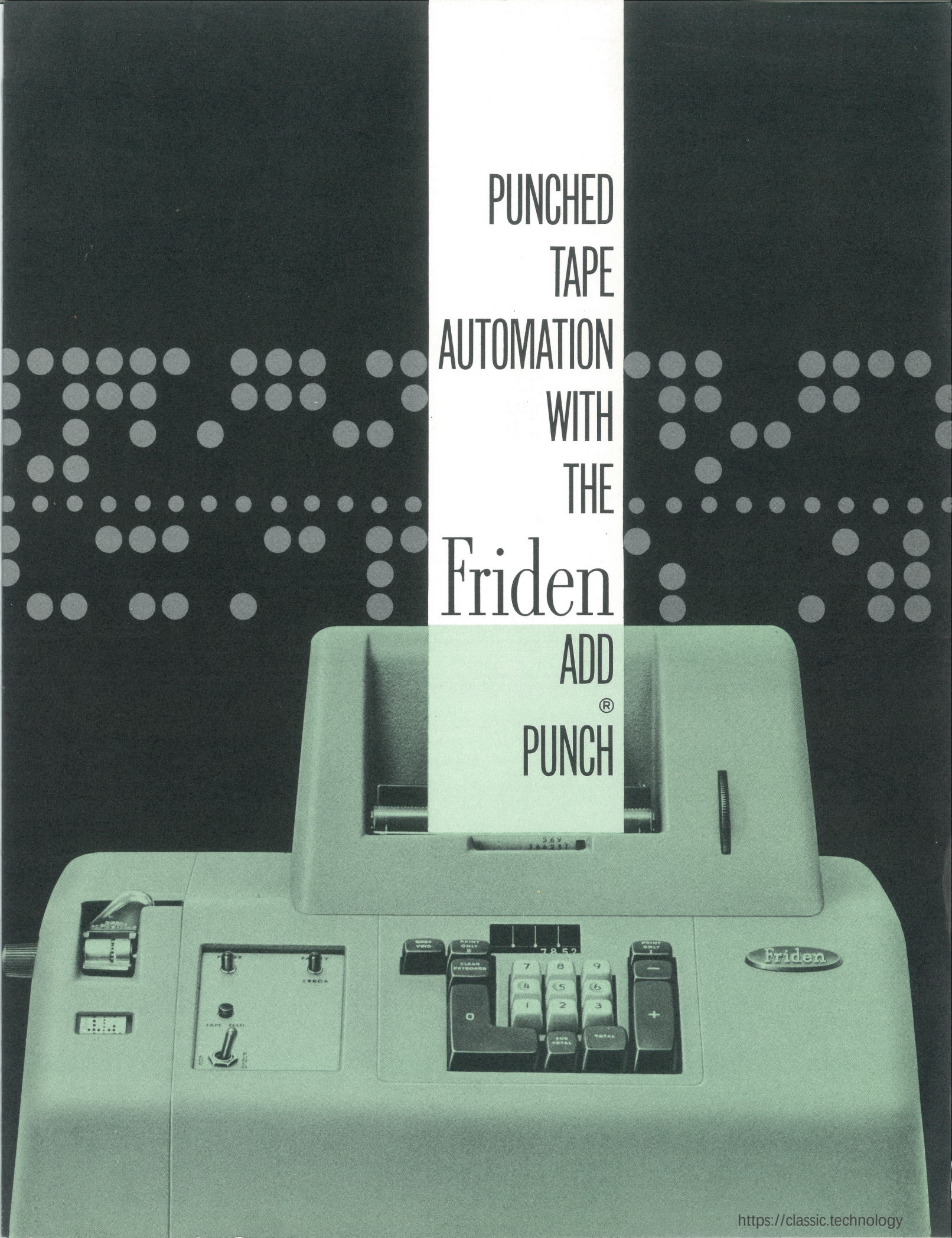
PUNCHED TAPE AUTOMATION WITH THE Friden ADD® PUNCH



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

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

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

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

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

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

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

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Friden Add-Punch

GIVES YOU A PRINTED TAPE 1
AND A PUNCHED TAPE 2
FROM WHICH A VARIETY
OF DETAILED BUSINESS RECORDS CAN BE PRODUCED AUTOMATICALLY
AT LOW COST

ten-key simplicity produces detailed business records



AT THE ACCOUNTANT'S OFFICE, or at his client's location, the operator enters basic accounting data on the Add-Punch keyboard, just as she would on a standard 10-key adding machine. The Add-Punch accumulates totals, prints a listing of all items, and punches a paper tape which includes all or any selected data.



THE PUNCHED PAPER TAPE is then sent to a service bureau where it is converted to tab cards, and the necessary financial reports are prepared automatically on the service bureau's tabulating equipment. Thus, the accountant is able to provide even the smallest of his clients with automatic machine accounting at low cost.

some typical applications

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

GENERAL ACCOUNTING

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

ACCOUNTS RECEIVABLE SALES ANALYSIS

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

PAYROLL REPORTING

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

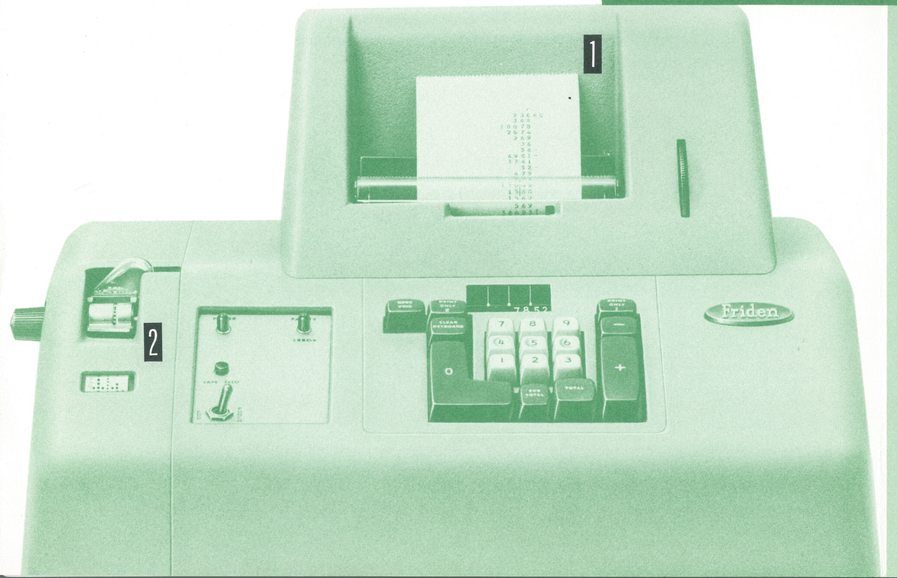
INSURANCE

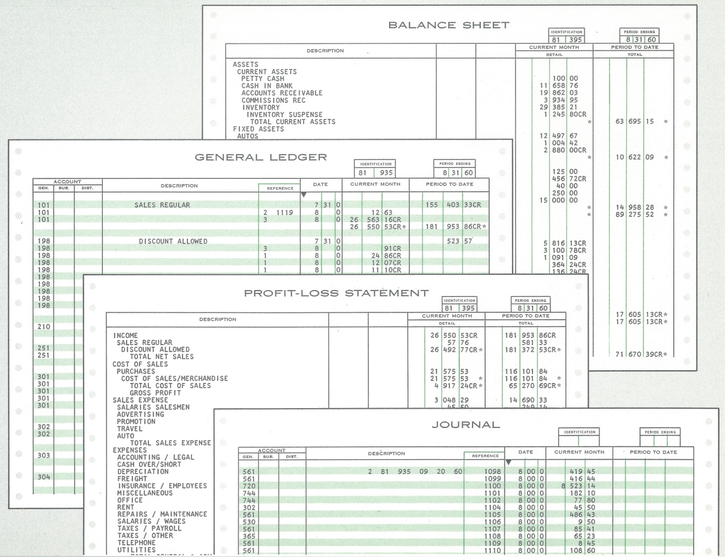
Add-Punches replace adding machines at various points where data is first received. Operators enter necessary data for updating policy files, for producing record of claims, for invoicing, and for producing record of payments. The Add-Punch tape is then processed by computers or other data processing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

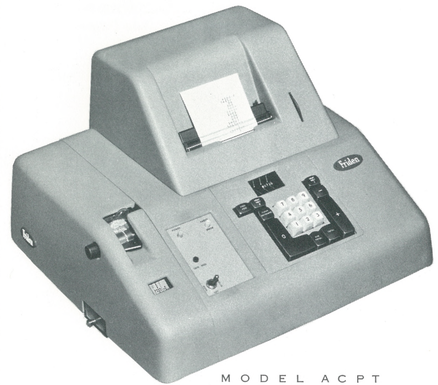
CONTRACTOR'S JOB COST ACCOUNTING

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

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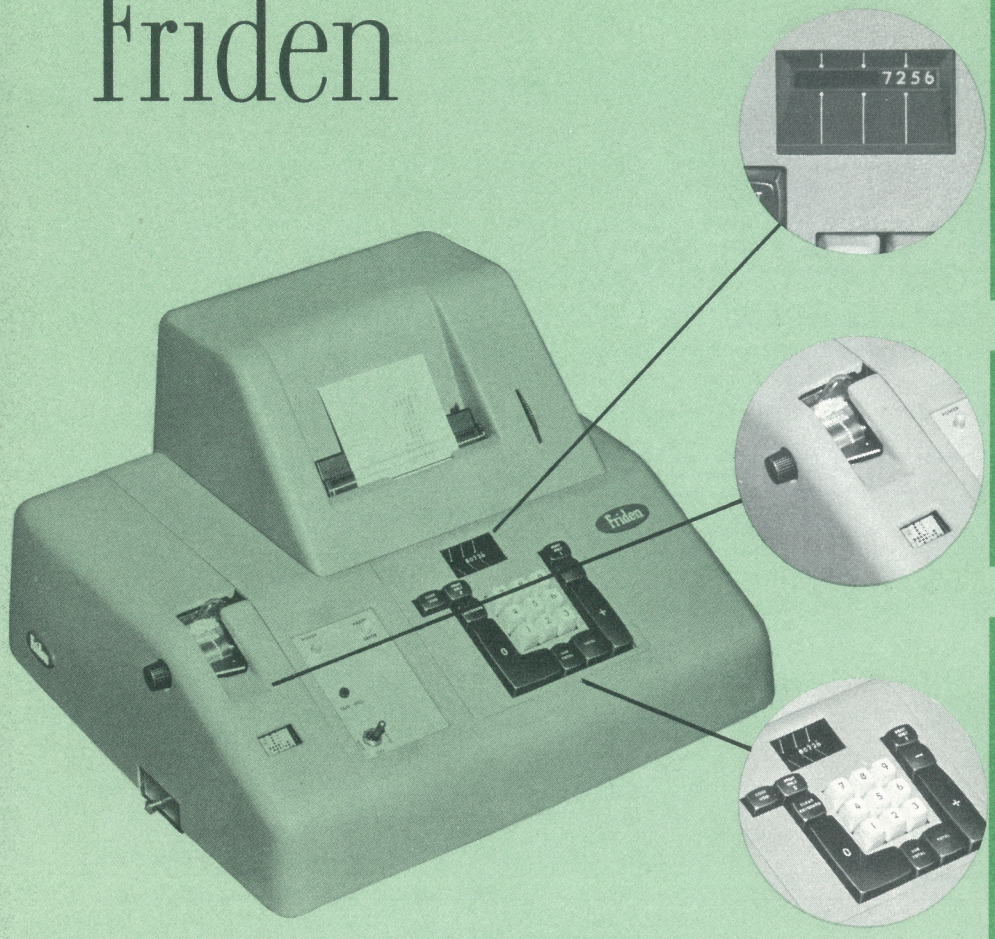




MODEL ACPT

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Friden



BUILT-IN ACCURACY

Only on the Friden can you actually *see* each figure entered on the keyboard before it is punched, added, or printed. The exclusive Friden check dials let you correct entry errors *before* they are processed. Furthermore, the machine continuously checks itself (by means of a parity system) and automatically stops if it should punch an invalid code. Friden has even removed the possibility of electric power fluctuations affecting code punching with an exclusive voltage regulator.

BUILT-IN FLEXIBILITY

The Add-Punch produces either 5-, 6-, 7-, or 8-channel tape, so that any code requirements can be met. Removable diode boards make it quick and easy to switch from one code to another. And because the Add-Punch also has removable program panels, you can use the same machine for a variety of jobs.

BUILT-IN SPEED

The exclusive Natural Way keyboard, patented by Friden, utilizes the full potential of the human hand for fast touch operation. The Add-Punch has only ten keys, just as most adding machines sold today. It's so simple to use that the operator can fly through figurework and produce greater volume than she could on a more complicated keyboard. But not even the fastest operator can outpace Model ACPT's punching rate of 1,400 digits per minute. Programming versatility lets you punch many codes *automatically,* thus further contributing to speed.

Add·Punch®

Friden's vast experience in punched tape data processing machines is without parallel. From the first use of punched tape for data processing, which Friden pioneered, to today's widespread application of this remarkable medium, Friden has been the leader in both machines and methods. This leadership is evident in the new Model ACPT Add-Punch . . . in its simplicity of operation, in its flexibility of application, and in its many other important features. A specialist from your local Friden office can show you how you can benefit from Add-Punch automation. Call him today. Or write Friden, Inc., San Leandro, California.

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