

**ELEMENTS OF BOOK-KEEPING:
EMBRACING SINGLE AND
DOUBLE ENTRY, WITH A GREAT
VARIETY OF EXAMPLES FOR
PRACTICE**

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649571017

Elements of Book-Keeping: Embracing Single and Double Entry, with a Great Variety of Examples for Practice by Joseph H. Palmer

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JOSEPH H. PALMER

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EXAMPLES FOR PRACTICE.

By JOSEPH H. PALMER, A.M.,
AUTHOR OF A TREATISE ON BOOK-KEEPING, AND FOR TWENTY YEARS FIRST TUTOR
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NEW YORK:
SHELDON & COMPANY,
8 MURRAY STREET,
1879.

Edw T 6428.79.675

ELEMENTS OF BOOK-KEEPING.

A COMMERCIAL COURSE OF INSTRUCTION.

I. PALMER'S ELEMENTS OF BOOK-KEEPING, embracing Single and Double Entry, with a great variety of examples for practice.

II. KEY TO ELEMENTS OF BOOK-KEEPING, embracing the correct figures throughout, in order that any error in the figures of the learner's work can readily be detected by the examiner without loss of time.

III. THE ACCOUNT BOOKS FOR PRACTICE embrace five numbers adapted to the course of instruction, with models in penmanship, and cost but little more than writing-books of the same size and quality of paper. The books are sold in *Sets* or in single numbers; and where they are used a *less number of writing-books* will be required. Duplicates can be supplied. The blank account books are the following:—

No. 1. A Ledger for Cash and Personal Accounts, with instructions, questions, and suggestions to the learner.

No. 2. A Ledger for Gain and Loss Accounts and Financial Statements, with instructions, questions, and suggestions to the learner.

No. 3. Single Entry Sets of Books, with instructions, questions, and suggestions to the learner.

No. 4. Journal for Double Entry, with instructions, questions, and suggestions to the learner.

No. 5. Ledger for Double Entry, with instructions, questions, and suggestions to the learner.

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P R E F A C E .

THE use and abuse of money are always subjects of interest, and have much to do in forming the habits of young people. Money, or the want of it, is so great a factor in life, that to overlook it at the beginning, is to embarrass a lifetime.

A contented person, whose income exceeds his outlay, is *rich*; but another, although his income be many times greater, if his outlay exceeds it, is *poor*. One is on the way to competency, and the other to poverty. If children begin early to keep a business record, the habit will become fixed, and the promise of usefulness increased; "for the philosophy which affects to teach us a contempt of money does not run very deep . . . for if we take account of the virtues with which money is mixed up—honesty, justice, generosity, charity, frugality, forethought, self-sacrifice—and their correlative vices, it is a knowledge which goes near to cover the length and breadth of humanity; and a right measure and manner in getting, saving, spending, giving, taking, lending, borrowing and bequeathing, would almost argue a perfect man."

A course of study which does not embrace the application of writing and arithmetic to business affairs is defective, and will, sooner or later, lead to disaster. The merchant has tried young men graduated from our schools, and found them unable to write a legible hand with facility; incapable of applying arithmetic with accuracy; ignorant of the principles and practice of book-keeping; and his experience is repeated with many of our best graduates. Their awkward penmanship and uncertain arithmetic, applied to book-keeping—a subject which they do not understand—have placed them at great disadvantage, and the qualities, uses,

and prices of articles bought and sold, add to their confusion. They can solve difficult problems in mathematics, analyze sentences in grammar, &c., but the qualifications which constitute fitness for business are undeveloped, and they must plod on under the weight of needless difficulties. The merchant cannot be master of his situation unless he understands the principles and details of accounts. The truth is well established, that more than ninety merchants in every hundred become bankrupt; that about half of all the estates settled are found insolvent; and that the chief causes are neglect of an early business training, ignorance of the qualities and prices of goods, want of industry in the occupation chosen, and expensive habits of living.

Habits of method and accuracy, with their moral and restraining influences, lie at the foundation of character and success. Our exercises for practice in book-keeping, are educational and progressive; giving the cash accounts of children, clerks, families, treasurers and others, in order to induce an easy and agreeable habit of accounting; comparing moneys received with those expended; outlays with returns; and showing, at all times, exactly how one stands with the world. The exercises also comprise the transactions of farmers, mechanics, and merchants. The business-like application of penmanship and elementary arithmetic will be found productive of many excellent results. The creation and care of wealth, form the principal employment of mankind, and accounts record the means, changes and results. Many of our exercises impress the well-established fact that promptness, cheerfulness, truthfulness and honesty are among the essential qualifications for business.

The cash, personal and other kinds of accounts are taken as separate elements, and the office of each is taught and applied. This is not a book of forms only, but one of principles and practice. It is not limited to the making of entries by a book-keeper, but comprises fundamental ideas essential to all persons who receive and expend money. Each and every separate transaction will, at once, suggest the account to which it should be posted. This reasonable basis of instruction avoids those specious and occult rules about giver and receiver, owing and being owed, receiving

value and giving value, &c., which overlook the purpose of each account. It is more than twenty-five years since our "Treatise" on double entry book-keeping was first published, and as it is still used in almost every public school in the city of New York, and in the Normal College, we should express our gratification with the unexpected success of that work in the upper classes of schools and academies. The present work, however, is designed for quite another purpose. It has been reasonably estimated that about nine persons in every ten keep their accounts satisfactorily, by *single entry*; and, as the present work is designed for popular use in all intermediate classes of our common schools and academies, and as single entry lays the substantial foundation for double entry, we have given the requisite space to single accounts, single entry, financial statements, &c. The purpose and office of the same accounts being identical in both, double entry naturally follows single entry, and we have not omitted any of its essential principles. On the contrary, we have given in this little book, more double entry *sets* of books than we have seen in any one of the more pretentious works upon the subject. Each set is concise, and the learner does not, therefore, become wearied before arriving at satisfactory results. Our chief labor has been to prune and consolidate our matter, and make it *suitable* for a school-book. To have filled up our book with extensive and tedious forms, to the extent of one thousand pages, would have been a much easier task.

Attention is called, in the very beginning, to the names, qualities, varieties and prices of articles bought and sold. The condition and changeableness of prices are discussed; and, in addition to the mere record of the transactions, we encourage throughout our entire course of instruction the personal examination of articles and their ever-varying qualities and prices. When the pupils in our common schools and academies have mastered and written out the exercises of this book with accuracy, neatness and dispatch, the foundation of a commercial education will have been established, and much valuable discipline and knowledge secured.

JOSEPH H. PALMER.

YONKERS, N. Y., *May*, 1878.

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ABBREVIATIONS AND SIGNS.

<p>Acc't or %..... Account. Amt..... Amount. Bk..... Bank. Bal..... Balance. Bo't..... Bought. Bbls. or bs..... Barrels. Bk. B..... Bank Book. B. L..... Bill of Lading. B. B..... Bill Book. B. P..... Bills Payable. B. R..... Bills Receivable. Bush. or bu..... Bushel. Bro't..... Brought. Clk..... Clerk. Ct. or ¢..... Cent. C. B..... Cash Book. Co..... Company. Com..... Commission. Cr..... Creditor. Cwt..... Hundred weight. C. O. D..... Collect on Delivery. Ds..... Days. D. B..... Day Book. Dft..... Draft. Do..... The Same. Dr..... Debtor. E. O. E..... Errors and Omissions Excepted. E. E..... Errors Excepted. Fol..... Folio. Fwd..... Forward. Inv..... Invoice. I. B..... Invoice Book. Ins..... Insurance. Int..... Interest. Inv't..... Inventory.</p>	<p>Lbs..... Pounds. M. B..... Memorandum Book. Mdse..... Merchandise. Mo..... Month. Mem..... Memorandum. No. or \$..... Number. N. B..... Take Notice. O. I. B..... Outward Invoice Book. Paym't..... Payment. Pd..... Paid. Per or ₣..... By. Per Annum..... By the Year. Pr..... Pair. Prem..... Premium. P. & L..... Profit and Loss. Prox..... Next Month. R. R..... Rail Road. Rec'd..... Received. S. B..... Sales Book. Ship't..... Shipment. St. Dft..... Sight Draft. Sunds..... Sundries. Trans..... Transaction. Ult..... Last Month. Viz..... Namely. Yr..... Year. Yds..... Yds. @..... At. %..... Per Cent. ¢..... Cents. £..... Pounds Sterling. ✓..... Check Mark. 1' denotes..... 1¼. 1* denotes..... 1½. 1^h denotes..... 1⅓.</p>
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Mercantile Houses usually have private marks indicating, in cipher, the purchasing and selling prices of their goods. Some word or phrase of ten letters is written and preserved as the *cipher-key*. Thus:—

r	e	p	u	b	l	i	c	a	n
1	2	3	4	5	6	7	8	9	0
⊕	⊗	⊖	⊕	□	└	△	∩	∨	⊗

Then will ll or nil or Δ l denote 76: r p b, 126, &c. An extra letter, g for example, called a *repeater*, is used when a letter is repeated; as b a a for 599 is written b a g.