

**A TEXT-BOOK OF  
BOOK-KEEPING.  
PART I**

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A text-book of book-keeping. Part I by J. J. Doherty

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**PART I.**

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BY

J. J. DOHERTY, LL.D., T.C.D.,

PROFESSOR IN THE TRAINING DEPARTMENT OF THE COMMISSIONERS OF  
NATIONAL EDUCATION, IRELAND.

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## PREFACE.

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To a commercial community a knowledge of Book-keeping is of vital importance. The success or failure of a business man depends to a great extent upon an exact knowledge of his affairs, and this can only be obtained through a scientific system of keeping his accounts. But the subject has a much wider application. Professional men, artisans, farmers, housekeepers, &c., all require to keep accounts, and an elementary knowledge of Book-keeping may therefore be said to be necessary to persons in all positions in life.

As a subject of school instruction Book-keeping has not received that attention which it merits. It is fully equal to any other of the sciences as a means of intellectual discipline. In its study pupils are constantly called upon to apply the principles of the commercial rules of arithmetic to examples of business transactions. It affords practice of the best kind in penmanship. It encourages habits of neatness and of accuracy, which are of essential importance to the student whatever his future occupation may be.

The comparative neglect of Book-keeping in schools appears to be due to the want of a text-book giving a

scientific treatment of the subject in familiar language, while leading the pupil by graduated steps from the known to the unknown, and furnishing exercises to illustrate principles and to test the student's knowledge. Book-keeping is too frequently taught by making the pupil copy long series of transactions from his book, requiring him to work for days and even weeks at a single long exercise where the transactions are to a great extent of a similar nature, and then calling upon him to go through an extended and complicated series of operations the reasons and objects of which have not been explained.

Instead of following this time-honoured plan, a different method is here adopted. One portion of the subject is taken at a time, a clear explanation is given, a short exercise of a varied character is worked out as an example, and fully illustrated, and similar exercises are given to be worked by the student himself with the help of the model exercise. Questions for examination are appended to each section, and written answers to those, as well as the working of the exercises, may be required from the pupils as home exercises. A gradual progress is in this way made from one simple account to the management of more complicated accounts and ledger work. Throughout, the study is treated intellectually. The reasons for all the operations are carefully given; and the student at each step is called upon to think for himself and to apply

the principles he has learned to the examination of other transactions.

Teachers will find that if treated in this way, Book-keeping will not prove the dry, repulsive, complicated subject it is usually regarded by students. They will on the contrary engage in its study with eagerness and pleasure.

It has been objected that the systems of Book-keeping in use are so numerous that it is impossible in a single work to give an account of all, and that consequently a book-keeper has to learn for himself the particular system of the establishment in which he is employed. In reality there is but one system of scientific Book-keeping, and a student who masters its principles can readily make himself familiar with any modification of the general system.

The present elementary work consists of two parts. Part I. is intended for beginners. It covers the examinations in Book-keeping in National Schools up to and including the second stage of the fifth class. Part II. is suited for advanced students, and may be used in preparation for the examinations of the National Board of Education, of the Intermediate Board of Education, of the Society of Arts, and for the Civil Service examinations.

Book-keeping is one of the subjects in which the author lectures to the students in the Training College of the Commissioners of National Education, and he has



had many years' experience in its teaching. He has consequently reason to hope that the present work will be found useful and practical.

Special attention has been paid to the arrangement of the accounts and to the type in which the work is printed.

DUBLIN,

*February, 1885.*

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## INTRODUCTION.

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### TO THE STUDENT.

In real business a merchant's books should be written plainly and neatly, and should be free from blots and erasures. Scraping out or obliterating an entry might give rise to the suspicion of fraud.

Students of Book-keeping should therefore cultivate habits of neatness and accuracy, and in working their exercises they should *strictly* carry into practice the following rules :—

- (a.) The handwriting should be compact, free from flourishes, and with every letter distinctly formed.
- (b.) Figures should be correctly made, and should be placed in the money columns so that units may be under units, tens under tens, &c.
- (c.) Care should be taken to give names, dates, and other particulars with perfect accuracy.
- (d.) No erasures should be made. Errors may be corrected by drawing the pen neatly through the words or figures that are wrong and making a fresh entry either after or above the wrong one.
- (e.) The exercise books should be neat and clean and free from blots.

The first requisite in a good book-keeper is *accuracy*, the second is *neatness*. If in addition he can do his work *quickly* nothing more is to be desired.

The first part of the document discusses the early years of the nation, from the founding of the colonies to the American Revolution. It covers the struggles for independence and the establishment of the new government. The second part of the document discusses the period of territorial expansion and the westward movement of the population. It covers the Louisiana Purchase, the Mexican War, and the discovery of gold in California. The third part of the document discusses the period of industrialization and the rise of the middle class. It covers the invention of the steam engine, the growth of factories, and the rise of cities. The fourth part of the document discusses the period of reform and the rise of the labor movement. It covers the abolition of slavery, the women's rights movement, and the rise of unions. The fifth part of the document discusses the period of the Civil War and Reconstruction. It covers the war between the North and the South, the abolition of slavery, and the struggle for civil rights. The sixth part of the document discusses the period of the Gilded Age and the Progressive Era. It covers the rise of big business, the corruption of politicians, and the reforms of the Progressive Era. The seventh part of the document discusses the period of World War I and the 1920s. It covers the war, the economy, and the culture of the 1920s. The eighth part of the document discusses the period of the Great Depression and World War II. It covers the economic crisis, the war, and the end of the war. The ninth part of the document discusses the period of the Cold War and the 1950s. It covers the war with China, the war with Korea, and the domestic political scene. The tenth part of the document discusses the period of the 1960s and the 1970s. It covers the Vietnam War, the civil rights movement, and the economic challenges of the 1970s. The eleventh part of the document discusses the period of the 1980s and the 1990s. It covers the Reagan Revolution, the end of the Cold War, and the economic challenges of the 1990s. The twelfth part of the document discusses the period of the 2000s and the 2010s. It covers the Clinton administration, the Bush administration, and the Obama administration. The thirteenth part of the document discusses the period of the 2010s and the 2020s. It covers the Trump administration and the current political and economic challenges.