

**MASTER  
NEGATIVE  
NO. 94-82293-8**

## COPYRIGHT STATEMENT

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials including foreign works under certain conditions. In addition, the United States extends protection to foreign works by means of various international conventions, bilateral agreements, and proclamations.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

The Columbia University Libraries reserve the right to refuse to accept a copying order if, in its judgement, fulfillment of the order would involve violation of the copyright law.

Author:

**Batchelder, Jacob**

Title:

**The national accountant**

Place:

**Boston**

Date:

**1861, [1846]**

94-82293-8  
MASTER NEGATIVE #

COLUMBIA UNIVERSITY LIBRARIES  
PRESERVATION DIVISION

BIBLIOGRAPHIC MICROFORM TARGET

ORIGINAL MATERIAL AS FILMED - EXISTING BIBLIOGRAPHIC RECORD

Business  
420  
B31  
MONTGOMERY Batchelder, Jacob.  
The national accountant; an improved system of book-keeping by single and double entry ... By Jacob Batchelder ... Boston, J. P. Jewett and company; Cincinnati, E. D. Truman, 1847; Brown, 1861.  
56 p. incl. forms. 27 1/2 x 22 cm.  
1. ~~Book-keeping. Acctg. - 1847. Acctg. - 1861.~~  
Library of Congress HF5633.B32 7-4970  
ts24cl

RESTRICTIONS ON USE:

TECHNICAL MICROFORM DATA

FILM SIZE: 35mm

REDUCTION RATIO: 14x

IMAGE PLACEMENT: IA (IIA) IB IIB

DATE FILMED: 12-1-94

INITIALS: PB

TRACKING #: MSH 03158

FILMED BY PRESERVATION RESOURCES, BETHLEHEM, PA.



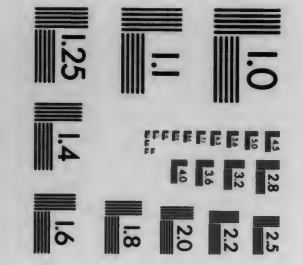
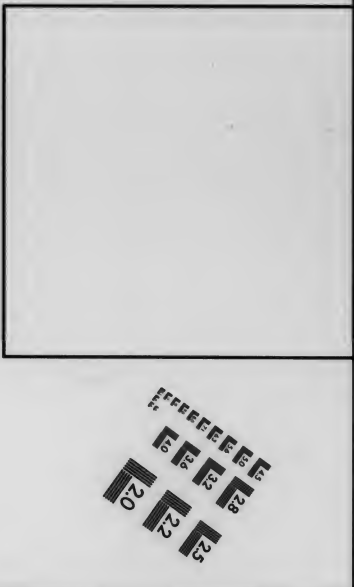
2.5 mm  
 ABCDEFGHIJKLMNOPQRSTUVWXYZ  
 abcdefghijklmnopqrstuvwxyz  
 1234567890

2.0 mm  
 ABCDEFGHIJKLMNOPQRSTUVWXYZ  
 abcdefghijklmnopqrstuvwxyz1234567890

1.5 mm  
 ABCDEFGHIJKLMNOPQRSTUVWXYZ  
 abcdefghijklmnopqrstuvwxyz1234567890



**PM-MGP 13"x18"**  
**METRIC GENERAL PURPOSE TARGET**  
**PHOTOGRAPHIC**



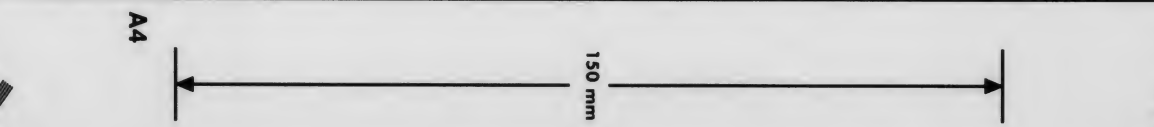
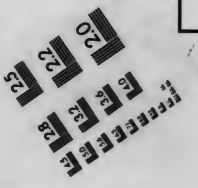
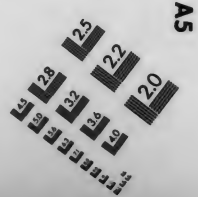
ABCDEFGHIJKLMNQRSTUWXYZ  
 abcdefghijklmnopqrstuvwxyz1234567890

ABCDEFGHIJKLMNQRSTUWXYZ  
 abcdefghijklmnopqrstuvwxyz1234567890

ABCDEFGHIJKLMNQRSTUWXYZ  
 abcdefghijklmnopqrstuvwxyz  
 1234567890

ABCDEFGHIJKLMNQRSTUWXYZ  
 abcdefghijklmnopqrstuvwxyz  
 1234567890

1.0 mm  
 1.5 mm  
 2.0 mm  
 2.5 mm



**PRECISION<sup>SM</sup> RESOLUTION TARGETS**



1303 Geneva Avenue  
 St. Paul, MN 55119

ABCDEFGHIJKLMN**OP**QRSTUWXYZ  
 abcdefghijklmn**op**qrstuvwxyz

1234567890

ABCDEFGHIJKLMN**OP**QRSTUWXYZ  
 abcdefghijklmn**op**qrstuvwxyz1234567890

3.0 mm  
 ABCDEFGHIJKLMN**OP**QRSTUWXYZ  
 abcdefghijklmn**op**qrstuvwxyz1234567890

1000

THE  
**NATIONAL ACCOUNTANT.**

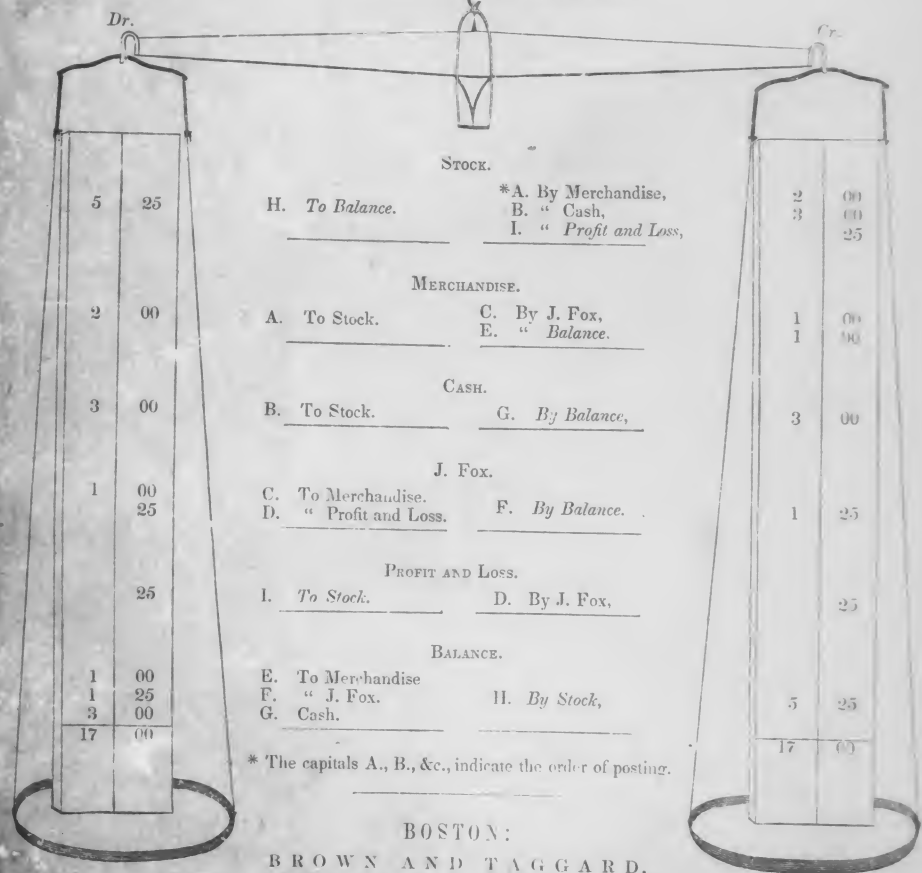
On commencing business I have two books, @ \$1.00, \$2 00  
Cash, 3 00

Sold to J. Fox 1 book, @ \$1.25, 1 25

JOURNAL.

Mhnds.	Dr. to Stock,		2 00
Cash	Dr. to Stock,		3 00
J. Fox	Dr. to Mhnds.,		1 00
"	" to Prof. & Loss,		1 25

LEDGER.




\* The capitals A, B, &c., indicate the order of posting.

BOSTON:  
BROWN AND TAGGARD,  
25 & 29 CORNHILL,  
1861.

ID  
420  
B31

D420 B31  
Columbia University  
in the City of New York  
LIBRARY



School of Business  
The Montgomery Library  
of  
Accountancy

M1  
IX

THE  
**NATIONAL ACCOUNTANT;**

AN

IMPROVED SYSTEM OF BOOK-KEEPING

BY

**SINGLE AND DOUBLE ENTRY:**

ILLUSTRATED BY APPARATUS; COMPRISING NINE SETS OF BOOKS:

OF WHICH

SET A EXHIBITS THE ORDINARY METHOD BY

**SINGLE ENTRY;**

THE SETS NO. 1 AND 2 ARE USED IN CONNECTION WITH APPARATUS TO  
ILLUSTRATE THE PRINCIPLES OF

**DOUBLE ENTRY;**

THE SETS NO. 3, 4 AND 5, EXHIBIT THE APPLICATION OF THESE PRINCIPLES TO ORDINARY MER-  
CANTILE TRANSACTIONS; NO. 6 APPLIES THE SAME PRINCIPLES TO THE TRANSAC-  
TIONS OF THE FARM; NO. 7 APPLIES THEM TO THOSE OF THE WORK-SHOP  
OR FACTORY; AND NO. 8, TO THOSE OF A SPECIAL PARTNERSHIP.

THE CLOSING

SECTIONS CONTAIN THE MOST VALUABLE METHODS OF CONTRACTION  
IN ARITHMETIC,

TOGETHER WITH

**VARIOUS MERCANTILE FORMS.**

BY JACOB BATCHELDER,  
PRECEPTOR OF LYNN ACADEMY.

BOSTON:  
BROWN AND TAGGARD,  
25 & 29 CORNHILL  
1861.



Business  
(Montgomery)

---

Entered according to Act of Congress, in the year 1846, by  
JOHN P. JEWETT AND COMPANY,  
In the Clerk's Office of the District Court of Massachusetts.

---

D 420  
B 31

---

STEREOTYPED BY  
GEORGE A. CURTIS;  
NEW ENGLAND TYPE AND STEREOTYPE FOUNDRY.

---

A. R. 16 Jan. 24  
7

## P R E F A C E .

---

It is a common remark, that "A person cannot obtain in our schools a knowledge of Book-Keeping sufficiently thorough to enable him to enter at once on the application of his knowledge to the actual business of life" and it is believed that pupils are more liable to fail in the practical application of the principles of this science, than of any of the other sciences taught in our schools.

To dispel the obscurity which has so long prevented the pupil from pursuing his way with confidence, and to give him, in detail, a clear comprehension of the operations which he has too frequently been required to *perform*, not *understand*, is the design of the following work.

For the last twelve years, the author has applied the principles of the system which he now offers to the public. He comes, therefore, without apology, to solicit the attention of the friends of education to a plan which *he is sure* will facilitate the acquisition of a clear and thorough knowledge of the subject which it is designed to illustrate.

He has not labored to present the pupil with all the various records of the different branches of commerce, nor has he sought to increase the size of his book, by diluting its contents with matter foreign from his purpose; but he has endeavored to produce a *Key*, to enable the pupil, by a little practice, to open and explore the intricate recesses of any branch of business which he may select for his occupation, from the tilling of the soil to the planning of a voyage.

In this work, the Inductive method has been adopted. It is based on the definition of Stock, as "The merchant's property and sources of gain," and presents to the pupil the principle that *it is the general account* that receives, and *not the particular article* that "Comes to you" which is Dr.; and that *it is the general account* or division, which is creditor by what departs from it. Being required to treat every account as if it were a person, the pupil is led from Stock, through the routine of a set of books, *performing as well as recording* the transactions of business, by means of boxes used in connection with the Ledger; and he at length finds all his property restored to the Stock box, ready for another excursion among the different branches of commerce.

## CONTENTS.

	Page
DEFINITIONS OF SINGLE ENTRY, . . . . .	5
SET A., SINGLE ENTRY, . . . . .	6
DEFINITIONS OF DOUBLE ENTRY, . . . . .	12
ILLUSTRATION BY APPARATUS, . . . . .	13
LEDGER ILLUSTRATIVE, No. 1, . . . . .	18
LEDGER ILLUSTRATIVE, No. 2, . . . . .	19
DOUBLE ENTRY, SET 3, . . . . .	20
DOUBLE ENTRY, SET 4, . . . . .	23
DOUBLE ENTRY, CASH BOOK, SET 5, . . . . .	26
DOUBLE ENTRY, SET 5, . . . . .	28
THE FARMER'S SERIES, No. 6, . . . . .	40
THE MECHANIC'S SERIES, No. 7, . . . . .	45
COMPANY ACCOUNTS, . . . . .	48
SERIES OF COMPANY A., No. 8, . . . . .	49
CONTRACTIONS IN MERCANTILE ARITHMETIC, . . . . .	54
MERCANTILE FORMS, . . . . .	55

## BOOK-KEEPING.

- (1.) Book-KEEPING is the history of changing property.
  - (2.) To each form of property, there is affixed a distinct name.
  - (3.) There are two methods of keeping accounts ;—
  - (4.) 1. Single Entry ; which is the method usually pursued by the retailers of numerous articles of small value ;— and,
  - (5.) 2. Double Entry ; usually adopted by wholesale merchants, but applicable also to an extensive retail business.
  - (6.) Single Entry is used merely to preserve an account of debt and credit with the persons, with whom the merchant trades, without regard to the condition of the property, after the change has been effected.
  - (7.) Double Entry exhibits the condition of the merchant's property, the amount of each kind, and the gains or losses which he may have incurred, in addition to the accounts contained in Single Entry.
  - (8.) In Single Entry two books are usually kept ; the Waste or Day Book, and the Ledger.
  - (9.) All transactions are recorded in the Waste Book, at the time and in the order in which they occur.
- 
- |                                   |   |
|-----------------------------------|---|
| 1. What is Book-Keeping ?         | 6. What is the design of Single Entry ? |
| 2. How is property named ?        | 7. What is the design of Double Entry ? |
| 3. How many methods are there ?   | 8. How many books in Single Entry ?     |
| 4. By whom is Single Entry used ? | 9. How are transactions recorded ?      |
| 5. By whom is Double Entry used ? |   |

SINGLE ENTRY.  
WASTE BOOK A.

L.		Boston, Jan. 1, 1846.		\$	cts.
		This day I commenced business, with the property and under the liabilities described in the following Inventory, viz.:			
		I have merchandise, valued at	\$ 4000.00		
		Ready money,	1500.00		
		Note of J. Dix,	300.00		
1		" L. Brant,	100.00		
1		Account of R. Moore,	150.00		
		" J. Alley,	300.00		
				6350	00
1		I owe N. Brown on account,	100.00		
		" S. Bent on note,	200.00		
				300	00
1		Dr. Amos Lang,			
		To 14 lbs. of flour, at .05 cts.,	.70		
		" 10 " sugar, at .10	1.00		
				1	70
1		Dr. Benj. Pond,			
		To 25 lbs. of flour, at .05,	1.25		
		" 3 lbs. of Y. H. Tea, at .50,	1.50		
		" 6 yds. of sheeting, at .10,	.60		
				3	35
1		Dr. John Rand,			
		To 7 lbs. of board nails, at .06,	.42		
		" 8 yds. of broadcloth, at 3.00,	24.00		
		" 2 gallons of oil, at 1.25,	2.50		
				26	92
1		Dr. Job Pray,			
		To 1 fish line,	.06		
		" 2 oz. snuff, at .02,	.04		
					10
1		Dr. Charles Gray,			
		To 9 yds. of cotton cloth, at .12,	1.08		
		" 5 skeins of sewing silk, at .06,	.30		
		" 4 yds. of broadcloth, at 3.50,	14.00		
				15	38
1		Dr. John Rand,			
		To 20 pairs of door hinges, at .08,	1.60		
		" 22 door latches, at .25,	5.50		
		" 30 lbs. of shingle nails, at .06,	1.80		
		" 14 sets of blind fastenings, at .20,	2.80		
				11	70
1		Cr. Benj. Pond,			
		By 20 lbs. of butter, at .20,	4.00		
		" 10 doz. of eggs, at .12½,	1.25		
				5	95
1		Cr. Amos Lang,			
		By 2 doz. of eggs, at .12,	.24		
		" 1 quarter of veal, 20 lbs., at .07,	1.40		
		" Cash,	.06		
				1	70

SINGLE ENTRY.  
WASTE BOOK A.

L.		Boston, Jan. 7, 1846.		\$	cts.
1		Dr. Benj. Pond,			
		To 14 lbs. of sugar, at .10,	1.40		
		" 2 " saleratus, at .09,	.18		
		" 2 bushels of Indian meal, at .70,	1.40		
				2	98
1		Cr. John Rand,			
		By 40 bush. of potatoes, at .30,	12.00		
		" 25 lbs. of butter, at .20,	5.00		
				17	00
1		Dr. Charles Gray,			
		To 2 lbs. of tapioca, at .12½,	.25		
		" 4 lbs. of raisins, at .10,	.40		
				10	65
1		Dr. John Page,			
		To 14 yds. of calico, at .15,	2.10		
		" 10 yds. sheeting, at .12,	1.20		
		" 15 lbs. of loaf sugar, at .16,	2.40		
		" 21 lbs. of coffee, at .12,	2.52		
		" 40 lbs. of salt fish, at .05,	2.00		
				10	22
1		Cr. Charles Gray,			
		By 40 bush. of potatoes, at .25 per bushel,	10.00		
		" 18 lbs. of butter, at .16½,	3.00		
				13	00
2		Dr. John Nix,			
		To 20 yds. of cotton, at .12½,	2.50		
		" 4 yds. of broadcloth, at 4.00,	16.00		
		" 1 bush. of salt, at	.50		
		" 2 lbs. of Y. H. Tea, at .75,	1.50		
				20	50
2		Dr. Levi Lord,			
		To 2 doz. knives and forks, at 2.50,	5.00		
		" 1 dining set,	8.00		
		" 1 shovel and tongs,	4.00		
		" 6 smoothing irons, at .50,	3.00		
		" 3 pairs of andirons, at 1.00,	3.00		
				23	00
2		Cr. Levi Lord,			
		By 4 doz. of brooms, at 1.00,	4.00		
		" 10 doz. of straw mats, at 2.00,	20.00		
		" 20 wooden pails, at .25,	5.00		
		" 1 doz. of rakes, at	1.00		
		" 3 doz. of axe-helves, at 1.00,	3.00		
				33	00
1		Dr. Amos Lang,			
		To 12 yds. of carpeting, at .75,	9.00		
		" 18 yds. of sheeting, at .12,	2.16		
		" 20 yds. of broadcloth, at 4.00,	80.00		
		" 16 yds. of calico, at .12,	1.92		
				93	08

SINGLE ENTRY.  
WASTE BOOK A.

L.		Boston, Jan. 20, 1846.		\$	cts.
1	Dr. Benj. Pond, To 56 lbs. of flour, at .04, " 21 lbs. of sugar, at .09, " 2 lbs. of tea, at .50,	2.24 1.89 1.00	23.	5	13
1	Dr. John Rand, To 20 bushels of tomatoes, at .33, " 23 lbs. of coffee, at .12,	6.60 3.36	27.	9	96
1	Dr. Job Pray, To 56 lbs. of butter, at .20, " 25 lbs. of cheese, at .10, " 14 lbs. of coffee, at .12,	11.20 2.50 1.68	29.	15	38
1	Dr. Charles Gray, To 4 quires of letter paper, at .20, " 1 hundred pens, No. 303, at	.80 1.00	"	1	80
1	Dr. John Page, To 50 bushels of maize, at .80, " 50 bushels of oats, at .40,	40.00 20.00	30.	60	00
2	Cr. John Nix, By Cash, " 12 bushels of corn, at .75,	11.50 9.00	31.	20	50
2	Dr. Levi Lord, To 2 yds. of broadcloth, at 4.00, " 4 yds. of cotton cloth, at .12,	8.00 .48		8	48

INDEX TO LEDGER A., SINGLE ENTRY.

	A.	Page.		M.	Page.
Alley J.,		1	Moore R.,		1
	B.			N.	
Brown N.,		1	Nix John,		2
	G.			P.	
Gray Charles,		1	Pond Benj.,		1
	L.		Pray Job,		1
Lang Amos,		1	Page John,		1
Lord Levi,		2		R.	
			Rand John,		1

LEDGER A.

1846.		R. MOORE.		W.	Dr.	Cr.
Jan. 1.	To Stock,	1	150	00		
" 31.	By Balance,				150	00
1846.		J. ALLEY.		Dr.	Cr.	
Jan. 1.	To Stock,	1	300	00		
" 31.	By Balance,				300	00
1846.		N. BROWN.		Dr.	Cr.	
Jan. 1.	By Stock,				1	100
" 31.	To Balance,		100	00		
1846.		AMOS LANG.		Dr.	Cr.	
Jan. 1.	To Sundries,	1	1	70		
" 6.	By "				1	1
" 16.	To "	2	93	08		
" 31.	By Balance,				93	08
			94	78		94
						78
1846.		BENJ. POND.		Dr.	Cr.	
Jan. 2.	To Sundries,	1	3	35		
" 6.	By "				1	5
" 7.	To "	2	2	98		
" 20.	" "	3	5	13		
" 31.	By Balance,				6	21
			11	46		11
						46
1846.		JOHN RAND.		Dr.	Cr.	
Jan. 2.	To Sundries,	1	26	92		
" 5.	" "	1	11	70		
" 7.	By "				2	17
" 23.	To "	3	9	96		
" 31.	By Balance,				31	58
			48	58		48
						58
1846.		JOB PRAY.		Dr.	Cr.	
Jan. 3.	To Sundries,	1		10		
" 27.	" "	3	15	38		
" 31.	By Balance,				15	48
			15	48		15
						48
1846.		CHARLES GRAY.		Dr.	Cr.	
Jan. 4.	To Sundries,	1	15	38		
" 9.	" "	2		65		
" 11.	By "				2	13
" 29.	To "	3	1	80		
" 31.	By Balance,				4	83
			17	83		17
						83
1846.		JOHN PAGE.		Dr.	Cr.	
Jan. 10.	To Sundries,	2	10	22		
" 29.	" "	3	60	00		
" 31.	By Balance,				70	22
			70	22		70
						22

LEDGER A.

1846.		JOHN NIX.		W.	Dr.	Cr.
Jan. 12.	To Sundries,	2	20	50		
" 30.	By "				3	20
						50
1846.		LEVI LORD.		Dr.	Cr.	
Jan. 13.	To Sundries,	2	23	00		
" 15.	By "				2	33
" 31.	To "	3	8	48		
" "	To Balance,				1	52
			33	00		33
						00

See Cash Book No. 5, Double Entry, for a formula of a suitable kind for Single Entry.

LEDGER B. FROM LEDGER A.

1846.		JOHN PAGE.		L.	Dr.	Cr.
Feb. 1.	To Balance from Ledger A.,	1	90	22		
1846.		LEVI LORD.		Dr.	Cr.	
Feb. 1.	By Balance from Ledger A.,				2	1
						52

In like manner, transfer the other Balances.

# BOOK-KEEPING

BY  
DOUBLE ENTRY.

- (1.) ALL the property and the resources of the merchant, while they are inactive, are denominated Stock.
- (2.) When property is used for purposes of gain, it receives a name appropriate to its character.
- (3.) With every form of property the accountant keeps an account, as he does with every person with whom he deals.
- (4.) In all changes of property, the person or form of property that receives, is debtor to that which parts with value, and that which gives the value, is creditor by that which receives it.
- (5.) The same language is used in ordinary conversation. Thus, we say that the moon is indebted to the sun for its light, the flowers for their hues of beauty, and the fields for their verdure; and we give to the sun the credit for these benefits.
- (6.) It would be proper to say that a flourishing garden is indebted, for its thrift, to a fertile soil and abundant rain, and to give the soil and the rain credit for it.
- (7.) Thus it often happens in business, that several kinds of property are increased or diminished by the agency of one other kind, or that one kind is increased or diminished by the agency of several kinds.
- (8.) In all such cases, the account or accounts increased are debtor to the increaser or increasers.
- (9.) A wholesale dealer in but a few articles, may find it convenient to keep an account with each kind of goods in which he deals.
- (10.) Thus, a dealer in bread-stuffs may open an account with Flour, Meal, and Grain.
- (11.) But in a variety store, the articles should be included under the general name, Merchandise.
- (12.) In Double Entry, it is customary to use three books, viz., the Waste Book, the Journal, and the Ledger.
- (13.) The expert accountant may omit the Journal, since it is designed merely to facilitate posting in the Ledger.
- (14.) The WASTE-BOOK contains, 1. The date; 2. The transaction; 3. The name of the person; 4. The payment; 5. The quantity, quality, &c. As,— July 4, 1846, bought of John Dix, for cash, one piece of black broad-cloth, 30 yards, at \$4.00 per yard, \$120.00.
- (15.) The JOURNAL, omitting much that is contained in the Waste Book, repeats the transaction in technical form; thus,—

Merchandise Dr. to Cash, \$120.00

(16.) The LEDGER receives the same account from the Journal, thus:—

	1846.	Merchandise.		Dr.	Cr.
	July 4.	To Cash,	120	00	
	1846.	Cash,			
	July 4.	By Merchandise,			120 00

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. What does stock represent?</li> <li>2. When does property receive its appropriate name?</li> <li>3. Give the substance of this section.</li> <li>4. What is the meaning of debtor and creditor in accounts?</li> <li>5. Illustrate from conversation.</li> <li>6. Give the substance of this section.</li> <li>7. What often occurs in business?</li> <li>8. Rule in such cases.</li> </ol> | <ol style="list-style-type: none"> <li>9. How may a dealer in but a few articles keep his merchandise account?</li> <li>10. Illustrate.</li> <li>11. What of a variety store?</li> <li>12. How many books in Double Entry?</li> <li>13. What of the expert accountant?</li> <li>14. What does the Waste-Book contain?</li> <li>15. What of the Journal?</li> </ol> |
|---|--|

If only one half of the cloth had been paid for, the Journal and Ledger would have stood thus;— the Journal exhibits,

Merchandise, Dr.	to Cash,	60	00	
" "	to J. Dix,	60	00	

		The Ledger exhibits,			
		Dr.		Cr.	
1846.	July 4.	To Sundries, Merchandise.	120	00	
1846.	July 4.	By Merchandise,			60 00
1846.	July 4.	By Merchandise,			60 00

The amounts of the Dr. and Cr. sides in the Ledger are always equal.

### ILLUSTRATION BY APPARATUS.

- (17.) Procure a number of boxes, and label each one with the name of each account in the Ledger.
- (18.) As stock is the first account to be opened and the last to be closed, the box thus labelled should stand first in order.
 

Ready money is to be named and the box containing it is to be labelled Cash.	Merchandise.
The goods in which I alone deal,	Merchandise in Co.
" " in company,	Adventure in Co.
The goods trusted to another,	Shipment.
" sent to a foreign port,	Consignment.
" received by me to sell for another,	Stock in ———.
Shares in corporations,	Real Estate.
Houses and lands,	Ship ——— or Brig ———.
Vessels trading at sea,	Bills Receivable.
Obligations from others to pay money,	Bills Payable.
" from me to pay others,	Movables.
Household Furniture, Horses and Carriages,	S. Bent.
Accounts with persons, as S. Bent,	Profit and Loss.
Gain or Loss in trade or otherwise,	Interest.
{ Received or paid for interest,	Expenses.
{ Household expenses,	Commission.
{ Money received or paid for agency,	Insurance.
{ Gain or Loss by Insurance,	Exchange.
{ " " Exchange,	
- (19.) The last five accounts may be comprised in the Profit and Loss account. All my property and the debts due me or owed by me at the time of closing the Ledger, Balance.
- (20.) On commencing business, take an inventory of all your property and debts; thus,—

I have

Cash,	\$1000.00	To represent it, I write \$100 on 10 slips of paper.
500 bbls of flour,	@ 4.00=2000.00	" I make 5 bundles, each 100 bbls.
A. Locke's note,	500.00	" I write a note payable to myself.
N. Abbot's account,	100.00	" I write the same on a slip.

When the student has prepared his emblems, let him place them in the stock box, at first without a Ledger entry, unless the merchant owes for a part of it.

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>16. What are the Ledger entries of this section?</li> <li>17. What of Apparatus?</li> <li>18. Repeat the substance of this section.</li> </ol> | <ol style="list-style-type: none"> <li>19. What of five accounts?</li> <li>20. On commencing business, what?</li> <li>21. How do you represent the different accounts?</li> </ol> |
|---|---|

ARRANGEMENT OF BOXES.—No. 1.

(22.)

Stock.	Cash.	B. Rec.	Prof. & Loss.
Cash, \$1000.00			
Mhnds., 2000.00			
Bills Rec. 500.00			
N. Abbot. 100.00	Mhnds.	N. Abbot.	Balance.
3600.00			

(23.) Hitherto the whole property has been in a quiescent state. We now bring it into circulation. Every item of property must be removed from the Stock box, to the box labelled with its own name. Hence, No. 2 exhibits,

See Ledger Illustrative, Sec. 41.

Stock.	Cash.	Mhnds.	Bills Rec.
	\$1000	\$2000	\$500
	N. Abbot.	Prof. & Loss.	Balance.
	\$100		

(24.) On the blackboard write the record of one sale; thus, Sold for cash to J. Dix, 1 hundred bbls. of flour, @ \$5.00=\$500.  
 (25.) Now, Cash has been increased by \$500, and is made Dr. to that amount; Merchandise has parted with \$400, and is Cr. by that amount: the other \$100 comes from profit; and therefore Profit and Loss is Cr. by \$100, in entry 6. Hence, No. 3 presents,

See L. Ill. Sec. 41.

Stock.	Cash.	Mhnds.	Bills Rec.
	\$1500	\$1600	\$500
	N. Abbot.	Prof. & Loss.	Balance.
	\$100		

(26.) The increase of \$100 from Profit and Loss must be represented by new slips, inscribed Cash.  
 (27.) To close the Ledger, transfer to the Balance box the amounts in the several boxes.

No. 4.

See L. Ill. Sec. 41.

Stock.	Cash.	Mhnds.	Bills Rec.
			Balance.
	N. Abbot.	Prof. & Loss.	Cash, 1500 Bills R., 500
			Mhnds., 1600 N. Abbot, 100

(28.) Convey to Stock by No. 5, all that is in Balance, and close the business.

See L. Ill. Sec. 41.

Stock.	Cash.	Mhnds.	Bills Rec.
Cash, \$1500			
Mhnds., 1600			
Bills Rec., 500			
N. Abbot, 100	N. Abbot.	Prof. & Loss.	Balance.

(29.) In the following illustration, the index uniting the boxes denotes the direction of the property.

(30.) Bought for cash, 40 bbls. of flour, @ \$5,



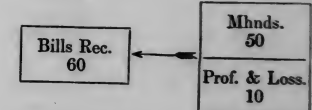
- 22. Describe No. 1.
- 23. In what state has the property been?
- 24. What is done by section 23?
- 25. What changes have occurred?
- 26. How is the increase represented?

- 27. How is the Ledger to be closed?
- 28. What is done in box No. 5?
- 29. What does the index denote?
- 30. Make on the blackboard diagrams for each transaction.

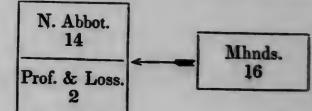
Bought of J. Nix, on account, 10 yds. of broadcloth, @ \$4.00 per yard.



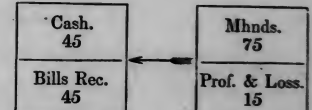
Sold to L. Brown, on his note, 10 bbls. of flour, @ \$6.00 per bbl.



Sold to N. Abbot, on account, 4 yards of broadcloth, @ \$3.50 per yard, losing .50 per yard.



Sold to J. Lunt, for half Cash, half note, 15 bbls. flour, @ \$6.00 per bbl.



(31.) My private mark for the first cost of goods is ::::: :::::, which the student may place above each figure of the sales, to become familiar with the application.

(32.) Lost my pocket-book containing  
 Ans. Profit and Loss Dr. \$200; Cash Cr. \$200, 200.

Exchanged notes with L. Brant, each  
 Ans. Bills Rec. Dr. \$400; Bills Payable, Cr. \$400. 400.

Sold R. Bott, for Cash, 15 bbls. of flour, @ \$6,  
 Ans. Cash Dr. \$90; Merchandise Cr. \$75, Prof. & Loss Cr. \$15. 90. 90.

Bought of P. Hill, for Cash, 40 bbls. of flour, @ \$4,  
 Ans. Merchandise Dr. \$160; Cash Cr. \$160. 160.

Sold to J. Mann, for half Cash, half on account, 30 bbls. of flour of my last purchase, @ \$5,  
 Ans. Cash Dr. \$75; J. Mann Dr. \$75; Mhnds. Cr. \$120; Prof. & Loss Cr. \$30. 150. 150.

Sold to P. Chase, on his note, 6 yds. of broadcloth, @ \$5.00 per yard,  
 Ans. Bills Rec. Dr. \$30; Merchandise Cr. \$24; Prof. & Loss Cr. \$6. 30. 30.

Bought of R. Jones, for Cash, a horse and carriage,  
 Ans. Movable Dr. \$300; Cash Cr. \$300. 300.

Bought of S. Burt, on J. Lunt's note, 20 bbls. of flour, @ 5.50,  
 Ans. Merchandise Dr. \$110; Bills Rec. Cr. \$110. 110.

Another form of Journal entry is found below.

Shipped the flour bought on J. Lunt's note,  
 and paid freight and charges in Cash,  
 Ans. Shipment to ——— Dr. to Mhnds. \$110; Cash, \$12. 110. 12. 122.

Paid rent, in Cash, for my house and store,  
 Ans. Prof. & Loss Dr. to Cash, 600. 600.

Found in the street, Cash, 5.  
*Ans.* Cash Dr. to Profit & Loss, 5.

J. Mann has failed, and paid 50 per cent. on 1000.  
*Ans.* Cash, \$500, and Profit & Loss, \$500, Dr. to J. Mann, 1000.

Shipped to Dublin, consigned to P. Lord, 200 bbls. of flour, \$800, paid freight and charges in Cash, \$300, 1100.  
*Ans.* Shipment to Dublin, Dr. to Mhnds. \$800, to Cash, \$300, 1100.

The Merchants' Bank has discounted P. Chase's note at 4 months and grace, 30.  
*Ans.* Cash, \$29.38, and Profit & Loss, .61, Dr. to Bills Receivable, 30.

Bought of L. Bond 20 bbls. of sugar, @ \$12 per bbl., and paid Cash \$100, and gave my note for \$140, 240.  
*Ans.* Merchandise Dr. to Cash, \$100, and to Bills Payable, \$140, 240.

Received from P. Lord an account sales of the shipment of flour, and no remittance; net return, rrm.  
*Ans.* P. Lord Dr. to Shipment to Dublin, \$1100, and to Profit & Loss, \$300, 1400.  
 1400.

Received of P. Lord a check on the Merchants' Bank, in full, for consignment of flour, 1400.  
*Ans.* Cash Dr. to P. Lord, 1400.

SECOND SERIES OF APPARATUS.

(33.) If the merchant owes anything at the commencement of business, he must begin with Stock, and with the boxes to which he is indebted, at the same time.

Inventory of property and debts, Jan. 1, 1846.

I have, in Cash, \$100 Write on one slip \$85, on another \$15.  
 Mhnds., 250 350 Do. Do. \$190, Do. " \$60.

I owe, on Note, 75 Write one note payable for \$75.  
 S. Dole, on ac't, 85 160 " S. Dole's Account, \$85.

(34.) Write your debts on colored paper, and place the slips in their appropriate boxes.

(35.) No. 1 exhibits the boxes at the commencement of business.

See Ledger Illustrative, Sec. 42.

Stock.	Cash.	Bills Payable.	Profit & Loss.
Cash, \$100		\$75	
Mhnds. \$250	Mhnds.	S. Dole.	Balance.
		\$85	

As the merchant owes two debts, Stock is Dr. to the two accounts.

(36.) No. 2 sets capital afloat.

Stock.	Cash.	Bills Payable.	Profit & Loss.
	\$100	\$75	
	Merchandise.	S. Dole.	Balance.
	\$250	\$85	

31. What is the private mark?  
 32. Give the Journal entry for each transaction in this section.  
 33. Substance of this section?

34. How do you represent your debts?  
 35. What does No. 1 exhibit?  
 36. Design of No. 2?

(37.) Pay S. Dole's account in Cash, \$85. No. 3.

Stock.	Cash.	Bills Payable.	Profit & Loss.
	\$15	\$75	
	Merchandise.	S. Dole.	Balance.
	\$250	\$85	

When the white and the colored slips balance, the account is closed.

(38.) Balance the Ledger in No. 4.

Stock.	Cash.	Bills Payable.	Profit & Loss.
		S. Dole.	Balance.
			\$250 75
			15
			\$265

Find the difference between the amounts of the white and the colored slips for the net property.

(39.) No. 5 exhibits the return of property to Stock.

Stock.	Cash.	Bills Payable.	Profit & Loss.
\$265			
75	Merchandise.	S. Dole.	Balance.
190			

Ultimately, the note must be paid in Cash and Merchandise.

(40.) From sections 23 and 25 make the following Journal for the Ledger Illustrative. No. 1.

JOURNAL.			
Dr.		Cr.	
1 Cash,	1000	1 Stock,	1000
2 Merchandise,	2000	2 "	2000
3 Bills Receivable,	500 (\$ 23.)	3 "	500
4 N. Abbot,	100	4 "	100
5 Cash,	400 (\$ 25.)	5 Merchandise,	400
6 "	100	6 Profit and Loss,	100

(41.) The student may now proceed to form the Ledger Illustrative, which is designed to represent each account under its appropriate title.

37. What transaction in this section?  
 38. Design of No. 4?

39. What does No. 5 exhibit?



## LEDGER ILLUSTRATIVE.

No. 1.

STOCK.		J.	Dr.	Cr.
No. 2.	By Cash,	1		1000 00
No. 2.	" Merchandise,	2		2000 00
No. 2.	" Bills Receivable,	3		500 00
No. 2.	" N. Abbot,	4		100 00
No. 3.	" Profit and Loss,	L. 11		100 00
No. 5.	To Balance,	L. 12	3700 00	3700 00
CASH.				
		J.	Dr.	Cr.
No. 2.	To Stock,	1	1000 00	
No. 3.	" Merchandise,	5	400 00	
No. 3.	" Profit and Loss,	6	100 00	
No. 4.	By Balance,	L. 7		1500 00
MERCANDISE.				
		J.	Dr.	Cr.
No. 2.	To Stock,	2	2000 00	
No. 3.	By Cash,	5		400 00
No. 4.	By Balance	L. 8		1600 00
BILLS RECEIVABLE.				
		J.	Dr.	Cr.
No. 2.	To Stock,	3	500 00	
No. 4.	By Balance,	L. 9		500 00
N. ABBOT.				
		J.	Dr.	Cr.
No. 2.	To Stock,	4	100 00	
No. 4.	By Balance,	L. 10		100 00
PROFIT AND LOSS.				
		J.	Dr.	Cr.
No. 3.	By Cash,	6		100 00
No. 3.	To Stock,	L. 11	100 00	
BALANCE.				
		L.	Dr.	Cr.
No. 4.	To Cash,	7	1500 00	
No. 4.	" Merchandise,	8	1600 00	
No. 4.	" Bills Receivable,	9	500 00	
No. 4.	" N. Abbot,	10	100 00	
No. 5.	By Stock,	12		3700 00
3700 00      3700 00				

(42.) Ledger illustrative of the second series of boxes.

See Sec. 34.

No. 2.

STOCK.		Order.	Dr.	Cr.
§ 36.	By Cash,	3		100 00
§ 36.	" Merchandise,	4		250 00
§ 35.	To Bills Payable,	1	75 00	
§ 35.	" S. Dole,	2	85 00	
§ 39.	" Balance,	L. 9	190 00	
350 00      350 00				
CASH.				
		Order.	Dr.	Cr.
§ 36.	To Stock,	3	100 00	
§ 37.	By S. Dole,	5		85 00
§ 38.	" Balance,	L. 6		15 00
100 00      100 00				
MERCANDISE.				
		Order.	Dr.	Cr.
§ 36.	To Stock,	4	250 00	
§ 38.	By Balance,	L. 7		250 00
250 00      550 00				
BILLS PAYABLE.				
		Order.	Dr.	Cr.
§ 35.	By Stock,	1		75 00
§ 38.	To Balance,	L. 8	75 00	
75 00      75 00				
S. DOLE.				
		Order.	Dr.	Cr.
§ 35.	By Stock,	2		85 00
§ 37.	To Cash,	5	85 00	
85 00      85 00				
PROFIT AND LOSS.				
		Order.	Dr.	Cr.
BALANCE.				
		Order.	Dr.	Cr.
§ 38.	To Cash,	6	15 00	
§ 38.	" Merchandise,	7	250 00	
§ 38.	By Bills Payable,	8		75 00
§ 39.	" Stock,	9		190 00
265 00      265 00				

In the foregoing Ledger, reference is made, in the first column, to the section exhibiting the condition of the boxes as they are affected by the corresponding entry. In the second column of figures, the order of making each particular entry, is indicated by the same figure opposite the Dr. and its corresponding Cr. The Journal is omitted.

WASTE-BOOK No. 3.

Boston, Jan. 1, 1846.			
Jan. 1.	Inventory of my property :		
	Flour, 10 bbls. @ \$5.00,	\$ 50.00	
	Butter, 6 firkins, @ \$7.00,	42.00	
	Iron, 15 tons, @ \$40.00,	600.00	
	1 House, valued @ \$2000.00,		692 00
	7 Shares in the Eastern R. Road,		2000 00
	1 Horse, Carriage, and Harness,		700 00
	Cash,		400 00
			2000 00
			5792 00
" 5.	Bought of J. Nix, on acc't, 7 hhds. of sugar, @ \$60.00,		420 00
" 10.	Sold L. Brant, on acc't, 4 bbls. of flour, @ \$6.00,		en. 24 00
" 15.	Sold R. Moore, for Cash, my horse, carriage, and harness,		unn. 600 00
" 20.	Sold R. Moore, on acc't, 7 hhds. of sugar, @ \$70.00,		uen. 490 00
" 25.	Sold J. Alley, on acc't, my house,		ennn. 2500 00
" 31.	Exchanged notes with J. Nix, for		1000 00

JOURNAL No. 3.

Boston, Jan. 1, 1846.							
L.		Dr.		L.		Cr.	
Jan. 1.	A.	Merchandise,	692	00			
	A.	Real Estate,	2000	00			
	A.	E. R. R. Stock,	700	00	Stock,	A.	5792 00
	A.	Movables,	400	00			
	A.	Cash,	2000	00			
" 5.	B.	Merchandise,	420	00	J. Nix,	B.	420 00
" 10.	C.	L. Brant,	24	00	Merchandise,	C.	20 00
		"			Profit and Loss,	C.	4 00
" 15.	D.	Cash,	600	00	Movables,	D.	400 00
		"			Profit and Loss,	D.	200 00
" 20.	E.	R. Moore,	490	00	Merchandise,	E.	420 00
		"			Profit and Loss,	E.	70 00
" 25.	F.	J. Alley,	2500	00	Real Estate,	F.	2000 00
		"			Profit and Loss,	F.	500 00
" 31.	G.	Bills Receivable,	1000	00	Bills Payable,	G.	1000 00

LEDGER No. 3.

1846. STOCK.							
		Dr.		J.		Cr.	
Jan. 1.	By Sundries,			A.	5792	00	
" 31.	" Profit and Loss,			L. Q.	774	00	
" "	To Balance,	L. R.	6566 00				6566 00
1846. PROFIT AND LOSS.							
		Dr.		J.		Cr.	
Jan. 10.	By L. Brant,			C.	4	00	
" 15.	" Cash,			D.	200	00	
" 20.	" R. Moore,			E.	70	00	
" 25.	" J. Alley,			F.	500	00	
" 31.	To Stock,	L. Q.	774 00				774 00
1846. MERCHANDISE.							
		J.		Dr.		J.	
		Cr.					
Jan. 1.	To Stock,	A.	692 00				
" 5.	" J. Nix,	B.	420 00				
" 10.	By L. Brant,			C.	20	00	
" 20.	" R. Moore,			E.	420	00	
" 31.	" Balance,			L. H.	672	00	
			1112 00				1112 00
1846. CASH.							
		J.		Dr.		Cr.	
		Cr.					
Jan. 1.	To Stock,	A.	2000 00				
" 15.	" Movables,	D.	400 00				
" "	" Profit and Loss,	D.	200 00				
" 31.	By Balance,			L. I.	2600	00	
			2600 00				2600 00
1846. REAL ESTATE.							
		J.		Dr.		J.	
		Cr.					
Jan. 1.	To Stock,	A.	2000 00				
" 25.	By J. Alley,			F.	2000	00	
			2000 00				2000 00
1846. EASTERN R. R. STOCK.							
		J.		Dr.		Cr.	
		Cr.					
Jan. 1.	To Stock,	A.	700 00				
" 31.	By Balance,			L. J.	700	00	
			700 00				700 00
1846. L. BRANT.							
		J.		Dr.		Cr.	
		Cr.					
Jan. 10.	To Merchandise,	C.	20 00				
" "	" Profit and Loss,	C.	4 00				
" 31.	By Balance,			L. K.	24	00	
			24 00				24 00

DOUBLE ENTRY.  
LEDGER No. 3—CONTINUED.

1846.		J. NIX.		Dr.		J.		Cr.	
Jan. 5.	By Merchandise,					B.	420	00	
" 31.	To Balance,	L. L.	420	00					
			420	00			420	00	
1846.		R. MOORE.		Dr.		J.		Cr.	
Jan. 20.	To Merchandise,	E.	420	00					
" "	" Profit and Loss,	E.	70	00					
" 31.	By Balance,				L. M.	490	00		
			490	00			490	00	
A, B, &c. on the Dr. side have duplicates on the corresponding Cr. side.									
1846.		BILLS RECEIVABLE.		Dr.		J.		Cr.	
Jan. 31.	To Bills Payable,	G.	1000	00		L. N.	1000	00	
" "	By Balance,						1000	00	
			1000	00			1000	00	
1846.		BILLS PAYABLE.		Dr.		J.		Cr.	
Jan. 31.	By Bills Receivable,	L. O.	1000	00		G.	1000	00	
" "	To Balance,								
			1000	00			1000	00	
1846.		MOVABLES.		Dr.		J.		Cr.	
Jan. 1.	To Stock,	A.	400	00		D.	400	00	
" 15.	By Cash,								
			400	00			400	00	
1846.		J. ALLEY.		Dr.		J.		Cr.	
Jan. 25.	To Real Estate,	F.	2000	00					
" "	" Profit and Loss,	F.	500	00					
" 31.	By Balance,				L. P.	2500	00		
			2500	00			2500	00	
1846.		BALANCE.		Dr.		J.		Cr.	
Jan. 31.	To Merchandise,	H.	672	00					
" "	" Cash,	I.	2600	00					
" "	" E. R. R. Stock,	J.	700	00					
" "	" L. Brant,	K.	24	00					
" "	By J. Nix,				L.	420	00		
" "	To R. Moore,	M.	490	00					
" "	" Bills Receivable,	N.	1000	00					
" "	By Bills Payable,				O.	1000	00		
" "	To J. Alley,	P.	2500	00					
" "	By Stock,				L. R.	6566	00		
			7986	00			7986	00	

WASTE-BOOK No. 4.

Boston, Feb. 1, 1846.											
Feb. 1.	INVENTORY.										
" "	Flour, 14 bbls., @ \$4.00,	56	00	Amount brought up,	402	00					
" "	Sugar, 6 boxes, @ \$7.00,	42	00	My house, valued @	3000	00					
" "	Butter, 7 firkins, @ \$6.00,	42	00	J. Nix's note,	1000	00					
" "	Tea, 5 chests, @ \$40.00,	200	00	Cash,	2800	00					
" "	Glass, 5 boxes, @ \$10.00,	50	00								
" "	Raisins, 6 boxes, @ \$2.00,	12	00								
		402	00		7202	00					
" 5.	Bought of R. Moore, on acc't, sugar, 3 hds., @ \$20.00,								60	00	
" 10.	Sold to J. Alley, on acc't, tea, 3 chests, @ \$50.00,								ren.	150	00
" 17.	Sold J. Nix, for cash, flour, 7 bbls., @ \$5.00								ei.	35	00
" 21.	Sold L. Brant, for cash, raisins, 4 boxes, @ \$3.00,								i.	12	00
" 28.	Sold R. Moore, on note, glass, 3 boxes, @ \$12.00,								gn.	36	00
JOURNAL No. 4.											
L.		Dr.		L.		Cr.					
Feb. 1.	A.	Merchandise,	402	00							
" "	"	Real Estate,	3000	00	Stock,	A.	7202	00			
" "	"	Bills Receivable,	1000	00							
" "	"	Cash,	2800	00							
" 5.	B.	Merchandise,	60	00	R. Moore,	B.	60	00			
" 10.	C.	J. Alley,	150	00	Merchandise,	C.	120	00			
" "	"	"			Profit and Loss,	C.	30	00			
" 17.	D.	Cash,	35	00	Merchandise,	D.	28	00			
" "	"	"			Profit and Loss,	D.	7	00			
" 21.	E.	Cash,	12	00	Merchandise,	E.	8	00			
" "	"	"			Profit and Loss,	E.	4	00			
" 28.	F.	Bills Receivable,	36	00	Merchandise,	F.	30	00			
" "	"	"			Profit and Loss,	F.	6	00			

LEDGER NO. 4.

1846.		Stock.		J.	Dr.	J.	Cr.
Feb. 1.	By Sundries,					A.	7202 00
" 28.	" Profit and Loss,					L. G.	47 00
" "	To Balance,	L. N.	7249 00				
			7249 00				7249 00
1846.		MERCHANDISE.		J.	Dr.	J.	Cr.
Feb. 1.	To Stock,						
" 5.	" R. Moore,	A.	402 00				
" 10.	By J. Alley,	B.	60 00				
" 17.	" Cash,					C.	120 00
" 21.	" "					D.	28 00
" 28.	" Bills Receivable,					E.	8 00
" "	" Balance,					F.	30 00
			462 00			L. H.	276 00
							462 00
1846.		PROFIT AND LOSS.		J.	Dr.	J.	Cr.
Feb. 10.	By J. Alley,					C.	30 00
" 17.	" Cash,					D.	7 00
" 21.	" "					E.	4 00
" 28.	" Bills Receivable,					F.	6 00
" "	To Stock,	L. G.	47 00				
			47 00				47 00
1846.		CASH.		J.	Dr.	J.	Cr.
Feb. 1.	To Stock.						
" 17.	" Merchandise,	A.	2800 00				
" "	" Profit and Loss,	D.	28 00				
" 21.	" Merchandise,	D.	7 00				
" "	" Profit and Loss,	E.	8 00				
" 28.	By Balance,	E.	4 00			L. I.	2847 00
			2847 00				2847 00
1846.		BILLS RECEIVABLE.		J.	Dr.	J.	Cr.
Feb. 1.	To Stock,						
" 28.	" Merchandise,	A.	1000 00				
" "	" Profit and Loss,	F.	30 00				
" "	By Balance,	F.	6 00			L. J.	1036 00
			1036 00				1036 00
1846.		REAL ESTATE.		J.	Dr.	J.	Cr.
Feb. 1.	To Stock,						
" 28.	By Balance,	A.	3000 00			L. K.	3000 00
			3000 00				3000 00

LEDGER NO. 4—CONTINUED.

1846.		R. MOORE.		J.	Dr.	J.	Cr.
Feb. 5.	By Merchandise,					B.	60 00
" 28.	To Balance,	L. L.	60 00				
			60 00				60 00
1846.		J. ALLEY.		J.	Dr.	J.	Cr.
Feb. 10.	To Merchandise,			C.	120 00		
" "	" Profit and Loss,			C.	30 00		
" 28.	By Balance,				150 00	L. M.	150 00
							150 00
1846.		BALANCE.		J.	Dr.	J.	Cr.
Feb. 28.	To Merchandise,			H.	276 00		
" "	" Cash,			I.	2847 00		
" "	" Bills Receivable,			J.	1036 00		
" "	" Real Estate,			K.	3000 00		
" "	By R. Moore,				150 00	L.	60 00
" "	To J. Alley,			M.			
" "	By Stock,					L. N.	7249 00
					7309 00		7309 00

CASH BOOK No. 5.

1846.	CASH.	L.	Dr.	L.	Cr.
Jan. 1.	To Stock,	1	2500 00	1	
" 2.	" Merchandise,	1	16 00	1	
" "	" Profit and Loss,	1	3 20	3	
" 3.	By Merchandise,	1		1	25 00
" 7.	" Balance,				2194 20
			2519 20		2519 20
" 8.	To Balance rem. last week,		2494 20		
" 12.	" Merchandise,	1	48 00	1	
" "	" Profit and Loss,	1	12 00	3	
" 14.	By Balance,				2554 20
			2554 20		2554 20
" 15.	To Balance rem. last week,		2554 20		
" "	" Bills Receivable,	1	294 98	2	
" 21.	By Merchandise,	1		1	2400 00
" "	" Balance,				439 18
			2839 18		2839 18
" 22.	To Balance rem. last week,		439 18		
" 23.	" Real Estate,	1	2000 00	2	
" "	" Profit and Loss,	1	500 00	3	
" "	" Merchandise,	1	50 00	1	
" "	" Profit and Loss,	1	12 50	3	
" 26.	By Movables,	2		1	112 50
" 28.	" Balance,				2889 18
			3001 68		3001 68
" 29.	To Balance rem. last week,		2889 18		
" 30.	By Profit and Loss,	4		1	26 25
Feb. 1.	To Bills Receivable,	1	360 00	2	
" 2.	By Profit and Loss,	4		1	30 00
" 3.	" " "	4		1	50 00
" "	To Merchandise,	1	300 00	1	
" "	" Profit and Loss,	1	100 00	4	
" 4.	" Bills Receivable,	1	494 75	2	
" "	By Balance,				4037 68
			4143 93		4143 93
" 5.	To Balance rem. last week,		4037 68		
" "	By J. Ford,	2		2	190 00
" 7.	To Movables,	2	175 00	2	
" "	" Profit and Loss,	2	25 00	4	
" 8.	By " "	4		2	2 00
" 9.	To Merchandise,	2	50 00	1	
" "	" Profit and Loss,	2	10 00	4	
" 11.	By Balance,				4105 68
			4297 68		4297 68
" 12.	To Balance rem. last week,		4105 68		
" 13.	By Balance "				4105 68

CASH BOOK No. 5—CONTINUED.

1846.	CASH.	L.	Dr.	L.	Cr.
Feb. 19.	To Balance rem. last week,		4105 68		
" 20.	By Profit and Loss,	4		2	15 00
" 22.	" " "	4		2.	4 80
" 25.	" Balance,				4085 88
			4105 68		4105 68
" 26.	To Balance rem. last week,		4085 88		
" 23.	By Profit and Loss,	4		2	100 00
" "	" Balance,				3985 88
			4085 88		4085 88
	The Balance remaining corroborates the Cash account, L. 5,				3985 88

Every transaction into which Cash enters, is to be recorded in the Cash Book at the same time in which it is recorded in the Waste Book; and the Cash account in the Ledger is to be carefully compared with it.



WASTE BOOK No. 5—CONTINUED.

Boston, Feb. 2, 1846.		\$	cts.
Sold to N. Dane, on Lot Allen's note, 30 silk shawls, No. 1, @ \$3.00 each,	an	90	00
Paid Cash for 6 cords of wood, @ \$5.00,		30	00
Sold to Charles Lee, on acc't, 100 pairs of gents' kid gloves, @ \$1.00,	dl	100	00
Paid Cash for my pew tax,		50	00
Sold to S. Brown, for Cash, 10 pieces of kerseymere, each 20 yards, @ \$2.00,	gmn	400	00
Exchanged notes with N. Dane, each note to run 60 days,		500	00
Merchants' Bank has discounted Dane's note, with grace; received Cash, \$494.75 Discount taken, 5.25		500	00
I have paid J. Ford's acc't, Cash, \$190.00 Deducting 5 per cent., 10.00		200	00
Sold to J. Rand, on his note at 2 months, 20 silk shawls, No. 2, @ \$4.00 each, 20 " " No. 3, @ \$5.00 "	rln	180	00
Sold to J. Nix, for Cash, my horse and wagon,	rtl	200	00
Paid S. Brown for the use of his team,		2	00
Sold to B. Moore, for Cash, 1000 pieces of tape, @ .06,	ln	60	00
Sold to Lot Allen, on acc't, 50 pairs of Ladies' kid gloves, @ .60,	el	30	00
Sold to B. Moore, on acc't, 10 pieces of kerseymere, each 20 yards, @ \$2.00,	gmn	400	00
Sold to J. Rand, on acc't, 5 pieces of broadcloth, each 12 yards, @ \$6.00,	gmn	360	00
Paid Cash for insurance,		15	00
Bought of L. Gould, for Cash, 2 boxes of candles, each 30 lbs., @ .08, for family use,		4	80
Sold to B. Moore, on acc't, 10 pieces of chintz, each 32 yards, @ .23,	in	73	60
Sold to J. Rand, on acc't, 12 pieces of sheeting, each 30 yards, @ .10,	ei	36	00
Paid my clerk, Cash, for 2 months' wages, @ 50 dollars per month,		100	00

JOURNAL NO. 5.

LEDGER.		Boston, Jan. 1, 1846.		\$	cts.
Dr.	Cr.				
1	1	Merchandise	Dr. to Stock,	\$2661.00	
1		Cash	" " "	2500.00	
2		Bills Receivable	" " "	500.00	
2		Real Estate	" " "	2000.00	
2		"	" " "	800.00	
2		Movables	" " "	500.00	
2		"	" " "	175.00	9136 00
1	2	Stock Dr. to Bills Payable,		500.00	
	2	" " to J. Ford,		200.00	
	3	" " to N. Jones,		300.00	1000 00
1	1	Cash Dr. to Merchandise,		16.00	
	3	" " to Profit and Loss,		3.20	19 20
3	1	B. Fay Dr. to Merchandise,		6.00	
	3	" " " to Profit and Loss,		1.50	7 50
1	1	Merchandise Dr. to Cash,			25 00
1	3	Merchandise Dr. to Lot Allen,			75 00
2	1	Bills Receivable Dr. to Merchandise,		240.00	
	3	" " " to Profit and Loss,		45.00	288 00
3	1	S. Brown Dr. to Merchandise,		4.80	
	3	" " " to Profit and Loss,		1.20	6 00
1	1	Cash Dr. to Merchandise,		45.00	
	3	" " to Profit and Loss,		12.00	60 00
1	2	Cash Dr. to Bills Receivable,		284.98	
3		Profit and Loss Dr. to Bills Receivable,		3.02	288 00
3	1	B. Moore Dr. to Merchandise,		50.00	
	3	" " " to Profit and Loss,		25.00	75 00
1	1	Merchandise Dr. to Cash,			2400 00
1	2	Merchandise Dr. to Bills Payable,			250 00
1	2	Cash Dr. to Real Estate,		2000.00	
	3	" " to Profit and Loss,		500.00	2500 00

LEDGER.		Boston, Feb. 23, 1846.		\$	cts.
Dr.	Cr.				
1	1	Cash Dr. to Merchandise,	50.00		
	3	"    "    to Profit and Loss,	12.50	62	50
2	1	24. Bills Receivable Dr. to Merchandise,	300.00		
	4	"    "    "    to Profit and Loss,	60.00	360	00
2	1	25. Bills Receivable Dr. to Merchandise,	12.00		
	4	"    "    "    to Profit and Loss,	3.00	15	00
2	1	26. Movables Dr. to Cash,	112.50		
	2	"    "    to Bills Payable,	112.50	225	00
3	1	27. Lot Allen Dr. to Merchandise,	12.50		
	4	"    "    "    to Profit and Loss,	5.00	17	50
3	1	28. B. Moore Dr. to Merchandise,	20.00		
	4	"    "    "    to Profit and Loss,	5.00	25	00
3	1	29. J. Rand Dr. to Merchandise,	600.00		
	4	"    "    "    to Profit and Loss,	200.00	800	00
4	1	30. Profit and Loss Dr. to Cash,		26	25
1	2	Feb. 1. Cash Dr. to Bills Receivable,		360	00
2	1	2. Bills Receivable Dr. to Merchandise,	60.00		
	4	"    "    "    to Profit and Loss,	30.00	90	00
4	1	3. Profit and Loss Dr. to Cash,		30	00
3	1	4. Charles Lee Dr. to Merchandise,	75.00		
	4	"    "    "    to Profit and Loss,	25.00	100	00
4	1	3. Profit and Loss Dr. to Cash,		50	00
1	1	Cash Dr. to Merchandise,	300.00		
	4	"    "    to Profit and Loss,	100.00	400	00
2	2	4. Bills Receivable Dr. to Bills Payable,		500	00
1	2	Cash Dr. to Bills Receivable,	494.75		
4	2	Profit and Loss Dr. to Bills Receivable,	5.25	500	00

LEDGER.		Boston, Feb. 5, 1846.		\$	cts.
Dr.	Cr.				
2	2	J. Ford Dr. to Cash,	190.00		
	4	"    "    "    to Profit and Loss,	10.00	200	00
2	1	6. Bills Receivable Dr. to Merchandise,	150.00		
	4	"    "    "    to Profit and Loss,	30.00	180	00
2	2	7. Cash Dr. to Movables,	175.00		
	4	"    "    to Profit and Loss,	25.00	200	00
4	2	8. Profit and Loss Dr. to Cash,		2	00
2	1	9. Cash Dr. to Merchandise,	50.00		
	4	"    "    to Profit and Loss,	10.00	60	00
3	1	10. Lot Allen Dr. to Merchandise,	25.00		
	4	"    "    "    to Profit and Loss,	5.00	30	00
3	1	11. B. Moore Dr. to Merchandise,	300.00		
	4	"    "    Dr. to Profit and Loss,	100.00	400	00
3	1	12. J. Rand Dr. to Merchandise,	300.00		
	4	"    "    "    to Profit and Loss,	60.00	360	00
4	2	13. Profit and Loss Dr. to Cash,		15	00
4	2	14. Profit and Loss Dr. to Cash,		4	80
3	1	15. B. Moore Dr. to Merchandise,	73.60		
	4	Profit and Loss Dr. to Merchandise,	6.40	80	00
3	1	16. J. Rand Dr. to Merchandise,	23.80		
	4	"    "    "    to Profit and Loss,	7.20	36	00
4	2	17. Profit and Loss Dr. to Cash,		100	00



INDEX TO LEDGER No. 5.

	A.	Page.		L.	Page.
Allen Lot,		3	Lee Charles,		3
Bills Receivable,	B.	2	Merchandise,	M.	1
Bills Payable,		2	Moore B.,		3
Brown S.,		3	Movables,		2
Balance, Trial,		4		P.	
Balance,		5	Profit and Loss,		3, 4
Cash,	C.	1, 2		R.	
Ford J.,		2	Real Estate,		2
Fay B.,	F.	3	Rand J.,		3
Jones N.,	J.	3	Stock,	S.	1

1846.		Stock.		J.	Dr.	J.	Cr.
Jan. 1.	By Sundries,	1				1	9136 00
" "	To " "		1000	00			
" 28.	" Balance,	L. 5	9171	88		L. 4.	1035 88
" "	By Profit and Loss,						
			10171	88			10171 88
1846.		MERCHANDISE.		J.	Dr.	J.	Cr.
Jan. 1.	To Stock,	1	2661	00			
" 2.	By Cash,					1	16 00
" "	" B. Fay,					1	6 00
" 3.	To Cash,	1	25	00			
" 4.	" Lot Allen,	1	75	00			
" 10.	By Bills Receivable,					1	240 00
" "	" S. Brown,					1	4 80
" 12.	" Cash,					1	48 00
" 20.	" B. Moore,					1	50 00
" 21.	To Cash,	1	2400	00			
" 22.	" Bills Payable,	1	280	00			
" 23.	By Cash,					2	50 00
" 24.	" Bills Receivable,					2	300 00
" 25.	" " "					2	12 00
" 27.	" Lot Allen,					2	12 50
" 28.	" B. Moore,					2	20 00
" 29.	" J. Rand,					2	600 00
Feb. 2.	" Bills Receivable,					2	60 00
" "	" C. Lee,					2	75 00
" 3.	" Cash,					2	300 00
" 6.	" Bills Receivable,					3	150 00
" 9.	" Cash,					3	50 00
" "	" Lot Allen,					3	25 00
" 12.	" B. Moore,					3	300 00
" 15.	" J. Rand,					3	300 00
" 24.	" Sundries,					3	80 00
" 25.	" J. Rand,					3	28 80
" 28.	" Balance,					L. 5	2712 90
			5441	00			5441 00
1846.		CASH.		J.	Dr.	J.	Cr.
Jan. 1.	To Stock,	1	2500	00			
" 2.	" Merchandise,	1	16	00			
" "	" Profit and Loss,	1	3	20			
" 3.	By Merchandise,					1	25 00
" 12.	To Sundries,	1	60	00			
" 15.	" Bills Receivable,	1	284	98			
" 21.	By Merchandise,					1	2400 00
" 23.	To Sundries,	1	2500	00			
" "	" " "						
" 26.	By Movables,	2	62	50			
" 30.	" Profit and Loss,					2	112 50
Feb. 1.	To Bills Receivable,	2	360	00		2	26 25
" 2.	By Profit and Loss,					2	30 00
" 3.	" " "					2	50 00
" "	To Sundries,	2	400	00			
" 4.	" Bills Receivable,	2	494	75			

LEDGER No. 5—CONTINUED.

1846.		CASH—Continued.			
		J.	Dr.	J.	Cr.
Feb. 5.	By J. Ford,			3	190 00
" 7.	To Sundries,	3	200 00		
" 8.	By Profit and Loss,			3	2 00
" 9.	To Sundries,	3	60 00		
" 20.	By Profit and Loss,			3	15 00
" 22.	" " " "			3	4 80
" 23.	" " " "			3	100 00
" "	" Balance,			L. 5	3985 88
		6941	43		6941 43
1846.		BILLS RECEIVABLE.			
		J.	Dr.	J.	Cr.
Jan. 1.	To Stock,	1	500 00		
" 10.	" Sundries,	1	288 00		
" 15.	By " "			1	288 00
" 24.	To " "	2	360 00		
" 25.	" " "	2	15 00		
Feb. 1.	By Cash,			2	360 00
" 2.	To Sundries,	2	90 00		
" 4.	" Bills Payable,	2	500 00		
" "	By Sundries,			2	500 00
" 6.	To " "	3	180 00		
" 23.	By Balance,			L. 5	785 00
		1933	00		1933 00
1846.		REAL ESTATE.			
		J.	Dr.	J.	Cr.
Jan. 1.	To Stock,	1	2800 00		
" 23.	By Cash,			1	2000 00
Feb. 23.	" Balance,			L. 5	800 00
		2800	00		2800 00
1846.		MOVABLES.			
		J.	Dr.	J.	Cr.
Jan. 1.	To Stock,	1	675 00		
" 26.	" Sundries,	2	225 00		
Feb. 7.	By Cash,			3	175 00
" 23.	" Balance,			L. 5	725 00
		900	00		900 00
1846.		BILLS PAYABLE.			
		J.	Dr.	J.	Cr.
Jan. 1.	By Stock,			1	500 00
" 22.	" Merchandise,			1	280 00
" 26.	" Movables,			2	112 50
Feb. 4.	" Bills Receivable,			2	500 00
" 23.	To Balance,	L. 5	1392 50		
			1392 50		1392 50
1846.		J. FORD.			
		J.	Dr.	J.	Cr.
Jan. 1.	By Stock,			1	200 00
Feb. 5.	To Sundries,	3	200 00		

LEDGER No. 5—CONTINUED.

1846.		N. JONES.			
		J.	Dr.	J.	Cr.
Jan. 1.	By Stock,			1	300 00
Feb. 23.	To Balance,	L. 5	300 00		
1846.		B. FAY.			
		J.	Dr.	J.	Cr.
Jan. 2.	To Sundries,	1	7 50		
Feb. 23.	By Balance,			L. 5	7 50
1846.		LOT ALLEN.			
		J.	Dr.	J.	Cr.
Jan. 4.	By Merchandise,			1	75 00
" 27.	To Sundries,	2	17 50		
Feb. 9.	" " "	3	30 00		
" 23.	" Balance,	L. 5	27 50		
			75 00		75 00
1846.		S. BROWN.			
		J.	Dr.	J.	Cr.
Jan. 10.	To Sundries,	1	6 00		
Feb. 23.	By Balance,			L. 5	6 00
1846.		B. MOORE.			
		J.	Dr.	J.	Cr.
Jan. 20.	To Sundries,	1	75 00		
" 23.	" " "	2	25 00		
Feb. 12.	" " "	3	400 00		
" 24.	" Merchandise,	3	73 60		
" 23.	By Balance,			L. 5	573 60
			573 60		573 60
1846.		J. RAND.			
		J.	Dr.	J.	Cr.
Jan. 29.	To Sundries,	2	800 00		
Feb. 15.	" " "	3	360 00		
" 25.	" " "	3	36 00		
" 23.	By Balance,			L. 5	1196 00
			1196 00		1196 00
1846.		CHARLES LEE.			
		J.	Dr.	J.	Cr.
Feb. 2.	To Sundries,	2	100 00		
" 23.	By Balance,			L. 5	100 00
1846.		PROFIT AND LOSS.			
		J.	Dr.	J.	Cr.
Jan. 2.	By Cash,			1	3 20
" "	" B. Fay,			1	1 50
" 10.	" Bills Receivable,			1	43 00
" "	" S. Brown,			1	1 20
" 12.	" Cash,			1	12 00
" 15.	To Bills Receivable,	1	3 02		
" 20.	By B. Moore.			1	25 00
" 23.	" Cash,			1	500 00
" "	" " "			2	12 50

LEDGER No. 5—CONTINUED.

4						
PROFIT AND LOSS—Continued.						
1846.		J.	Dr.	J.	Cr.	
Jan. 24.	By Bills Receivable,			2	60	00
" 25.	" " "			2	3	00
" 27.	" Lot Allen,			2	5	00
" 28.	" B. Moore,			2	5	00
" 29.	" J. Rand,			2	200	00
" 30.	To Cash,	2	26	25		
Feb. 2.	By Bills Receivable,			2	30	00
" "	To Cash,	2	30	00		
" "	By Charles Lee,			2	25	00
" 3.	To Cash,	2	50	00		
" "	By " "			2	100	00
" 4.	To Bills Receivable,	2	5	25		
" 5.	By J. Ford,			3	10	00
" 6.	" Bills Receivable,			3	30	00
" 7.	" Cash,			3	25	00
" 8.	To " "	3	2	00		
" 9.	By " "			3	10	00
" "	" Lot Allen,			3	5	00
" 12.	" B. Moore,			3	100	00
" 15.	" J. Rand,			3	60	00
" 20.	To Cash,	3	15	00		
" 22.	" " "	3	4	80		
" 24.	" Merchandise,	3	6	40		
" 25.	By J. Rand,			3	7	20
" 28.	To Cash,	3	100	00		
" "	" Stock,	L. 1	1035	88		
			1278	60	1278	60
TRIAL BALANCE.						
1846.		L.	Dr.	L.	Cr.	
Feb. 28.	Stock,	1	1000	00	1	9136
" "	Merchandise,	1	5441	00	1	2728
" "	Cash,	2	6941	43	2	2955
" "	Bills Receivable,	2	1933	00	2	1148
" "	Real Estate,	2	2800	00	2	2000
" "	Movables,	2	900	00	2	175
" "	Bills Payable,			2	1392	50
" "	J. Ford,	2	200	00	2	200
" "	N. Jones,			3	300	00
" "	B. Fay,	3	7	50		
" "	Lot Allen,	3	47	50	3	75
" "	S. Brown,	3	6	00		
" "	B. Moore,	3	573	60		
" "	J. Rand,	3	1196	00		
" "	C. Lee,	3	100	00		
" "	Profit and Loss	4	242	72	4	1278
			21388	75		21388
						75

LEDGER No. 5—CONTINUED.

5						
BALANCE.						
1846.		L.	Dr.	L.	Cr.	
Feb. 28.	To B. Fay,	3	7	50		
" "	By Lot Allen,			3	27	50
" "	To Bills Receivable,	2	785	00		
" "	" Real Estate,	2	800	00		
" "	" Movables,	2	725	00		
" "	By N. Jones,			3	300	00
" "	To B. Moore,	3	573	60		
" "	" Charles Lee,	3	100	00		
" "	" J. Rand,	3	1196	00		
" "	" Cash,	2	3985	88		
" "	" Merchandise,	1	2712	90		
" "	By Bills Payable,			2	1392	50
" "	To S. Brown,	3	6	00		
" "	By Stock,			1	9171	88
			10891	88		10891
						88

THE FARMER'S SERIES. No. 6.

The agriculturist will find the application of the principles of Double Entry extremely useful in enabling him to compare the profits of the different branches of his business, or of the different fields, by keeping a separate account with each.

INVENTORY AND WASTE-BOOK OF THE FARMER'S SERIES.—No. 6.

Sutton, January 1, 1846.			
Jan. 1.	I have a farm in 3 fields; viz., Front Field, 5 acres, @ \$100.00,	\$500.00	
" "	West Field, 4 acres, @ \$120.00,	480.00	
" "	Bald Pate, 10 acres, @ \$60.00,	600.00	1580 00
" "	Hay, 30 tons, @ \$15.00,	450.00	
" "	Maize, 200 bushels, @ .60,	120.00	
" "	Potatoes, 300 bushels, @ .25,	75.00	645 00
" "	Farming tools,	300 00	
" "	Cash,	2000 00	
			4525 00
" "	I owe George Nash, on note,	500.00	
" "	" " Samuel Mason, on ac't,	100.00	600 00
" 2.	Bought of Luke Fisk, for Cash, 6 milch cows, @ \$50.00,		300 00
" 10.	Bought of Ralph Brown, on ac't, 8 cords of manure, for compost, @ \$5.00,		40 00
" 28.	Sold to Asa Long, for Cash, 1 milch cow,		75 00
" 30.	Paid for teaming wood, Cash,		10 00
Feb. 1.	Bought for Cash, for feeding cows, 1 ton of carrots,		12 00
March 15.	Bought for Cash, poudrette, 10 bbls., @ \$2.00,		20 00
April 20.	Ploughed and planted West Field with maize, 1 bushel of seed,	3.00	
" "	" " " " " potatoes, 10 bushels, @ .25,	2.50	
" "	Poudrette, 2 bbls. @ \$2.00,	4.00	
" "	Manure from the barn-yard, 5 cords, @ \$5.00 per cord,	25 00	
" "	Labored 6 days, @ \$2.50,	15.00	49 50
" "	Sold to N. Lord, on note, 200 bushels of potatoes, @ .50 per bushel,		100 00
May 30.	Paid for mending wagon, Cash,		2 00
" "	Sold to Samuel Mason, on ac't, 100 bushels of maize, @ .80,		80 00
June 28.	Sold to R. Prince, for Cash, 700 lbs. of butter, @ .25,		175 00
" "	Paid for pasturing cows, Cash,		10 00
Sept. 30.	Gathered the crops from West Field, Maize, 100 bushels, @ \$1.00,	100.00	
" "	Potatoes, 320 bushels, @ .45,	144.00	244 00
" "	Estimated value of hay consumed by cows,		30 00

JOURNAL OF THE FARMER'S SERIES, No. 6.

Sutton, Jan. 1, 1846.				L.	
Jan. 1.	Front Field Dr. to Stock,	\$500.00	2	1	
" "	West Field,	480.00	2	1	
" "	Bald Pate,	600.00	2	1	
" "	Storehouse,	645.00	2	1	
" "	Farming Tools,	300.00	2	1	
" "	Cash,	2000.00	1	1	4525 00
" "	Stock Dr. to Bills Payable,	500.00	1	2	
" "	" " to Samuel Mason,	100.00	1	2	600 00
" 2.	Dairy Dr. to Cash,		1	1	300 00
" 10.	Manure Dr. to Ralph Brown,		1	1	40 00
" 18.	Cash Dr. to Dairy,		1	1	75 00
" 30.	Profit and Loss Dr. to Cash,		3	1	10 00
Feb. 1.	Dairy Dr. to Cash,		1	1	12 00
March 15.	Manure Dr. to Cash,		1	1	20 00
April 20.	West Field Dr. to Storehouse,	3.10	2	2	
" "	" " " to Profit and Loss,	2.40	2	3	
" "	" " " to Manure,	4.00	2	2	
" "	" " " to Dairy,	25.00	2	1	
" "	" " " to Labor,	15.00	2	2	49 50
" "	Bills Receivable Dr. to Storehouse,	50.00	2	2	
" "	" " " to Profit and Loss,	50.00	2	3	100 00
May 30.	Farming Tools Dr. to Cash,		2	1	2 00
" "	Samuel Mason Dr. to Storehouse,	60.00	2	2	
" "	" " " to Profit and Loss,	20.00	2	3	80 00
June 28.	Cash Dr. to Dairy,		1	1	175 00
" "	Dairy Dr. to Cash,		1	1	10 00
Sept. 30.	Storehouse Dr. to West Field,		2	2	244 00
" "	Dairy Dr. to Storehouse,		1	2	30 00

April 20, West Field is made Dr. to Dairy for manure made in the yard. Since the profits of West Field and Dairy depend on the whole expense in their management, the account of Profit and Loss is reserved to close their accounts in the Ledger.

LEDGER OF THE FARMER'S SERIES, No. 6.

1846.		Stock.		J.	Dr.	J.	Cr.
Jan. 1.	By Sundries,			1	4525	00	
" "	To "			1	600	00	
Sept. 30.	By Profit and Loss,			L. 3	4354	90	L. 3 429 90
" "	To Balance,				4954	90	4954 90
<b>DAIRY.</b>							
1846.		J.	Dr.	J.	Cr.		
Jan. 2.	To Cash,	1	300 00				
" 18.	By "			1	75	00	
Feb. 1.	To "	1	12 00				
April 20.	By West Field,			1	25	00	
June 23.	" Cash,			1	175	00	
" "	To "	1	10 00				
Sept. 30.	" Storehouse,						L. 3 250 00
" "	By Balance,			L. 3	173	00	
" "	To Profit and Loss,				525	00	525 00
<b>CASH.</b>							
1846.		J.	Dr.	J.	Cr.		
Jan. 1.	To Stock,	1	2000 00				
" 2.	By Dairy,			1	300	00	
" 18.	To "	1	75 00				
" 30.	By Profit and Loss,			1	10	00	
Feb. 1.	" Dairy,			1	12	00	
March 15.	" Manure,			1	20	00	
May 30.	" Farming Tools,			1	2	00	
June 23.	To Dairy,	1	175 00				
" "	By "			1	10	00	
Sept. 30.	" Balance,			L. 3	1896	00	
			2250 00				2250 00
<b>RALPH BROWN.</b>							
1846.		J.	Dr.	J.	Cr.		
Jan. 10.	By Manure,			1	40	00	
Sept. 30.	To Balance,	L. 3	40 00				40 00
<b>MANURE.</b>							
1846.		J.	Dr.	J.	Cr.		
Jan. 10.	To Ralph Brown,	1	40 00				
March 15.	" Cash,	1	20 00				
April 20.	By West Field,			1	4	00	
Sept. 30.	" Balance,			L. 3	56	00	
			60 00				60 00
<b>BILLS PAYABLE.</b>							
1846.		J.	Dr.	J.	Cr.		
Jan. 1.	By Stock,			1	500	00	
Sept. 30.	To Balance,	L. 3	500 00				500 00

LEDGER OF THE FARMER'S SERIES, No. 6—CONTINUED.

1846.		FRONT FIELD.		J.	Dr.	J.	Cr.
Jan. 1.	To Stock,	1	500 00				
Sept. 30.	By Balance,			L. 3	500	00	
			500 00				500 00
<b>WEST FIELD.</b>							
1846.		J.	Dr.	J.	Cr.		
Jan. 1.	To Stock,	1	450 00				
April 20.	" Sundries,	1	49 50				
Sept. 30.	By Storehouse,			1	244	00	
" "	" Balance,			L. 3	450	00	
" "	To Profit and Loss,	L. 3	194 50				
			724 00				724 00
<b>BALD PATE.</b>							
1846.		J.	Dr.	J.	Cr.		
Jan. 1.	To Stock,	1	600 00				
Sept. 30.	By Balance,			L. 3	600	00	
			600 00				600 00
<b>FARMING TOOLS.</b>							
1846.		J.	Dr.	J.	Cr.		
Jan. 1.	To Stock,	1	300 00				
May 30.	" Cash,	1	2 00				
Sept. 30.	By Balance,			L. 3	302	00	
			302 00				302 00
<b>STOREHOUSE.</b>							
1846.		J.	Dr.	J.	Cr.		
Jan. 1.	To Stock,	1	645 00				
April 20.	By West Field,			1	3	10	
" "	" Bills Receivable,			1	50	00	
May 30.	" Samuel Mason,			1	60	00	
Sept. 30.	To West Field,	1	244 00				
" "	By Dairy,			1	30	00	
" "	" Balance,			L. 3	745	90	
			889 00				889 00
<b>BILLS RECEIVABLE.</b>							
1846.		J.	Dr.	J.	Cr.		
April 20.	To Sundries,	1	100 00				
Sept. 30.	By Balance,			L. 3	100	00	
<b>SAMUEL MASON.</b>							
1846.		J.	Dr.	J.	Cr.		
Jan. 1.	By Stock,			1	100	00	
May 30.	To Sundries,	1	80 00				
Sept. 30.	" Balance,	L. 3	20 00				
			100 00				100 00
<b>LABOR.</b>							
1846.		J.	Dr.	J.	Cr.		
April 20.	By West Field,			1	15	00	
Sept. 30.	To Balance,	L. 3	15 00				
			15 00				15 00

LEDGER OF THE FARMER'S SERIES.— No. 6.— CONTINUED.

3							
1846. PROFIT AND LOSS.							
		J.	Dr.	J.	Cr.		
Jan. 30.	To Cash,	1	10	00			
April 20.	By West Field,				1	2	40
" "	" Bills Receivable,				1	50	00
May 30.	" Samuel Mason,				1	20	00
Sept. 30.	" Dairy,			L. 1		173	00
" "	" West Field,			L. 1		194	50
" "	To Stock,	L. 1	429	90			
			439	90		439	90
1846. TRIAL BALANCE.							
		L.	Dr.	L.	Cr.		
Sept. 30.	Stock,	1	600	00		4525	00
" "	Dairy,	1	352	00		275	00
" "	Cash,	1	2250	00		354	00
" "	Manure,	1	60	00		4	00
" "	Ralph Brown,				1	40	00
" "	Profit and Loss,	3	10	00		72	40
" "	Bills Payable,				1	500	00
" "	Front Field,	2	500	00			
" "	West Field,	2	529	50		244	00
" "	Bald Pate,	2	600	00			
" "	Storehouse,	2	889	00		143	10
" "	Farming Tools,	2	302	00			
" "	Bills Receivable,	2	100	00			
" "	Samuel Mason,	2	80	00		100	00
" "	Labor,				2	15	00
			6272	50		6272	50
1846. BALANCE.							
		L.	Dr.	L.	Cr.		
Sept. 30.	To Dairy,	1	250	00			
" "	" Cash,	1	1896	00			
" "	" Manure,	1	56	00			
" "	By Ralph Brown,				1	40	00
" "	" Bills Payable,				1	500	00
" "	To Front Field,	2	500	00			
" "	" West Field,	2	480	00			
" "	" Bald Pate,	2	600	00			
" "	" Storehouse,	2	745	90			
" "	" Farming Tools,	2	302	00			
" "	" Bills Receivable,	2	100	00			
" "	By Samuel Mason,				2	20	00
" "	" Labor,				2	15	00
" "	" Stock,				1	4354	90
			4929	90		4929	90

THE MECHANIC'S SERIES.

WASTE BOOK No. 7.

Lowell, May 1, 1846.							
				\$	cts.		
May 1.	INVENTORY.						
" "	I have, in Cash,			100	00		
" "	1 Shop, valued @			800	00		
" "	1 Tool Chest and Tools,			40	00		
" "	Timber, 10000 feet, @ .05,		\$500.00				
" "	Shingles, 40 M., @ \$3.50,		140.00	640	00		
				1580	00		
" 12.	Shingled a barn for John Dole, and furnished 12 M. shingles, @ \$4.00,		48.00				
	I wrought 6 days, @ \$1.50,		9.00				
	My apprentice do. @ \$1.00,		6.00	63	00		
" 25.	Broke a saw and purchased a new one for Cash,			1	50		
" 28.	John Dole has paid Cash on his bill,			50	00		
" 29.	Built a woodhouse for Henry Brown, and furnished 200 feet of timber, @ .06,			12	00		
	I wrought 4 days, @ \$1.50,		6.00				
	My apprentice do. 6 days, @ \$1.00,		6.00	12	00		
				24	00		
" 31.	Henry Brown has given me his note for his bill,			24	00		
JOURNAL No. 7.							
Lowell, May 1, 1846.							
				Dr.	Cr.		
May 1.	Cash,	1	100	00			
" "	Real Estate,	1	800	00			
" "	Tool Chest,	1	40	00	Stock,	1	1580
" "	Lumber,	1	640	00			
" 12.	John Dole,	1	63	00	Lumber,	1	42
					Profit and Loss,	2	6
					Labor,	1	15
" 25.	Profit and Loss,	2	1	50	Cash,	1	1
" 28.	Cash,	1	50	00	John Dole,	1	50
" 29.	Henry Brown,	2	24	00	Lumber,	1	10
					Profit and Loss,	2	2
					Labor,	1	12
" 31.	Bills Receivable,	2	24	00	Henry Brown,	2	24

## LEDGER No. 7.

1846.		STOCK.		J.	Dr.	J.	Cr.
May 1.	To Sundries,			1	1580		00
" 31.	" Profit and Loss,				6		50
" "	To Balance,	L. 2	1586 50			1586	50
1846.		CASH.		J.	Dr.	J.	Cr.
May 1.	To Stock,	1	100 00			1	50
" 25.	By Profit and Loss,			1			
" 28.	To John Dole,	1	50 00			L. 2	148 50
" 31.	By Balance,				150 00		150 00
1846.		REAL ESTATE.		J.	Dr.	J.	Cr.
May 1.	To Stock,	1	800 00			L. 2	800 00
" 31.	By Balance,						
1846.		TOOL CHEST.		J.	Dr.	J.	Cr.
May 1.	To Stock,	1	40 00			L. 2	40 00
" 31.	By Balance,						
1846.		LUMBER.		J.	Dr.	J.	Cr.
May 1.	To Stock,	1	640 00			1	42 00
" 12.	By John Dole,					1	10 00
" 29.	" Henry Brown,					L. 2	588 00
" 31.	" Balance,		640 00				640 00
1846.		JOHN DOLE.		J.	Dr.	J.	Cr.
May 12.	To Sundries,	1	63 00			1	50 00
" 28.	By Cash,					L. 2	13 00
" 31.	" Balance,		63 00				63 00
1846.		LABOR.		J.	Dr.	J.	Cr.
May 12.	By John Dole,					1	15 00
" 29.	" Henry Brown,					1	12 00
" 31.	To Balance,	L. 2	27 00				27 00

## LEDGER No. 7—CONTINUED.

1846.		HENRY BROWN.		J.	Dr.	J.	Cr.
May 29.	To Sundries,	1	24 00			1	24 00
" 31.	By Bills Receivable,						
1846.		BILLS RECEIVABLE.		J.	Dr.	J.	Cr.
May 31.	To Henry Brown,	1	24 00			L. 2	24 00
" "	By Balance,						
1846.		PROFIT AND LOSS.		J.	Dr.	J.	Cr.
May 12.	By John Dole,					1	6 00
" 25.	To Cash,	1	1 50			1	2 00
" 29.	By Henry Brown,						
" "	To Stock,	L. 1	6 50				8 00
1846.		BALANCE.		J.	Dr.	J.	Cr.
May 31.	To Cash,	1	148 50				
" "	" Real Estate,	1	800 00				
" "	" Tool Chest,	1	40 00				
" "	" Lumber,	1	588 00				
" "	" John Dole,	1	13 00				
" "	By Labor,					1	27 00
" "	To Bills Receivable,	2	24 00			L. 1	1586 50
" "	By Stock,						
			1613 50				1613 50

COMPANY ACCOUNTS.

(1.) In forming a partnership with one or more persons, it is necessary to distinguish the firm by some name. When the partnership is designed to be permanent, the names of the partners are usually adopted; as, Howard & Green. An agreement is drawn up and signed by each member of the firm, in which are specified all the terms of the company; as, the place of business, the name of each partner, the name of the firm, the kind of business, the amount of each partner's deposit, the division of profits, the compensation to be made to each partner for his personal services, the time of continuance, and any other matters which may be necessary to exhibit the rights of each partner.

(2.) A partnership designed to be permanent, requires the books to be kept in the same manner as are those of an individual.

(3.) But when several persons, who are engaged in other business, enter into a speculation in company, the person who transacts the business opens an account with Merchandise in Co.

(4.) This account represents all the property embarked in the concern, and is to be treated as an individual.

(5.) The agent exhibits his own interest in the company, under the usual forms of Cash, Merchandise, &c., which he may keep separate from his general business or not, as his convenience dictates.

If the same name occur in the company book as in your own set, write Co. after it.

- |   |  |
|---|--|
| <p>1. Give the substance of Section 1.<br/>2. How are the books of a permanent partnership to be kept?<br/>3. How are the books of a speculation in company to be kept?</p> | <p>4. What does Merchandise in Company represent?<br/>5. What of the agent's interest?</p> |
|---|--|

SPECIAL PARTNERSHIP.

June 1, 1846. Formed a partnership with Moses Allen and George Brown, for the purpose of dealing in bread-stuffs; for the transaction of the business of said partnership, I am to receive 2 per cent. on the amount of sales, and the net proceeds are to be divided among the partners, in proportion to the amount supplied, and the time it remained in the company. Sales to continue three months.

WASTE BOOK Co. A., No. 8.

<i>Boston, June 1, 1846.</i>		\$	cts.
I have furnished, from my store, 50 bbls. of flour, @ \$4.00 per bbl.,	\$200.00		
Moses Allen has furnished 200 bushels of corn, @ .50,	100.00		
George Brown has furnished 800 bags of meal, @ \$1.00,	800.00	1100	00
2.			
Sold to John Allen, on ac't, 100 bags of meal belonging to Co. A., @ \$1.25,		rnn	00
4.			
Sold to Charles Brown, for Cash, 20 bbls. of flour, Co. A., @ \$4.50,		in	90
20.			
Sold to Henry Bond, on his note, 100 bushels of corn, Co. A., @ .60,		ln	60
25.			
Bought for Co. A., on note of the company, 120 bbls. of flour, @ \$4.00,		450	00
30.			
Sold to R. Lunt, on his note, 50 bags of meal, Co. A., @ \$1.20,		ln	60
July 1.			
Sold to Paul Brown, for Cash, 40 bbls. of flour, Co. A., @ \$5.00,		ran	200
15.			
Bought of Eli Chase, for Cash, 50 bags of meal, for Co. A., @ \$1.00,		50	00
Aug. 1.			
Moses Allen has put into Co. A., 300 bushels of corn, @ .50 per-bushel,		150	00
12.			
Sold to George Smith, on his note, 50 bushels of corn, Co. A., @ .70,		el	35
Sept. 1.			
Sold, for Cash, to Charles Jones, the remaining merchandise of Co. A.; viz.,			
700 bags of meal, @ \$1.10,	tnn	770.00	
110 bbls. of flour, @ \$4.50,	uun	495.00	
350 bushels of corn, @ .70,	rd	245.00	
"			
This day closed the books of Co. A., and charged 2 per cent. commission on sales,		rrrl	1510
		-11	60



## JOURNAL CO. A., NO. 8.

1846.						
Boston, June 1, 1846.						
June 1.	Merchandise, Co. A. Dr. to Sundries; viz, Merchandise, Moses Allen, George Brown,	\$200.00 100.00 800.00	1 1 1	1 1 2	1100	00
" 2.	John Allen Dr. to Merchandise, Co. A., " " " to Profit and Loss,	100.00 25.00	2 2	1 2	125	00
" 4.	Cash, Co. A. Dr. to Merchandise, Co. A., " " " to Profit and Loss,	80.00 10.00	2 2	1 2	90	00
" 20.	Bills Receivable Dr. to Merchandise, Co. A., " " " to Profit and Loss,	50.00 10.00	3 3	1 2	60	00
" 25.	Merchandise, Co. A. Dr. to Bills Payable,		1	3	480	00
" 30.	Bills Receivable Dr. to Merchandise, Co. A., " " " to Profit and Loss,	50.00 10.00	3 3	1 2	60	00
July 1.	Cash, Co. A. Dr. to Merchandise, Co. A., " " " to Profit and Loss,	160.00 40.00	2 2	1 2	200	00
" 15.	Merchandise, Co. A. Dr. to Cash, Co. A.,		1	2	50	00
Aug. 1.	Merchandise, Co. A. Dr. to Moses Allen,		1	1	150	00
" 12.	Bills Receivable Dr. to Merchandise, Co. A., " " " to Profit and Loss,	25.00 10.00	3 3	1 2	35	00
Sept. 1.	Cash, Co. A. Dr. to Merchandise, Co. A., " " " to Profit and Loss,	1315.00 195.00	2 2	1 2	1510	00
" "	Profit and Loss Dr. to Cash, Co. A., rec. by me for commission,		2	2	41	60

## LEDGER Co. A., No. 8.

1846.							
MERCHANTISE, Co. A.							
		J.	Dr.	J.	Cr.		
June 1.	To Sundries,	1	1100	00	1	100	00
" 2.	By John Allen,				1	80	00
" 4.	" Cash, Co. A.,				1	50	00
" 20.	" Bills Receivable,						
" 25.	To Bills Payable,	1	480	00			
" 30.	By Bills Receivable,				1	50	00
July 1.	" Cash, Co. A.,				1	160	00
" 15.	To " " "	1	50	00			
Aug. 1.	" Moses Allen,	1	150	00			
" 12.	By Bills Receivable,					25	00
Sept. 1.	" Cash, Co. A.,				1	1315	00
" "	" Profit and Loss,				L. 2	258	40
" "	To Balance,	L. 3	258	40			
			2038	40		2038	40
1846.							
MERCHANTISE.							
		J.	Dr.	J.	Cr.		
June 1.	By Merchandise, Co. A.,				1	200	00
Sept. 1.	To Balance,	L. 3	200	00			
			200	00		200	00
My own interest in Co. A. is represented in the account of Merchandise just closed. The share of the gain to which I am entitled, I transfer to Cash, making Cash Dr. to Profit and Loss, in my private Ledger.							
1846.							
MOSES ALLEN.							
		J.	Dr.	J.	Cr.		
June 1.	By Merchandise, Co. A.,				1	100	00
Aug. 1.	" " " "				1	150	00
Sept. 1.	To Balance	L. 3	250	00			
			250	00		250	00
1846.							
GEORGE BROWN.							
		Dr.	J.	Cr.			
June 1.	By Merchandise, Co. A.,			1	800	00	
Sept. 1.	To Balance,	L. 3	800	00			
			800	00		800	00
1846.							
JOHN ALLEN.							
		J.	Dr.	Cr.			
June 2.	To Sundries,	1	125	00			
Sept. 1.	By Balance,				L. 3	125	00
			125	00		125	00

## LEDGER Co. A., No. 8—CONTINUED.

1846.		PROFIT AND LOSS.			
		J.	Dr.	J.	Cr.
June 2.	By John Allen,			1	25 00
" 4.	" Cash, Co. A.,			1	10 00
" 20.	" Bills Receivable,			1	10 00
" 30.	" " "			1	10 00
July 1.	" Cash, Co. A.,			1	40 00
Aug. 12.	" Bills Receivable,			1	10 00
Sept. 1.	" Cash, Co. A.,			1	195 00
" "	To Cash, Co. A.,	1	41	60	
" "	" Merchandise, Co. A.,	L. 3	258	40	
			300	00	300 00

1846.		CASH, Co. A.			
		J.	Dr.	J.	Cr.
June 4.	To Sundries,	1	90	00	
July 1.	" "	1	200	00	
" 15.	By Merchandise, Co. A.,			1	50 00
Sept. 1.	To Sundries,	1	1510	00	
" "	By Profit and Loss,			1	41 60
" "	" Balance,			L. 3	1708 40
			1800	00	1800 00

1846.		BILLS RECEIVABLE.			
		J.	Dr.	J.	Cr.
June 20.	To Sundries,	1	60	00	
" 30.	" "	1	60	00	
Aug. 12.	" "	1	35	00	
Sept. 1.	By Balance,			L. 3	155 00
			155	00	155 00

1846.		BILLS PAYABLE.			
		J.	Dr.	J.	Cr.
June 25.	By Merchandise, Co. A.,			1	480 00
Sept. 1.	To Balance,	L. 3	480	00	
			480	00	480 00

1846.		TRIAL BALANCE.			
		L.	Dr.	L.	Cr.
Sept. 1.	Merchandise, Co. A.,	1	1780	00	1780 00
" "	Merchandise,			1	200 00
" "	Moses Allen,			1	250 00
" "	George Brown,			1	800 00
" "	John Allen,	1	125	00	
" "	Profit and Loss,	2	41	60	300 00
" "	Cash, Co. A.,	2	1800	00	91 60
" "	Bills Receivable,	2	155	00	
" "	Bills Payable,			2	480 00
			3901	60	3901 60

The Trial Balance may be made at any time. It is customary to make it once a month, and immediately before closing books.

## LEDGER Co. A., No. 8—CONTINUED.

1846.		BALANCE.			
		L.	Dr.	L.	Cr.
Sept. 1.	By Merchandise,			1	200 00
" "	" Moses Allen,			1	250 00
" "	" George Brown,			1	800 00
" "	To John Allen,	1	125	00	
" "	" Cash, Co. A.,	2	1708	40	
" "	" Bills Receivable,	2	155	00	
" "	By Bills Payable,			2	480 00
" "	" Merchandise, Co. A.,			1	258 40
			1988	40	1988 40

Since all the Merchandise in the foregoing Company has been sold, the difference between the Dr. and the Cr. of Balance, must be the profit. Merchandise in Co. must be closed in the same manner as the Stock account. It remains now to divide the profit among the partners.

I had in Co., \$200 for 3 months, or  $\$200 \times 3 = 600$  for 1 month.  
 Moses Allen, \$100 for 2 months,  $\$100 \times 2 = 200$  } 450 " "  
 Do. \$250 for 1 month,  $250 \times 1 = 250$  }  
 George Brown, \$800 for 3 months,  $800 \times 3 = 2400$  " "  
 3450 " " "

As \$3450 : 600 :: 258,40 : 44,93 My Share.  
 3450 : 450 :: 258,40 : 33,70 Moses Allen's.  
 3450 : 2400 :: 258,40 : 179,75 George Brown's.

The teacher should now give to the pupil an inventory and a few transactions, to be posted from the Waste Book to the Ledger, without a Journal. After having closed and balanced five or six sets of books in this manner, the pupil will find no difficulty in keeping the books of any wholesale or retail mercantile house.

CONTRACTIONS IN MERCANTILE ARITHMETIC.

MULTIPLICATION AND DIVISION.

(1.) In every fraction, the numerator is a dividend, and the denominator is a divisor; as,  $\frac{2}{3}$  is equal to  $\frac{2}{3}$ .

(2.) To multiply several fractions. Multiply all the numerators for a new numerator, and all the denominators for a new denominator; then reduce the fraction to its lowest terms.

*Example 1.* Multiply  $\frac{2}{3}$  by  $\frac{3}{4}$  by  $\frac{4}{5}$  by  $\frac{5}{6}$  by  $\frac{6}{7}$  by  $\frac{7}{8}$  by  $\frac{8}{9}$  by  $\frac{9}{10}$  =  $\frac{2}{10}$  =  $\frac{1}{5}$  Ans.

(3.) Contracted by cancelling each numerator and denominator when they are alike, or by dividing them by a common divisor:—thus,

$$\frac{2}{3} \text{ by } \frac{3}{4} \text{ by } \frac{4}{5} \text{ by } \frac{5}{6} \text{ by } \frac{6}{7} \text{ by } \frac{7}{8} \text{ by } \frac{8}{9} \text{ by } \frac{9}{10} = \frac{2}{10} = \frac{1}{5}$$

(4.) The answer is composed of the figures that remain after cancelling.

*Example 2.* What cost 16 yards of cloth, @ \$2.12½ per yard?

$$2.12\frac{1}{2} = 2\frac{1}{2} = \frac{5}{2} \text{ and } \frac{5}{2} \times 16 = 17 \times 2 = \$34.00 \text{ Ans.}$$

*Example 3.* What cost 12 bushels of wheat, @ \$1.25 per bushel?

$$1.25 = 1\frac{1}{4} = \frac{5}{4} \text{ and } \frac{5}{4} \times 12 = 5 \times 3 = \$15.00 \text{ Ans.}$$

*Example 4.* Bartered 48 bbls. of flour, @ \$6.00 per bbl., for cloth, @ \$8.00 per yard; how much cloth was received?

$$\frac{48 \times 6.00}{8.00}$$

Cancel by dividing by 8 and 100, and the answer is 36.

*Example 5.* Multiply 464 by 690, and divide by 232; then multiply the quotient by 24, and divide by 316.

$$\frac{464 \times 690 \times 24}{232 \times 10 \times 316}$$

$$\frac{2 \times 2 \times 1 = 4}{1 \times 1 \times 1 = 1} = 4$$

Cancel by dividing an upper and lower term by 232, 10, 34, and 24. Ans. 4.

(5.) To Multiply any number by 25.

RULE. Annex two ciphers and divide by 4.

*Example 6.*  $676 \times 25 = \frac{4)67600}{16900} \text{ Ans.}$

(6.) To multiply by  $12\frac{1}{2}$ , annex 2 ciphers and divide by 8.

" " "  $16\frac{2}{3}$  " " " " " " " 6.

" " "  $33\frac{1}{3}$  " " " " " " " 3.

" " "  $125$  " 3 " " " " " 8.

(7.) To divide any number by the same quantities, 25,  $12\frac{1}{2}$ , &c.

1. What are the parts of every vulgar fraction?
2. Rule for multiplying fractions?
3. How may a fraction be contracted?
4. Of what is the answer composed? Perform on the black-board the different examples.
5. What is the rule for multiplying by 25?

RULE. Multiply by 4, 8, 6, 3, and 8, and cut off as many figures from the product as there were ciphers annexed in Sections 5 and 6.

*Example 7.* Divide 16900 by 25.  
 $16900 \times 4 = 67600. \text{ Ans. } 676.$

(8.) To multiply by any number of 9's.

RULE. Annex as many ciphers as there are 9's, and subtract the number to be multiplied.

*Example 8.* Multiply 87635 by 999.  
 $\begin{array}{r} 87635000 \\ 87635 \\ \hline 87547365 \end{array}$

(9.) To multiply by any number from 10 to 19 inclusive.

RULE. Multiply together the unit figures; to the 10's in the product, add the sum of the unit figures, and increase the hundreds by 1.

*Example 9.* Multiply 19 by 19.  
 $\begin{array}{r} 9 \times 9 = 81 \\ 9 + 9 = 18 \\ \hline 361 \end{array}$

To perform this question mentally, say 9 times 9 are 81, —9 and 9 are 18, added to 8 are 26, making 261, to 100 make 361.

(10.) The ordinary rule for discount found in arithmetics is not generally applied by merchants and banking institutions; but it is the usual custom to deduct the interest from the sum to be discounted.

(11.) To find the interest of any sum of dollars for 60 days, @ 6 per cent.

RULE. Cut off two figures from the right for cents, and those on the left will be dollars. But if there are cents in the given sum, cut off four figures from the right.

*Example 10.* What is the interest of \$465 for 60 days, @ 6 per cent.? Ans. \$4.65.

*Example 11.* What is the interest of \$864.25 for 2 months, @ 6 per cent.? Ans. \$8.64½.

(12.) A dollar, @ 6 per cent., will gain 1 mill in 6 days; therefore, to find the interest of any sum of dollars for any time, multiply the sum by  $\frac{1}{6}$  of the number of days and the product is the answer in mills.

*Example 12.* What is the interest of \$543 for 120 days, @ 6 per cent.?

$$543 \times \frac{120}{6} = 10.86,0. \text{ Ans. } \$10.86.$$

6. What is the rule for multiplying by  $12\frac{1}{2}$ ,  $16\frac{2}{3}$ ,  $33\frac{1}{3}$ ,  $125$ ?
7. Rule for dividing by the same quantities?
8. Multiply by any number of nines. Rule, what?
9. Multiply by any number from 10 to 19 inclusive, what?
10. What is usually deducted as discount by banks and merchants?
11. Find the interest of any sum of dollars for 60 days?
12. How much will one dollar gain in 6 days, at 6 per cent.?

(13.) Notes given on time, discounted by banks, are allowed to run 3 days of grace longer than the time specified on their faces for which interest is to be paid, amounting to  $\frac{1}{4}$  a mill for each dollar.

(14.) RULE. To find the interest for days of grace; divide the dollars by 20, which will give cents.

(15.) To find the interest of any number of dollars for 6 months, @ 5 per cent.

RULE. Annex 1 cipher, and divide by 4.

*Example 13.* What is the interest of \$482 for 6 months, @ 5 per cent. per annum?

$$\begin{array}{r} 4)4820 \\ 12.05 \text{ Ans. } \$12.05. \end{array}$$

(16.) To find the interest for 3 months, @ 5 per cent.

RULE. Annex 1 cipher and divide by 8.

In casting interest there are four quantities to be considered; viz., the time (T), the rate (R), the interest (I), and

13. What are days of grace?
14. Rule?
15. Rule for the interest for six months, at five per cent.?

the principle (P). Of the quantities, if three are given, the fourth may be obtained.

(17.) To find the interest (I), the other three being given.

RULE. Multiply the principle by the rate (R) for the time (T), and the product is the answer.

(18.) There are three cases remaining; viz.,

T, R, I may be given to find P.  
T, I, P " " " " " R.  
R, I, P " " " " " T.

RULE 1. Find the interest on \$1, P.  
" 2. " " " at 1 per cent, R.  
" 3. " " " for 1 year, T.

and divide the given interest (I) by the interest found. It may be seen that we here assume one of that quantity which we wish to find.

16. Rule for three months?
- How many quantities are regarded in interest?
- Name the initials in their order.
17. To find the interest?
18. Rule for the three cases remaining?
- Of what do we assume 1 in the last three cases?

MERCANTILE FORMS.

*Cash Receipts.*  
\$1000.00  
Received, Boston, Jan. 1, 1846, from George Swan,  
one thousand dollars.  
JOHN MERCHANT.

*Receipt for Goods.*  
Received, Boston, Jan. 2, 1846, from Henry Brown, 4  
dozen of Bibles, in full of all accounts.  
SAMUEL BROWN.

*Receipt for Money on Trust.*  
\$500.00  
Received, Boston, Jan. 10, 1846, from John Orne,  
on trust for Samuel Wade, five hundred dollars.  
GEORGE DIX.

*A Note Payable on Demand.*  
\$200.00  
For value received, I promise to pay to John Bent,  
or order, two hundred dollars on demand, with interest.  
CALEB BURT.  
Boston, Jan. 20, 1846.

To transfer the foregoing note, John Bent writes his name on the middle of the back. A note containing the words "or bearer" in place of "or order," is transferable without an endorsement.

*A Note for a limited time.*  
\$800.00  
Boston, January 10, 1846.  
Two months from date, I promise to pay to A. &  
A. Lawrence, or order, eight hundred dollars, value received.  
GEORGE BABE.

On the day of its date, the holders of the above note may present it at a bank and receive cash, discounting 6 per cent.; thus,  
20)8.00.00 800.00  
.40 8.40  
8.40 791.60  
See Sections 11 and 14.

*Drafts or Orders*  
Are directions from one person to another to pay money, or deliver goods to the order of the drawer, or to a third person named in the draft.  
A draft should not be made without a mutual understanding between the drawer and the drawee. When presented, the drawee writes his name beneath the word "Accepted" written across the face of the draft.

*Form of a Draft.*  
\$400.00  
Boston, Jan. 10, 1846.  
Thirty days from date, pay to my order, four hundred dollars, value received; and place the same to my account.  
RICHARD RUSH.  
To SHAW, BLAKE & Co., BOSTON.

*Bills of Exchange*

Are foreign drafts made for the convenience of persons who wish not to convey money across the ocean, subject to the dangers of the sea. To ensure the safety of the transaction, the drawer sends three or four copies of the bill, noting on each its number, and the numbers of those that are to be considered as parts of the same set; only one of which is to be paid.

Form.  
No. 1.

£1500.

Boston, Jan. 25, 1846.

At sight of this, my first copy of exchange, (the second and third being unpaid,) pay to the order of John Murray, fifteen hundred pounds, and place the same to the account of

JAMES PRINCE.

To BARING & BROTHERS, LONDON.

Two other bills are to be sent, differing from the foregoing only in their number, and in the words included in the parenthesis; which, in form 2, should be written, (the first and the third being unpaid;) in the third form, (the first and the second being unpaid.)

*Form of a Bill of Goods or Invoice.*

Salem, Jan. 3, 1846.

J. A. C. BUTTERS,

Bo't of JOHN P. JEWETT & Co.

10 doz. of Towndrow's Writing Book, @ \$1.00, \$10.00  
6 reams of letter paper, @ \$4.00, 24.00  
100 Beecher's Lectures, @ .50, 50.00  
40 gross of Gillott's No. 303 pens, @ \$1.00, 40.00

Rec'd pay't in Cash, \$124.00

JOHN P. JEWETT & Co.

*Form of a Check Book with Merchant's Bank.*

1846.		Dr.		Cr.	
June 15.	Deposited in Cash,	1000	00		
" 24.	Withdrew for R. Moore, No. 1,			200	00
" 28.	" " J. Dix, No. 2,			100	00
July 3.	Deposited in Cash,	800	00		
" 10.	Withdrew for J. Alley, No. 3,			500	00
" 15.	" " Charles B. Holmes, No. 4,			1000	00
" 20.	Deposited in Cash,	1200	00		
" 22.	Withdrew for D. Taylor,			800	00
" "	Remaining on deposit,	400	00		

*Form of a Table for Bills Receivable.*

Date.	Account of.	Drawn on.	Time.	Due.	\$ Amount.	Result.
1846.						
Jan. 20.	Caleb Burt.	Himself.	2 months.	March 20.	1200 00	
" 30.	R. Snow.	L. Frost.	4 months.	May 30.	1000 00	
Feb. 12.	P. Chase.	N. Bond.	6 months.	August 12.	500 00	
" 15.	F. May.	R. King.	4 months.	June 15.	200 00	

*Form of a Table for Bills Payable.*

Given.	Drawn by.	Payable to.	Time.	Due.	\$ Amount.	Result.
June 20.	R. King.	P. Swain.	2 months.	August 20.	450 00	
" 30.	F. Dix.	J. Prince.	3 months.	September 30.	600 00	
July 10.	N. Lunt.	S. Paine.	4 months.	November 10.	400 00	
" 12.	Myself.	R. Mann.	2 months.	September 12.	200 00	
" 15.	"	N. Wain.	3 months.	October 15.	300 00	

The Invoice Book consists of thick paper, on which are pasted all invoices of goods received.

In the Invoice Book of goods delivered, are to be copied duplicates of the invoices or bills of goods delivered.

The Account Current Book contains individual accounts, transcribed from the Ledger.

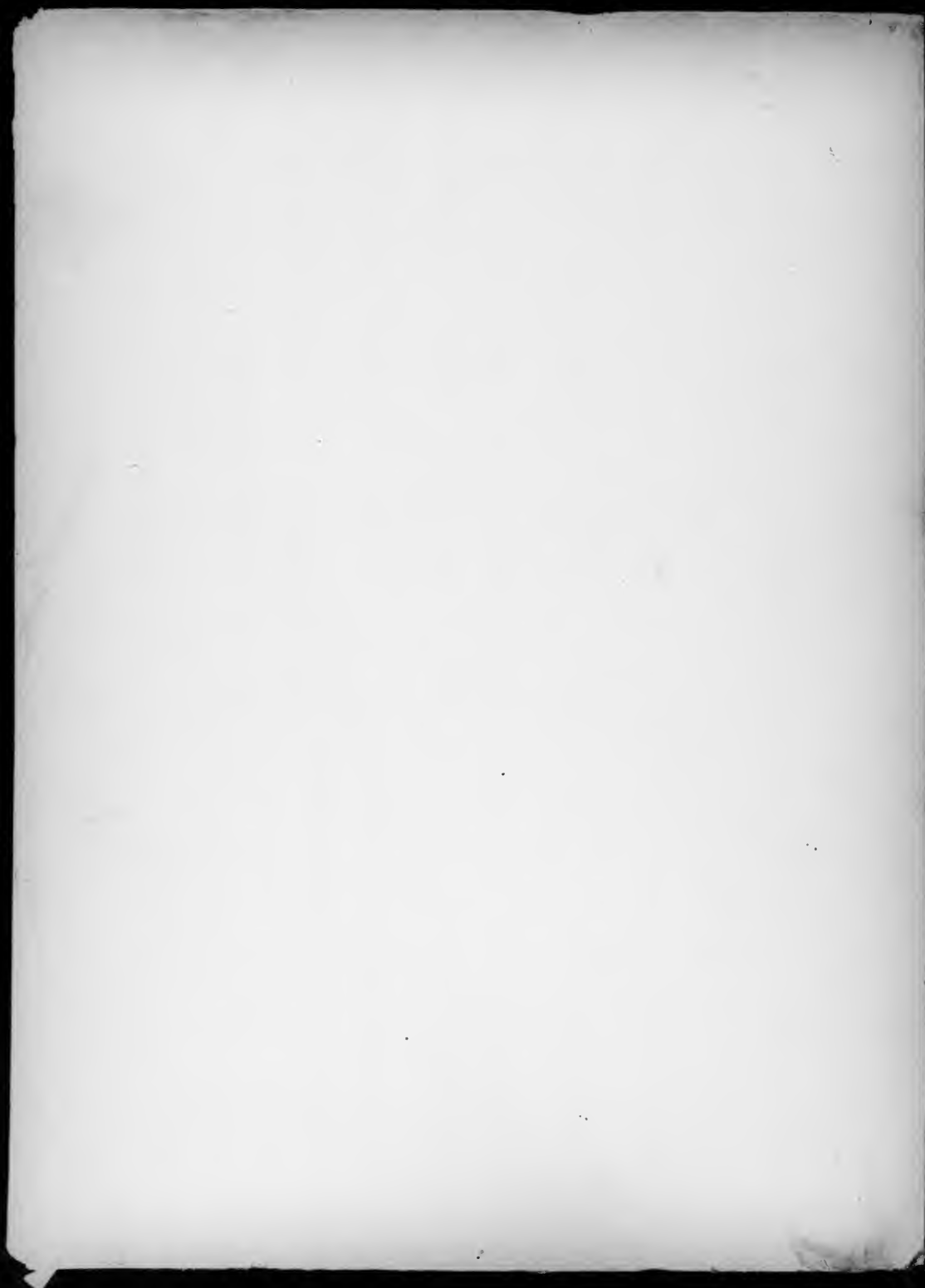
A Letter Book for letters sent, contains a duplicate of let-

ters sent, most conveniently taken on thin paper by a copying machine.

A Letter Book for letters received, is made of thick paper, on which the margin of the letters may be pasted.

Other books are kept, varying in their form and nature, according to the character and extent of the business they are designed to facilitate.





**END OF  
TITLE**