6 7 8.7 5		
35 Taxes & Ins.	1 1 8.3 0		
36 Frt. Exp. & Dr.	1 0 1.5 4		
37 Dely. Expense	6 1 6.2 4		
39 Miscel. Expense	2 0 0.5 2		

TOTAL DEBITS 4 0,2 8 1.3 8 *

LIABILITIES

10 Accts. Pay.	4,4 7 5.4 8	*
11 Notes Pay.	5 0 0.0 0	
12 Sales Tax	1 0 4.9 5	
13 Capital	1 5,0 0 0.0 0	
14 Surplus	1 7 5.3 4	
15 Profit and Loss		

REVENUE

20 Sales	1 9,6 6 9.8 8	
21		
22 Dis. & Allow's earned	2 5 4.6 3	
23 Interest Recd.	3 3.6 5	
24 Miscel. Income	6 7.4 5	

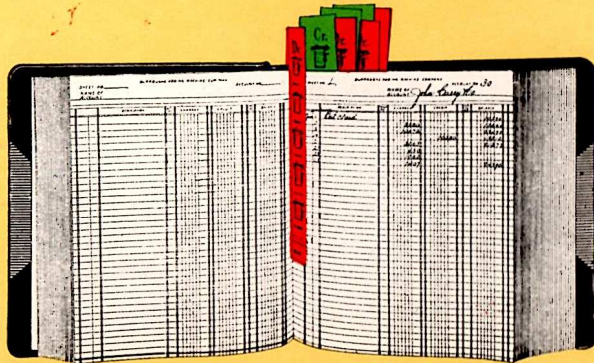
TOTAL CREDITS 4 0,2 8 1.3 8 *

Trial balance made easy with the—


Name	Amount	*
H. M. Adams	2 3.4 0	
Geo. W. Armstrong	5 6.0 0	
M. V. Babcock	4.0 0	
J. W. Baird	6.0 0	
Will J. Beck	5.7 9	
John Berry	7.8 9	
Thos. H. Cobb	5.0 0	—
D. A. Cook	4.6 0	

Frank Olsen	7 6.6 7	
Wm. Orth	3 5.0 0	
N. T. Shaw	1 0 0.0 0	
Ralph Stone	2 4 2.2 3	
James Todd	1 4 1.2 0	
F. L. Tucker	4.5 6	—
H. T. Wood	2.5 0	
TOTAL ACCTS. DUE	8 3 8.4 7	*


Burroughs
Portable



No hunting for errors at the
month-end



The Burroughs
Daily Proof of Posting
Prevents Them



Hand-made Statements

Are~

Slow to make

Hard to read

Often wrong

Usually late

Result~

Delays

Disputes

Slower collections



STATEMENT		
M <i>R.M. Roberts</i>	Month of <i>July</i>	
Address <i>327 -14 st</i>		
IN ACCOUNT WITH A MERCHANT		
	<i>Balance Forward</i>	<i>5 00</i>
<i>2</i>		<i>2 78</i>
<i>3</i>		<i>3 75</i>
<i>11</i>		<i>56</i>
<i>12</i>		<i>5 60</i>
<i>24</i>		<i>6 50</i>
<i>25</i>		<i>4 50</i>
<i>26</i>		<i>6 70</i>
		<i>35 59</i>

STATEMENT		
M	R. A. Roberts,	
Address	327 14th St.	
IN ACCOUNT WITH		
BURROUGHS PORTABLE USER		
Anywhere		
DATE	AMOUNT	
<i>Balance Forward</i>		2 5.0 0 **
	MAR 2	2.9 8
	3	3.7 5
	11	.5 6
<i>To</i>	12	1 5.6 0
	24	6.5 0
STORE	25	4.5 0
	26	6.7 0
<i>where</i>		6 5.5 9 S
QUALITY		
RULES	CREDITS	
	MAR 10	2 0.0 0 -
	24	1 0.0 0 -
<i>Balance Due</i>		3 5.5 9 **
This Statement Made on a BURROUGHS PORTABLE		

Burroughs Statements

Are~

Fast to make

Easy to read

Always right

Always prompt

*Advertise your business with
a businesslike statement*

The Burroughs Portable Statement Machine

STATEMENT	
BURROUGHS ADDING MACHINE COMPANY	
	FEB 1
IN ACCOUNT WITH	
•	A. Customer
•	Anywhere
MADE ON A BURROUGHS STATEMENT MACHINE	
	¢
JAN 1	4.50
5	2.00
7	6.58
12	13.50
13	5.00
19	12.11
23	3.44
24	.75
25	2.11
30	.45
	50.44 S
JAN 15	20.00 -
	30.44 W



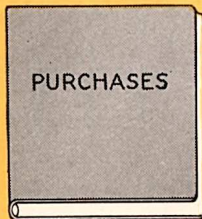
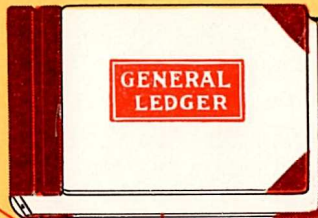
The Daily Newspaper of Your Business

PROGRESSIVE DAILY BUSINESS STATEMENT	Month Day Year	6 # 1 0 # 1 9.2 9 #
CASH SALES		*
Previous Total		6, 4 3 1.4 0
Today's Cash Sales		1 9 1.4 0
Total to date		6, 6 2 2.8 0 *
CHARGE SALES		
Previous Total		9, 6 4 7.1 0
Today's Charge Sales		7 2.8 0
Total to date		9, 7 1 9.9 0 *
COLLECTIONS		
Previous Total		7, 1 8 0.5 5
Today's Collections		1 9 1.4 0
Total to date		7, 3 7 1.9 5 *
PURCHASES		
Previous Total		9, 2 9 0.4 0
Today's Purchases		2 4 5.3 4
Total to date		9, 5 3 5.7 4 *
PAYMENTS ON PURCHASES		
Previous Total		8, 3 6 9.5 0
Today's Payments		2 2 1.9 1
Total to date		8, 5 9 1.4 1 *
CASH RECEIPTS		
Previous Total		1 3, 3 9 2.8 0
Today's Receipts		3 9 2.8 0
Total to date		1 3, 7 8 5.6 0 *
CASH DISBURSEMENTS		
Previous Total		1 3, 0 8 4.9 2
Today's Disbursements		5 5 4.4 0
Total to date		1 3, 6 3 9.3 2 *
BANK DEPOSITS		
Previous Total		1 1, 5 3 4.7 8
Today's Deposit		1 4 5.5 0
Total to date		1 1, 6 8 0.2 8 *
BANK CHECKS ISSUED		
Previous Total		9, 7 6 5.6 0
Today's Checks		3 1 5.9 5
Total to date		1 0, 0 8 1.5 5 *

Remarks

Rain

Your income tax return made easy!



SCHEDULE A—INCOME FROM BUSINESS OR PROFESSION (See Instructions)

Total receipts from business or profession (state kind of business)
General Merchandise **\$7,125.00**

1. Total receipts from business or profession (state kind of business)
 Cost or Gross Base

2. Labor

3. Material and supplies

4. Merchandise bought for sale

5. Other costs (greater below or as separate sheet)

6. Plus loss carry at beginning of year

7. Less: (Less 2 to 6, but not more than 5)

8. Tax inventory at end of year

9. Net Cost or Gross (Use minus figure loss)

10. Net Receipts (Less 9 from 1)

11. Interest on business indebtedness to others

12. Taxes on business and business property

13. Interest on tax return (see instructions on future procedure)

14. Bad debts arising from sales of property

15. Bad debts provided for in the year of sale (see instructions on separate sheet)

16. Depreciation (Less 15 to 14, but not more than 14)

17. **\$1,185.00**

18. Net Receipts (Less 11 to 17, but not more than 11)

19. Net Receipts (Less 18 from 10)

\$5,940.00

SCHEDULE B—INCOME FROM DIVIDENDS AND INTEREST (See Instructions)

1. Name of Payor

2. Dividend or Interest Received

3. Cost

4. Dividend or Interest Received (Less 2 from 3)

5. Dividend or Interest Received (Less 4 from 3)

6. Total Dividend or Interest Received

7. Total Dividend or Interest Received (Less 5 from 6)

\$245.00

SCHEDULE C—PROFIT FROM SALE OF REAL ESTATE, STOCKS, BONDS, ETC. (See Instructions)

1. Name of Payor

2. Date Acquired

3. Acquire Expense

4. Proceeds (Less 3 from 2)

5. Profit (Less 4 from 2)

6. Total Profit (Less 5 from 2)

\$245.00

SCHEDULE D—CAPITAL NET GAIN OR LOSS FROM SALE OF ASSETS HELD MORE THAN TWO YEARS (See Instructions)

1. Name of Payor

2. Date Acquired

3. Acquire Expense

4. Proceeds (Less 3 from 2)

5. Profit (Less 4 from 2)

6. Total Profit (Less 5 from 2)

SCHEDULE E—INTEREST ON U.S. GOVERNMENT BONDS AND OTHER OBLIGATIONS OR SECURITIES (See Instructions)

1. Description of Securities

2. Interest Received or Accrued

3. Approx. Dates

4. Interest Received or Accrued (Less 2 from 3)

5. Interest Received or Accrued (Less 4 from 3)

6. Total Interest Received or Accrued

7. Total Interest Received or Accrued (Less 5 from 6)

SCHEDULE F—EXPLANATION OF DEDUCTIONS CLAIMED IN ITEMS 1, 11, 14, 16, AND 17

(12) *Dep. on inv. property* \$500.00 *and carry* 1,185.00 **(2,685.00)**

(14) *Bad debts as per refund sheet attached* **(2,200.00)**

(15) *Depreciation of office furniture and equipment* 2,180.00 **(7,125.00)**

(16) *Bad debts* 1,185.00 **(5,362.50)**

EXPLANATION OF DEDUCTION FOR DEPRECIATION CLAIMED IN SCHEDULES A AND B

COUNTER USES

MISC. USES

If the Government needs these
figures once a year to know the
condition of your business—



YOU NEED THEM EVERY DAY

COUNTER USES
MISC. USES

Check your incoming bills
with the Burroughs Portable



**DON'T PAY FOR THE OTHER
FELLOW'S MISTAKES**

The Burroughs Portable multiplies and also prints the proof!

BROWN & SMITH CO.
1234 MAIN STREET

PAINTS
GLASS
ROOFING

LEADERS
IN
HARDWARE

STOVES
TOOLS
SPORTING GOODS

INVOICE NO. _____

YOUR ORDER NO. B 728

SOLD TO City Hardware Co.,
587 State Street,

DATE January 15,

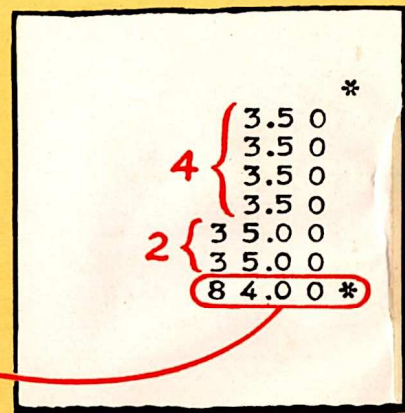
SHIPPED VIA _____

ROUTE _____

TERMS _____

TERMS: ALL INVOICES DUE THE TENTH OF THE MONTH FOLLOWING PURCHASE.

PIECES	DESCRIPTION	WEIGHT	PRICE	AMOUNT
24	Open end Wrenches		3.50	85.00



Let the Burroughs Portable help you take inventory



It~

Multiplies faster

Adds faster

Figures correctly

Is cheaper

Note: Many users say that their Burroughs Portable pays for itself on inventory work alone.

Figure all Outgoing Invoices
with the Burroughs Portable



HAVE THEM RIGHT—



Incorrect Invoices
Destroy Confidence

PROFESSIONAL MEN

The Burroughs Portable—the ideal figuring machine



Attractive
in appearance

Takes up little
space on your
desk

Designed to meet
your every need



Doctors
Dentists

You can use the Portable with
profit, on your—

- Bills
- Accounts
- Deposit slips
- Expenses
- Income tax work, etc.

You will find that the Portable
pays for itself many times on
your figure work, such as—

- Estate accounting
- Figuring interest on notes
- Adding expenses
- Adding accounts
- Income tax work, etc.

Lawyers

Burroughs Portability increased by this carrying case

Traveling Auditors
and Engineers



Contractors, Engineers, Traveling Auditors—can take the Burroughs Portable from job to job, thus saving valuable time.

PROFESSIONAL MEN

Complete weight, with
Burroughs Portable
only 23 lbs



Accountants



Accountants and Auditors can take the Burroughs Portable right to their clients' offices to assist them in handling tedious figures.

NOTE: It is not necessary to take the Burroughs Portable out of the case to use it—merely remove the top of the carrying case, takes but 5 seconds to attach again and lock.

ARCHITECTS

The Burroughs Portable—especially designed for Architects

9	3	½	*
1	1	5	⅞
1	2	2	¼
1	2	½	
1	0	11	
3	8	¼	
5	9	7	⅞ *

“Feet, inches and fractions, and dollars and cents on the same machine!”

1	2	5.7	5	*
1,	2	3	4.0	0
5	3	6.6	6	
7	5.5	0		
3	5.0	0		
7	5	3.0	0	
2,	6	4	6.0	0
5,	4	0	5.9	1 *



Adds feet, inches and fractions of inches.

Use it—

- to check plans
- to save valuable time
- to prevent costly mistakes

Adds Dollars and Cents. Multiplies all kinds of figures.

Use it—

- to verify estimates and bills
- to add expenses
- to make deposit tickets
- to handle all kinds of figure work

Easily carried from desk to drafting board



Weights only 19 lbs



Only slightly larger
than a letterhead

COUNTER
USES

MISC. USES

MULTIPLYING

SPECIAL LINES

CONTRACTORS

Here's a Burroughs Portable built for your problems

[Special Combination]

“Feet, inches and fractions, and dollars and cents on the same machine!”

1 2 6 $\frac{5}{8}$ *
8 2
1 0 11
9 3 $\frac{7}{8}$
1 4 10 $\frac{1}{4}$
5 5 9 $\frac{3}{4}$ *

3 2 3.6 0 *
3 7.5 0
4, 3 4 3.0 0
2 4 5.0 0
4, 9 4 9.1 0 *

ADDS FEET, INCHES AND FRACTIONS OF INCHES.

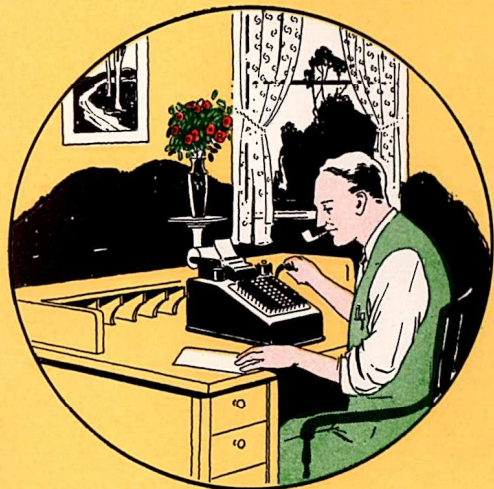
Use it—
to check plans
to save valuable time
to prevent costly mistakes



ADD DOLLARS AND CENTS.
MULTIPLIES ALL KINDS OF FIGURES.

Use it—
to check estimates
to figure bills
to figure payrolls
to make deposit tickets for accounts
for adding expenses
for income tax work, etc.

Save money and time with this contractor's combination Portable



Weighs only
19 lbs!

ONLY A LITTLE
LARGER THAN
A LETTERHEAD



Use It at *Home*
or *Office!*

Take It Out to
the *Job!*

Rewind Device—

with Writing Table and Ticket Chute

Automatically rewinds tape

*Tape showing transactions can
be visible or not, as desired*



TICKET CHUTE

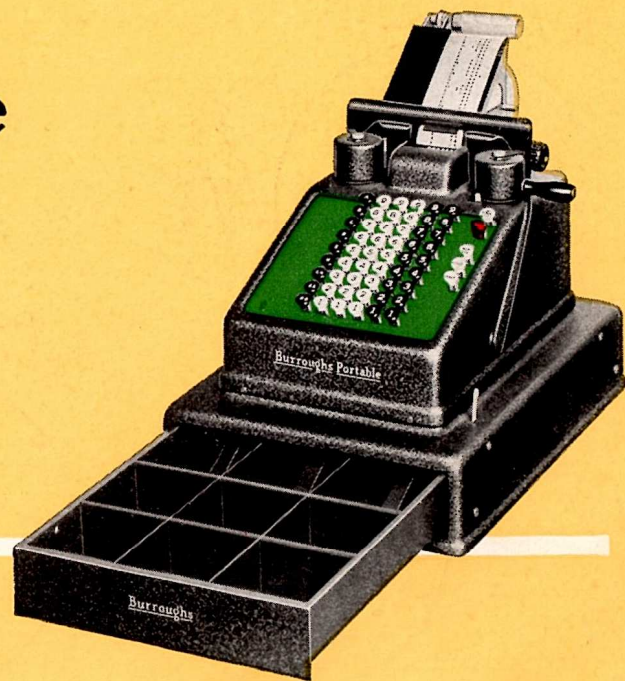
permits quick insertion of—

Paid Out Slip

Charge Ticket

Received on Account Ticket,
etc.

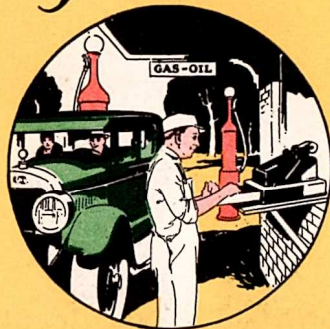
The
Burroughs Portable
with
Cash Drawer



Style 8 06 01

(with descriptive keys, rewind
device and ticket chute)

The Burroughs Portable with Cash Drawer



Filling Stations



Restaurants



Garage and Acces-
sories Dealers



Stores



Radio and Electrical
Supplies

COUNTER
USES

MISC. USES

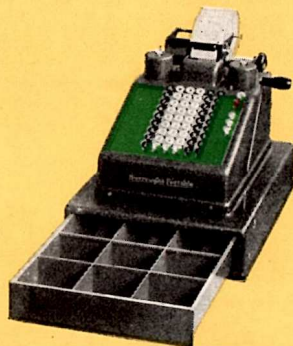
MULTIPLYING

SPECIAL
LINES

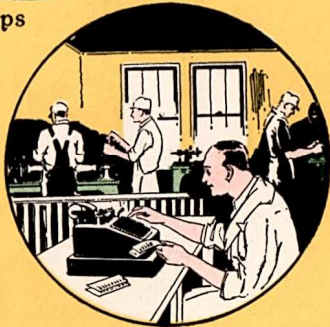
The Burroughs Portable with Cash Drawer



Barber Shops



Beauty Shops



Repair Shops



Cleaning, Pressing and
Dyeing Shops

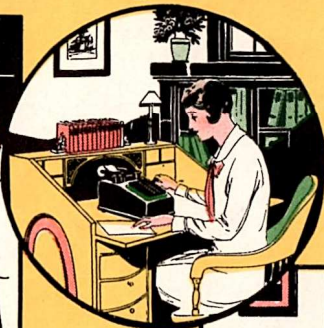


Florists

Women like to operate the Burroughs Portable



The Office



The Home



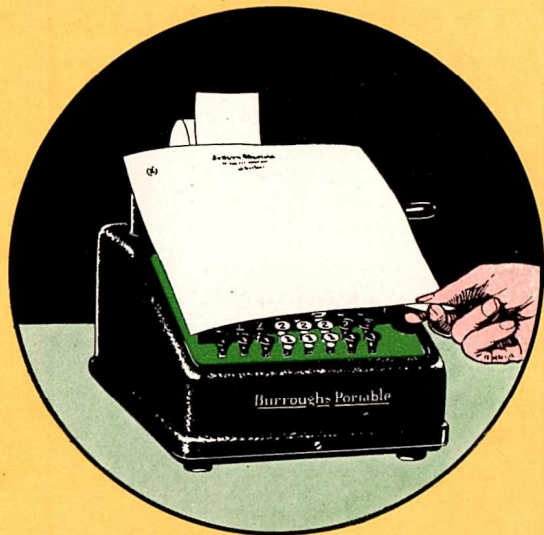
The Secretary

The Portable is easy to carry—requires little desk space



Easily carried, weighs only
19 pounds

It has a beautiful crystal finish that will harmonize with the surroundings. It can be operated with one hand thus leaving the left hand free to sort invoices, sales tickets and other forms. It prints ciphers and punctuation automatically.



Slightly larger than a
letterhead

Yrs.	Balance After 10 % Depreciation	Interest at 6%
1	100 00	6 00
2	90 00	5 40
3	80 00	4 80
4	70 00	4 20
5	60 00	3 60
6	50 00	3 00
7	40 00	2 40
8	30 00	1 80
9	20 00	1 20
10	10 00	60
	<i>Total interest</i>	<u>33 00</u>
	Aver. yearly int. _____	3 30
	Aver. yearly dep. _____	<u>10 00</u>
	Total yearly cost _____	<u>13 30</u>
	Total weekly cost _____	25

It costs only 25c a week to
own a Burroughs Portable

The Rest Is
PROFIT!

The following **USERS OF THE BURROUGHS PORTABLE** estimate that their Portable is worth to them, every week, the amount opposite their names

NAME	KIND OF BUSINESS	AMOUNT	NAME	KIND OF BUSINESS	AMOUNT
John Damico - Grocer		3 ⁰⁰	Way Side Filling Station	B. Law	2 ⁰⁰
C. M. Smelt - Pressing shop		2 ⁰⁰	Blakely Storage Co		3 ⁰⁰
D. Marting Garage		2 ⁵⁰			
Busy Bee Restaurant	Ch. Crmt	3 ⁰⁰			
Jim Carter Cash Meat Market		4 ⁰⁰			
Live Wire Battery Co	C. Liberty	5 ⁰⁰			
Paul Savage	Inv. - U. Grocery	3 ⁰⁰			
Horst - Garburei - G. W. Horst.		3 ⁰⁰			
M. M. Hilias - Waco Filling Station		2 ⁰⁰			
Davis Paint Co - Jim Davis		2 ⁵⁰			
Coles Rubber Co	R. Cole	2 ⁰⁰			
Whiteside Auditing Co - N. J. Whiteside		4 ⁰⁰			
M. J. Sims	Meats	2 ⁰⁰			

MODEL

USERS OF BURROUGHS PORTABLES

Chicago

ARCHITECTS

Miller & Martin
Wm. Leslie Welton (2)
D. O. Whilden
Turner & McPherson
B. B. Burnham
J. J. O'Brien
Sigmund Nesselroth
Miller & Lanz
Gilbert, Lee & Lancaster
C. H. Macauley
Bem Price
Vaughan & Vaughan
Donn, Harris & Rowland
Warren, Knight & Davis
J. E. Salie
Signeur & Rees
M. M. Melton
Leo Oberdorfer
Randolph & Reed
Donald McDonald
John Lewis
Thomas Spaulding
George & Pelham

ARCHITECTS

Robert & Emmettly
E. R. Coty
Roger & Cole

Sample
For CITY Territories

CONTRACTORS

Brady & Co.
E. O. Jenks
Koster & Scholze
Breen & O'Malley
Korcski & Rand

USERS OF BURROUGHS PORTABLES

Mack County

- (r) Smith Grocery (2)
- (r) Cash-and-Carry Market (4)
- (w) Crown Supply Co. (2)
- (m) Standard Milling Co.
- (r) Peoples Drug Co.
- (m) Dobbs Mfg. Co. (9)
- (u) City Service Co. (18)
- (g) Mack Transfer Co.
- (p) Lowe & Adams, Attorneys
- (p) Dr. M. E. Lester
- (p) Drs. Adams & Hicks
- (p) Collins & Vaughan, Architects

Sample
For COUNTRY Territories

SPECIAL
LINES

MULTIPLYING

MISC. USES

COUNTER
USES

USERS OF BURROUGHS PORTABLES

COUNTER
USES

MISC. USES

MULTIPLYING

SPECIAL
LINES

USERS OF BURROUGHS PORTABLES

OTHER
STYLES

CALCULATOR

ACCESSORIES

USERS OF BURROUGHS PORTABLES

COUNTER
USES

MISC. USES

MULTIPLYING

SPECIAL
LINES

USERS OF BURROUGHS PORTABLES

OTHER
STYLES

CALCULATOR


ACCESSORIES

The Burroughs Duplex

Two Adding Machines in **One**

Gives You


**Group Totals and Grand Total
In One Run — No Re-listing**



The Burroughs Duplex Adding Machine is really two adding machines in one—two machines operated from a single keyboard.

For instance, the Duplex will add groups of figures and give a total (besides a sub-total) of each group. Then, without re-listing a single group total, it gives a grand total of all groups, automatically. Such totals are necessary when distributing expenses, or sales by departments, salesmen, or lines.

Or, the Burroughs Duplex will add two columns of figures at the same time, give separate totals for both columns, and, if desired, will combine them into a grand total. In listing cost and selling price, Dr. and Cr. Postings, etc., this feature alone will save a great many minutes.



	54.40	
	356.00	
	650.00	
	1,060.40	GROUP TOTAL
	2.50	
	5.40	
	7.66	
	15.56	GROUP TOTAL
	204.00	
	76.50	
	46.72	
	445.00	
	772.22	GROUP TOTAL
	1,848.18	GRAND TOTAL OF ALL GROUPS

The Burroughs Class 4 Adding Machine

(Especially Designed for Heavy Duty)

This machine adds, subtracts, multiplies and divides.

It has visible adding dials.

Totals, Sub-totals, and Non-added items are automatically printed in red.

Hand or electrically operated. On the electric machine, the depression of the Total or Sub-total key automatically operates the Motor Bar.

One hand control.

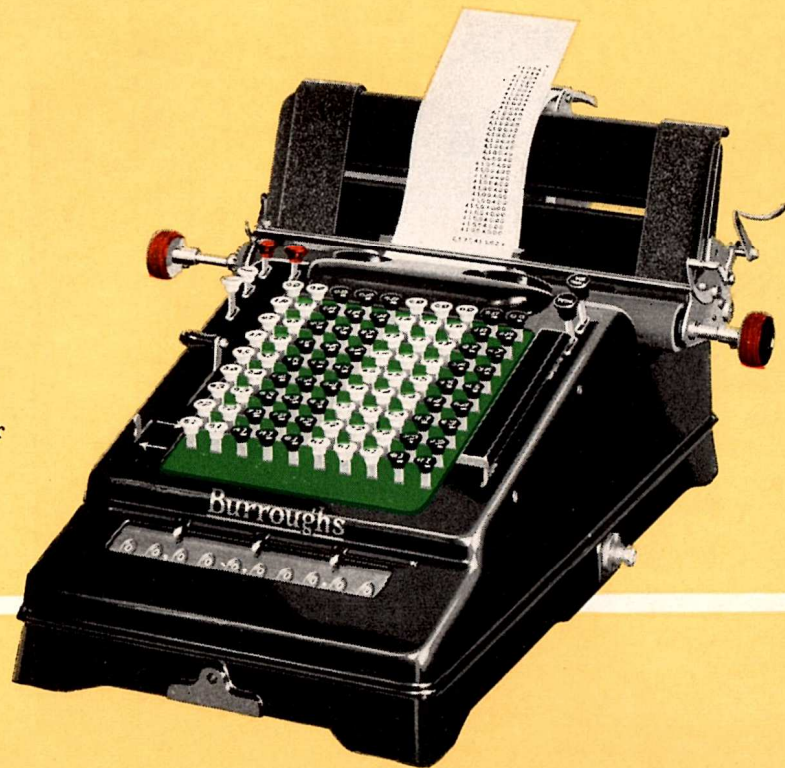
High or low stand furnished.

NOTE: Made in both 8 and 10 columns, with or without a wide carriage.

243.00	*
64.40	
654.00	
3,046.00	
540.00	#
43.00	
50.00	
75.00	#
34.50	
54.40	
4,189.30	*
540.00	
75.00	
615.00	*

Style
4 10 04

Multiplier



The Burroughs Visible Multiplying Machine

A Calculating Machine That Prints

Listing and totaling capacity \$99,999,999.99.

Burroughs standard visible keyboard with multiplying feature.

Shift lever moves entire key factor either to right or left.

Complementary numbers on key tops for subtraction and division.

Visible adding dials.

Either narrow or wide carriage.

Totals, sub-totals, and non-add items are automatically printed in red.

Hand or electrically operated. On the electric machine, the depression of the Total or Sub-total key automatically operates the motor bar.

One hand control of handle and Total or Sub-total key.

High or low stand furnished.

*

7	}	2 4 3.8 7 2 4 3.8 7 2 4 3.8 7 2 4 3.8 7 2 4 3.8 7 2 4 3.8 7 2 4 3.8 7
2	}	2,4 3 8.7 0 2,4 3 8.7 0
3	}	2 4,3 8 7.0 0 2 4,3 8 7.0 0 2 4,3 8 7.0 0
2	}	2 4 3,8 7 0.0 0 2 4 3,8 7 0.0 0
5	}	2,4 3 8,7 0 0.0 0 2,4 3 8,7 0 0.0 0 2,4 3 8,7 0 0.0 0 2,4 3 8,7 0 0.0 0

1 2,7 6 0,9 8 5.4 9 *

Burroughs Calculator

The Burroughs Calculator brings a portable, steel brain of unfailing accuracy to any kind of figuring



NOTE: This particular Burroughs Calculator adds to 9,999.99 and weighs less than 7 lbs.

Adds — Subtracts — Multiplies — Divides



Style 5 09 05

Weights *Only*
11 lbs.

A Style and Size for Every Business

Burroughs Simplified Accounting Plan

GENERAL LEDGER

SHEET NO. RATING NAME Accounts Payable Control TERMS ADDRESS CREDIT LIMIT

OLD BALANCE	DATE	MEMO	FIELD	CHARGES	✓	CREDITS	✓	BALANCE
								3,799.80
3,799.80	JAN 26			47.00		194.00		3,048.80
3,948.80	JAN 27			1,200.00		3,758.80		3,758.80
3,758.80	JAN 28			500.00				3,258.80
3,258.80	JAN 29					182.00		3,076.80
3,275.00	JAN 30			2,750.00		3,000.00		3,000.00

GENERAL LEDGER

SHEET NO. RATING NAME Accounts Receivable Control TERMS ADDRESS CREDIT LIMIT

DATE	MEMO	FIELD	CHARGES	✓	CREDITS	✓	BALANCE
							1,769.00
JAN 26			3.00		480.00		1,724.00
JAN 27			2.00		1,730.00		1,730.00
JAN 28			2.00		1,716.00		1,716.00
JAN 29			1.20		80.00		1,720.00
JAN 30			52.00		1,750.00		1,750.00

SHEET NO. RATING Good NAME L. Dixon TERMS ADDRESS 17400 Third Ave CREDIT LIMIT \$100.

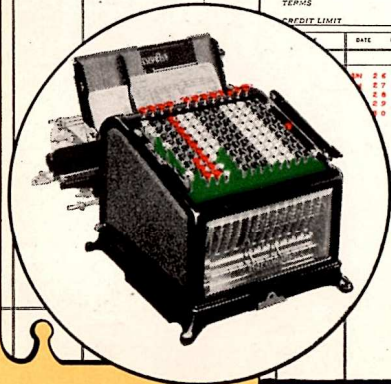
OLD BALANCE	DATE	MEMO	FIELD	CHARGES	✓	CREDITS	✓	BALANCE
								10.50
10.50	JAN 1			47.34		10.50		17.00
17.00	JAN 15			47.91		6.00		6.00
6.00	JAN 20					10.50		16.50
11.50	JAN 31			4.00				11.50
11.50	FEB 5			4.90		5.00		2.10
23.50	FEB 9			5.01		2.00		23.50
						3.00		20.50

PALMER PARK BOOT SHOP
DEALERS IN
HIGH GRADE FOOTWEAR
111 Marion Ave. DETROIT, MICHIGAN.
Date Feb 15
Name L. Dixon
Address 17400 - 3rd ave
By *[Signature]* 5.00

MONTHLY STATEMENT
PALMER PARK BOOT SHOP
111 MARION AVENUE
Detroit, Michigan - March 1,
Mr. L. Dixon,
17400 Third Ave.,
City

JAN 1 6.00
JAN 15 5.00
FEB 5 12.00
FEB 9 5.00

28.50



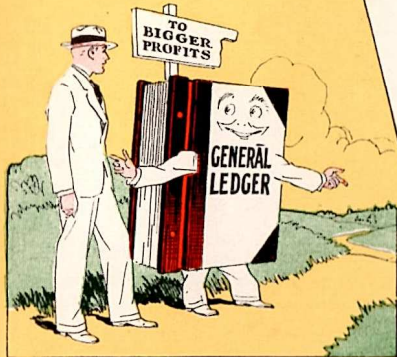
The Machine Does the Work

OTHER STYLES

MISC. USES

MULTIPLYING

SPECIAL LINES



Figuring Your Way
to Bigger Profits

Financial Statement

Barretype Simplified Accounting Plan

Date June 30,

ASSETS		
Bank Account:	1	2,500.00
Cash on Hand	2	100.00
Accounts Receivable	3	1,750.00
Notes Receivable	4	50.00
Prepaid Insurance	5	10.00
Proprietor's Personal	6	20.00
Proprietor's Automobile	7	20.00
Proprietor's Furniture	8	20.00
Equipment - Station Sewing	9	20.00
Equipment - Men's	10	20.00
Equipment - Women's	11	20.00
Equipment - Hosiery	12	20.00
Equipment - Buckles	13	20.00
TOTAL ASSETS		5,400.00

LIABILITIES		
Accounts Payable	14	80.00
Notes Payable	15	50.00
Trade Acceptances	16	50.00
Capital	17	1,076.57
Surplus Jan 1,	18	1,766.53
Profit this year	19	1,766.53
TOTAL LIABILITIES		5,400.00

INDIVIDUAL INCOME TAX RETURN

FOR NET INCOMES FROM SALARIES OR WAGES OF MORE THAN \$1,000
OR INCOMES, REGARDLESS OF AMOUNT, FROM BUSINESS, PROFESSION, SERVICE, OR SALE OF PROPERTY

Do Not Write in These Spaces

Form 1041
U. S. Internal Revenue
Individual's Name

Date

Profit and Loss Statement

Barretype Simplified Accounting Plan

Date Dec 31 19

SALES:	All Departments		59,179.00*
SALES:	Inventory Jan. 1	970.267	
	Wise, Purchased during year	3,173.327	
	Total Inventory & Purchases	4,143.594	
	Less Inventory Dec. 31	8077.32-	
	TOTAL COST OF GOODS SOLD	3,3378.52	
	GROSS PROFIT FROM SALES	1,6779.38c	

EXPENSES:	Advertising	\$0	691.45
	Automobile Expense	\$1	233.70
	Depreciation Auto	\$2	150.00
	Paint & Fix	\$3	150.00
	Equipment	\$4	50.00
	Discounts Allowed	\$5	50.32
	Donations	\$6	30.00
	Freight & Express - Out	\$7	497.76
	Interest Paid	\$8	181.43
	Insurance	\$9	0.00
	Legal & Accounting	\$10	50.00
	Light & Heat	\$11	289.52
	Membership Associations	\$12	140.00
	Postage, Stationery Splys	\$13	219.25
	Rent	\$14	1,950.00
	Repairs to shoes	\$15	46.53
	Repairs to equipment	\$16	49.51
	Salaries - Proprietor	\$17	3,000.00
	Salaries & Commissions	\$18	3,000.00
	Taxes	\$19	180.00
	Telephone & Telegraph	\$20	70.32
	Traveling Expenses	\$21	70.64
	Wrapping Paper, Twine, etc	\$22	24.474
	Miscellaneous Expense	\$23	49.87
	TOTAL EXPENSES		13,117.44
	NET PROFIT FROM SALES		3,662.24c

OTHER INCOME: Discounts Earned \$6
Interest Received \$7

TOTAL INCOME

LESS BAD DEBTS: Charged Off \$8

TOTAL NET INCOME

13,117.44

3,662.24c

3,662.24c

3,662.24c

3,662.24c

3,662.24c

3,662.24c

3,662.24c

3662.24

55.32

373.57

98.54

98.54

362.00c

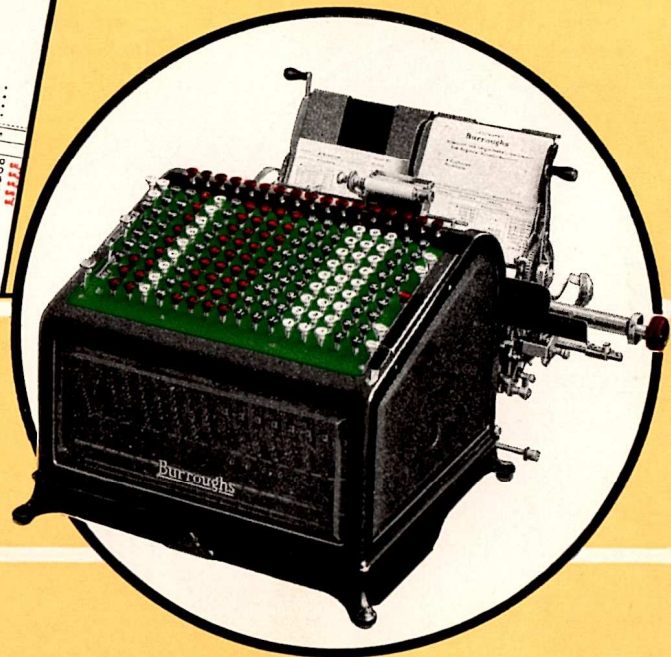
The Burroughs Automatic Ledger
and Statement Machine for
Commercial Accounts prevents
costly errors and saves valuable
time because of its many auto-
matic operations. , , , , ,

Style 11 17 28

Name		A Customer		Sheet No.	Rating	Credit Limit
Address		Anyplace				
BALANCE	DATE	DEBIT	CREDITS			
			4500			
4500	MAY 1	1835	650			
5150	MAY 3	2646	1175			
6325	MAY 20	3176	475			
1825	MAY 21	117				
2300	MAY 23	676				
			4500			

Date		Reference	Amount enclosed		
Date		Change	Credits	Balance	
		4500	Balance forward	4500	
MAY 1	1835	650		5150	
MAY 3	2646	1175		6325	
MAY 20	3176	475		1825	
MAY 21	117			2300	
MAY 23	676				
		475	4500		

Ledger, Statement and
Daily Proof
in One Operation



All Originals ~ No Carbon

CALCULATOR

ACCESSORIES

Why Make TWO Jobs of Billing

?



Writing



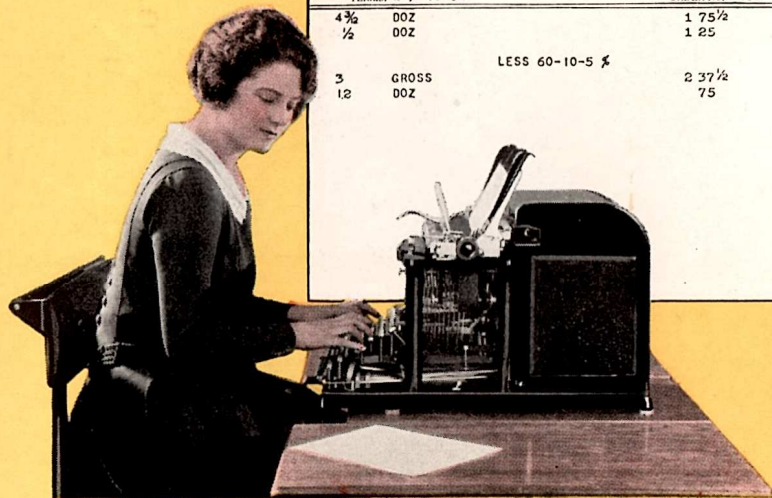
Figuring

The Burroughs Moon-Hopkins Billing Machine will write and compute a complete invoice in ONE operation. With any other method, the bill must be figured first, then copied. With the Burroughs *All* figuring is performed as the bill is typed. The figuring costs neither time nor money

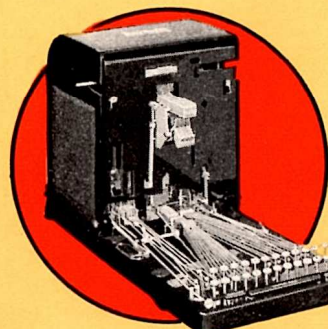
The only machine that computes
and writes a complete bill

TERMS, 2 % 10 DA		ORDER NO. 158	DATE	SEPT 21
4 1/2	00Z	1 75 1/2	7 46	
1/2	00Z	1 25	63	
			<u>8 09</u>	
LESS 60-10-5 %				2 77
3	GROSS	2 37 1/2		7 13
12	00Z	75		<u>9 00</u>
				18 90

AT ONE
OPERATION



Burroughs Moon-Hopkins General Accounting Machine



an electric computing
mechanism that *prints*

+



a standard
typewriting unit

=



The Burroughs Moon-Hopkins General Accounting Machine is really an adding, bookkeeping, calculating and billing machine combined in one. It possesses the most remarkable combination of features ever assembled in an accounting machine—features which make it particularly applicable to general accounting work in every business.

WM. FULLERTON
PAYROLL WEEK ENDING NOVEMBER 27 1924

ACCOUNT OF GENERAL ACCOUNT PREPAID ORDERS 471H SHEET No. 1

CHALFANT & SCOTT

JOURNAL

1924	DATE	DESCRIPTION	DEBIT	CREDIT
		SALES		
		GENERAL AND SALES JOURNAL		
		ACCOUNTS PAYABLE		
		RENSON CARBURETOR COMPANY		
		769 W MADISON ST, CHICAGO, ILL		

EXPENSE PER TON NOVEMBER

EXPENSE	AMOUNT	TONS	PERCENT
YARD EXPENSE	75 00	215 88	3
INSURANCE	787 74		36
DEPRECIATION	2090 44		96
LABOR			
REPAIRS & SUPPLIES			

STEINBERGER BROS. CO.

GLOVES
230 FIFTH AVENUE
NEW YORK

YOUR NO. 3853
DEPT 100

GOLD TO
HARZFELDS INC
KANGAROO CITY MO

WABASH

PAYABLE IN FUNDS CURRENT AT THE NEW YORK CLEARING HOUSE

PRICE	AMOUNT	TOTAL
39 00	585 00	
39 00	666 25	
39 00	607 74	

COMMISSION STATEMENT

MONTH OF JULY SALESMAN WILLIAM H SMITH

DATE	CUSTOMER	6%	3%	2%	4%
JULY 29	JOSEPHSONS	585 00	486 75		
JULY 29	MILLS & JOHNSON			36 25	
JULY 29	HARZFELDS INC	2539 00	486 75	496 75	375 13

PICK UP DATE

PICK UP	DATE	REG'D	MEMO
25 79	NOV 1	7659	BALANCE
38 29	NOV 10	8950	WOSE
44 86	NOV 15	2356	WOSE
7 35	NOV 16		CHECK
6 57	NOV 30	9015	DISCOUNT
72 36	DEC 13	2578	WOSE
			WOSE

The Most Remarkable Accounting Machine Ever Built
 Performs ANY Accounting Job in ANY Business
 Handles Most of the Work Automatically

OTHER
STYLES

MISC. USES

MULTIPLYING

SPECIAL
LINES

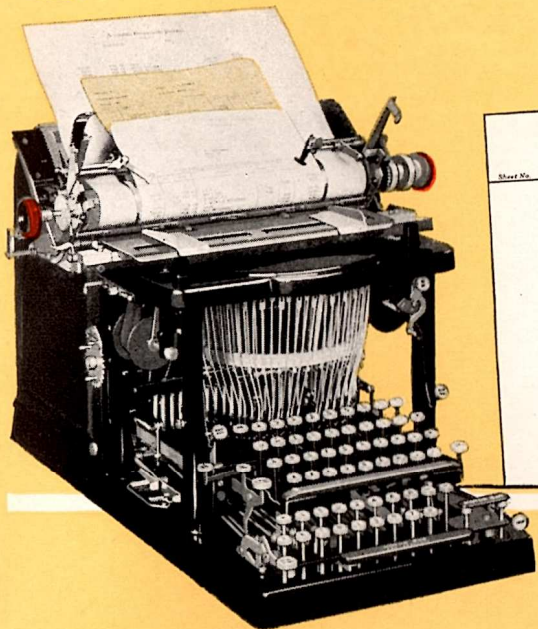
Now You Can Have Both

ITEMIZED BILLS

plus Burroughs

Automatic Features

Burroughs Moon-Hopkins Typewriter Bookkeeping Machine



ACCOUNTS RECEIVABLE JOURNAL			
Sheet No.	Date	FEB. 15.	
	FEB 15	BOYS SHOES	7.50
	25.00 FEB 15	LADIES SHOES	12.00
		BOYS SHOES	1.25
		MENS SHOES	9.00
	5.00 FEB 15	LADIES SHOES	10.00
		BOYS SHOES	2.50
	23.50 FEB 15	LADIES SHOES	5.00
			28.50

Date	Description	Debit	Credit	Balance
JAN 1	LADIES SHOES	10.50		10.50
JAN 15	LADIES SHOES	8.50		17.00
JAN 20	CASH		6.50	10.50
JAN 31	BOYS SHOES	5.00	10.50	11.00
FEB 5	MENS SHOES	12.00		23.00
FEB 15	LADIES SHOES	5.00		28.00

Burroughs Adding Machine Company			
DETROIT MICHIGAN			
NAME L. DEAN,		SHEET No. 1	
ADDRESS 1760 THIRD AVE.,		TERMS 30 DAYS	
DETROIT, MICH.			
MARCH 1.			
MR. L. DEAN,			
1760 THIRD AVE.,			
DETROIT MICH.			
Date	Description	Debit	Credit
FEB 5	MENS SHOES		12.00
FEB 15	LADIES SHOES	5.00	
			11.00
			23.50
			48.50

Complete in one operation—itemized statement, itemized ledger, itemized journal and proof! Burroughs bookkeeping machines have many automatic features which save time and prevent errors.

OTHER
STYLES

MISC. USES

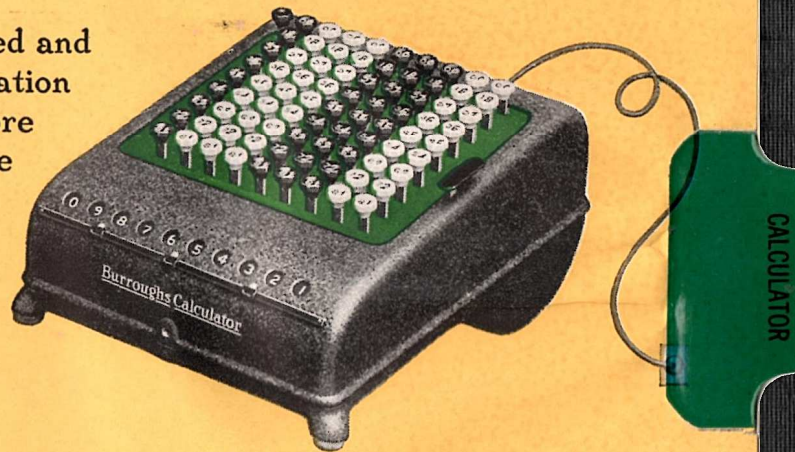
MULTIPLYING

SPECIAL
LINES

The Burroughs Electric Calculator



Accuracy, Speed and
Ease of Operation
Never Before
Obtainable



Weight only
16 pounds

Accurate—Partial registration impossible
Fast—Electric operation permits utmost speed
Easy to Operate—Light, uniform keytouch reduces fatigue
(Same pressure and key travel on "9" as on "1")

THE BURROUGHS CALCULATOR

Checks your Incoming Bills

Don't pay for the other fellow's mistakes

Figures your Outgoing Invoices

Be sure they are right

Incoming

INVOICE			
The General Mercantile Co. New York, N. Y.			
Sold to: WHITE BROTHERS 1236 MAIN ST.		Date JAN 19	
QUANTITY	DESCRIPTION	PRICE	AMOUNT
100	CS RED SALMON	3 60	360 00
25	CS BROOM HANDLES	1 85	46 25
50	DZ VELVET TOBACCO	1 50	75 00
25	DZ RED B MOPS	2 60	65 00
65	DZ SUPERIOR MILK	1 12 1/2	73 13
LESS 5-2%			619 38
			576 64



Outgoing

INVOICE			
White Bros. 1236 Main Street New York, N. Y.			
Sold to: A C HOWARD CO BROAD & HALIFAX		Date JAN 15	
QUANTITY	DESCRIPTION	PRICE	AMOUNT
6	CS CRYSTAL WHITE SOAP	6 65	39 90
7	CS RAVEN TIP MATCHES	6 25	43 75
3	CS KITCHEN SAPOLIO	3 75	11 25
3	DZ PRINCESS RED SALMON	1 65	4 95
1	DZ VELVET TOBACCO	1 86	1 86
2	DZ SUPERIOR PEAS	1 35	2 70
LESS 7 1/2%			104 41
			96 58

PROMOTES ACCURACY

PREVENTS MISTAKES AND LOSSES

REDUCES YOUR FIGURING EXPENSE

THE BURROUGHS CALCULATOR

Makes Inventory Figuring Easy

INVENTORY					Dept. No. 14		Dept. No. 14	
Merchandise Classification								
Date Taken 1/12		Called By L. P. D.	Written By A. W. L.		Sheet No. 5		Sheet No. 5	
Section	Description	Quantity	Price	Unit	Amount		Amount	
Sec. 1 Case 1	Thin Coats	25	17 98	Each	449	50	449	50
	"	12	15 00	"	180	00	180	00
	"	28	17 50	"	490	00	490	00
	"	14	22 50	"	315	00	315	00
	"	10	20 00	"	200	00	200	00
	"	16	18 50	"	296	00	296	00
Case 2	Chauffeur Caps	18	5 75	"	103	50	103	50
Case 3	Slickers - Green	30	15 00	"	450	00	450	00
	"	15	12 50	"	187	50	187	50
	Yellow	24	17 98	"	431	52	431	52
	Red	16	15 00	"	240	00	240	00
	Blue	14	16 00	"	224	00	224	00
	Plain	17	14 00	"	238	00	238	00
					3805		02	
Figured By B. H.					Figures Checked By J. H.			

ACCURATE ~ FAST ~ SIMPLE

Chain Discounts made easy with the Burroughs Calculator

BURROUGHS TABLES SHORTEN THE OPERATION

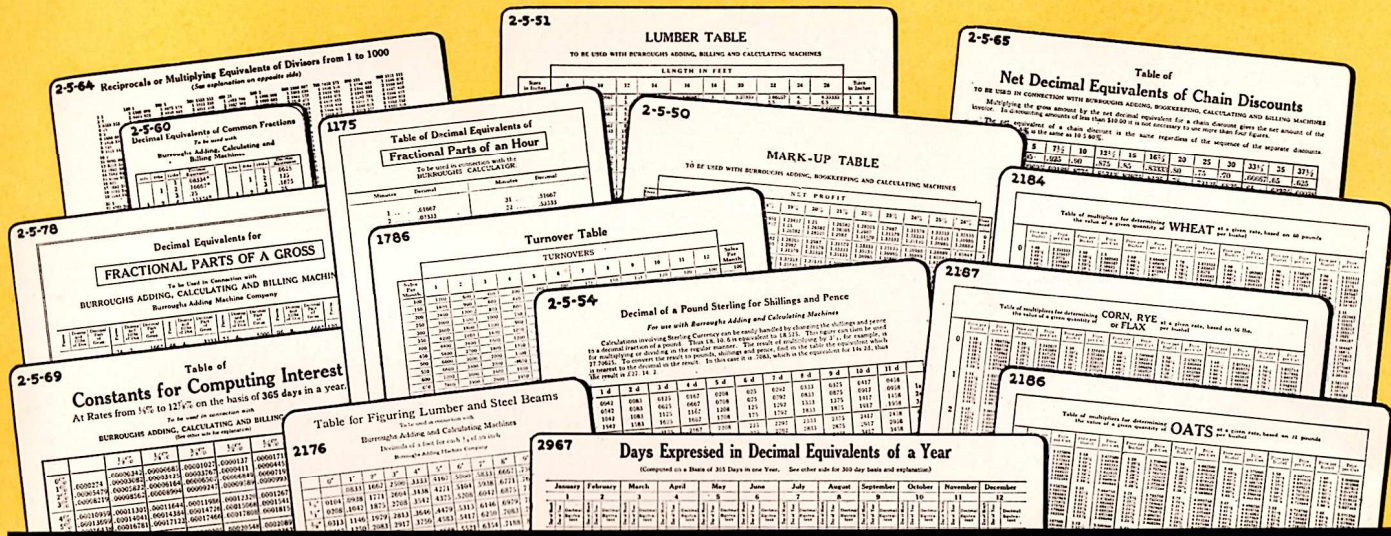
EXAMPLE: The gross amount of an invoice is \$43.45.
It carries a discount of $33\frac{1}{3}$, 10 and 10%
What is the net amount?

Rate %	5	$7\frac{1}{2}$	10	$12\frac{1}{2}$	15	$16\frac{2}{3}$	20	25	30	$33\frac{1}{3}$	35	$37\frac{1}{2}$
Net	.95	.925	.90	.875	.85	.83333	.80	.75	.70	.66667	.65	.625
$7\frac{1}{2}$.87875	.85563	.8325	.80938	.78625	.77083	.74	.69375	.6475	.61667	.60125	.57813
$7\frac{1}{2}$ $2\frac{1}{2}$.85678	.83423	.81169	.78914	.76659	.75156	.7215	.67641	.63131	.60125	.58622	.56367
$7\frac{1}{2}$ 5	.83481	.81284	.79088	.76891	.74694	.73229	.703	.65906	.61513	.58583	.57119	.54922
10	.855	.8325	.81	.7875	.765	.75	.72	.675	.63	.6	.585	.5625
10 $2\frac{1}{2}$.83363	.81169	.78975	.76781	.74588	.73125	.702	.65813	.61425	.585	.57038	.54844
10 5	.81225	.79088	.7695	.74813	.72675	.7125	.684	.64125	.5985	.57	.55575	.53438
10 5 $2\frac{1}{2}$.79194	.7711	.75026	.72942	.70858	.69469	.6669	.62522	.58354	.55575	.54186	.52102
10 $7\frac{1}{2}$.79088	.77006	.74925	.72844	.70763	.69375	.666	.62438	.58275	.555	.54113	.52031
10 10	.7695	.74925	.729	.70875	.6885	.675	.648	.6075	.567	.54	.5265	.50625

\$43.45 \times .54 = \$23.46, the net amount

EASY—FAST

Other tables that will save you time



The Burroughs Calculator
Utilizes *Short-Cut* Methods

Reduce your peak-load at payroll time with the Burroughs Calculator

12057		May 14th					
JESSE E WILLIS							
RATE .58	HOURS		EARNINGS				
	D. W.	49 ⁵	28.71				
	P. W.						
TOTAL			28.71				
Day	IN	OUT	IN	OUT	IN	OUT	
MON	6 50	12 00	12 29	4 35			9
TUE	6 47	12 02	12 25	4 34			9
WED	6 53	12 01	12 28	4 33			9
THU	6 58	12 00	12 20	4 36			9
FRI	6 54	12 03	12 28	4 35			9
SAT	7 24	12 04					4 ⁵
SUN							
Trans.		To		From			
Start				Quit			

PROBLEM

$$9 \times 5 + 4.5 = 49.5 \text{ Hours}$$

$$49.5 @ .58 = \$28.71 \text{ Gross Earnings}$$

$$\text{Less } .25 \text{ Insurance}$$

$$\text{Less } \underline{2.00} \text{ Merchandise}$$

$$26.46 \text{ Net Earnings}$$

MAXIMUM SPEED ~ MINIMUM EXPENSE

*Save time also in distributing your
Labor, Material and Overhead*

Save time computing columnar records

Cross-adding is easy, fast and accurate with the Burroughs Calculator. ✧



Many Columnar
Records
are Self-Proving

JOB COST RECORD				
Date	Labor	Material	Overhead	Total
1				
2				
3				
4				
5				

PAYROLL						
Name	No.	Hrs.	Pcs.	Rate	Gross	Deductions
Stein						
Adero						
Calder						
Matthew						

SALES SUMMARY													
Week of 5/15													
	1	2	3	4	5	6	7	8	9	10	11	12	Total
M	117.00	127.00	185.00	65.00	175.00	78.00	135.00	86.00	75.00	132.00	75.00	125.00	1375.50
T	122.00	56.00	98.00	88.00	145.00	85.00	87.00	125.00	96.50	75.00	137.50	48.00	1162.60
W	146.00	220.00	76.75	127.50	125.75	135.00	125.00	87.50	92.20	117.50	125.00	75.00	1453.20
T	110.00	146.00	133.25	96.00	85.75	115.00	115.00	112.00	110.00	125.00	98.00	125.25	1372.25
F	115.00	75.00	175.00	78.00	135.75	92.50	76.32	114.00	114.60	125.00	78.00	125.50	1304.62
S	122.00	132.00	200.00	125.00	98.00	78.00	67.32	112.00	114.00	78.60	35.50	115.00	1250.72
Total	732.50	754.00	968.00	579.50	765.50	583.50	405.64	636.50	607.30	643.10	549.50	1127.75	7945.94

Proof

The Burroughs Calculator



The fastest machine
for
Sales Audits



Fast
Accurate
Easy to Operate

DEPARTMENT SALES SUMMARY					
Dept. 2			Week Ending 5/15		
Clerk	Charge Sales	No. Transactions	Returns	No. Returns	Net Charge Sales
11	70.20	67	5.00	6	65.20

SUMMARY CLERKS SALES					
Dept. 2 Clerk Mary Brown #12					
Date	Charge Sales	No. Transactions	Returns	No. Returns	Net Charge Sales
5-10	12.50	12	—		12.50

TALLY CARD				
Clerk's Name <i>Mary Brown</i>				
Date <i>5/15</i>				
Dept.	Clerk No.	No. Transactions	Sales Bk.	
2	12		305	
Totals for Week	No.	Cash	Charge	
5-17	1	.75		
18	2		1.30	
19	3	.90		
20	4		.85	
21	5	2.30		
22	6		1.50	
7		.80		
8			3.30	
Totals for Week	9		1.20	2.80
10		1.20		
11			3.60	
12				1.25

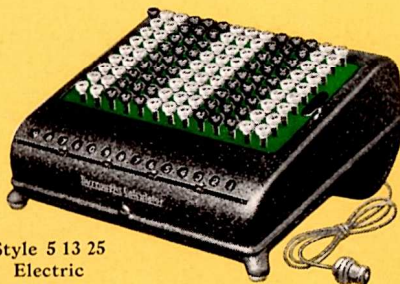
24			
25			
Total	6.40	18.90	4.90

A Style and Size for Every Need



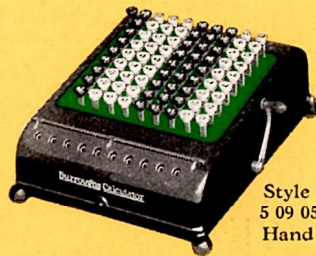
Style
5 05 05
Hand

Five columns of keys
Totaling capacity, 9,999.99
Weight only 7 pounds



Style 5 13 25
Electric

Thirteen columns of keys
Totaling capacity, 999,999,999.99
This size also made for Hand Operation



Style
5 09 05
Hand

Nine columns of keys
Totaling capacity, 99,999,999.99
This size also made for Electric
Operation

Fractional machines are available for adding and subtracting
Hours and Minutes—Feet and Inches—Pounds and Ounces,
Etc. Automatically convert lower to higher denomination.

The Burroughs Operator's Chair



Promotes Health, Alertness
and
Efficiency

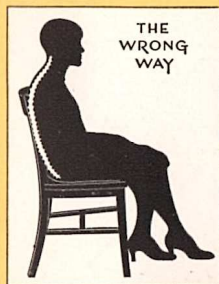
BECAUSE IT IS

*Designed for Correct
Body Posture*



Unusually Sturdy Construction

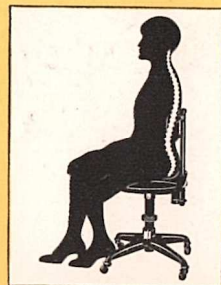


Reduces Operator Fatigue



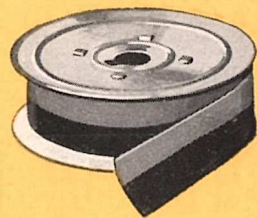
Incorrect Posture
in ordinary chair
reduces operator
efficiency

Seat and Back Rest are quickly ad-
justed to the most restful position.
Arms and upper part of body have
entire freedom of motion.  



Correct Posture in
Burroughs
Operator's Chair
increases efficiency

*Noiseless Ball Bearing Swivel permits
easy turning without twisting body*



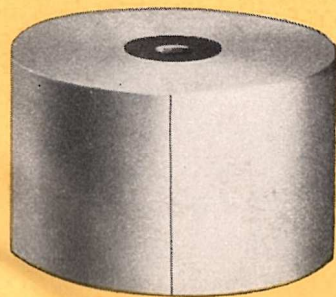
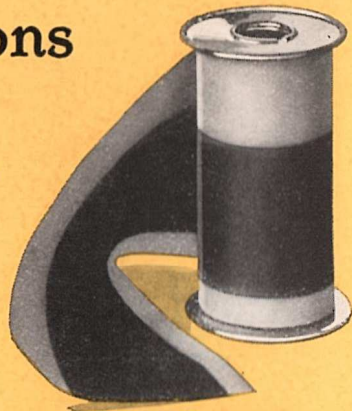
Burroughs-Made Ribbons and Paper

Specially made for Burroughs Machines

Burroughs Ribbons are made for long wear

Will not dry out quickly

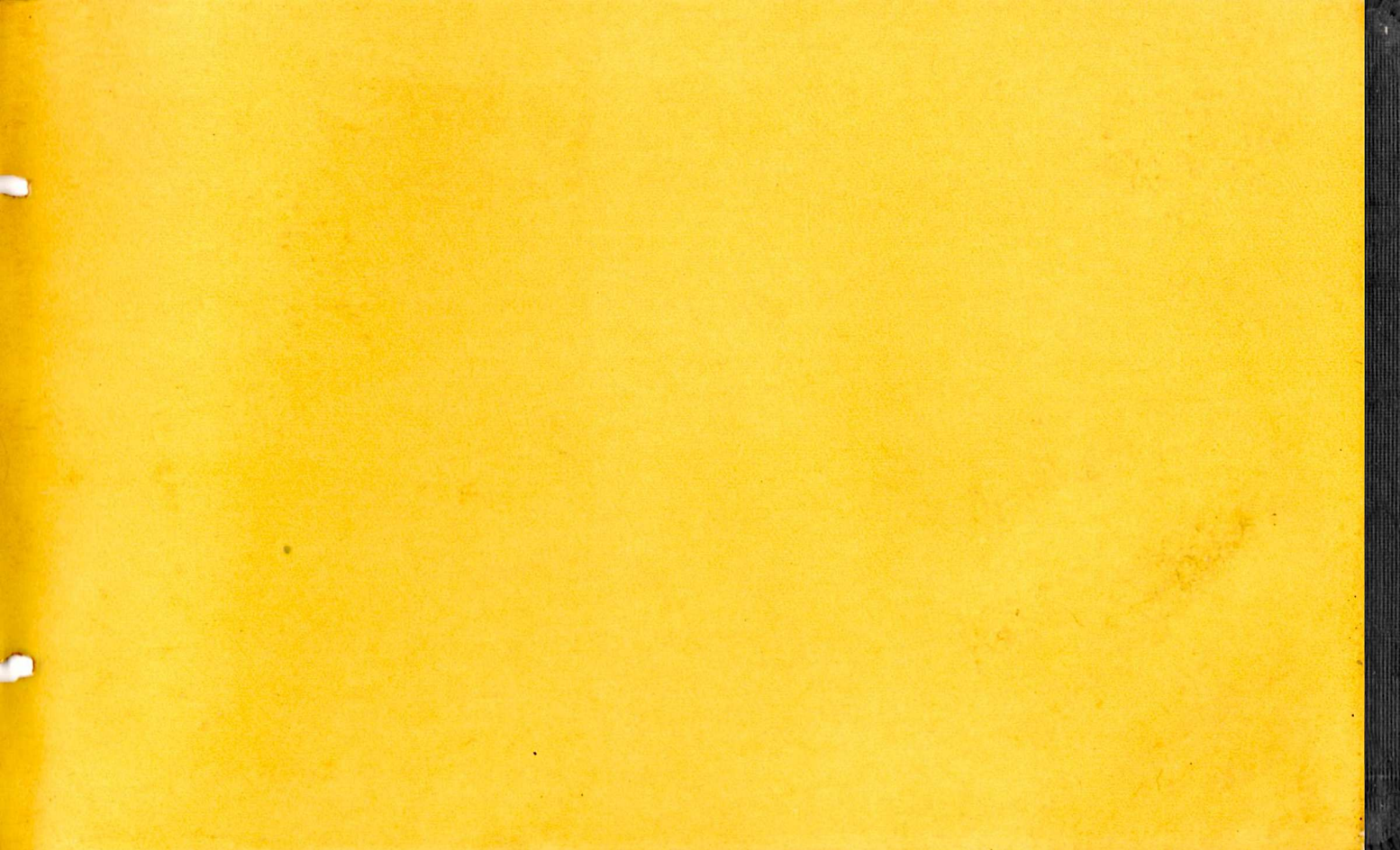
Will not clog the type



250 feet long

Burroughs Non-Lint Paper

Absorbs minimum of ink
Produces no lint to get into
mechanism of the machine



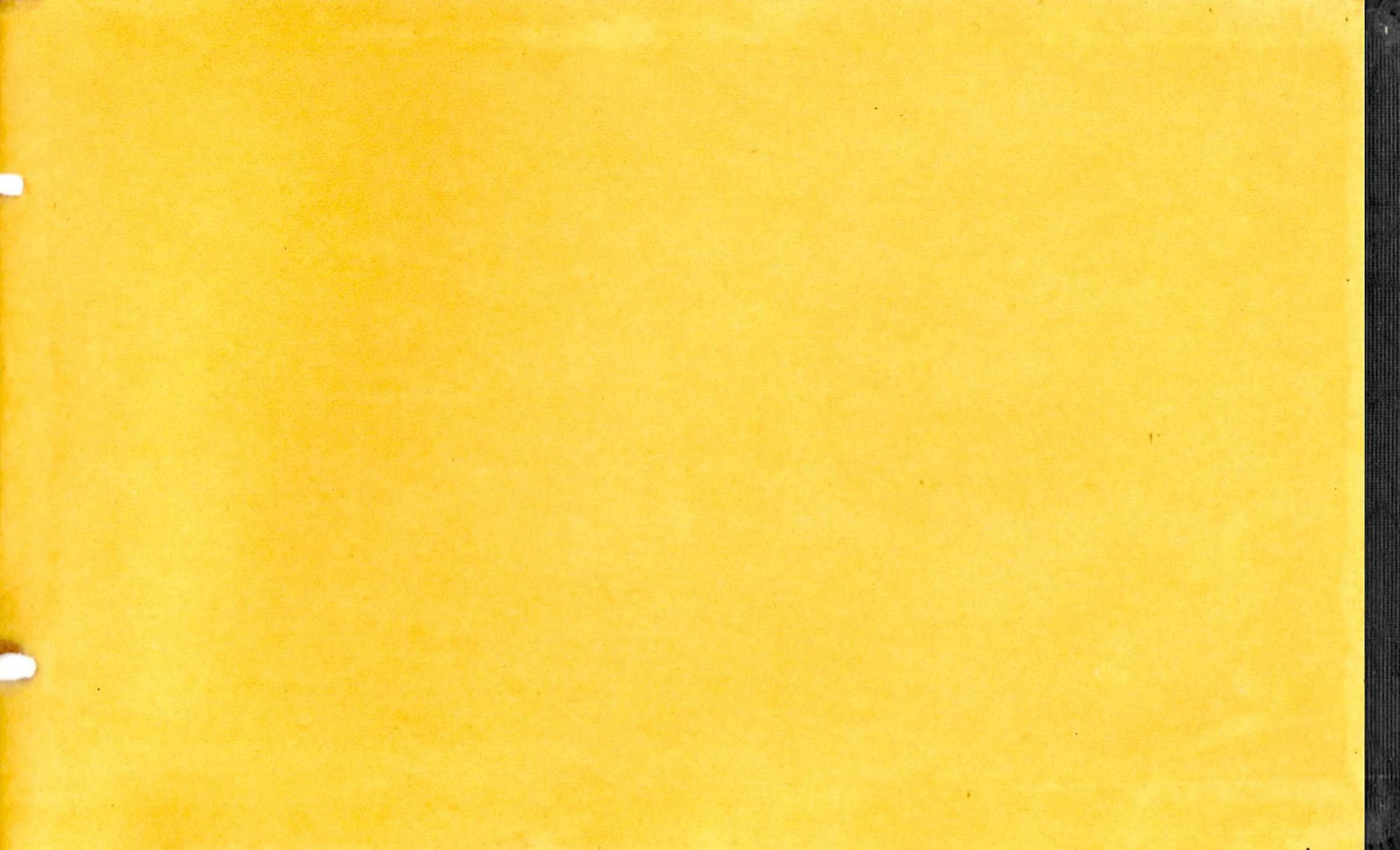
ACCESSORIES

MULTIPL

CALCULATOR

USES

OTHER
STYLES



ACCESSORIES

MULTIPL

CALCULATOR

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OTHER
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