

LEO COMPUTERS LTD.

SPECIMEN WEEK OF LEO OPERATION (W/E 27.1.57)

L1 Lyons Payroll

Working from pay hours LEO calculates gross wages and, from brought forward data automatically produced by the computer, calculates net pay and prints a payslip giving details of the make up of wages for each person on the payroll. The calculation includes computation of income tax and all other deductions, the preparation of a coin analysis for use in the physical make up of pay envelopes, and the provision of all other information required for maintaining company accounts, cost accounts and other statutory and statistical returns relating to the payroll. In this week the application covered 10,723 employees and is to be extended to cover the remainder of Lyons' staff as soon as the second computer becomes available.

9 hrs.

L2 Supplies to Branches

This covers the supply of up to 250 items of goods each day to 150 Lyons' branches. LEO holds approximately 40,000 daily standing orders and every day approximately 8,000 revisions to these are received by telephone. Within an hour of receiving the last revisions, these are collated by LEO to produce the total production orders, the sub-totals required for the movement of goods in bulk for despatch and the details required for packing goods for each branch. In addition deliveries to each branch are valued and cash totals accumulated. Stock control totals are provided and statistics are produced for management.

16 hrs.

L4 Stock Control

LEO is supplied with details of stock purchased and issued. Each week LEO calculates a new average price for each of 750 categories of tea and produces a statement showing the quantity, price and number of weeks' stock in hand, the quantity to be purchased to bring stock up to minimum level, exhausted and slow-moving stock, the trend of current prices and a comparison of actual with standard costs for each production batch. In addition LEO produces each quarter a stock valuation sheet at actual and average price. The weekly statement showing the position at the close of business on Friday is available to management on Monday morning, and the entire job involves the making of 30,000 separate calculations each week.

2½ hrs.

L5 Invoicing

This sales accounting application is carried out in four parts:

4½ hrs.

L5A A daily job carrying out the routine clerical tasks relating to valuing orders, compiling packing instructions and producing day book and stock record figures.

L5B Here collection lists are produced for each salesman, showing the value of orders despatched to customers and previously uncollected amounts.

L5C The cash collected by salesmen is checked, and under or overbanking reported.

L5D A weekly task of compiling sales statistics and salesmen's commissions.

The overall time for dealing with all these jobs amounts to three seconds an invoice. During this period, pending the completion of a second computer, the application covered only a limited number of areas.



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