

**AN ELEMENTARY TREATISE ON
BOOK-KEEPING BY SINGLE
AND DOUBLE ENTRY: DESIGNED
FOR COMMON SCHOOLS**

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An Elementary Treatise on Book-Keeping by Single and Double Entry: Designed for Common Schools by S. W. Crittenden

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S. W. CRITTENDEN

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AND DOUBLE ENTRY: DESIGNED
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AN
ELEMENTARY TREATISE
ON
BOOK-KEEPING
BY
SINGLE AND DOUBLE ENTRY,

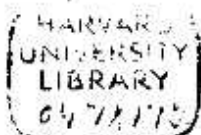
DESIGNED FOR
COMMON SCHOOLS:

CONTAINING
Four Sets of Books by Single Entry, and Six Sets by
Double Entry.

BY
S. W. CRITTENDEN, ACCOUNTANT,
AUTHOR OF "AN INDUCTIVE AND PRACTICAL TREATISE ON BOOK-KEEPING," COUNTING-HOUSE AND
HIGH-SCHOOL EDITIONS.

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H. C. & J. B. publish a KEY to this work, designed for the use of Teachers:
also, BLANK BOOKS, adapted by their ruling and quantity of paper to the several
sets of books in this work, and containing instructions to the pupil, for his guidance
in writing his exercises.

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PREFACE.

It is now more than seven years since the author of this volume first appeared before the public, as author of a treatise on Book-Keeping designed for the Counting-House, with an abridgment of the same for Academies and Higher Schools. Large numbers of both editions of this work have been sold, in almost every section of the United States, and the sales are every year increasing. In addition to the gratification arising from so flattering a reception of his productions, the author has also the pleasurable conviction that the importance of a knowledge of accounts to every business-man is becoming more generally appreciated, and that, within a few years past, the science has received far greater attention as a necessary and fundamental branch of education.

It is now being rapidly introduced, not only into our Academical course of instruction, but into that of our Common schools; and there seems to be a demand for an *elementary treatise* on the subject, suited to the capacities of pupils from twelve to sixteen years of age. To meet this demand has been the object of the author in the preparation of the present work.

Pursuing the general plan adopted in his larger treatise, he has endeavored to simplify the illustrations, and amplify the explanations, so as to bring the subject within the grasp of any boy or girl who has obtained sufficient knowledge of arithmetic to be able to make the calculations which are found in the book. At the same time, he has been careful to use the language and phraseology of business-men, rather than a childish dialect; and to select for examples transactions of some importance, such as would occur between man and man, rather than the petty transactions of schoolboys. He has also freely introduced commercial terms, phrases, and modes of expression, explaining them when necessary:—deeming it preferable, by thus familiarizing the pupil with proper business habits, and correct modes of thinking and speaking, to elevate his comprehension to the language, and not to depress the language to his comprehension. The following are the prominent characteristics of this work, in some of which it differs from the larger treatise of the author, and in most of them from any other publication on the subject.

1. Each set of books is so short that the pupil will be enabled to comprehend and trace out the connection between corresponding entries

PREFACE.

- in the several account books of the set, and will not become fatigued with the extent of his business before ascertaining its result.
2. A sufficient number of sets is given to illustrate the *opening* and *closing* of books, both individual and partnership, under the various positions of gains and losses, capital and insolvency.
 3. Plain and philosophical principles, to guide the reasoning faculties, are presented, instead of mere arbitrary directions and unnecessary classifications: and in the Double Entry, all elucidations of debits and credits are based on one *general rule deduced from the definition of debtor and creditor*.
 4. The entries are so classified as to bring those of a similar nature or of a directly opposite nature together, and thus to impress them upon the mind by strong *similarities* and *contrasts*.
 5. Each successive exercise is intended to be a step of progress in the science, but yet so short and easy a step that what has already been explained shall be inductive thereto, and aid in its achievement.
 6. The Day-Book, or original history of transactions, is all that is furnished for several sets, to prevent the possibility of merely copying, and to compel the pupil to depend upon his own mental resources for his entries. Trial Balances, and other proofs, are however given to test the correctness of his work.
 7. Each set is followed with questions for review, which will afford teachers an opportunity of ascertaining the amount of knowledge which their pupils have acquired, and will aid the pupil in fixing that knowledge permanently in his mind.
 8. A *Key* to the work has been prepared for the use of teachers, which contains all the different Journals, Ledgers, Balance Sheets, &c., that are omitted in the treatise itself.
 9. *Blank books*, for writing up the sets, with printed explanations, also accompany the work.
 10. This work is arranged with special reference to the larger treatise of the author, and forms a good introduction to the study of either the Counting-House or High-School editions.

The author hereby acknowledges the kind patronage of the public, and the valuable assistance of several of his friends, in the collection (from actual business transactions) of details for his former and present treatises.

S. W. C.

PHILADELPHIA, February 22d, 1853.

BRIEF PLAN OF THE WORK.

THIS work embraces illustrations of accounts kept by both Single and Double Entry. In the Single Entry, four sets of books are shown, containing entries for four different kinds of business. Each set is preceded by explanatory remarks, descriptions of the books used, &c., and followed by deductions and questions for review.

In the Double Entry are three different methods of keeping books. The first is the Italian method, so called from its supposed origin; and in this, three sets of books are given. The second is a method of dispensing with the Journal, and using a Day-Book in Journal form:—two sets are thus shown. The third method, embraced in Set VI, is a plan for *journalizing monthly*, and will be found to be a truly practical method, and one that is much used in many kinds of business. Full explanations of the nature and use of the different books belonging to each set; the manner of opening and closing the Leger for individual or partnership business, commencing with capital or without capital, and winding up with gains or losses—capital or insolvency; directions for writing up the books, and also for the detection and correction of errors; questions for review; Balance Sheets, with instructions how to make them out; a discussion of the nature and object of the different Leger accounts, their modes of treatment, and the manner in which each is closed; and examples of the various Auxiliary books needed, will all be found in their appropriate places, and may be readily referred to by means of the Table of Contents, pages 3 and 4.

This volume and the two editions of the larger treatise are intended to form a connected series, as follows:—

1. Crittenden's Elementary Book-Keeping: for Common Schools.
2. " Book-Keeping: High-School Edition.
3. " " Counting-House Edition.

The title of each volume, as given above, so distinctly characterizes the particular class for whom it is designed, that any further reference to the subject would appear superfluous. The pupil, in his progress from the Common or Grammar School, through the High School or Academy, to the active pursuits of commercial life in more mature years, will, it is believed, find in the several volumes of the series information adapted to his capacity and wants at the several periods named. The leading,