Electronic Data Processing System

NCR 395
Data originates from many sources! One of the problems facing management is the computation, accumulation, summarization and organization of data in usable form. The NCR 395 Electronic Data Processing System is designed with the express capability of processing a variety of data to provide management with desired information in the shortest possible time.
The NCR 395 represents an investment at a price/performance ratio unrivaled in the industry. Electronic processing — as opposed to mechanical or electro-mechanical — can mean increased productivity on your accounting work at less cost.

Electronic processing of data is no longer relegated to the large scale computer. The NCR 395 makes electronic processing practical and efficient in an accounting machine. There are no mechanical memory units. It is solid state and all processing is electronic.

A magnetic memory disc is used for storing data in binary coded decimal. Internal logic is provided for all computations, decisions, comparisons and summations. The command structure alone would rival that of many larger and more expensive systems. In fact, the 395 has many individual and unique capabilities which make it outstanding even on the most demanding requirements.

The facility for making electronic computations as an automatic by-product of normal posting procedures enables the 395 to produce results that quickly return your investment. Why not compare it to what you are presently using? The difference will be surprising.
ACCOUNTS PAYABLE

ACCOUNTS PAYABLE LEDGER

The accounts payable ledger is a book of accounts maintained to keep a record of all obligations owed to outside suppliers. The ledger is maintained for each supplier and is kept in order by the name of the supplier. The ledger entries are posted to the accounts payable accounts in the chart of accounts. The accounts payable ledger provides a convenient means of keeping a record of all obligations owed to outside suppliers.

ACCOUNTS PAYABLE ROUTINE

The routine followed by the accounts payable department for offices, building, and utilities will vary, but the following are the general routine steps:

1. Voucher Clerk (Accounts Payable Clerk)
   - Checks period end summary sheet, receives, and processes invoices.
   - Checks for proper attachment of purchase orders, purchase requisitions, and supporting documents.
   - Prepares checks for payment and sends them to the bank.

2. Mail Department
   - Mail checks to vendors and record payments.

3. Receiving Control Clerk
   - Ensures that all material has been received in good order, in accordance with the purchase order or material request.

4. Computation Clerk
   - Verifies that all invoices are present by checking off their number.
   - Computes the value of each invoice for an accurate recording.
   - Verifies the accuracy of purchased materials with the vendor.
   - Computes the amount of discount and enters it on the purchase order or requisition.
   - Prepares a check for the amount due to the vendor, net of discount.

ACCOUNTS PAYABLE PLANS

The accounts payable routine described above should be followed by the individuals responsible for processing invoices. The invoices should be processed in a timely manner to ensure that payments are made on time. The accounts payable ledger should be kept in order by the name of the vendor to facilitate the processing of invoices. The accounts payable department should maintain accurate records of all obligations owed to outside suppliers. The accounts payable department should work closely with the purchasing department to ensure that all invoices are processed in a timely manner.
Flexibility is the keynote in the 395 system. In many general as well as specialized applications all desired summary and control information can be accumulated in memory during the primary processing routine. In those cases where additional information is needed for further processing an option permits capture of output data in punched cards or punched paper tape.

Another optional feature, the 382 Punched Card Reader, permits automatic, sequential reading of data from any selected field or series of fields for entry to the processor. Combining the two methods of input — cards and console keyboard — with the electronic memory offers increased systems flexibility. Basic information such as fixed factors, rates, percentages and tables can be stored in memory for automatic recall and use where applicable in the system.

Data processing is a term that has come to mean the most efficient handling of data from originating point through the various phases and steps in a system to its final destination. The accomplishment of this function is inherent in the 395 system. The 395 actually simplifies data processing by starting with data from the originating document . . . processing that data to related records . . . accumulating summary totals for final reports . . . and providing for additional output in cards or tape where subsequent processing is indicated.
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Account Balance: 900.00

Superior Furniture Co. Inc.
395 Drum Street
Sandy Point U.S.A.
An operator oriented system, such as the 395, is not accomplished by accident. It is expressly designed with the operator in mind. Controls are conveniently located to minimize movement, speed processing and provide ease of operation. A simplified console and convenient work area reduces fatigue to a minimum and facilitates greater productivity.

A system is not judged on one specific feature but on a combination of features that makes the system outstanding over all others. The 395 presents a combination of features which are a result of many years of experience in the record-keeping field, scientific investigation, advanced engineering techniques, plus ideas and suggestions from thousands of satisfied users.

Some of the outstanding features shown here such as the electric alpha keyboard, standard adding machine keyboard, multiform carriage and simplified control keyboard are part of a total system designed to speed processing of vital business data. They enable this data to be made available to management in time to be used most effectively.
CONSULTATION — NCR System Representatives are trained in business systems and are backed by a company with almost a century of experience. Together they stand as a knowledgeable team ready to assist in every phase of your data processing needs.

PROGRAMS — Program manuals, programmed instruction courses, tested techniques, standard and special applications are all part of the library of information local representatives have on file. These references are updated with new material as it is developed to keep them in a current position of being able to serve you better as your system needs change.

INSTALLATION — Trained personnel are available to assist in every step of the installation. All programming, scheduling, design, training, consultation, planning and supervision are all provided to assure a successful installation of your system.

SERVICE AND MAINTENANCE — Trained technicians provide service for every component of the system. Men with years of experience in technical service are trained well in advance of the installation to be ready to serve you the moment your equipment arrives.