THE

## PRINCIPLES OF

## B00K-KEEPING,

BY

## gauble zentry;

EXEMPLIFIED IN THEIR

APPLICATION TO REAL BUSINESS:<br>IN TWO SETS,<br>CONSEQUENT TO THE ELEMENTARY SET ALREADY PUBLISHED.<br>WITH EXPLANATORY NOTES,<br>CONTAINING PRACTICAL RULES FOR WORKING SOME OF THE OPERATIONS IN ARITHMETIC WHICH ARE REQUIRED IN MERCANTILE ACCOCNTS, AND HINTS TO TEACHERS AS TO THE BEST WAY OF<br>TEACHING BOOK-KEEPING TO LARGE CLASSES.

## BY W. SCOTT BURN.

TORONTO:
H. \& W. R OWSELL.
1845.

Entered according to Act of the Provincial Legislature, in the Year of our Lord One Thousand Eight Hundred and FortyFive, by William Scott Burn, in the Office of the Registrar of the Province of Canada.

## PREFATORY REMARKS

TO THE<br>SET FOR RETAIL BUSINESS.

The success which my elementary course of Book-keeping has already met with, without any particular exertion having been used to push it into circulation, induces me to redeem my pledge that I would "hereafter publish other sets adapted to more extended business, and simplified for actual practice as much as necessary distinctness would allow."

The first set of Books which I now present to the notice of Teachers and the Public, being the second of the series, is an adaptation of Double Entry to Retail Business, and may, perhaps, be looked upon as a contraction rather than an expansion of what I have already printed. But I have long thought that the greater number of retail storekeepers throughout the province submit to the uncertainty and inconvenience which the Single Entry system entails upon them, only from an undefined fear that to make use of Double Entry would be to enter upon something which
was far too cumbrous and troublesome for their needs. I have also long thought, that the working of common Double Entry might be materially contracted and thus made available for all their wants; while it was at the same time evident to me that, without a clear knowledge of the principles, as explained in my first Set, no student could be made to comprehend the contracted application which I now offer.

In this second Set I have endeavoured to shorten the process to such an extent, that the entries required in retail business may, in my opinion, be made with more ease by Double than by Single Entry. The means of simplification which I make use of are the additional columns in the Cash Book, the Index to the daily sales in the Day Book, and the monthly journalizing which, by carefully making use of these, can be done with ease and accuracy.

It is evident that the additional columns in the Cash Book may be diminished or multiplied according to the requirements of any variety of business. In town business, the column for small cash purchases may in general be dispensed with, while in some kinds of country business, it may be desirable to introduce one or even two additional money columns. It is the fashion at present, in publications on Book-keeping, especially in the United States, to crowd almost every book of a set with innumerable columns; but, from practical experience, I would earnestly recommend, that no multiplication of money columns be ever carried beyond what is absolutely necessary for attaining the object required. They do most certainly, as I hope that I shew in this Retail Set, often save a great deal of trouble, but yet, unless they be
written up with scrupulous care, they will infallibly prove to be ready inlets for many errors. These errors will also be most difficult to discover and to correct, for, while the entry of a sum in a wrong column will falsify the result of that branch of business for which the particular column is intended, it will have no effect upon the general balance, and therefore cannot be detected in the usual way. The Index to the daily sales in the Day Book should be carefully filled up every morning, or evening, and will then, as is evident, facilitate not only the monthly journalising, but also the making cut of such accounts as are required previous to the end of any month.

I do not here carry this set through to a final balance, for two reasons: first, because the operation is precisely the same as that which is shewn in the preliminary set; and, secondly, because, as no record is taken, or can well be taken of the items which are included in the daily cash sales, there are no materials within the set itself from which to construct a Stock Book, or in consequence to make an inventory. In actual Retail Business, stock can be taken only by actual weighing or measuring of what is on hand, because what remains unsold consists chiefly of broken packages or cut pieces. If, however, a teacher should wish, as a practical exercise, that his class should follow up this set to a Profit and Loss Sheet, the value of the stock on hand may with propriety be hypothetically assumed by supposing that the sales have been made at a certain rate of profit, say 20 or 25 per cent., and by making use of the supposition to find out the cost of what remains.

I have also taken no notice in this set, of Bills Receivable or Payable, the journalizing of which
will be made, when required, precisely in the same manner as in the preliminary set, with this exception, that, as the whole month's business is not here brought into the Journal except in a focus at the end of each month, so the entries for these will be collected and placed under date of the last day of the month. Examples of the kind are given in two entries for purchases of goods, and one for Interest.

## SET NO. II.

## BOOK-KEEPING BY DOUBLE ENTRY, <br> ADAPTED TO <br> RETAIL BUSINESS.

## Mr. John Duncan,

## Bought of John Jamieson \& Co.



## Invoice No. 2. <br> Received 3rd September, 184 <br> Mr. John Duncan, <br> Bought of William Robertson.


Dr.
Cash.

Dr.
Cash.


Cash.
$C r$.


Toronto,_-2nd September,_184.


$$
\text { Toronto,__ } 5 \text { th September, ___ } 184 .
$$





Toronto,___ 2nd October.___ 184 .



John Coates.
2 gals. Whiskey, 2s., 4s. ; 14 Ibs. Loaf Sugar, $8 \frac{1}{2} \mathrm{~d} ., 9 \mathrm{~s} .11 \mathrm{~d}$.

## 10 th October.

John Dawson,
3 gals. Madeira, 12s. 6d., 37 s .6 d.; 4 do. Port, 5s. 6d., 22s.
W. Jamieson.

10 lbs. Soap, 5d., 4s. 2d.; 5 lbs. Bohea, 3s., 15s.
3 gals. Whiskey, 2s., 6s. ; 1 do. Brandy, 10s.

Toronto,__18th October,___184.



| James Denny. <br> 8 lbs. Soap, 5d., 3s. 4d.; 10 lbs. Coffee, 10d., <br> 8 s .4 d . <br> 4lbs. Loaf Sugar, 81 $\frac{1}{2}$ d., 2s. 10d.; 8 lbs. Raw <br> do., 6d., 4s. $\qquad$ $\qquad$ 21 st October. $\qquad$ <br> W. Williamson. <br> 12 lbs. Coffee, 10d., 10s.; 6. Ibs. Bohea, 3s. |
| :---: |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |



Toronto,__ 29th October,__184.



Toronto,_30_184.


Toronto,__ 30 __ September, 184 .


Toronto,_-31st October,_1844.


Toronto,__ 31844 .

Dr. John Jamieson \& Co.
Cr. (1)


Dr. W. Robertson.
$C r$.

$D r$.
John Davis.
Cr.

(2) Dr.

Thomas Hay.
Cr.


Dr.
Charles Marsh.
$C r$.


Dr. James Johnson.
Cr .


Dr.
W. Williamson.
$C r$.


Dr. James Arnott. Cr. (3)




Dr.
John Coates.
Cr.

c 2


Dr.
George Gordon.
Cr.



Dr.
Cash.
Cr .

$D r$.
Goods.
Cr. (5)


Dr.
Bank of U. Canada.
Cr.

| 184 Sept. | 30 | To Cash ... | $4)$ | 265 | 0 | 0 | $\stackrel{184}{\text { Sept. }}$ |  | By Cash ... |  | 160 |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Oct. | 31 | " do....... |  | 145 | 0 | 0 | Oct. | 31 | „ do....... |  |  |  |  |

Dr.
Trade Charges.
Cr.


(6) $D r$.

Profit \& Loss.
Cr .


## Trial Balance, 31st October, 184

| Fol. | Accounts. | Drs. | Crs. |  |
| :---: | :---: | :---: | :---: | :---: |
| 1 | John Jamieson \& Co. | 2031010 | 34518 | 0 |
| " | W. Robertson ....... | 5000 | 10410 |  |
| " | John Davis. | 1313 7 | 110 |  |
| " | W. Jamieson | 1715 l | 50 |  |
| 2 | Thomas Hay | 8 4 6 | $7{ }^{7}$ 0 |  |
| " | Charles Marsh | 80011 | 60 | 0 |
| " | James Johnson |  |  |  |
|  | W. Williamson | 91711 | 50 | 0 |
| , | James Arnott. | 5100 |  |  |
| " | James Denny | $8{ }_{8} 0$ |  | 0 |
| " | John Dawson |  | 50 | 0 |
| " | John Coates | $\begin{array}{llll}6 & 8 & 2\end{array}$ |  |  |
| 4 | James Finlay | $1{ }_{1} 310$ |  |  |
| " | George Gordon | 4 7 7 | 310 | 0 |
| " | Jas. Monteith | 2 8 4 |  |  |
|  | Cash | 7021610 | 6807 | 6 |
| 5 | Goods | 45613 l | 29416 | 9 |
| " | Bank of U. Canada | 41000 | 260 0 | 0 |
| " | Trade Charges | 12135 |  |  |
| " | Household Expenses | 19 |  |  |
| 6 | Profit \& Loss.. |  | 310 |  |
| " | Stock .... |  | 2000 | 0 |
|  | $\underbrace{}_{1}$ | 934,13, 1 | 1934,13 | 1 |

# SET NO. III. <br> BOOK-KEEPING BY DOUBLE ENTRY, <br> ADAPTED TO <br> GENERAL BUSINESS. 

# PREFATORY REMARKS 

To

## SET NO. III.

In the first of the preceding Sets I explained the Principles of Book-keeping by Double Entry, and applied them to the ordinary business of buying and selling by wholesale; in the second I shewed the adaptation of them, by a contracted working, to the retail business of a town or country shop; I now proceed in the following pages to explain the application of the science to General Business ; to transactions which embrace, not only a mere routine of buying and selling, but also Partnership Accounts; speculations out of the regular course of business, and adventures on joint account, both with parties on the spot, and with those at a distance.

I have been induced to give several varieties of these adventures, and have applied to each what appears to me to be the most simple, and consequently the most natural and distinct method of winding up the entries. Two of these I have given in duplicate, and resolved them by two different modes of entry, that the Teacher may have an opportunity of explaining, and the Student of clearly understanding which is the best.

I have been more particular in this respect, because I have not seen, in any one of the numerous works upon Book-keeping which I have con-
sulted, more than one method of reducing the accounts of Joint Adventures, whatever the nature of those adventures might be. That single mode of reduction has almost invariably been by the Sundries Dr. to Sundries entry, which has been adopted, as I have already said, either to shew dexterity, or as being considered to be at once the neatest and the most expeditious.

1 have already expressed my opinion of this kind of entry. It certainly has a neatness about it which is catching; but I cannot see that it is attended with less trouble than the more simple and natural system, while it deprives the Ledger entries of all distinctness. To explain this practically, I have reduced one of the Adventures, both on the natural system and by this entry, that the Student may have an opportuniry of comparing them, and of making use in after life of whichever appears to him best.

At the conclusion of this set I have given several varieties of Invoices outwards, and of Account sales. I have also given several Accounts current, with the Interest upon them, calculated in a way which, however well known in mercantile practice, I have never yet seen in print.

Some of these accounts require particular applications of the Rules of Arithmetic, which I have thought it better to explain in Notes at the end, than to give a dissertation upon them here. I have adopted the same plan for elucidating the varieties of entry which occur in this set. I have thought this the best arrangement, because each note having reference but to one particular subject, and being consulted at the moment when the student finds difficulty in understanding the precise matter to which it refers, the explanation will
be better remembered than if it were scattered through a treatise. In these notes I have made but very slight reference to works on Book-keeping, not because I undervalue the zeal and talent of the authors of them, but because my object throughout this work has been to explain the plain carrying out of the principles of the science, as it is really done in mercantile practice. Different kinds of business require different adaptations of these principles, but every variety of these adaptations will be fully comprehended by the Student, whenever he obtains a clear insight into the working of the principles themselves. Some varieties of business may require the multiplied columns and counter checks of Foster, Bennet, Jones and others. If these, which I very much doubt, should ever be found necessary, a complete knowledge of the system pursued in this work will enable any one both to understand and adapt them; while to present to a student such complicated forms, would only bewilder without instructing him.

Invoice of sundry goods forwarded by Macpherson \& Crane, by order, for account and risk of Messrs. A. B. \& C. D., Toronto.


Invoice No. 2.
Received 11th September, 184
Invoice of Goods forwarded by Henderson, Hooker \& Co., by order, for account and risk of Messrs. A. B. \& C. D., Toronto.


Invoice No. 3.
Received 12th September, 184
Invoice of Goods forwarded by Messrs. Macpherson and Crane, by order, for account and risk of Messrs. A. B. \& C. D., Toronto.
 forwarded by Messrs. Fitzhugh \& Co., Oswego, by order, for account and risk of Messrs. A. B. \& C. D., Toronto.
 ton, on board Troy Tow Boat Line, by order, for account and risk of Messrs. A. B. \& C. D., Toronto.


Invoice No. $6 . \quad$ Received 20th September, 184.
Invoice of Goods forwarded by Tow Boat Line, by order for account and risk of A. B. and C. D., Toronto.


Invoice No. 7. Received 20th September, 184
Invoice of 40 Packages of Tea forwarded by Tow Buat Line, by order, for account and risk of Messrs. A. B. \& C. D., Toronto.

| $\left.\begin{array}{\|} 25 \text { Chests Young Hyson. } \\ 5,432 ; 5,418 ; \\ 5,426 ; 5,397 ; \\ 5,412 \ldots \ldots . . . \end{array}\right\} \begin{aligned} & \\ & \text { Tare } 20 \text { lbs. each } 500 \end{aligned}$ |  |
| :---: | :---: |
| 1585 lbs. ......... at $46 \frac{1}{4} \mathrm{c}$. I5 Chests Old Hyson. 5,$446 ; 5,437 ; 5,429=1312$ Tare 20 lbs. each $\ldots \ldots .300$ |  |
| Cartage ................................................... | 98796 295 |
| E. \& O. E.New York, 13September, 184 <br> Wllliam Boswell \& Co.$\quad 4$ Months. $\$ \$ 1$ | 723.27 |

Invoice No. 8.
Received 5th Nov. 184 .
Invoice of 30 Hhds . Sugar forwarded by John Macpherson and Co., by order, for account and risk of Messrs. A. B. \& C. D., Toronto.


Dr.


Cash.
Cr.

Dr.
Cash.


## Cash.

Cr.


Bills Receivable.

| When rec'd. | No. | $\begin{array}{\|c\|} \text { Whose note, } \\ \text { or } \\ \text { by whom drawn. } \end{array}$ | To whom. | On whose account. |
| :---: | :---: | :---: | :---: | :---: |
| 184Oct. |  |  |  |  |
|  | 1 | Thomas Harris | Ourselves | His account |
|  | 2 | C. Drummond | Ditto | Ditto |
|  | 3 | Adam Black | Ditto | Ditto |
|  | 4 | Robert Grant | Ditto | Ditto |
|  | 5 | James Dod | Benj. Thorne | Benj. Thorne's |
| Nov | 6 | Benj. Thorne | Ourselves | His account |
|  | 7 | James Dod | Benj. Thorne | Benj. Thorne's |
|  | 8 | R. Williams | Ditto | Ditto |
|  | 9 | Our draft | F. Gould \& Co | Their account |
|  | 10 | Robert Grant | Ourselves | His account |
|  | 11 | John Davis | Ditto | Ditto |
|  | 12 | Thomas Harris | Ditto | Ditto |
|  | 13 | Ditto | Ditto | Ditto |
|  | 14 | W. Thomson | Benj. Thorne | Benj. .Thorne's |
|  | 15 | John Allan | Ditto | Ditto |
|  | 16 | W. Jamieson | Ditto | Ditto |
|  | 17 | W. Thomson | J.Thomson\&Sn. | J.Thomson \& Sn. |
|  | 18 | Ditto | Ditta | Ditto |
|  | 19 | J.Thomson \& Sn. | Ourselves | Their account |
|  | 20 | John Williams | J.Thomson \& Sn . | J. Thomson \&Sn. |
|  | 21 | Thomas Jack | Ditto | Ditto |
|  | 22 | H. Philips | Ditto | Ditto |
| Dec. | 23 | W. Adams | Ourselves | His account |
|  | 24 | James Thomson | Ditto | Ditto |
|  | 25 | Ditto | Ditto | Ditto |

Bills Receivable.


## Bills Payable.

| When entered | No. | Whose draft or note. | To whom payable. | On whose account. |
| :---: | :---: | :---: | :---: | :---: |
| 184  <br> Oct. 16 <br>  $"$ <br>  $"$ <br>  $\prime \prime$ | 1234 | J. Armstrong \& Co. | Their order | Their account |
|  |  |  |  |  |
|  |  | Ditto | Ditto | Ditto |
|  |  | James Keith \& Co. | Ditto | Ditto |
|  |  | Fred. Gould \& Co. | Ditto | Ditto |
| Nov 2 | 5 | Benj. Thorne | Thomas Woods | Benj, Thorne |
| " | 6 | Ditto | J. Allan | Ditto |
| " | 7 | Ditto | His order | His account |
| ", | 8 | Ditto | Ditto | Ditto |
| 3 | 9 | James Simpson | Ditto | Ditto |
|  | 10 | Ditto | Ditto | Ditto |
| 15 | 11 | J. Armstrong \& Co. | Their order | Their account |
|  | 12 | Ditto | Ditto | Ditto |
| Dec. 3 | 13 | W. Boswell \& Co. | Ditto | Ditto |
|  | 14 | Ditto | Ditto | Ditto |
| " | 15 | Ditto | Ditto | Ditto |

Bills Payable.



* See Note No. 1.


Toronto,_1_20th September,_184.

| Thomas Adamson, Cr . <br> For sundry goods shipped by him as by Invoice No. 5, received to-day, $\$ 391.56$ c. | 971 | 9 |
| :---: | :---: | :---: |
| William Boswell \& Co. Cr. <br> For sundry goods shipped by them as per Involce No. 6, received to-day, $\$ 1723.27 \mathrm{c}$. $\qquad$ 25 th September. $\qquad$ | 43016 | 4 |
| J. Thomson \& Son, 2 hbds. Brandy, 131 gals.@8s.11d. 5881 <br> 1 hhd. Sugar, 1210 Off 1-10th, 1025 $\qquad$ 11.0.3, @56s. $3017 \quad 6$ 29th September. $\qquad$ | 89 | T |
|  | 7415 | 5 |
| John Davis, Dr. <br> 3 boxes T. D. Pipes......@23s. 6d. 3106 <br> 5 do. Soap, 601ts. ea., 3001bs.@ 5d. $6 \quad 5 \quad 0$ <br> 1 hhd. Sugar, 10123 <br> Tare 10 p.c. $10 \quad 5$ <br> 9.1.18,@56s. $26 \quad 7 \quad 0$ | 36 | 6 |
| Thomas Harris, $D r$. <br> l hhd. Pt.Wine, 73-4=69gls.@7s.6d. 25176 <br> 10 bxs. Soap, 30 Its. ea., 300 tis. @ $5 d .650$ $1 \mathrm{ch} . \mathrm{BI} . \mathrm{Tea}, 105-20=85 \mathrm{Hbs}$.@2s.9d. 11139 6 kgs. Tob.1264-144=11201bs@11d.51 68 | 95 |  |
| Adventure in Pork, Dr.* <br> For the following bought on joint account with <br> (Benj. Thorne, at a credit of 14 days, from <br> James Simpson, <br> 200 barrels Mess Pork...................@ 8l. |  |  |

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$$
\text { Toronto,_ } 30 \text { Octh October,___ } 184
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| Frederick Gould \& Co. Dr. <br> For net proceeds of 200 brls. Mess Pork, consigned to them as by their account sales, due 21st Jan. 184 $\qquad$ | 1902 | 511 |
| :---: | :---: | :---: |
| Adventure in Pork Dr. to <br> Ben. Thorne, for half net proceeds 95130 <br> Profit \& Loss,-our share of gain $149 \quad 211$ <br> 2nd November. $\qquad$ | $1100$ | 511 |
| Bills Payable, $C r$. <br> Accepted Benj. Thorne's drafts in favour of - <br> Thos. Woods, 20 th ult. at 60 dys. 12500 <br> J. Allan, 1st inst. at 1 month.. $11017 \quad 2$ <br> $\begin{array}{lllll}\text { Self } & \text { do. } & \text { at } 3 \text { months. } 250 & 0 & 0 \\ \text { Do. } & \text { do. } & \text { at } 4 \text { months. } 500 & 0 & 0\end{array}$ $\qquad$ 3rd November. $\qquad$ | $985$ | 7 |
| Adventure in Pork No. 2, Dr.* <br> Bought on joint account with Benj. Thorne, for sale by ourselves, subject to our com-mission-from <br> James Simpson, at $3 \& 4$ months, <br> 246 bbls. Mess Pork delivered in our warehouse $\qquad$ at 135s. | $1660$ |  |
| Bills Receivable, Ir. <br> Received from B. Thorne the following notes: <br> His note to ourselves at 3 months 25000 <br> Js. Dod's to him, 20th Sep. at90dys. 14000 <br> R.Williams' to do. 24th do. at4mos. 20000 | $590$ | 0 |
| Bills Payable, Cr . <br> By Jas. Simpson, gave him our acceptances <br> for purchase of Pork, viz.: <br> Of this date at 3 months, for $\ldots 830 \quad 5 \quad 0$ <br> Of ditto. at 4 months, for $\ldots 8830 \quad 5 \quad 0$ | $1660$ |  |

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$$
\text { Toronto,___ } 4 \text { th November;___184. }
$$




Toronto,_15 15 November,__184.


Toronto,___ 25 th November,___ 184




## Toronto,_24th December,_184.



[^1]Toronto,_10th September,_184.


Toronto,_—_ 20 th September,___184.


Toronto,_— $\quad 184$.

Toronto,__


Toronto,___ 184 .


Toronto,___18th November,__184.


$$
\text { Toronto,___ } 184 \text {. }
$$



$12 |$| 6 |  |
| ---: | ---: |
| 12 | Robert Gran |
|  |  |

Deth Dr. to Merchandize. per Waste Book
11th December.

| 12 | Sundries |
| :--- | :--- |
| 4 |  |
| 4 | Chas. Drumm |
| 4 |  | Dr. to Merchandize. 4 John Davis.... per Waste Book 48 lll 8 per do. $\quad 108 \quad 26$

14 th December.



Toronto,
24th December. $\qquad$ 184 .


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©2

Dr. Stock.

Contra.
$C r$.


## Dr. John Hill.



Contra.
$C r$.
(2)


## Dr. Adv. in Wheat No. 1.



Contra.
Cr.
(3)


84 SET NO. III. GENERAL BUSINESS.
Dr. James Philips.


Contra.
Cr.
(4)


## Dr. Adam Black.



Contra.
Cr.
(5)


## Dr. Robert Grant.



Contra.
Cr.
(6)

| 184 <br> Oct. <br> Nov <br> Dec. | 9 By Bills Receivable..........per Journal..... <br> 9 , ditto. $\qquad$ per ditto. $\qquad$ | 9 | $11210$ |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | 319 | 19 |  |
|  | 31 " Difference.. |  | 83 | 12 |  |
|  | Contra. $C r$. |  |  |  |  |
| 184 <br> Sep. <br> Dec. | 10 By Cash......................per Cash Book. |  | 1350 | 0 |  |
|  | $\begin{gathered} 31 \\ \text { „ Interest .....................per Journal..... } \\ \text { " Profit and Loss.........per ditto........ } \end{gathered}$ | 8 | 6 576 | 8 |  |
|  | „, Balance ......... ..........per contr |  | 843 | 0 | 8 |
|  | Contra. $\quad$ Cr |  |  |  |  |
| 184 <br> Sep. <br> Dec. | By Cash.........................per Cash Book.„ Profit and Loss...........per Journal..... | 8 | 1000 | 0 | 0 |
|  |  |  | 576 | 10 |  |
|  | , Balance....................per con |  | 508 |  | 11 |
|  | Contra. Cr. |  |  |  |  |
| $\begin{aligned} & 184 \\ & \text { Sep. } \end{aligned}$ | By Cash.........................per Cash Book. <br> " ditto. $\qquad$ per ditto......... | 97 |  |  |  |
|  |  |  | 40 |  | 0 |
|  |  |  | 20 | 0 | 0 |
| Oct. 5 | 5 ", Bills Receivable.........per Journal..... |  | 175 |  | 0 |
| Nov 12 | 2 ", ditto......................per ditto......... |  | 300 |  | 0 |
| Dec. | 5 ", Cash.......................per Cash Book. |  | 45 |  | 0 |
|  | 1 " Interest $\qquad$ per Journal...... |  |  |  | 5 |
|  | ," Difference.................. |  | 119 | 9 | 1 |

## Dr. Advent. in Pork No. 2.



Contra.
$C r$.
(7)


## Dr. J. Thomson \& Son.



Contra.
$C r$.


94 SET NO. III.-GENERAL BUSINESS.

## Dr. Bills Receivable.



Contra. $\quad C r$.


Dr. Benjamin Thorne.


Contra.
Cr.
(10)


## Dr. Bank of Upper Canada.



## Contra. <br> Cr.

(11)


## Dr. Merchandize.



Contra.
Cr.
(12)


Trial Balance, 31st October, 1844.


## First Final Balance, 31st December, 184

| Fol. | Names. | Drs. | Crs. |  |
| :---: | :---: | :---: | :---: | :---: |
| 1 | Stock..................John Armstrong \&James Keith \& Co....Frederick Gould \& CBenjamin Canfield... | 1402511 | 2000 0 0 <br> 77 4 10 |  |
|  |  |  |  |  |
|  |  |  | 77 4 <br> .5311  | 11 |
|  |  |  | ${ }^{1}$ |  |
|  |  | 24.51 |  |  |
| 2 | John Hill.... | 26152 | 85.19 |  |
|  | Jonathan Weston........................ |  |  |  |
|  | Edward Ford........................... | 28.66 |  |  |
|  | George Wilson. |  |  |  |
| 3 | Richard Jones. | 37 16 0 |  |  |
| 4 | James Philips. |  |  |  |
|  | John Davis.... | 108.296 |  |  |
|  | Charles Drummond | 48.118 |  |  |
| 5 | Adam Black. | 94.010 |  |  |
|  | John Dawson. | 571818 |  |  |
| 6 | Robert Grant............................. | 83 12 6 <br> 68 10 0 |  | 910 |
|  | A. B. ..................................... |  | 266 |  |
|  | C. D............... |  |  |  |
|  | Thomas Harris. | $\begin{array}{r\|} 68 \\ 119 \\ 10 \\ \hline \end{array}$ |  |  |
|  |  |  |  |  |
| 8 | J. Thomson \& So |  | $\begin{array}{llll}99 & 0 & 5\end{array}$ |  | 6 |
|  | Profit \& Loss............................. | 548 |  |  |  |
|  | Trade Charges.......................... | 26 1 5 <br> 3934 3 9 |  |  |  |
| 9 | Bills Receivable. | $\begin{array}{llll}3934 & 3 & 9\end{array}$ | 4378 <br> 440 |  |  |
|  | Bills Payable............................ |  |  |  |  |
| 10 | Benjamin Thorne. |  |  |  |  |
| 1 l | Bank of Upper Canada.... | 77515.9 |  | 2 |  |
| 12 | Merchandise. $\qquad$ Cash on hand per Cash Book. | 835189 |  |  |  |
|  |  | 7854 2 6 | 7854 | $2{ }^{6}$ |  |

## Abbreviated Stock Book.*

| Bohea Tea Sold. | Ref. Sugar Sold. | Brandy, Sold. | Tobaccö, Sold. |
| :---: | :---: | :---: | :---: |
| 12th Sept.. 1681bs. | 14th Sep. 1866lbs. <br> 29th , .. 1970 ," | $\begin{aligned} & \text { 14th Sep.. } 127 \mathrm{gls} . \\ & \text { 25th "..131" } \end{aligned}$ | 14th Sep. 761lbs. 2nd Oct.. 1120 " |
| 2nd Oct.... 85 ", | 7th Oct.. 984 ", | 7th Oct.. 132 ", |  |
| 7th Nov... 86 ", | 11th , .. 1635 " | 13th , . . 129 " | 1881 |
| 7th Nov... 86 | 14thNov. 1071 ", | 5th Nov.. 129 | Bought.. 5509 |
| $\begin{array}{r} 423 \\ \text { Bought.... } 679 \end{array}$ | 22d Dec.. $\frac{961}{8487}$ | $\begin{array}{r} 648 \\ \text { Bought ... } 793 \end{array}$ | Remain . . 3627 lbs . |
| Remaining. 2561 lbs . | Bought.. 9427 |  |  |
|  | Remain.. 940lbs. |  |  |
| Soap, Sold. | Wh.Paint, Sold. | Schiedam, Sold. | Sp. Candles Sold |
| 14th Sept. 480lbs. | 14th Sept. 10kegs. | 16th Sep.. 3cases. <br> 29th <br> ".. <br> 5 , | 16th Sept. 50lbs. 8th Dec.... 100 |
| " ".. 300 " |  |  |  |
| 7 th Nov.. 360 ", 26th Dec.. 360 ", | Remain.. 140kegs. | $\begin{array}{r} 8 \\ \text { Bought .. } 20 \end{array}$ | $\begin{array}{r} 150 \\ \text { Bought ... } 375 \end{array}$ |
| $\begin{array}{r} 1800 \\ \text { Bought...4500 } \end{array}$ |  | Remain . . 12cases. | Remain'g. 225lbs. |
| Remain'g. 2700lbs. |  |  |  |
| Starch. Sold. | T. D.Pipes, Sold. | Muscov. Sugar. | Pt. Wine, Sold. |
| 16th Sept. 901bs. <br> 8th Dec.. 360 , | 2nd Oct....33bxs. | 12th Sep.. 17.1.23 | 2nd Oct.. 69gals. |
|  | 13th " ....2 ${ }^{-}$ | $\begin{aligned} & \text { 16th } \\ & 25 \text { th } \end{aligned}$ | 7th ".. 69 " |
| 450 | 5 | 2nd Oct.. 9.1.18 | 138 |
| Bought... 1200 | Bought.... 6 | 7 th ${ }^{\text {7 }}$, .. 17.3.13 | Bought.. 204 |
| Remain'g. 750 , | Remaining.. 1 | 7th Nov.. 10th 9.0.22 l | Remain.. 66 |
|  |  | $\begin{aligned} & \text { 12th ,. .. } 192.2 .14 \\ & \text { 14th } \end{aligned}$ | Remain. |
|  |  | $\text { Bought .. } \begin{array}{r} 4788.2 .12 \\ 478.2 .12 \end{array}$ |  |
| Coffee, Sold. | Nutmegs, Sold. | Cloves, Sold. | Pepper, Sold. |
| $\begin{aligned} & \text { 5th Oct... } 8081 \mathrm{lbs} . \\ & \text { 13th ". } 208 \text {. } \end{aligned}$ | 5th Oct... 43 lbs . 24th Dec.. 44 | 5th Oct... llulbs. <br> Bought... 536 | 5th Oct.. 2211bs. <br> 24th Dec. 314 |
|  |  |  | 24th Dec. 314 |
|  | 87 Bought | Remain'g . 4251 lbs . | 535 |
| $24 \text { th "... } 840 "$ | Remain'g. $222 \frac{1}{2}$ Ilos. |  | Bought. . $\frac{2262}{1727 \mathrm{lbs} .}$ |
| $\begin{array}{r} 3683 \\ \text { Bought.... } 6052 \end{array}$ |  |  |  |
| Remain'g. 23691bs. |  |  |  |

[^2]Abbreviated Stock Book.


Inventory of Stock on Hand, 31st Dec. 184


## Profit \& Loss Sheet, 31st December, 184.



Final Balance, 31st December, 184 .

| Fol. | Names. | Drs. | Crs. |  |
| :---: | :---: | :---: | :---: | :---: |
| 1 | Stock. |  | 2000 |  |
|  | John Armstrong \& Co. ............... |  | 77 |  |
|  | James Keith \& Co.......... |  | 5311 | 18 |
|  | Frederick Gould \& Co. | 1402511 |  |  |
|  | Benjamin Canfield...... |  |  |  |
| 2 | John Hill............ | 26152 |  |  |
|  | Jonathan Weston | , |  | 99 |
|  | Edward Ford.. | 28.66 |  |  |
|  | George Wilson. | 41166 |  |  |
| 3 | Richard Jones. | 37160 |  |  |
| 4 | James Philips | $\begin{array}{llll}14 & 4 & 9\end{array}$ |  |  |
|  | John Davis.... | 108.6 |  |  |
|  | Charles Drummond. | 48118 |  |  |
| 5 | Adam Black. | 94.010 |  |  |
|  | John Dawson. | 57181 |  |  |
| 6 | Robert Grant. | 83126 |  |  |
|  | A. B......... |  | 843 | 08 |
|  | C. D.... |  | 508 | 011 |
|  | Thomas Harris. | 119 9 1 |  |  |
| 8 | J. Thomson \& Son | 99.05 |  |  |
| 9 | Bills Receivable. | 3934 3 9 |  |  |
|  | Bills Payable. |  | 4378 |  |
| 10 | Benjamin Thorne.. |  | 440 | 27 |
| 11 | Bank of Upper Canada | 775159 |  |  |
| 12 | Merchandise............. | 14621310 |  |  |
|  | Cash on hand per Cash Book. | 27 717 |  |  |
|  |  | 8386 62 | 8386 | 6.2 |

Invoice of Wheat shipped by us per Schooner Princess Victoria, on joint account with Messrs. John Armstrong \& Co. of Montreal, and to them consigned for sale on our joint risk.


Toronto, 24th September, 184.
A. B. \& C. D.

Invoice of Wheat shipped by us per Schooner Adelaide, on joint account with Messrs. James Keith \& Co. of Montreal, and to them consigned for sale on our joint risk.

| 2435 bushels Wheat.........at 3s. 10 d . Charges. <br> Wharfage at $\frac{1}{2} d$. per bushel. $\qquad$ Customs entry and cocquet $\qquad$ <br> E. \& O. E. Toronto, 25th September, 184 . A. B. \& C. D. |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |

Invoice of 200 barrels Pork, shipped by Propeller Vulcan, and consigned to Messrs. Fred'k Gould \& Co., for sale on our account.


Account Sales of 2435 bushels of Wheat, per Princess Victoria, received and sold for joint account with Messrs. A. B. \& C. D. of Toronto.


Account Sales of 2435 bushels of Wheat, per Adelaide, received and sold for joint account with Messrs. A. B. \& C. D. Toronto.


Account Sales of 200 barrels Mess Pork, received per Propeller Vulcan, for account of Messrs. A. B. \& C. D. of Toronto.


Invoice of 15 hhds Trinidad Sugar, shipped per Princess Victoria, and consigned to James Thomson, Esq., Cobourg, for sale on our account.


Toronto, 10th November, 184

> - A. B. \& C. D.

Invoice of 15 hhds. Trinidad Sugar, shipped per Eclipse, and consigned to W. Adams, Esq., Hamilton, for sale on our account.


Account Sales of 15 hhds. Sugar, received per Princess Victoria, and sold for account of Messrs. A. B. \& C. D., Toronto.


Account Sales of 15 hhds. Sugar, received per Eclipse, and sold for account of Messrs. A. B. \& C. D., Toronto.


Account Sales of 246 barrels of Mess Pork, bought on joint account with Benj. Thorne, Esq., and sold by us for the same joint account.


Dr. Messrs. A. B. \& C. D. in Account


Dr. Messrs. J. Thomson \& Son in Account


Current with William Boswell \& Co. Cr.

Current with
A. B. \& C. D.
Cr.


Dr. Mr. Thomas Harris
in Account


Dr. Benj. Thorne, Esq.
in Account


## Current with

A. B. \& C. D. $\quad C r$


## Current with

A. B. \& C. D. $\quad C r$.


## N0TES.

NOTE 1.

## Accounts of the Partners.

In the preliminary Address to the Principles of Bookkeeping it is said, that "In Book-keeping, the Set of Books represents the person whose property they are, and the details of whose business they contain." In like manner the Books of a Firm of Co-partnership represent that Firm itself. The whole Books represent the Firm ; the Partners are nothing more than individuals dealing with it upon specified terms. Their accounts must therefore be kept precisely as those of any other person who has transactions with the Firm.

The first entry in the Waste Book shews the amount of fixed capital which this imaginary Firm commences with, and the proportion of it which belongs to each Partner. It shews that, at the beginning of this supposed partnership between A. B. \& C. D., the agreement is that each should pay into the Partnership Fund the sum of $£ 1000$ each. What share of profit each was to receive is stated in the contract of copartnership, but does not appear in the Books till the final balance and formation of the Profit \& Loss Sheet. The first entry which is made in the Waste Book is, therefore, to separate and set apart from the money which the Cash Book shews that each Partner has paid into the Cash Box, this sum of $£ 1000$ each as Capital Stock, to be made use of for carrying on the business of the Firm and paying its debts, and not at the disposal of the individual Partners during the currency of the contract. Any further sum which either may have paid into the Cash Box remains at the credit of his personal account to be dealt with as he may think proper.

Each partner is, of course, whether there be a balance remaining at his credit or not, entitled to draw from the partnership cash whatever money may be necessary for his personal or family expenses. Such payments are made to him in advance, against the accruing profits of the firm. The entries for these sums are made precisely as if the money had been paid to any common customer of the firm on loan or otherwise, and the share of profits shewn by the Profit and Loss Sheet is placed to the credit of each partner precisely in the same way as you place a sum to the credit of any other party.

When the share of profit as shewn' by the Profit and Loss Sheet is placed to the credit of each partner, his account is closed for the year the same as that of any customer.

## NOTE II.

Adyentures in Wheat, Nos. $1 \& 2$. Shipping Invoices page 108. Accounts Sales, pages 109 and 110.
This is a very common kind of joint adventure. A dealer, in the interior, makes an arrangement with another who resides at a place of large consumption or of shipment, that the former shall purchase country produce, and the latter shall receive and sell it to the best advantage. The profit or the loss is to be divided equally between them, and, as the trouble taken by each is equal, neither will charge any commission. In such transactions it is also very common for one party to raise money by drawing upon the other, so that neither may be subjected to cash advance; the discounts and expenses attending such drafts being made a charge upon the adventure.

In certain cases it is, however, customary and just for either the buyer or seller, or both, to charge a special commission. For example, if either party be, by any unforeseen accident, or by agreement, brought under considerable cash advance, he will be entitled to make a charge accordingly; or if the seller be obliged to dispose of the property
ou credit, he will be entitled to charge a del credere come mission for guaranteeing the debts, the reason of this being in either case, that one party has done more work or has incurred more responsibility than the other.

This adventure is entered in duplicate, Nos. 1 and 2, for the purpose of shewing a slight variety in writing the waste book entries, and two methods of making out the account sales. But, before adverting to these, I would request particular attention to the following remarks, which give a plain reason for the method which I have adopted in making the entries for joint adventures-a method which appears to me to be so simple that I venture to call it the natural system.

In my explanatory address I divided the accounts in the ledger into two classes, gencral and personal, (or special.) To the general accounts, every thing should be carried which affects the course or the result of your general business; but that this result may be clearly and correctly seen, it is evident that nothing should be entered in these accounts except what does affect that general result. If you make purchases or sales in the ordinary course of your transactions, you carry these to your merchandise account; because from the result of these, arises the profit or the loss on your general trade. If you undertake a journey to buy your general stock, or to collect debts, you charge the expenses to your account of trade charges, because these expenses affect the result of your general business. But, if you undertake a special journey at the request of a particular friend, and for his benefit, you would never think of charging the expenses of that journey to the account of trade charges, but would place them at once to the personal or special account of the friend who is to pay them, because he, and not your general business, is specially liable.

In like manner a speculative adventure forms no part of your general business. It is an addition to your regular transactions, but not part and parcel of them. It is special, and every payment or every obligation regarding it should be carried at once to the special account. Thus, in these adventures the parties from whom the wheat is pur-
chased are credited at once by the adventure, and not by merchandise, for this wheat is not purchased like your ordinary merchandise for the sole advantage of your firm, but in consequence of a special agreement, and the advantage to be shared with a special party. In like manner the money paid for shipping charges on these adventures is at once charged in the cash book to the special account, and not to the account of trade charges, with which it has nothing to do. By continuing this course, the account for each adventure works itself out naturally and clearly, without disturbing any other part of your ledger.

The waste book entries for Adventure No. 1, carry still further this principle of entering special transactions to special accounts. The two adventures No. 1 and No. 2 are entered into on a joint account with John Armstrong \& . Co., and James Keith \& Co., respectively; with each of whom you have transactions in the ordinary course of your business. The entries for the one are carried to a particular (or special) account for John Armstrong \& Co., while those for the other are placed to the account in which all the bperations of your general business with James Keith \& Co. are entered. The advantage of the former method is, that your books will represent Armstrong \& Co.'s general account exactly as they would render it to you in account current, while the latter loads the general account of Keith \& Co. with $£ 513$ 3s. $2 d$. on one side and $£ 466$ 14s. 2 d . on the other, with neither of which sums has your indebtedness or credit with them in general business any thing to do, but simply with the difference between them. In the gross amounts, Keith \& Co. had just as much risk or interest as you had, and therefore neither could positively debit or credit the other with them in general account. The mode of entry employed for Adventure No. 1 is the more distinct and therefore preferable.

There is only one difference in the making out of the account sales for these adventures in pages 109 and 110. The former shews more clearly how your firm is repaid in full for the $£ 56 \mathrm{~s} .5 \mathrm{~d}$. which it had advanced as shipping charges; but the latter is the more correct and business-
like manner of rendering such an account sales. On the winding up of these adventures the amount charged against Armstrong \& Co., and Keith \& Co., respectively, is made up of

$$
\begin{aligned}
& \text { Your share of profit .........£41 } 27 \\
& \text { And the charges you paid ... } \quad 5 \quad 6 \quad 5 \\
& \text { £46 } 9 \quad 0
\end{aligned}
$$

Which is precisely what is shewn by the cross entry from the particular to the general account of John Armstrong \& Co., and is left to be discovered by subtraction in the general account of Keith \& Co.

## NOTE III.

## Adventure in Pork. Shipping Invoice, page 108. Account Sales, page 111.

This is a joint adventure which you have entered inta with a person in your own neighbourhood, to purchase a quantity of pork on joint account, and ship it as a joint speculation to be sold by a friend of yours at a shipping port. The joint adventurer is liable to you for one-half of the purchase money, for which you ought to be placed in funds immediately, and in return for this you must account to him for one half of what the sale of the adventure may produce. Such speculations are also very common, because they keep a purchaser out of the market; for, if both the parties who are engaged in it had separately come forward as buyers, neither could in all probability have purchased on such favourable terms.

There is little to remark upon in the waste-book entries of this adventure. When the whole cost of it is ascertained by the payment of the sliipping charges, Benjamin Thorne is debited for one-half the amount, payable in cash on the day when the purchase falls due. By the cash book it will appear, that you have found it convenient to pay for this pork before it was due, and have therefore received from

Simpson, £4 9s. $5 d$., for interest. This sum you are entitled to carry to your general accounts as part of your profits, for Mr. Thorne is not charged in interest account with you before the purchase is at maturity.

In the account sales for this adventure, no notice is taken of the cost of the purchase or of the charges which you have paid, because the sellers Gould \& Co. have no interest in these matters. They have simply received the goods from you to sell them to the best advantage; and yóu sent them an invoice for no other reason than that by putting them in possession of the cost, they might strain every nerve to secure you from loss. The sales, however, are not made for cash, nor on one day, but at different times and on different terms of payment. It is therefore necessary to find a medium date at which the whole will fall due, otherwise the final result cannot be made an entry in any interest account.

In this Account Sales, Gould \& Co. have paid on the 6th October, in cash, various sums for freight and charges, amounting to $£ 95$, and are entitled to charge interest upon that sum till it is repaid to them, which by the medium date they find will be on the 21 st January. The medium date is found by the common rule in arithmetic for Equation, of Payments, but as this rule is hardly ever given in a practical shape in the treatises on arithmetic which are in general use, I subjoin the following:

First, General Rule for Equation of Payments :
Multiply each payment by the time it has to run, divide the sum of the products by the whole debt, and the quotient will be the number of days, months or years, which, added to the date when the debt was contracted, will give the medium date required.

## EXAMPLE.

On the 2 nd June, 1845, A. borrows from: B. $£ 110$, whereof $£ 50$ is to be paid at 2 years' end, $£ 40$ at $3 \frac{1}{2}$ years' end, and $£ 20$ at $4 \frac{1}{2}$ years' end ; at what time may B. receive the whole at once, without prejudice to either party?

| 50 | multiplied by | 2 | gives | 100 |
| :---: | :---: | :---: | :---: | :---: |
| 40 | $"$ | $3 \frac{1}{2}$ | $"$ | 140 |
| 20 | $"$ | $4 \frac{1}{2}$ | $"$ | 90 |
| 110 |  | $=$ whole debt, |  |  |

Then 330 divided by 110 , gives 3 years from the 2nd June, 1845, when the debt was contracted, or the 2nd June, 1848, when the whole may be paid in one sum without prejudice to the agreement.

But as in practical business the debts which have to be equated are not only payable at different times but have also been contracted at different dates-therefore,

Secondly, the Practical Rule is-
Multiply the amount of each payment by the difference of time between the date on which it is due and that on which the carliest payment in the account falls due, divide the sum of the products by the sum of all the payments including the first, and the quotient will be the number of ${ }^{\circ}$ days, which must be added to the date when the first pay, ment is due, to find the medium or equated time. The first payment being multiplied by 0 , forms no product. To prove that this is correct, let us take the foregoing example£50 due in 2 years,

$$
\begin{aligned}
& 40 \times 3 \frac{1}{2}-2=1 \frac{1}{2}=60 \\
& 20 \times 4 \frac{1}{2}-2=2 \frac{1}{2}=50
\end{aligned}
$$

| £110 divided by 110 gives I year, which added to |
| :--- |
| 2 years, gives 3 years as before, The equated time of the |
| present Account Sales is thus found according to this rule- |
| $£ 510$ due 17 th December, |
| $512 \Rightarrow 10$ th January $\times 24$ days $=12288$ |
| $1060 " 13$ th February $\times 58 "=61480$ |
| 2082 |

73768 divided by 2082 gives $35 \frac{908}{2082}$ days, and 35 days added to the 17 th December, gives 21 st January as the medium or equated date,

## NOTE IV.

Adventure in Pork No. 2. Account Sales, page 115.
This is a joint adventure of yet another description. Two parties on the spot, afraid that by entering the market in competition they may enhance the price upon each other, agree that one shall step forward as the purchaser, assume the whole responsibility of the payments, and take the trouble of making the sales-the other engaging to keep him free from cash advance; and while, on the one hand, he is to receive a participation in the profits should any such accrue, becoming bound on the other to pay a share of the loss if such should be made.

In such an adventure, the party conducting the speculation is entitled to make his charges in precisely the same manner as he would upon a consignment, and consequently your account sales are rendered to Mr . Thorne in exactly the same form as Gould \& Co. did in the former adventure to you; with this exception, that a memorandum of the division of profits is subjoined.

In this adventure there is one specialty to remark upon. The whole of the property remains in your hands, and Thorne's liability is merely contingent. That contingency is consequently properly expressed by carrying the result of the adventure, as shewn by his share of the profits, to his credit. You cannot charge him at first with one half of the purchase, and then credit him with one half of the net proceeds, although this would produce exactly the same result; because his agreement was not to pay one half the amount, but only to keep you free from cash advance, and your entries should never go in advance of your engagements.

NOTE V.
Adventures in Sugar Nos. I § 2. Shipping Invoices, page 112. Account Sales, pages 113 \& 114.
These adventures are in duplicate, and consist each of a purchase from your General Stock, sent to a distance in the
hope of obtaining advantage by it. The supposition is, that Mr. Thorne agreed to pay one half the price and to run one half the risk of the shipments, provided you would take the sugar from your stock at the reduced rate of $50 s$. per cwt., 3 months' credit, taking your chance of gaining by one half of the profits what would compensate or more than compensate you for the sacrifice. Each of these adventures is therefore a positive sale as regards your general business, though it is speculative as regards the adventure.

The entries for Adventure No. 1, are arranged according to this supposition upon the natural principle. The moment the bargain is made, Adventure No. 1 is debited, and Merchandize credited, with the value of the sugar at the price agreed upon, and every charge affecting it is carried to the special account, in the same way as in former cases, leaving it to be worked out exactly in the same manner.

For Adventure No. 2 all the charges are carried to the general accounts, and no entry made in the merchandize account till the shipment is completed. All the items are then brought to bear upon the adventure by the Sundries Dr. to Sundries entry.

Which is the preferable mode, may be seen at a glance, and any student or teacher may, when he sees them both together, adopt whichever he may think best. It will at once be evident that there would have been no need of the complicated Sundries Dr. to Sundries entry if the charges had been carried in the first instance to the special account as in No. 1, and not to the general accounts as in No. 2; but having once been placed to the general accounts, this entry brings them to bear upon the adventure with much more ease and neatness that could be done in any other way. It appears to me, however, that to carry these entries to the general accounts is contrary to the plain principles of bookkeeping, and that it is a natural consequence of such a deviation that a most obscure and complicated operation is necessary to remedy it.

The Sundries Dr. to Sundries entry cannot be abbreviated or more clearly arranged in the journal. Every account under the Drs., is debtor to each of the Sundries below for
the amount which is opposite to it, and every account under the Crs. is creditor by each of the Sundries above for the amount which is opposite to it. Thus, Adventure in Sugar No. 2, is debtor to the sundry accounts of Trade Charges, Profit and Loss, and Merchandize, for $£ 243.17$ s. $5 d$., and so on.

## note vi.

This entry is for the purpose of charging James Thomson's account with the amount which, as shewn by his account sales, he is due to you for net proceeds of the sugar which was consigned to him for sale. The succeeding entry for W. Adams, on the 25 th, has the same object, but the mode of attainment is different. Half the amount of each account sales is the property of Mr. Thorne, and the other half of your special adventure. In the first entry Mr. Thomson is at once debited to each of these accounts for the proper proportions, while in the second, Mr. Adams is debited to the adventure for the whole sum, and Mr. Thorne's half is carried to his credit by a separate entry. Either method is equally distinct, but I rather give a pre ference to the latter,

## note vir,

William Boswell \& Co.'s drafts drawn in correspondence with their account current, pages 116-117.
In this account current, the columns for the calculation of interest are embodied in the account itself; thereby saving the double labour of making out, according to the examples given in Morrison and other authors, two separate accounts; one of the items, the other of the interest. The form which I give here has long been familiarly known in mercantile practice, and is indeed so common that paper ruled for the purpose, and upon this plan, can be had at the mercantile stationers in London and New-York; though by
some oversight it has never, so far as I know, been given in print. Many houses still adhere to the old plan of inserting the interest, taken from an interest book, in the columns where I place the products. But, besides the loss of fractional remainders, this is a tedious method, for it will take much longer time to turn over the leaves of an interest book, than to multiply the sum by the number of days for which the interest is required.

In making out an account current of this kind the first thing to be done is, to enter every item carefully upon each side of the account according to the dates as you find them in your ledger; the second, to find out by your bill book, or invoice or waste books, when each amount falls due, and to enter that date carefully in the "when due" column; the third, either to find out the longest due date, which in this account is the 2nd of March, and reckoning how many days intervene between that and the time of each payment or receipt, mark that number opposite its respective date; the number opposite the longest date being 0 ; or, as in the proof example below, take any date after the latest date in the account and proceed in the same manner: and the last, to multiply each sum by the number of days which is set opposite to it, placing the product in the column so appropriated. Add all the products together, and find the balance of them in the usual way. Then, multiply this balance by double the rate of interest, and divide the product by 73,000; the quotient will be the interest required; which place in the money column on the proper side of the account.

In this account the rate of interest is supposed to be 6 per cent.; therefore,

$$
103223 \times 12=1236276 \div 73,000=\$ 16.93 \mathrm{cts} .
$$

In reckoning interest it is usual, where the accounts are in dollars and cents, to throw away every sum which is under fifty cents, and to count all above fifty cents as one dollar ; or, when in pounds, shillings and pence, to throw away all under ten shillings, and to count all above ten shillings as one pound. The foregoing rule will of course equally apply to the calculation of interest on any single product, as on the balance.

In the directions for calculating interest on this account, as in those for equation of payments, it may seem that the true interest cannot be obtained, because none is either charged or allowed upon one of the amounts. To shew that the operation is correct, let us make use of a date beyond the latest date in the account, say the 10th day of March : the number of days on each side must then be increased by 8 , interest must be reckoned on the former blank amount, and the products found accordingly. Each will therefore be as follows:

| Dr. |  | $C r$. |  |
| :---: | :---: | :---: | :---: |
| $\left.\begin{array}{cc\|c} \text { January } & 13 \ldots . . \mid 56 \\ \# & 16 \ldots . & 53 \\ & & \end{array} \right\rvert\,$ | 94136 | February 23......\|15 | 12000 |
|  | 91319 | January 30..... 39 | 62400 |
|  |  | March 2...... 8 | 8032 |
|  |  | On $\$ 1004$, the balance without interest- |  |
|  |  | Difference...... | 103023 |
|  | 185455 |  | 185455 |

which leaves exactly the same balance of interest as the former operation.

It is proper to add, that as this account is supposed to be made out by Boswell \& Co., the prime dates must correspond with their books and not with yours; and the debtor side must contain what is entered to their credit in your Ledger, and the reverse.

## NOTE VIII.

Accounts current of Thomas Harris, J. Thompson \& Son, and B. Thorne, in black and red inks. pages 116-119.
The former account current with Boswell \& Co., was constructed to find what was the exact balance including interest which should be drawn for, payable at a future date; the object of these accounts is, on the contrary, to
find what balance, including interest, will be due without loss to either party, in cash on the 31st December, the day on which you make up your annual balance, although many of the debits and credits, \&c., are not due for some time after. The object of this is twofold, first to ascertain the precise state of your interest account, and next to obtain a certain sum and date with which to commence succeeding accounts with these parties.

It is evident that this must be done by bringing every entry in the account into cash on the 31 st December; that is by adding to every debit and credit which is due before that time interest to that date, which will give the amount which would have been due had the payment been deferred till then; and deducting on the other hand the interest on every sum which is not due till after that date, which will give the balance which would have satisfied the debt had it then been called for in advance. While, therefore, the interest upon every sum which is due, prior to the closing date, has to be added to it upon its own proper side of the account; the interest upon that which is not at maturity till afterwards, must be deducted from its own side, or, what comes to the same thing, charged on the opposite side of the account; for if you have to deduct $£ 2$ of interest upon a sum of $£ 100$ on the debit side, it is evidently the same thing whether you make the subtraction and charge $£ 98$, or whether you leave the $£ 100$ as it is and credit the party with $\mathfrak{E 2}$.

In the example in Morrison, where a separate interest account is made out, this is done by charging both the sums and interest which are not yet due to opposite sides of the account; but in practice it is more elegantly done without making out any separate account, by using different coloured inks. The black ink to denote that interest which has to be charged on its own proper side, and which we may therefore call positive interest, and the red ink that which has to be reversed. The reversing is easily managed by summing up the red ink products by themselves and reversing the balance, that is, charging it in black ink as positive interest on the wrong side. Then adding it in with the
other black ink products, and dealing with the balance according to the rule formerly given.

Thus in the account current of Thomas Harris, the red ink products summed up by themselves give a balance of 16441 at debit; but instead of being carried to debit, it is placed in black ink at credit; that reverse may be changed into positive interest, and so with the others.

## note IX.

Interest credited to $A . B$.
If any partner places in a partnership a larger sum than his share of capital, and allows it to remain there during the year, he is entitled to interest, because the firm uses it as capital, increasing their business accordingly. It is usual to allow to partners the highest legal rate of interest, but in special cases where a wealthy individual wishes to place at his partnership account a larger sum than the necessities of the business require, the rate of interest is subject to agreement among the partners.

## NOTE $X$.

Omission in the Proft and Loss entries of the £548 6s. 5d, credited to that account in the Profit and Loss Sheet.

Page 107.
The Profit \& Loss Sheet is intended, if the business be the property of one individual, to shew his clear gain or loss, and consequently what sum must be added to his Stock or Capital, or taken away from it. If a Partnership business, it is intended to shew the net gain which is to be divided among the Partners, unless, as is sometimes the case, an agreement is made between them, that a certain proportion of the profits should not be placed under their individual controul, but be applied to increase the capital.

In this set the object of the Profit \& Loss Sheet is, to bring together every item, whether of gain or of expense, which can affect the net profit, so that that net profit may be divided between A. B. \& C. D. It is therefore necessary. to transfer to this sheet from the Profit and Loss Account the various gains which have been made upon the several speculative adventures, and which have already been credited on that account, but the amount of these various gains, amounting to $548 l .6 \mathrm{~s}$. $5 d$. ., must be omitted in the entries consequent on the Profit \& Loss Sheet, because they have been carried to the Profit and Loss Account already.

## NOTE XI.

It having been remarked to me, that in publishing my First Set of Book-keeping by.Double Entry, I had omitted to explain how the different items of stock on hand embodied in the Inventory were obtained, I insert here an Abbreviated Stock Book. This is not made out in the form in which a Stock Book should be kept in actual business, because this would, by taking up too much room, make this work more expensive than is necessary on account of a simple matter which can be explained in a few words.

The stock on hand, is what remains after the quantities which have been sold are taken away. In small businesses it is found out by actually counting, measuring, or weighing what remains of each article. But in wholesale business, a Stock Book is kept, in which an account is opened in $D r$. and Cr. for every article which is purchased. In this Book the Stock is debited for the quantities of the purchases, and credited by the quantities sold, and, if correctly kept, it not only serves to supply material for the annual inventory, but is also of daily use, by enabling the Firm to see at any time what quantity of an article they can safely sell in case of a rapid demand. Such a Stock Book is kept thus :

or-


In the Abbreviated Stock Book, which I have given in the text, I have added together all the sales, and subtracted the total from the quantity purchased, which is all that can be easily accomplished in a school-room, and which produces the same results. It should however be impressed upon the student, that the Stock Book should be kept by Dr. and Cr., as shewn above, and that each side of the account should have a page for itself. If regularly kept, it will, in wholesale business, in which the packages are not broken, prove to be of the greatest convenience.

## [137]

## HINTS FOR TEACHING BOOK-KEEPING IN CLASSES.

The great difficulty in teaching Book-keeping, is to teack it in such a way that the learner may both understand and remember it-may not only understand it at the time, but remember it afterwards. This is difficult, because the operations required in Book-keeping are not separately complete in themselves, like those in Arithmetic or Geometry, but form a continuous chain. The continuity of this chain is necessary to connect the first step with the second, the second with the third, and so on to the conclusion.

That the continuity of the chain may be seen, the operation must commence with the first transaction in actual business, and go on step by step till the books are wound up in the Profit and Loss Sheet. But it is of no use to have this done by mere copying. Copying will never be recollected, and for this reason, that copying an Invoice Book of a set, then a Cash Book and Day Book, Journal and Ledger, is copying generalities, but not shewing how the details are connected; it is sketching the general outline of a picture, without testing the mind to fill up its parts. Again, to make the student work all the calculations throughout a set of books, is teaching him the application of Compound Multiplication and Addition to Bills of Parcels, but is not teaching him Book-keeping.

To teach Book-keeping minutely to classes of fifteen, twenty, or upwards, is very difficult, because to teach it fully every entry should be followed up singly till it finds its place in the Ledger; and no matter should be given to the learner which he can find already in print. But ass
approach to it may be made with most excellent effect int the following manner:-

Having reference to my first published set of Bookkeeping, I would recommend that the students should first copy the whole of the Invoices in the Invoice Book, each one writing them in a separate book, to be called his Invoice Book. It is necessary to copy the whole of the Invoices, because in that set they are all supposed to be received at the commencement of the business, and it is necessary that this be done in a separate book, both for facility of reference during the working of the set, and that the mode of proceeding may be assimilated to actual practice. During the writing out of these Invoices, the master may or may not cause the students to calculate the results of each item. He may, if he thinks the students deficient in Arithmetic, but otherwise it is not necessary for teaching the course.

After the Invoices are written out; one month's entries in the Day Book, Cash Book, and Petty Cash Book should be written out; all the bills, whether Receivable or Payable, which are acknowledged in that portion of the Day Book, should be entered in the Bill Book; and the Cash for the month be abstracted and entered in the Day Book.

After doing this throughout all the preliminary entries for one month, the students should, on coming to school, be made to place on the master's desk or elsewhere all their printed books; and then, without copy, themselves to apply the rules in the explanatory part by journalizing on their slates the Day Book entries. When they have filled the whole, or one side of their slate, they should then shew it to the master; who, having the printed copy before him, can easily see whether they are right or wrong. Whether right or wrong, he will have an opportunity of questioning them; and if wrong, a double opportunity of instruction by setting them to rights. It is in this stage that the principal teaching is required, for the formation of the Journal Entries is the main difficulty in Book-keeping.

When the entries of one month are all journalized, the same process had better be adopted with posting them into
the Ledger ; going on month by month, and always requiring the printed books to be previously given up. It may be said that this is of no use, because a student may easily get by heart as much of Journal or Ledger as he can write up during the lesson. But if he can do this and give a reason for it, it is so much the better, for the exercise will thereby be more fixed in his mind. The Invoice Book, Day Book, Cash, Petty Cash, and Bill Books may be copied, without any disadvantage, provided all but the first be copied in monthly parts; but as the principles of Bookkeeping are worked out in the Journal and Ledger, a student should no more be allowed to copy them than he would be allowed to copy from a key the solution of every sum when he is studying Arithmetic.

When two months' entries have been journalized and posted, the trial balance is to be made. Here again no copying can be allowed, but the whole operation is so very simple that I need not say anything further about it. At the conclusion of the four months' set, the final balances commence. The first final balance is exactly for the same purpose as the trial balance, viz. to test the accuracy of the Ledger. There is but this difference, that the balances are taken instead of the totals, and this is done in the manner, and for the reason sufficiently indicated and given in the printed explanation. After the Ledger is, by this first final balance, found to be right, the next step is for the students to make out their Inventory of goods on hand. The method of doing this is explained in Note xy.

When the Inventory is finished, every student will place the amount of it to the credit of his Goods account, that he may find by the balance of that account what his profits are. He will then frame his Profit and Loss Sheet, which, though short, is the most important document of the whole, and is what in partnerships is signed by each partner at the close of every yearly examination of their books as a record of the results of their business. The difference items contained in the Profit and Loss Sheet are then to be regularly entered through the books, and after this is done the final balance
is made. The whole of these concluding operations should be done without copying.

These observations presuppose that each has separate books in which to write every separate book of the set, and these should be labelled on the boards exactly as those in a merchant's counting house. The teaching will thus be more nearly assimilated to actual practice; and indeed without this I cannot see how it is possible that Book-keeping can be satisfactorily taught. The additional expense is very triffing, for the so-called Day Books, Journals, \&c., need not contain more paper then is requisite for the writing required.

Sets of these blank books may be had of the Publishers.


[^0]:    * See Note No. 3.

[^1]:    * See note 8.
    $\dagger$ See note 9.
    $\ddagger$ See note 10 .

[^2]:    * See Note 11.

