

**PROGRESSIVE EXERCISES
IN BOOKKEEPING BY
DOUBLE ENTRY**

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Progressive exercises in bookkeeping by double entry by John Hunter

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PREFACE.

THE AUTHOR of these 'Progressive Exercises' has been in the habit of using some portion of them, in manuscript, with his pupils, for practice introductory to his previously published volume of miscellaneous 'Examination Questions in Bookkeeping;' and he has been led to think that both in matter and arrangement they are conducive to rapid and sound progress. Desirous, however, as he has been to have them printed in a collective form, as a comprehensive and convenient manual for his own professional use, he would not have published them if he had not thought the book might be useful and acceptable to other teachers. It may be used in connection with any Treatise on Bookkeeping; but much special help to the profitable study of it will be found in the forms and explanations given in the author's other works on the same subject.* At the same time, it may be remarked that in this publication there are several Exercises of a more difficult kind than will be met with in those other works, and that it contains full scope for the practice of properly applying to

* *Examination Questions in Bookkeeping, &c., Civil Service Arithmetic and Bookkeeping, &c.*

every kind of transaction the general Rule—'What comes in to the business is *Dr.*, what goes out is *Cr.*'—a Rule (it should be remembered) which will always be found decisive either of the *Dr.* or *Cr.* of an entry, by asking 'What comes in?' or, when there appears to be no suitable answer for that, then, by asking 'What goes out?'

It is recommended, with reference to this course of Exercises, that no Ledger classification of goods under such heads as 'Wine,' 'Coffee,' &c. be made use of, but simply a general 'Goods' or 'Merchandise' account; and that Discount, Interest, and other Profit and Loss details be debited or credited at once under the name 'Profit and Loss.' This will save time, and also accustom the student to what is usually deemed sufficient in the work of candidates at the public Examinations in Bookkeeping.

LONDON: July 1864.

PROGRESSIVE EXERCISES

IN

BOOKKEEPING

&c.



1. Journalise the following transactions, including Wine and Spirits under one title of Goods or Merchandise:—

1864		£	s	d
Feb. 2.	Bought of George Wood: Brandy . . .	57	8	4
6.	Bought of Joseph Pratt: German Spirit	17	0	8
11.	Sold to Charles Tomline: Wine and Brandy	58	10	0
19.	Paid to George Wood: Cash . . .	40	0	0
20.	Sold to Henry Mair: Brandy . . .	12	0	0
23.	Received of Charles Tomline: Cash . . .	58	10	0
25.	Bought of George Mason: Wine . . .	72	0	0
26.	Sold to Thomas Wood: German Spirit . . .	9	9	0
27.	Paid George Wood: Cash . . .	17	8	4

2. Journalise the following:—

1864		£	s	d
Jan. 18.	Sold Andrew Mills: Tea . . .	39	8	6
20.	Received of John Sage. . .	15	10	6
26.	Received of Bernard Smith . . .	122	12	0
„	Bought of Thomas Jones: Tea . . .	75	7	4
29.	Received on account of Martin Sage . . .	14	0	0
Feb. 1.	Paid Walter Petty . . .	36	8	9
4.	Paid on account of Andrew Mills . . .	4	15	0
5.	Sold Martin Sage: Tea. . .	26	12	0

	£	s	d
Feb. 8. Received of Martin Sage	12	12	0
13. Bought of Thomas Jones: Tea	86	0	0
15. Paid Thomas Jones	50	0	0

3. Journalise the following:—

1864

May 3. Received of Farmer & Co.	76	15	0
6. Bought of Fred. Kean: Goods	50	0	0
13. Sold Edward Roberts: Goods	63	4	0
16. Paid Edw. Roberts on a/c of Fred. Kean	23	15	6
18. Paid Alison Brothers on account	52	10	0
„ Sold Farmer & Co.: Goods	22	0	0
21. Received of C. Edgar on account of J. Field	10	5	8
25. Paid Fred. Kean	50	0	0
„ Sold Edward Roberts: Goods	106	19	0

4. Journalise the following: assign money at your Bankers to an Account distinct from that of Home Cash:—

1864

Jan. 1. Borrowed of Joseph Wells	400	0	0
4. Bought of Arthur Stanley: Wine	150	0	0
7. Paid into Bank	500	0	0
„ Sold to Moss, Rose, & Co.: Wine	45	0	0
11. Sold Abel Fenton: Wine	37	10	0
13. Paid Arthur Stanley, by cheque	100	0	0
14. Received of Swan & Willis	85	17	6
„ Moss, Rose, & Co. have paid in to my Bankers	45	0	0
16. Sold for cash: Wine	107	0	0
18. Bought for cash: Wine	136	5	0
21. Drew from Bank	20	0	0
22. Paid Alexander Reid	50	0	0

5. Journalise the following: distinguish Tea and Coffee Accounts, and also Bank and Home Cash Accounts:

BOOKKEEPING.

8

1864	£	s	d
April 1. Bought of James Brown: Coffee . . .	178	19	4
4. Received of Wells & Willis a cheque for	30	0	0
5. Paid into my Bankers Wells & Willis's cheque	30	0	0
9. Sold Wells & Willis: Coffee	94	5	0
11. Sold, for cash, to Adam Brooke: Tea . . .	131	0	10
12. Wells & Willis paid in to my Bank a/c	60	0	0
„ Received of Robert Barnes	121	12	7
13. Paid into Bank	150	0	0
25. Paid James Brown, by cheque	178	19	4
26. Bought, for cash, of Thomas Baker: Tea	72	10	8

6. Journalise the following: combine a/cs which have the same corresponding a/c, and are of the same date: assign Rent, Discount, and Interest to Profit and Loss a/c: keep Bank and Home Cash apart:—

1864

June 2. Paid into Bank	490	0	0
4. Lent James Morris	150	0	0
10. Bought of H. Simpson: Tallow	696	0	0
14. Paid Hugh Blair	15	12	6
„ Bought, for cash, of Hay & Co.: Saltpetre	63	16	9
20. Drew from Bank	20	0	0
„ Sold Henry Venn & Co.: Tallow	288	0	0
„ Paid H. Simpson, by cheque	300	0	0
24. Received of James Morris	50	2	9
viz. on a/c of loan	£50	0	0
interest on £50 for 20 da.	0	2	9
„ Paid H. Simpson, by cheque	386	2	0
viz. for balance of a/c	£396	0	0
less 2½% discount	9	18	0
25. Paid Warehouse Rent	40	0	0

7. Journalise the following:—

1864		£	s	d
June 1.	Bought of William Pitt: Wine	175	0	0
2.	Sold S. Box: Wine	45	0	0
6.	Received of Samuel Clark	186	13	4
10.	Opened a/c with the Union Bank, and paid in	500	0	0
13.	Paid William Pitt, amount of his a/c, less $1\frac{1}{4}$ % disc.	172	16	3
15.	Received of S. Box, amount of his a/c, less disc.	44	8	9
21.	Paid into Bank	40	0	0
22.	Bought of W. Pitt: Brandy	57	10	0
23.	Paid W. Short, by cheque	22	7	8
"	Sold S. Box: Wine	97	10	0
"	Samuel Clarke paid in to my Bank a/c.	75	0	0
25.	Accepted W. Pitt's draft on me, at 1 mo.	57	10	0
"	Received of S. Box his acceptance at 2 months for	97	10	0
27.	Drew from Bank	60	0	0
28.	Paid my acceptance, due this day	51	17	6
29.	Chas. Thomas has paid in to my Bank a/c, to retire his acceptance due this day	34	12	6
30.	Paid sundry trade expenses	8	15	7

8. Journalise the following:—

1864		£	s	d
Feb. 3.	Received of William Masters, payment of his acceptance due this day	526	15	0
4.	Sold J. Johnstone; Canvas; and drew upon him at one month, for the amount	107	12	6
5.	Bought of Matthew Wilson: Jute	250	0	0
6.	Received of J. Johnstone his acceptance due 7th March	107	12	6
8.	Paid Walter Wyatt, for stationery	2	3	6

Feb. 11.	Accepted Matthew Wilson's draft on me	£	s	d
	of this date at 2 months' date for	100	0	0
„	Paid Matthew Wilson: Cash	50	0	0
13.	Paid taxes, wages, &c.	5	11	9
16.	Sold William Masters: Jute	125	14	0
„	Received of Abel Weston: Cash	18	0	0
18.	Received of Abel Weston: Cash	18	9	11
„	Sold for cash to Abel Weston: Canvas	94	16	6
20.	Received of William Masters, in pay- ment of his account, his acceptance at 1 month for	£105	14	0
	cash	19	15	0
	allowing discnt. on £20	0	5	0
		125	14	0
23.	Sold Ross & Stevens: Jute,			
	for cash	£60	0	0
	on credit	68	10	6
		128	10	6
27.	Paid Matthew Wilson	100	0	0
„	Bought of Matthew Wilson: Jute,			
	for cash	£194	6	0
	for Wm. Masters' accept- ance due 23rd March	105	14	0
	and on credit	150	0	0
		450	0	0

9. Journalise the following:—

1864

May 2.	Accepted draft of H. Cust, No. 1, at 2 months	170	17	6
„	Accepted draft of Jas. Murray, No. 2, at 1 month	120	0	0
6.	Received of B. Scott his acceptance, No. 1, at 3 months	135	0	0
20.	Received of F. Robertson:			
	Cash	£42	15	4
	and his acceptance No. 2, at 2 months for	142	0	0
		184	15	4