

Many accounting jobs require alphabetic description in addition to the usual numerical information. And the simplest, fastest and most direct method of computing and printing this information on vital original records is to use an accounting machine equipped with a typewriter. Basic applications for such equipment include accounts payable, accounts receivable, payroll, inventory records and many others. Some specialized applications include liability ledger posting and trust accounting in banks, claim voucher writing in insurance companies and budgetary accounting in governmental offices.

Burroughs F 1000 alphanumeric accounting machines are the most advanced machines for the direct production of these written records. They are extremely simple to operate, requiring only typing, writing of data on the keyboard and selecting the appropriate motor bar. The complex procedures are programmed into the machine and are handled automatically by the machine.

In addition to the direct preparation of vital accounting records, it is often desirable to have the data punched into cards for further processing to obtain various additional records and reports.

Burroughs F 1000 PA machines with Burroughs A 542 Card Punch Control Unit cable-connected to a keypunch make it possible to capture automatically in punched cards any data computed or printed in the direct accounting operation—both alphabetical and numerical.

The following pages will show you how this is done without sacrificing speed or accuracy—and how this equipment can be programmed for many uses.

# CAPTURING DATA as an automatic by-product of preparing and writing basic records

The F 1000 PA, the A 542 Card Punch Control Unit and the keypunch complement each other in capturing data in the desired format for subsequent automatic operations. The operator enters amounts and types descriptions just as she would with a basic F 1000 accounting machine. At the same time, desired data is punched into the card in the appropriate format. There are no extra operations. Communication lights tell the operator the condition of the keypunch, and special warning lights and buzzers warn the operator of any misoperation. Control keys on the accounting machine keyboard give the operator complete control of the keypunch.

Programmed position checks verify that information is being punched into the correct card columns. If the keypunch is out of step with the accounting machine, the machine locks and the Position Check light comes on. For example, this feature would prevent punching an amount into a reference field.

A specially designed read-in device on the keypunch, installed and serviced by the manufacturer of the keypunch, makes it possible to connect the A 542 to the keypunch merely by plugging it in. A touch of a control key on the accounting machine keyboard makes it possible to use the two machines separately. And unplugging the cable makes it possible to use the two machines at different locations, if desired.



Built-in ability to handle the most difficult punching requirements is provided by the A 542 card punch control unit. Signals from carriage position, motor bars, location of first significant digit, plus or minus values, totals or subtotals, tabulating and return keys on the typewriter, space bar, individual special character keys and punch control keys are transmitted to one plugboard in the A 542. This plugboard has a combination of dual selectors and distributors that enable it to be programmed to use these functional signals to control skipping, duplicating, card release, switch to alternate program, etc. Zeros may be programmed to punch zeros or to provide special results such as skipping, non-punching, zero proof verifying, duplicating entire fields or selectively duplicating a portion of a field.

Burroughs

#### flexibility in forms handling

Built into the compact carriage of the F 1000 PA: Full operator visibility of printing; front-feed form handling for easy one-hand insertion; completely adjustable, transparent, self-squaring form guides. Most important, this forms handling flexibility means that F 1000 PA is adaptable to your specially designed forms, as well as standard forms.

#### three-way date section

Burroughs F 1000 PA offers a really flexible date section to accommodate all methods of date printing: 1) month, day and year keys may be released with each operation; 2) day key only may be released; or 3) full automatic printing of month, day and year may be locked in.

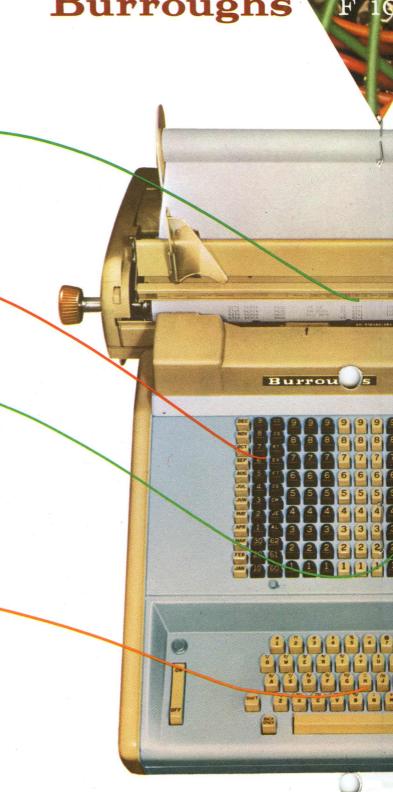
#### simplified keyboard input

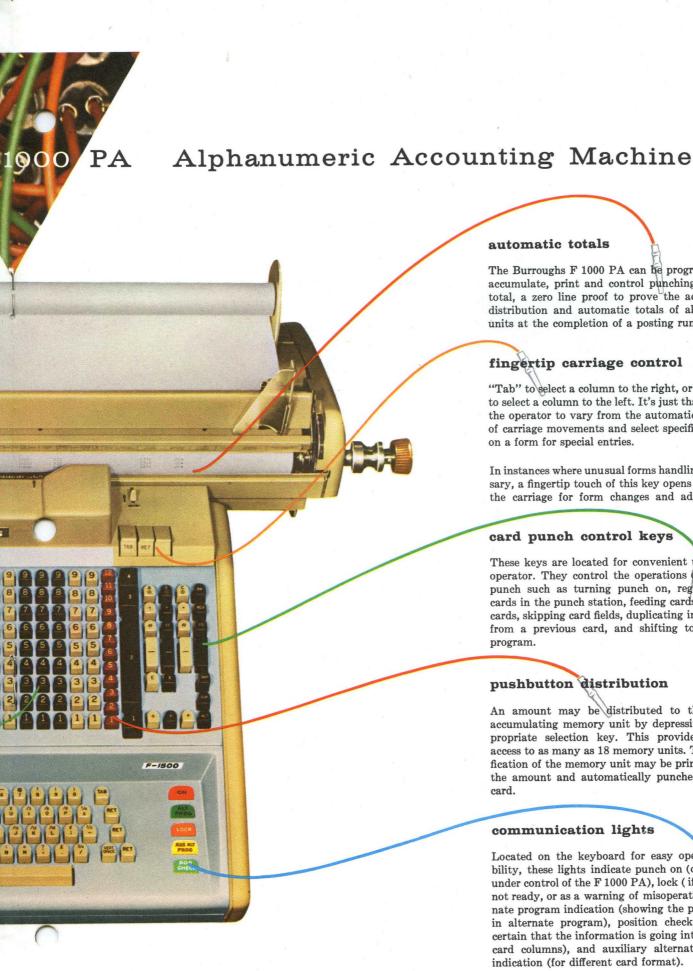
Functional input on the accounting keyboard offers these advantages:

• Full keyboard features light, positive key depression and short-cut indexing by simultaneous key depressions . Simplified motor bars with specific functions combine with Sensimatic Control to handle both normal and unusual operations • Entries may be verified or corrected before printing and punching . Zeros are printed and punched automatically including punching of preceding zeros to complete field capacities.

### electrified typewrifer keyboard

The 42 electrified character keys control the printing of all 84 characters and the punching of all 26 letters, 10 numerals and six special characters. The four tabulating and return keys and the space bar provide control of carriage movement and spacing and also are programmable at the plugboard to control punching as desired.





## automatic totals

The Burroughs F 1000 PA can be programmed to accumulate, print and control punching of a line total, a zero line proof to prove the accuracy of distribution and automatic totals of all memory units at the completion of a posting run.

#### fingertip carriage control

"Tab" to select a column to the right, or "Return" to select a column to the left. It's just that easy for the operator to vary from the automatic sequence of carriage movements and select specific columns on a form for special entries.

In instances where unusual forms handling is necessary, a fingertip touch of this key opens and closes the carriage for form changes and adjustments.

#### card punch control keys

These keys are located for convenient use by the operator. They control the operations of the keypunch such as turning punch on, registering of cards in the punch station, feeding cards, releasing cards, skipping card fields, duplicating information from a previous card, and shifting to alternate program.

#### pushbutton distribution

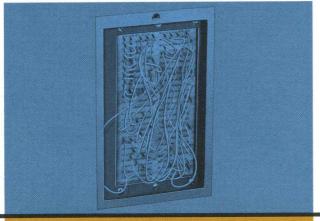
An amount may be distributed to the desired accumulating memory unit by depressing the appropriate selection key. This provides random access to as many as 18 memory units. The identification of the memory unit may be printed beside the amount and automatically punched into the

#### communication lights

Located on the keyboard for easy operator visibility, these lights indicate punch on (card punch under control of the F 1000 PA), lock (if keypunch not ready, or as a warning of misoperation), alternate program indication (showing the punch to be in alternate program), position check (to make certain that the information is going into the right card columns), and auxiliary alternate program indication (for different card format).

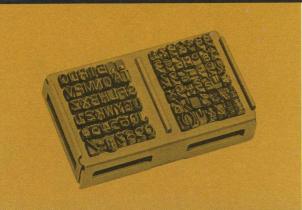
# other features contributing to the flexibility, simplicity and productivity of **Burroughs**

#### F 1000 PA AND A 542 SYSTEM



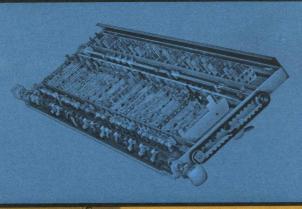
#### Completely programmable plugboard

Control exits from the F 1000 PA and entries to the keypunch are wired to this *one* control board. Dual selectors and distributors make it possible to handle the most difficult punching requirements thus eliminating costly and time-consuming internal modification to make program changes.



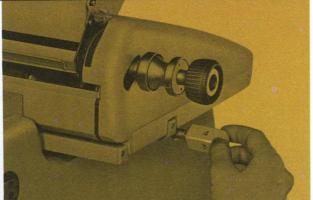
#### The latest in electrical typewriters

The writing unit of the F 1000 PA is shown here in actual size. While completely new in alphanumeric accounting machines, it is based on proved techniques developed for high-speed communications equipment. Its many advantages over conventional typewriter methods include more characters in less space, elimination of type piling and easy change to a different type size.



#### Four-schedule program control center

This control center acts as a "mechanical plugboard" directing the F 1000 PA system through all phases of its operation including adding, non-adding, subtracting, subtotaling, totaling, printing, punching, repeating, opening and closing of the carriage, and movement of the carriage into and out of typing position.



#### Turn-of-a-knob program selection

Each Program Control Center contains the posting and punching programs for four or more separate operations. To switch from one job to another requires only a turn of the program selector knob. Thus one Control Center does the job that might require eight control bars in systems requiring separate bars for each program.

# additional advantages of Burroughs

#### F 1000 PA IDP EQUIPMENT

#### Combines several jobs into one

In one efficient, simple, high-speed operation you can prepare basic records, compute totals for zero line proof, accumulate control totals, prepare a hard-copy record and capture all the desired data in punched cards for subsequent automatic processing.

#### Provides maximum productivity

Several keys can be indexed at once, and the data for several fields can be grouped in one keyboard entry. All significant zeros are automatically punched. (To print \$50.00 and punch 005000, the operator has only to index the five key.) As soon as the data indexed on the keyboard has been printed, the carriage begins to travel to the next programmed stop position. There is no delay in punching and the keyboard is restored to permit indexing the next entry. This maximum overlap of keyboard entry and execution of machine functions results in more work done in less time.

# Eliminates preparatory steps and transmittal of documents

The operational simplicity of Burroughs F 1000 PA equipment, combined with its ability to create vital records, makes it feasible to use this equipment at the source of the data, the department or branch where the original media is first processed. Here coding can be combined with data input thus eliminating multiple handling and transmission of this media. Anyone who can type and operate a full-keyboard adding machine can master the Burroughs F 1000 PA in a few hours, because most of the decisions are made by the machine. The operator has only to type descriptions, list amounts, and select the appropriate motor bar.

#### Requires little operator training

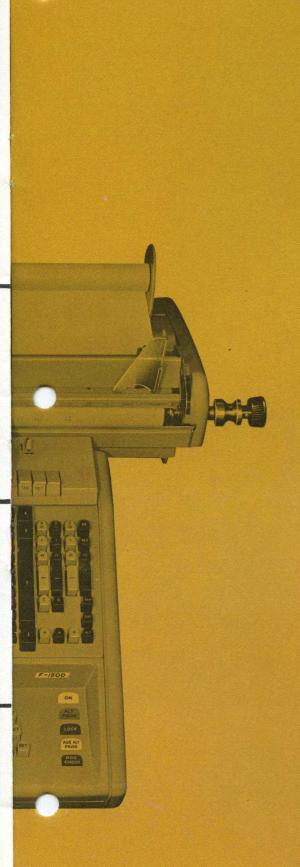
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#### Eliminates errors

The full keyboard makes it possible for the operator to verify input before printing and punching. The printed record makes it possible to verify the entry immediately after printing and punching. Separate typewriter keys for 1 and I, and zero and O eliminate the possibility of a punching error that could not be detected by checking the printed record. Zero line proof assures that the amounts distributed equal the total amount. Up to eighteen control totals can be accumulated and printed on the hard-copy, and this hard-copy can be sent with the cards to the processing center.

#### All controls and lights on one keyboard

The control keys and communication lights for the keypunch are located on the same compact keyboard as the keys and motor bars for the accounting machine. This makes it easy for the operator to control the entire operation from her seated position in front of the keyboard and assures immediate communication between the keypunch and the operator. This positive communication is another reason for a built-in system instead of punched card output as an afterthought attachment.



## Burroughs F 1000 PA WITH A 520 TAPE PERFORATOR



In some cases it is more feasible to punch tape as part of the alphanumeric accounting operation. Be sure to ask your Burroughs representative about the Burroughs F 1000 PA with A 520 Tape Perforator. This machine brings the same programming flexibility, automaticity, and accuracy to tape punching as the equipment discussed in this folder brings to the production of punched cards.

Your Burroughs representative will be glad to help you investigate any potential application for Burroughs Integrated Data Processing Equipment. You will find his product knowledge and his knowledge of other systems most helpful in conducting such an investigation. What's more, his wide product line, ranging from adding machines to computers, enables him to recommend the right combination of equipment for any data processing job.



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