

# **BOOKKEEPING FOR BEGINNERS**

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649032006

Bookkeeping for Beginners by Beatrice Brackenbury

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**BEATRICE BRACKENBURY**

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BY

BEATRICE BRACKENBURY

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LONGMANS, GREEN, AND CO.

39 PATERNOSTER ROW, LONDON

NEW YORK, BOMBAY, AND CALCUTTA

1908

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GENERAL



## PREFACE

As teacher of Bookkeeping I have found that pupils taking up the subject find a difficulty in grasping the practice of Bookkeeping.

In the following pages I have tried to set forth in the clearest and simplest manner possible the rudiments of the subject, taking each book separately, and showing by minute examples how each transaction is dealt with, pointing out the why and the wherefore, and from pure reasoning arriving at the correct solution.

From the very first I have ventured to assume that the student knows *nothing* of the subject, which from experience I consider the only way to deal with the pupil satisfactorily.

Bookkeeping being chiefly a matter of practice, I have been particular to insert many varied exercises, all of which the pupil should work through, being careful to remember that the necessary qualifications to good Bookkeeping are—

Neatness,  
Accuracy,  
Speed.

Neatness I put in the first place, as without this it is impossible to be accurate.

A great number of persons anxious to know how to keep Books, think it unnecessary to learn "Double Entry." The



term "Double Entry" seems to fill them with an unknown horror. It is a great mistake to consider this system of Book-keeping a marvellous intricate maze; on the contrary, if the reader will study the foundation as set out in the following pages, he will see what a simple process this "Double Entry" is, and, having worked through the book, will be enabled to undertake and adapt, keeping in a concise form, any set of books that may come his way.

The student should work up to the standard of the Society of Arts, for which purpose I have included the Elementary Examination Papers at the end of Part I., and the Intermediate Examination Papers at the close of Part II.

BEATRICE BRACKENBURY.

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August, 1908.

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## PART I

### CHAPTER I

#### CASH BOOK—PETTY CASH BOOK—POSTAGE BOOK

THE first question that arises is "What is meant by Book-keeping?"

Book-keeping is a system of keeping accounts on a sound and simple basis, the objects of keeping such books being to show the amount of capital a man has in his business, the sum owing to him, the amount he owes, and whether he is making a profit or is losing on his business.

It is of course most essential that these Books be kept absolutely correctly, as if otherwise, it is waste of time, it being worse than useless if entries made cannot be relied upon.

There are two kinds of persons necessary to business, the Debtor and the Creditor—as without a Debtor there cannot be a Creditor. This is clearly seen, for no one can *owe* money (thus being a Debtor) unless they owe money to some one (who must necessarily be the Creditor). Therefore the whole system of Book-keeping deals with the Debtor and the Creditor—

**Debtors** being those who owe money to the business ;

**Creditors** being those who are owed money by the business.

The system of Double-Entry, which is dealt with later, is used as being the quickest and most reliable way of ascertaining how a man stands with his Debtors and Creditors—and to be able to show at any given period the exact value of his business.

There are two sides of every account, the debit, the left hand side, the credit, the right hand side, and the difference between the *total* entries of these two sides is called the *Balance*. If the debits are greater the balance is termed a *debit Balance*, if the credits are greater then it is a *credit Balance*. If the debits and credits are equal, then the account is said to *Balance*.