A COMPENDIUM OF

BOOK-KEEPING,

BY SINGLE ENTRY;

Intended for the purpose of initiating Youth in the *LEADING PRINCIPLES* of that important Branch of Science.

BOOK-KEEPING is the art of recording pecuniary or commercial transactions in a regular and systematic manner.

The science of Book-keeping admits of innumerable varieties of method: but its general principles are invariable. These being well understood, the knowledge of any particular system, adapted to the peculiar concerns of any counting-house, will be easily acquired.

Single Entry, being the most simple and concise, is the method usually adopted in retail business.

The General Rule to be observed in every system of Book-keeping, is,

To make any person Debtor (Dr.) *for money or goods which* he receives *from me, and to make him* Creditor (Cr.) *for whatever* I receive *from him.*

The books usually kept in *Single Entry*, are the Day-Book, the Cash-Book, the Ledger, and the Bill-Book.

The Day-Book, when a person commences business, begins with an inventory of the existing state of his affairs: after which are entered, in the regular order of time, the daily transactions of Goods bought and sold.

The Cash-Book contains the particulars of all Money transactions. It is ruled in a folio form: on the left hand page, *Cash is debited to all sums received*, and on the right, *Cash is credited by all sums paid.* The Balance (or quantity which the *Dr.* side exceeds the *Cr.*) shows the amount of *Cash in hand.* This should be ascertained weekly, and in some concerns daily, in order to prove if it corresponds with the *real Cash in hand.*

In the Ledger are collected the dispersed accounts of each person from the Day-Book and Cash-Book, and entered in a concise manner in one folio; the sums in which he is *Dr.* being arranged on the left-hand, and those in which he is *Cr.* on the right-hand page of the folio: so that the *Balance* of his account (the difference between the *Dr.* and *Cr.* sides) may always be easily ascertained by inspection. The transferring of accounts from the Day-Book and Cash-Book to the Ledger, is called *posting*.

In many trades it is found convenient to keep the accounts of Goods Sold at the former end, and those of Goods Bought at the latter end of the Ledger. But in concerns of magnitude, two Ledgers are more convenient; one for Goods Sold, and the other, called the "*Bought Ledger*," for Goods Bought.

In the BILL-BOOK are copied the particulars of all *Bills of Exchange*, whether *Receivable* or *Payable*. The former are those which come into the Tradesman's possession, and are drawn upon some other person; the latter are those which are drawn upon and accepted by him.—Printed Bill-Books may be had of any Bookseller.

NOTE. In the following transactions, Bills Receivable are considered as Cash: but many Accountants do not enter them as such, till Cash has been actually received for them