

**BUSINESS FORMS,
CUSTOMS AND
ACCOUNTS: FOR
SCHOOLS AND COLLEGES**

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Business Forms, Customs and Accounts: For Schools and Colleges by Seymour Eaton

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BY

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A BOOK OF BLANK
FORMS ACCOMPANIES
THIS EXERCISE MANUAL.

PUBLISHED BY THE AUTHOR.

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PREFACE.

THIS *Course of Instruction* has not been prepared for any special class of school. A knowledge of business is absolutely necessary to success, no matter what the trade, profession, or calling. With our complex civilization such a knowledge is almost necessary to our social happiness and economic comfort. The subject is certainly important enough to demand a place in every school curriculum.

The principles of double entry bookkeeping are taught because every person who keeps accounts, or who employs an accountant, should have a knowledge of these principles. I know of no better or shorter method of teaching *double entry* than that outlined here. I have omitted *written* journalizing because it is a useless expenditure of time and has no place in modern counting rooms. *Posting* should not be merely a mechanical exercise; the accountant's thought in connection with any transaction should be associated with his ledger rather than with a journal. To attempt to teach more than the principles is to enter a field which is as large and as varied as the commercial world itself. The application of principles to the needs of a particular business is best learned in that business. When a boy steps from the class-room immediately to the head bookkeeper's chair, the occurrence is unusual and the boy remarkable.

The work is planned throughout, in its arrangement of lesson notes, exercises, and questions, to encourage original effort. The exercises are practical and are drawn largely from actual transactions. The questions are suggestive and are purposely not such as can be readily answered or the answers to which can be conveniently looked up.

In short, I have tried to prepare a *workable* course—a course which can be worked out to advantage by any intelligent student in any grade of school from the grammar up.

SEYMOUR EATON.

Drexel Institute, Philadelphia.

BUSINESS FORMS, CUSTOMS AND ACCOUNTS.

LESSON I.

Commerce is the interchange of produce and manufactures between countries. Those things which are grown or made in excess of the wants of any country are exchanged for the excess of the wants of different products and manufactures in another. The term *business* refers more particularly to our dealings at home, that is, in our own city or country. Sometimes this name is used in connection with a particular article, as the *lumber* business, the *coal* business, or the *dry-goods* business, while the name *commerce* seldom admits of a limited application. In this country *trade* is synonymous with *business*. *Trade* may be personal while *commerce* cannot be, hence it arises that *trade* and *business* are terms generally used to express commercial transactions. The word *traffic*, as limited by common usage, applies more especially to the conveyance than to the exchange of products, thus we refer to *railroad* traffic, *lake* traffic, etc.

EXERCISE 1. Grocer's Order Book.

Directions.—Orders for groceries, or provisions, or meats, when given at the store or to the clerk who calls to take the order, are written in a rough book and usually with a pencil. The clerk takes the name or address and then writes the names of the articles. If the address is familiar, it is not necessary to write it each time an order is received. The prices may be written at the time or afterward. For practice the learner is advised to write the orders in ink. Abbreviate the long names. When the orders are filled, or rather when the baskets containing the articles are filled and placed in the delivery wagon, the order should be checked off on the book. This is done best by a simple check-mark with blue pencil as follows *✓*. Mark "*Paid*" very plainly to the left of each cash order. Follow your instructor's directions regarding the general arrangement of the orders on the sheet.

Orders.—*Monday, June 3, 189—* T. R. Walmsley, 55 Chatham St.; 3 lbs. Butter, 32c.; 3 lbs. Japan Tea, 55c.; 8 lbs. Pearl Tapioca, 7½c.; 6 lbs. Brown Sugar, 5c.——Dr. MacGeorge, 18 Epping St.; Colman's Mustard, ¼ lb. Tin, 25c. (abbreviate this name); 6 pks. Potatoes, 27c.; 3 lbs. Butter, 32c.——S. Peterson, 22 W. 40th St.; 3 lbs. Oolong Tea, 55c.; 10 lbs. Brown Sugar, 5c. (Peterson's order is paid at the time of ordering. Mark it as directed.)——*Tuesday,*

June 4. W. H. Sanderson, 804 Baltimore Ave.; 5 lbs. crackers, 12c.; 3 lbs. Rio Coffee, 37c.; 7 pks. Potatoes, 27c. — Wm. Williams, 18 Collingwood St.; 2 lbs. Java Coffee, 42c.; 12 lbs. Granulated Sugar, 6c.; 2 oz. Nutmeg, 8c.; $\frac{1}{4}$ lb. Cinnamon, 12c. (per qt.); 12 lbs. Graham Flour, 4 $\frac{1}{2}$ c. — Mrs. S. H. Hughes, 19 Spring Lane; 5 lb. can Cleveland Baking Powder, \$1.90 (Paid). — Thomas Wallace, 96 Fairmount Ave.; 4 pks. Potatoes, 27c.; 2 lbs. Rockwood's Chocolate, 37c. — *Wednesday, June 5.* E. E. Ellis, 69 Summer St.; 5 lbs. Butter, 27c.; 2 lbs. English Breakfast Tea, 65c.; 2 pks. Wheatlet, 16c.; 14 lbs. Crackers, 9c.; 2 bot. Halford's Sauce, 37c. — R. W. Spiers, 205 W. Broadway; 10 lbs. Crackers, 12c.; 2 lbs. Cheese, 17c.; 4 pks. Potatoes, 27c. — Wm. McKinley, 18 Main St.; 2 doz. Lemons, 37c.; 1 Lem. Extract, 20c.; 3 doz. eggs, 18c.; 2 lbs. Rio Coffee, 37c.; 6 pks. Potatoes, 25c.; 2 cans Lima Beans, 14c. (Paid).

Supplementary Exercises.

1. A grocer's daily cash receipts for a week are as follows: \$197.64, \$204.35, \$185.63, \$276.20, \$147.80, \$362.70. His total credit sales for the week amount to \$2496.68. Find his average daily sales.

2. A grocer bought three crates of strawberries, each containing thirty-six boxes at \$2.40 a crate. What will be his entire profit if he sells the berries at the rate of two boxes for 25 cents?

3. Sugar costs $6\frac{1}{2}$ cents a pound, and a grocer sells it at the rate of thirteen pounds for \$1.00. The cost price is advanced to $6\frac{3}{4}$ cents and he advances his selling price to twelve pounds for \$1.00. How will the change effect his profit on each 468 lbs. of sugar?

LESSON II.

The legal medium of exchange of a country is called its *currency*, that which passes current, or circulates as money. The term *money* is used in different senses but in its common every-day significance it includes *coin* bearing the government stamp and *bills* issued or acknowledged by the government. The name *cash* as applied to money includes coin, bills, checks, express orders, money orders, etc. *Circulation* is the passing of money from hand to hand. Money which lies idle does no good to the possessor, and is of no benefit to the community. *Bullion* is uncoined gold or silver. A *mint* is a place where money is coined. The making of bills or coins by others than the government is called *counterfeiting* and is punishable by heavy penalties. *Credit* is faith or trust. To credit a man is to trust him. A trader whose credit is good can obtain goods or money, according to the requirements of his business, without the necessity of immediate payment.

EXERCISE 2. Grocer's Cash Book.

Directions.—Every person who handles money should keep a *cash book* in which he should enter the cash received and the cash paid each day. The cash book should be *balanced* at the close of the day and an entry made for the balance on hand. The amount on hand, as shown by the cash book, should equal the amount of coin, bills, checks, etc., actually on hand. It is a common thing for a bookkeeper or a bank clerk to spend hours searching for an error of less than ten cents. The transactions given in this exercise are taken from the cash records of a grocer. Follow your instructor's directions regarding the general arrangement.

Transactions.—*January, 189—* (Write the name of the month and the year at the top of the page.) 1. Balance on hand, \$143.96. Received \$24.96 from Peter Henderson in full settlement of his account. (*Write thus: Peter Henderson paid account in full.....*) Received \$10 from James Parton to apply on account. Cash sales this day, \$37.43. Paid cash for 12 bu. Potatoes at 35c. Paid James Hood's wages for last week, \$9.50. 2. Received \$14.80 from Dr. F. Snelgrove in full of account. Received \$32.65 from E. E. Ellis to cover bill for November. Cash sales this day, \$42.75. Paid S. T. Peterson & Co. on account, \$50. Paid Philadelphia Biscuit Co. December bill of \$19.36. Bought coal for use of store, \$11.50. Bought 10 bu. Oats at 35c. for horse. Paid \$2.50 for repairing delivery wagon. 3. Received \$15.00 from Williams to apply on account. Cash sales this day, \$42.90. Bought office stationery for cash, \$1.43. Paid my note due to-day \$100 favor Hood, Smith & Co. Balance on hand, \$——.

Supplementary Exercises.

4. Write the correct abbreviations of the following names: Alabama, Kentucky, Iowa, Quebec, California, Illinois, Ontario, Michigan, Texas, Maine, Thomas, Captain, William, General, George, Doctor, Agent, Express, Brother, Barrels, Honorable, Mistress, Account, Robert, Junior.

5. Write from memory the names and addresses of ten well-known business houses, companies, or corporations.

6. As an exercise in spelling write from memory the names of (1) twenty kinds of dry goods; (2) twenty kinds of groceries.

LESSON III.

Products when considered articles of trade, are called *merchandise, goods, wares*. The term *merchandise* has the widest meaning and includes all kinds of movables which are bought or sold. *Goods* is applied more particularly to the supplies of a merchant. *Wares* are goods wrought into suitable forms for industrial processes, as *glassware, hardware*, etc. A merchant sells his goods and a manufacturer his wares.