

PAYROLL ACCOUNTING



Burroughs F 1000
ALPHANUMERIC ACCOUNTING MACHINE

FROM TIME CARD TO FINAL REPORT . . .

No. 1065 8/5/6-
 NAME Paul M. Link

Day	IN	OUT	IN	OUT	IN	OUT	Total
MON	7:50	4:10					8
TUE	7:55	4:05					8
WED	7:49	4:01	4:30	8:30			12
THUR	7:56	4:11					8
FRI	7:54	4:01					8
SAT							
SUN							

	HOURS	RATE	AMOUNT
REGULAR	40	3.40	136.00
OVERTIME	4.0		20.40
			5.00
DAYS WORKED 5	TOTAL HOURS 44	GROSS EARNINGS	161.40

With the time card as source material, the F 1000 permits the entry of all desired numeric and descriptive information onto the journal, employee's earnings record, statement of earnings and check—in one operation. Earnings and taxes paid year-to-date are automatically printed on each employee ledger; and totals for balancing to controls are automatically accumulated—by classification—for hours, earnings and deductions.

Checks are consecutively numbered and net pay is calculated and printed in safeguard printing—automatically.

PROOF .00	DATE	✓	CHECK NO.	NAME	PAY ONLY	AMOUNT	DATE
.00	AUG 11 1966		1,235	HOWARD ABBOTT		69.26	AUG 11 1966
.00	AUG 11 1966		1,236	ROBERT AHERN		106.49	AUG 11 1966
.00	AUG 11 1966		1,237	GEORGE CHAPPEL		144.97	AUG 11 1966
.00	AUG 11 1966		1,238	FRANK KERR		95.65	AUG 11 1966
.00	AUG 11 1966		1,239	PAUL M. LINK		125.17	AUG 11 1966

Burroughs DEMONSTRATING FORM No. 1239

DATE: AUG 11 1966 CHECK NO.: 1,239 PAY TO THE ORDER OF: PAUL M. LINK PAY: 125.17

BANK NAME: ANYWHERE, U.S.A. PAYROLL ACCOUNT: **NOT VALID** AUTHORIZED SIGNATURE: _____

541.54 + 5 = 546.54

TOTAL CHECKS DRAWN: _____ DATE: _____

PAYROLL JOURNAL

INTERNAL AUDITOR

When it is necessary to vary the usual operating sequence because of special conditions, the Internal Auditor automatically selects the substitute operating sequence required, without operator decision. For example: the Internal Auditor is used for automatic rejection of incorrect balance pick-ups, for automatic data elimination, or for automatic detection of deductions in excess of earnings.

The functions of this automatic feature, controlled by the Program Control Center, may be changed automatically when the Program Selector Knob changes the job.

The following records are completed with full alphabetic and numerical data during payroll writing:

1. Check
2. Statement of Earnings
3. Employee Ledger
4. Payroll Journal

... a continuous, rapid system of computation

PAYROLL JOURNAL

DATE	HOURS					CURRENT EARNINGS					DEDUCTIONS								NET PAY	TOTALS TO DATE				PROOF FORMULA
	OVERTIME	REGULAR	REGULAR	OVERTIME	OTHER	GROSS PAY	TAX	TAX	OTHER	PENSION	INSURANCE	BONDS	CREDIT UNION	MISC.	CODE	EARNINGS	TAX	TAX		OTHER				
11-16		40				80.00										69.26	2,630.00	142.52	115.72	26.30	2,576.90			
11-16	5.00	40		22.50		120.00	142.50									106.49	3,927.50	437.01	172.81	39.28	3,624.02			
11-16					25.00	175.00	13.58	7.70	1.75							144.97	5,348.10	410.21	235.31	53.48	5,119.72			
11-16	4.00	40		15.00		100.00	115.00	10.64	5.06	1.15	1.00	1.50				95.65	3,360.00	301.14	147.84	33.60	3,173.10			
11-16	4.00	40		20.40	5.00	161.40	15.77	7.10	1.61		1.50	6.25	4.00			125.17	4,550.80	401.53	200.21	45.50	4,303.98			

EMPLOYEES EARNINGS RECORD

NAME: **Paul M. Link**

ADDRESS: 3987 Newland East

CITY: Orchard Landing, State

CLOCK NO.: **1065**

S.S. NO.: 235 32 8666

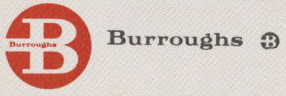
TAX	TAX	OTHER	PENSION	INSURANCE	BONDS	CREDIT UNION	MISC. CODE	PERIODS
								9 1st PERIOD
								10 2nd PERIOD
								11 3rd PERIOD
								12 4th PERIOD

EXEMPTIONS: DEPARTMENT Shipping

RATE: 3.40

DATE: 11/16

DATE	HOURS					CURRENT EARNINGS					DEDUCTIONS								NET PAY	TOTALS TO DATE				PROOF FORMULA
	OVERTIME	REGULAR	REGULAR	OVERTIME	OTHER	GROSS PAY	TAX	TAX	OTHER	PENSION	INSURANCE	BONDS	CREDIT UNION	MISC.	CODE	EARNINGS	TAX	TAX		OTHER				
7-16		40				156.40	14.92	6.88	1.56			1.50	6.25	4.00		121.29	3,635.20	338.05	168.74	38.35	3,627.54			
14-16		40				136.00	11.51	5.98	1.36	2.00	1.50			4.00	2.00-10	107.65	3,971.20	349.56	174.72	39.71	3,756.65			
21-16		40				136.00	11.51	5.98	1.36					4.00		105.40	4,107.20	361.07	180.70	41.07	3,855.76			
28-16	2.00	40		10.20		146.20	13.18	6.43	1.46	2.00	1.50			4.00		117.63	4,253.40	374.25	187.13	42.53	4,023.75			
4-16		40				136.00	11.51	5.98	1.36							117.15	4,389.40	385.76	193.11	43.89	4,152.84			
11-16	4.00	40		20.40	5.00	161.40	15.77	7.10	1.61		1.50	6.25	4.00			125.17	4,550.80	401.53	200.21	45.50	4,303.98			



No 1238

THE FOLLOWING RECORDS ARE COMPLETED DURING THE PAYROLL WRITING:

- CHECK
- EMPLOYEES STATEMENT OF EARNINGS
- EMPLOYEES LEDGER
- PAYROLL JOURNAL

DATE	HOURS					CURRENT EARNINGS					DEDUCTIONS								NET PAY
	OVERTIME	REGULAR	REGULAR	OVERTIME	OTHER	GROSS PAY	TAX	TAX	OTHER	PENSION	INSURANCE	BONDS	CREDIT UNION	MISC.	CODE				
11-16	4.00	40		20.40	5.00	161.40	15.77	7.10	1.61		1.50	6.25	4.00			125.17			

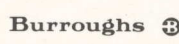
LISTS YOUR REGULAR EARNINGS WE PAY FOR YOU:

- ALL OF YOUR STATE UNEMPLOYMENT INSURANCE
- ALL OF YOUR WORKMEN'S COMPENSATION INSURANCE
- VACATION PAY
- HEALTH AND MEDICAL BENEFITS
- MOST OF YOUR GROUP INSURANCE

DETACH AND RETAIN FOR YOUR RECORDS

PERIOD	REGULAR	OVERTIME	OTHER	TOTAL
11-16	1300	160.00		1460.00
	586.00-6	57.90-7	673.90	1217.80
		30.00		30.00

DATE	HOURS					CURRENT EARNINGS					DEDUCTIONS								NET PAY
	OVERTIME	REGULAR	REGULAR	OVERTIME	OTHER	GROSS PAY	TAX	TAX	OTHER	PENSION	INSURANCE	BONDS	CREDIT UNION	MISC.	CODE				
11-16		40				136.00	11.51	5.98	1.36					4.00		105.40			



PAGE NO: Page 1

DATE: Aug 11, 6-

BY: DF

CHOICE OF PLANS

Flexible programing achieved through the control center permits the adaptation of the F1000 to the payroll system you select. Payroll records can be designed to meet particular requirements. Typical employee ledgers are illustrated here.

PERIOD	HOURS					CURRENT EARNINGS					DEDUCTIONS								NET PAY	TOTALS TO DATE				PROOF FORMULA
	OVERTIME	REGULAR	REGULAR	OVERTIME	OTHER	GROSS PAY	TAX	TAX	OTHER	PENSION	INSURANCE	BONDS	CREDIT UNION	MISC.	CODE	EARNINGS	TAX	TAX		OTHER				
DATE	REGULAR	OVERTIME	REGULAR	OVERTIME	GROSS PAY	TAX	TAX	PENSION	INSURANCE	BONDS	CREDIT UNION	MISC.	CODE	NET PAY	EARNINGS	TAX	TAX	OTHER	PROOF FORMULA					
DATE	EARNINGS	W.H. TAX	F.I.C.A.	RETIREMENT	EARNINGS	W.H. TAX	F.I.C.A.	RETIREMENT	PROOF BAL.															
PERIOD	HOURS	REGULAR	O.T.	GROSS	TAXES	INS.	UNION DUES	OTHER	NET PAY	EARNINGS	TOTALS TO DATE	PROOF												
PERIOD	HOURS	REGULAR	OVERTIME	GROSS	TAX	INSURANCE	CREDIT UNION	WELFARE	NET PAY	EARNINGS	TOTALS TO DATE	PROOF												

GOVERNMENTAL REPORTS

These reports are prepared in a single operation by copying from the earnings ledgers only present and previous earnings. Automatically, each employee's federal taxable wages, state taxable wages and state excess wages, as well as page totals, are computed and printed. Totals of federal and state taxable wages, state excess wages, present, previous and quarterly earnings, and federal excess earnings are accumulated and printed automatically.

FEDERAL and STATE QUARTERLY REPORTS

FORM 941a (Rev. Oct. 1964)
U.S. Treasury Department
Internal Revenue Service

CONTINUATION SHEET FOR SCHEDULE A OF FORMS 941, 941-B, 941-10, 941-11, OR 941
REPORT OF WAGES TAXABLE UNDER THE FEDERAL INSURANCE CONTRIBUTIONS ACT

IF THIS FORM IS USED AS A CONTINUATION SHEET FOR FORMS 941, EMPLOYERS AND TAXPAYERS FOR AGRICULTURAL EMPLOYEES, PLEASE CHECK HERE

PLEASE PRINT EMPLOYEE'S NAME AND ADDRESS EXACTLY AS SHOWN ON THE CARD.

EMPLOYEE'S SOCIAL SECURITY NUMBER (OR OTHER IDENTIFICATION NUMBER)	NAME OF EMPLOYER (PLEASE TYPE OR PRINT)	TAXABLE WAGES (FEDERAL AND STATE TAXABLE WAGES)	STATE TAXABLE WAGES	FEDERAL TAXABLE WAGES	PREVIOUS QUARTER
034 03 9300	HOWARD ABBOTT	1,174.00	.00	1,174.00	3,981.00
019 10 8491	FRED A. ADAIR	1,480.80	.00	1,526.47	5,119.20
123 36 2376	ROBERT AHERN	1,350.00	.00	1,350.00	4,550.00
131 06 3331	A. N. BOTSSELL	900.00	300.00	600.00	2,700.00
502 05 2281	JOSEPH A. CARNET	1,367.99	.00	1,367.99	4,489.54
441 31 7282	FRED C. CARTER	1,362.00	1,362.00	.00	2,905.00
377 24 0043	GEORGE CHAPPEL	.00	.00	2,247.02	8,934.35
163 20 4747	LOUIS B. COX	1,595.00	1,595.00	.00	1,595.00
379 25 4762	H. B. DENVER	1,300.00	.00	1,300.00	5,200.00
483 12 2226	ROBERTA DEXTER	1,174.78	.00	1,174.78	4,444.59
375 22 2226	ARTHUR A. DOUGHTY	1,500.00	.00	1,500.00	6,000.00
525 22 1960	JAMES G. FOX	1,561.34	1,561.34	.00	2,988.12
444 34 5675	RAY GOMEZ	1,200.00	.00	1,800.00	7,200.00
384 19 4832	FRED I. GRANTHAM	1,071.00	96.00	975.00	3,975.00
382 48 3854	FRANK KERR	1,072.80	.00	1,072.80	5,225.32
235 32 8666	PAUL M. LINK	1,056.60	.00	1,854.60	7,388.00
TOTALS FOR THIS PAGE		19,176.31	4,914.34	17,942.66	5,533.40

TOTALS FOR THIS PAGE
Taxable wages and number of employees 1

FEDERAL TAXABLE 19,176.31 # 8
STATE TAXABLE 4,914.34 # 9
STATE EXCESS 17,942.66 # 5
PRESENT EARNINGS 81,645.59 # 4
PREVIOUS EARNINGS 58,788.59 # 5
QUARTER EARNINGS 22,657.00
FEDERAL EXCESS 3,680.69

941a PROOF JOURNAL

PRESENT QUARTER	PREVIOUS QUARTER
5,155.00	3,981.00
6,645.67	5,119.20
5,900.00	4,550.00
3,600.00	2,700.00
4,489.54	3,121.55
2,905.00	1,543.00
8,934.35	6,687.35
1,595.00	
5,200.00	3,900.00
4,444.59	3,269.81
6,000.00	4,500.00
2,988.12	1,426.78
7,200.00	5,400.00
3,975.00	2,904.00
5,225.32	4,152.52
7,388.00	5,533.40

EXEMPTIONS
DEPARTMENT Shipping

RATE 3.40
DATE 1/1/6-

TOTALS TO DATE

EARNINGS	TAX	OTHER
3,835.20	338.05	168.74
3,971.20	349.56	174.72
4,107.20	361.07	180.70
4,253.40	374.25	187.13
4,389.40	387.76	193.11
4,550.80	401.53	200.21
4,686.80	413.04	206.19
4,822.80	424.55	212.17
4,969.00	437.75	218.60
5,105.00	449.24	224.58
5,261.40	464.16	231.46
5,397.40	475.67	237.44
5,533.40	487.18	243.42
5,679.60	500.36	249.85
5,836.00	515.28	256.73
5,972.00	526.79	262.71
6,108.00	538.30	268.69
6,244.00	549.81	274.67
6,405.40	565.58	281.77
6,561.80	580.50	288.65
6,697.80	592.01	290.40
6,833.80	603.52	290.40
6,980.00	616.70	290.40
7,116.00	628.21	290.40
7,252.00	639.72	290.40
7,388.00	651.23	290.40

W-2 ANNUAL REPORT

At the close of the year, the Employee's Earnings Record card reflects all the information required to complete the W-2 Withholding Tax Statement. No re-capping of detail figures is necessary. A summary journal with accumulated totals of earnings and taxes is created at the same time that W-2's are prepared. These totals are proved against master control totals to insure the accuracy of the tax statements prepared with the F 1000.

To prepare the W-2 report, merely pick up the earnings and tax balances from the earnings ledger. Balancing totals are accumulated automatically.

(W-2 PROOF JOURNAL)

229.04	2,988.12	.00	131.47	2,988.12	29.88
		525 22 1960			
JAMES G. FOX 684 MAIN STREET CITY					
720.16	7,200.00	.00	290.40	6,600.00	72.00
		444 34 5674			
RAY GOMEZ 7864 PINE LANE CITY					
152.74	3,975.00	.00	174.90	3,975.00	39.75
		384 19 4832			
FRED I. GRANTHAM 3325 POPLAR CITY					
447.63	5,225.32	.00	229.91	5,225.32	52.25
		382 48 3854			
FRANK KERR R R # 2 FARMINGTON, STATE					
651.23	7,388.00	.00	290.40	6,600.00	73.88
		235 32 8666			
PAUL M. LINK 3987 NEWLAND EAST ORCHARD LANDING, STATE					
2,200.80 # 3	26,776.44 # 4	.00 # 6	1,117.08 # 1	25,388.44 # 2	267.26 # 5

5,679.60	500.36	249.85	56.79
5,836.00	515.28	256.73	58.36
5,972.00	526.79	262.71	59.72
6,108.00	538.30	268.69	61.08
6,244.00	549.81	274.67	62.44
6,405.40	565.58	281.77	64.05
6,561.80	580.50	288.65	65.61
6,697.80	592.01	290.40	66.97
6,833.80	603.52	290.40	68.33
6,980.00	616.70	290.40	69.80
7,116.00	628.21	290.40	71.16
7,252.00	639.72	290.40	72.52
7,388.00	651.23	290.40	73.88

WAGE AND TAX STATEMENT 196-
Copy A—For District Director

Type or print EMPLOYEE'S name and address above

INCOME TAX INFORMATION			SOCIAL SECURITY INFORMATION		
Federal income tax withheld	Wages paid subject to withholding on Form	Other compensation paid on Form	F.I.C.A. employee (Total F.I.C.A. wages tax withheld) paid on Form	F.I.C.A. employer (Total F.I.C.A. wages tax withheld) paid on Form	
651.23	7,388.00	.00	290.40	6,600.00	73.88

Type or print EMPLOYEE'S social security number → 235 32 8666

PAUL M. LINK
3987 NEWLAND EAST
ORCHARD LANDING, STATE

FOR USE OF INTERNAL REVENUE SERVICE
Employee's copy and employer's copy compared

FORM W-2—43, Treasury Department, various Bureau forms EMPLOYER: See instructions on back of copy D.

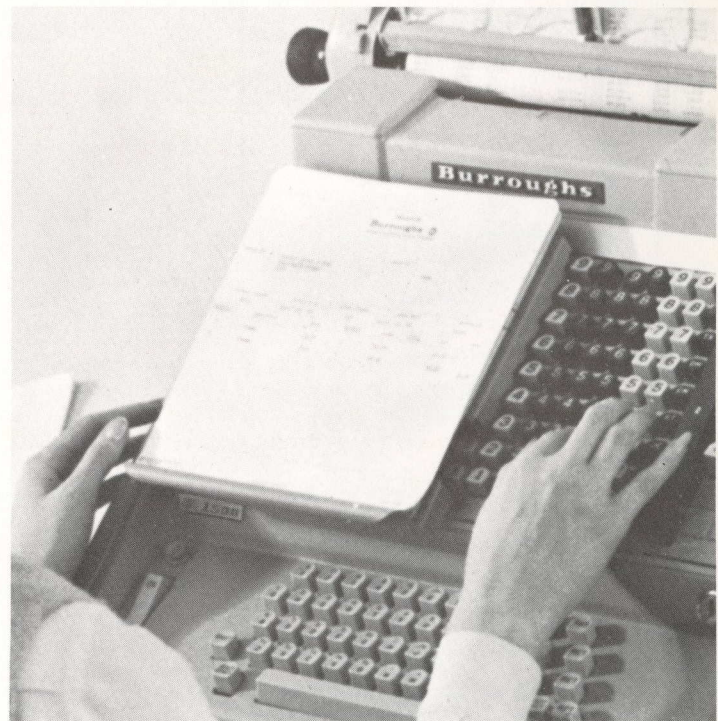
PREPARE YOUR PAYROLL EFFICIENTLY, ECONOMICALLY, EASILY . . .

WITH BURROUGHS F 1000 ALPHANUMERIC ACCOUNTING MACHINE

YOUR PAYROLL SYSTEM PROVIDES:

- Each employee's net pay plus a statement of earnings and deductions
- Earnings reports for management and for government taxing agencies
- Management information on labor cost distribution
- Control totals of earnings and deductions by classification

The compact keyboard of the F 1000 is designed for maximum operator efficiency. It's located directly in front of the operator. Programed start bars and memory selection keys are located on the right side of the keyboard. This design permits use of a media holder, located on the left side. The media holder keeps hand and eye travel to a minimum, enforces efficient paper-handling procedures and correct sequence of accounting entries, and assures that information has been copied from the correct source.



- Through the flexibility of the Program Control Center, the F 1000 equipment is programed to fit the payroll system that works best for you.
- Built-in versatility results in a complete payroll system with a choice of alphanumeric or numeric description.
- Multiple memory units accumulate accurate, up-to-the-minute departmental and individual payroll data utilized in preparing management and governmental reports.
- Increased number of automatic operations permits rapid payroll preparation with minimum operator effort and reduces chance for human error.
- Payroll control totals are obtained automatically as a by-product of payroll preparation, eliminating or reducing the need for recapping.
- Increased overall accuracy is achieved through application of mechanical proving techniques.
- Your payroll records are designed specifically for your system with emphasis on ease of handling and provision for complete employee historical data.

BURROUGHS TOTAL SYSTEM SUPPORT . . . to assure the success of your installation



SYSTEMS ANALYSIS

Burroughs Representatives, well trained in accounting and information processing, are familiar with your business problems. They are also backed by a knowledgeable technical staff.



FORMS CONSULTATION

Burroughs Forms Specialists will assist you in developing the most economical and efficient forms to complement your system.



PROGRAMMING

Your Burroughs Representative delivers your equipment completely programmed to your specific requirements. There is no need to concern yourself with programming costs.

TRAINING

Burroughs equipment is simple to understand and operate. Your Burroughs Representative will work with your operator until the fundamentals of efficient operation have been mastered.



SERVICE & SUPPLIES

Trained Field Engineers are ready to provide any necessary service. A complete line of quality machine supplies is also available through your Field Engineer.

MAINTENANCE

To keep your equipment at *peak efficiency*, a program of periodic preventive maintenance is available through a Burroughs Maintenance Agreement.



Wherever There's
Business There's



Burroughs