

**BOOK-KEEPING  
SIMPLIFIED. FOR  
COMMON SCHOOLS  
AND PRIVATE STUDENTS**

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Book-Keeping Simplified. For Common Schools and Private Students by R. H. Manning

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**R. H. MANNING**

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SIMPLIFIED.

*FOR COMMON SCHOOLS AND PRIVATE STUDENTS.*

BY  
R. H. MANNING.

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## P R E F A C E .

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THE occasion of the preparation of this little manual was, that at an examination of a class in book-keeping, in one of our prominent schools, I observed that much more time and attention were given to the study than seemed necessary; and it was also apparent that a good deal of this overdoing is the fault of the text-books in current use. It seemed to be very desirable to simplify the subject, and I have accordingly attempted to put in a small compass all that is essential to be taught in schools. Book-keeping is not a mysterious art. It may be learned by any intelligent youth in a few days, and without keeping a series of imagined accounts; and, if need be, without the help of a teacher.

In the following pages the character of the books generally used in regular business houses, and the method of keeping them, are explained; but I have not encumbered the work by attempting to give forms of such accounts as are peculiar to special kinds of business, such as that of railroads, banks, brokers, and some commission and shipping accounts, or to embarrass the learner with a knowledge of much that he may never practice, even if it should be his vocation to keep such accounts; for, if such should be his business, he will begin as assistant, and, with a clear perception of the principles taught, he will learn more from observation and practice in the office or counting-room in a week or two than he can at school in a year. Nor have I given forms of various supplementary books in use, more or less, in mercantile and commercial houses. These are of the nature of memoranda, and are not essential to the art or practice of book-

keeping, but are adapted by each concern to its wants, as they may be suggested by experience.

When the learner thoroughly comprehends the principle involved, and bears in mind the purpose for which books are kept—viz., to record business transactions in a clear and intelligible manner and with such method as will enable him to ascertain promptly and accurately the condition of each account—he will be able to modify the forms of his accounts and to adapt them to the necessities and peculiarities of any special transactions.

Many minor adjustments are purposely left to the discretion of the book-keeper, or to the person who employs him. The exercise of their judgment, so made necessary, will afford them a clearer insight into the condition of their affairs, and prevent the errors which are sure to be made when too much dependence is placed upon mere technical forms and rules.

One purpose in writing this book has been to show that book-keeping may be so easily learned and practiced that those who study it, though they may not go into what is technically called business, may be induced to keep systematic accounts of their affairs. Farmers, especially, need more accurate knowledge of the results of their several crops, of their stock, dairy, hired labor, household expenses, etc. Without such knowledge they may go on for years, losing in one direction all they make in another, and never suspect the cause of their want of success. With a clear understanding of the principle of Double Entry, any intelligent farmer can devise a system of accounts by this method that may serve the purpose of saving him much unprofitable labor. Of course, it can not be as exact and comprehensive as mercantile accounts should be, but it should be correct as far as it goes.

The morals and philosophy of business, and much else usually treated of in works on book-keeping, belong rather to political economy, and are, therefore, omitted.

R. H. M.



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## BOOK-KEEPING.

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BOOK-KEEPING is the art of recording, in a concise, comprehensive, and intelligible manner, the business transactions of a person, copartnership, or corporation. It should be concise, using as few words as are compatible with clearness; it should be comprehensive, to the extent of stating transactions so fully as to present all their important points; and it should be so intelligible that an expert, or any one moderately conversant with affairs, can make from the books a concise, comprehensive, and intelligible statement of the condition of the affairs of the party whose transactions are therein recorded.

There are two methods of keeping books, known as *Single Entry* and *Double Entry*; and there are two kinds of accounts—*Personal Accounts* and *Representative Accounts*. Personal accounts show the state of affairs between the party\* for whom the books are kept, and other persons, copartnerships, or corporations. Representative accounts are such as are kept to show how some parts or branches of the business stand from time to time. They are *Cash*, *Merchandise*, *Interest*, *Expense*, *Bills Payable*, *Bills Receivable*, etc. These pertain to most kinds of mercantile and manufacturing business; but it will be readily seen that there may be others, adapted to special kinds of business.

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\* The term *party* is used to designate a person, firm, copartnership, or corporation.