

THE SCIENCE OF DOUBLE ENTRY BOOK-KEEPING, SIMPLIFIED, ARRANGED AND METHODIZED; CONTAINING, ALSO, A KEY, EXPLAINING THE MANNER OF JOURNALIZING; TOGETHER WITH PRACTICAL FORMS FOR KEEPING BOOKS

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The science of double entry book-keeping, simplified, arranged and methodized; Containing, also, a key, explaining the manner of journalizing; Together with practical forms for keeping books by J. C. Colt

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J. C. COLT

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THE
SCIENCE
OF
DOUBLE ENTRY
BOOK-KEEPING,
SIMPLIFIED, ARRANGED, AND METHODIZED,

AFTER THE FORMS OF GRAMMAR AND ARITHMETIC;
EXPLAINED BY DEFINITE RULES, AND ILLUSTRATED BY ENTRIES
CLASSED, IN A MANNER MATERIALLY DIFFERENT FROM ANY WORK EVER
BEFORE OFFERED TO THE PUBLIC.

CONTAINING, ALSO,

A KEY,

EXPLAINING
THE MANNER OF JOURNALIZING,
AND THE NATURE OF
THE BUSINESS TRANSACTION OF EACH OF THE DAY-BOOK ENTRIES.

TOGETHER WITH

PRACTICAL FORMS FOR KEEPING BOOKS,
AS CIRCUMSTANCES MAY REQUIRE IN DIFFERENT COMMERCIAL HOUSES.

BY J. C. COLT, ACCOUNTANT.

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PREFACE.

In offering, at this time, a new Treatise on Book-keeping, it seems due to the public that some plausible excuse, at least, should be given, as of late, so numerous have been the "hodge-podge" Publications upon this important science, that the young men whom it is intended to benefit, have, unless assisted by some experienced teacher, become disgusted before half perusing an author's work on the subject; throwing it aside, and preferring rather to trust to chance for their knowledge, than to suffer the laborious task of arranging, simplifying and adapting, intricate entries to the common business of life.

For the intrusion, you have a work written in common mercantile language, with that brevity which strictly conforms to commercial custom. In the developments of the principles of the science, are illustrated not only one or two branches of business, (as generally conducted) but, also, all the common and leading branches throughout the commercial world.

In a word, you have, laid before you, the science of Double-entry, or Balanced Book-keeping simplified, the author believes, and made much easier to the learner than the plans of all preceding works, from its definite rules, and the mathematical arrangements of the different classes of accounts; and containing in a less compendious form, a greater variety of entries than any system heretofore published.

Whether there be not a material advantage to the pupil, in learning the science of Book-keeping, (as in most other sciences,) from the direction of definite rules, and mathematical arrangements; instead of laborious explanations, multiplied questions and answers, and mixed illustrations, is, in this work, respectfully submitted to the candor of an enlightened public, by

THE AUTHOR.

NOTE (6th Edition).—The unparalleled success of this work far exceeds even the most sanguine expectations of its author. Two years have scarcely elapsed since the first edition was published, and already the sixth is called for. If success be any proof of its merit, the author feels that the mathematical arrangement and scientific construction he has given in expounding the principles of Book-keeping, form a signal evidence of triumph over numerous obstacles in acquiring the science thought heretofore to exist. The work is now adopted and successfully taught in upward of two hundred schools.

The present edition is somewhat improved, though not materially altered from former publications. Regarding the science as an important branch of study to the young intended merchant, and ever anxious to see its principles made clear, and its collateral parts perfected, *the author would gladly receive any suggestions that may be made by those engaged in practising or teaching the science, and would take great pleasure in giving credit for the same.* This work was not written for profit, neither is it published for gain. It can be had for half the usual cost of similar publications. And if variety of matter alone rendered it valuable, it will be found, on examination, to contain forms and formulas more than equal in number to those comprised in all other works published in this country and Europe during the two last centuries. The work has been translated into French and German, and adopted in several of the high schools of Europe.

NEW YORK, 1841