1919

Adding-listing machines -- Multiple or full keyboard type

Anonymous

may look upon our new headquarters as their common home, where they may be sure of a welcoming hand and their "place by the fireside."

Adding-Listing Machines — Multiple or Full Keyboard Type

T HIS type of adding machine may be operated either by hand lever or by electricity. Each row in the keyboard contains all the figures from one to nine and the number of keys depends on the capacity of the machine. On a machine with a capacity of 9,999,999.99 there are 81 keys arranged as follows:

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9999999.99
8888888.88
7777777.77    Generally with small
6666666.66    offset figures represent-
5555555.55    ing complements.
4444444.44
3333333.33
2222222.22
1111111.11
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It is easily seen that the setting of an amount on the machine is extremely simple. No o key needs to be set, the machine automatically prints them. A few figures in an item can be set simultaneously, making the process much faster than the method of writing each figure.

More work has suggested itself to the application of adding machines than to any other type of office appliance on account of the simplicity of operation. However, one need only look into the waste baskets of the average office to find many useless adding machine lists. It is not intended to make one believe that all lists in waste baskets were of no use. The average list of figures in books or on sheets can be added quicker mentally than by relisting them on an adding machine, especially when the machine is stationed at some distance from the clerk's desk.

The one disadvantage of the listing machine over the non-listing machine is that it is slower. It takes just that much more time to reach the handle and operate it for printing individual items. The electrically driven machine lessens the time.

Supervising the figure work done in an office one must watch to see that the convenience offered by the machine is not abused. There are, of course, many uses for the lists and in such case the full value of the machine is obtained. The routing of figure work to machines requires study.

Full keyboard adding machines can probably be best classified as follows:

Visible or Blind
- Adding and Listing Machines.
- Adding, Subtracting and Listing Machines.
- Duplex Adding and Listing Machines.
- Calculating Non-listing Machines.

To these machines are added special keys and other attachments with different functions, among which are adding eighths or twelfths directly. One company advertises about five hundred combinations of features.

These machines have but one set of printing type but with movable carriages of different widths they are adapted to taking sheets of paper with several columns in any of which figures may be printed at will. The forms, however, must be ruled to conform with the machine spacing. With the wide carriage one can readily cross-foot figures but cannot cross-foot and add several vertical columns simultaneously, as with some adding typewriters.

Special machines are really standard parts assembled with one or more features or attachments added to do some specific class of work. The present day machine indicates totals, sub-totals, and non-add items by distinctive symbols. The duplex machines with two sets of adding wheels, indicate which items are added in the lower counter and which in the upper, and which are transferred from the upper to the lower counter. The star, indicating that the machine is clear, was the first symbol used and no doubt originated the

idea for further similar uses. Now practically with every printed item there is a special symbol recorded. For ledger posting there is a set of abbreviated calendar keys covering the twelve months, followed by two rows of non-add numerical keys for the printing of dates.

For this class of work the repeat key offers considerable saving of time. The date is set once and remains set until changed for the next day's business.

With the error keys one figure or the whole item can be taken out of the machine before printing. On machines used in banks for listing transit letter items, there are keys such as "T. N. P." for "telegraph non-payment;" "No. Pro." for "No Protest"; and "B./L. Att." for "Bill of Lading attached." There seems to be no reason why any abbreviation suitable to business records cannot be attached to a machine, limited only by the capacity of the keyboard.

The platens on wide carriage machines can be split so that a continuous roll of paper and loose sheets or forms can both be used at the same time. The two split parts of the platen space independently and a button at the left end provides a means of changing the platen to normal size so that both sections will feed together.

The adding mechanism can also be split and on large machines it can be set to add or non-add a few columns. The non-add keys are commonly used for listing order numbers, etc. Two dials can be used for counting items by setting the one to repeat or by attaching an item counter to the platen. The accountant when checking adding machine lists must beware of non-add items. Such items of course are not added or included in totals. Items can also be added without printing them on the list by shifting the paper away from the printing type. The manufacturers probably intended to meet all the needs arising in an office, but these two features make the machine less desirable for the

accountant, when using the client's adding machine lists in connection with his work.

For inserting and removing sheets rapidly some machines are equipped with injector and dejector devices. There is also a payroll carriage that handles roll paper or sheets and pay envelopes at the same time. A combination two color ribbon can be used, as, for instance, black for debits and red for credits.

As has been already said, clerks soon find figure work that they can more conveniently do on an adding machine, but the accountant should know the work which can be economically done and the particular equipment best suited to do the desired work.

Book Reviews

Trading with the Far East. (Irving National Bank, New York, 1919. 261 p.)

The supply of commercial literature has been enriched by the addition of this volume. It is a companion volume to "Trading with Latin America," published by the same institution during the year 1918.

The present volume attempts, and with much success, to furnish real information on the subject. No pains have been spared in the accomplishment of this purpose.

The need for the book is predicated on an increase in foreign trade which is expected to follow the conclusion of peace negotiations. As stated in the preface, the book "undertakes to provide an interpretation, for commercial purposes, of recent conditions in these countries, with a general analysis of trade opportunities and the possibilities for development of the various resources of the Orient."

One of the best ways in which to convey an idea as to what a book contains is, when they are truly descriptive, to summarize the chapter headings. In the present instance this method seems to serve admirably. The principal headings are as follows:

"America's Opportunity in the Far East — The Viewpoint of the Orient — Policies and Methods in Export Trade—