The same man may also have charge of the manufactured product, receiving it from the factory and

passing it out to the shipper.

The materials are entered as received in the Storekeeper's Journal, which is ruled to show on the left-hand side all materials received, and on the right-hand side all materials given out. Posting may then be done from this book to the Storekeeper's Ledger, which should contain an account for each kind of material used, and, when the posting has been completed, would show the quantity received and the quantity given out to the factory, the difference between the two sides being the balance of material on hand.

The manufactured goods may be dealt with in the same manner, both records being kept by quantities, or by quantities and prices if desired.

As these books are not an integral part of the books of account, they are not illustrated here.

THE BOOKKEEPER'S RECORD

For the bookkeeper's record three sets of data are required—

- 1. Material purchased.
- 2. Material used.
- 3. Quantities of goods manufactured.

The material purchased should be entered in the usual way in a Material Journal or Purchase Journal, which will be ruled to show the quantity and value of the different kinds of material used Thus if the materials required arc Sugar, Glucose, Nuts, Flavouring, Chocolate, Cream, Butter, the ruling of the Purchase Journal would be as under:

PURCHASE JOURNAL, OR MATERIAL JOURNAL

9			ţ	umt	Suga.		GLUCOSE		Nuts		FLAVOUR-		CHOCO- LATE		CREAM		BUTTER	
Date 2	7	Name	Freight	Amo	W.t.	Amt.	Wt.	Amt.	Wit	Amt.	Quan.	Amt.	W.t.	Amt.	Gals.	Amt.	Wt	Amt
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A Material Ledger will also be kept, and it will contain an account for each kind of material used. Posting will be done monthly from the Purchase Journal to these accounts.

Corresponding to the Material Ledger there will be a Material Account in the General Ledger. The total of the column headed "Amount of Invoice," and also of the column headed "Freight," will be posted to the debit of this account. The freight must, of course, be distributed and included with the amounts of the different kinds of material to be posted at the end of the month.

The complete posting of the Purchase book will therefore be-

- (a) By invoices to the credit of the personal accounts named.
- (b) By totals, "Invoice" and "Freight," monthly to the debit of "Material Account" Gen. Ledger.
- (c) By totals, including freight, to the debit of the several accounts in the "Material Ledger."