

PREFACE.

Loss Account,* as in the Double Entry method; and have produced results, in closing the set, equally as satisfactory by the Single, as by the Double Entry system, and with a great deal less work. In the second place, as all the sets in the original work are journalized entry by entry, and day by day (a good method for the learner), I have given the sixth set in the collected form, according to the most approved practice of the best Mercantile Houses both in the Old Country and in the New Dominion. By pursuing this plan in the class-room, I have enabled many young men in Toronto, in thirty or forty hours' instruction, who were totally ignorant of book-keeping at the commencement of these lessons, to take charge of, and keep the books of some of the largest and best managed Wholesale Houses in the Province—proof sufficient of the practical merits of the "Dominion Accountant."

I have not altered the text or interfered with the questions at the end of the sets; but I have appended notes where the text seemed to require it, and trust these will be found instructive and useful. I have also prefixed the questions and answers on the principles and practice of book-keeping, used in my lectures to my own students; these the pupil should learn thoroughly before commencing to write out the books, and they should be rehearsed as often afterwards as the teacher can make it convenient—say once a-week.

In the "Compendium of Merchants' Accounts" will be found Rules showing how to *Debit* and *Credit* every description of Entry that can possibly occur in any department of the Commercial circle.

I have not multiplied Books of Form, for the obvious reason that every mercantile house has its own peculiar forms; and to the man who understands the principles of the science, *forms* are of but little account. I have, however, given in an appendix a few forms of Notes, Bills, etc. Also some Arithmetical Rules, especially applicable to commercial pursuits—the one for Equating Payments, or averaging notes; those for converting Sterling Money into Halifax and Decimal Currency and *vice versa*; and those on Exchange, with the form and manner of working the interest on an Account Current; the Abbreviations, Signs and Explanations of Commercial Terms, etc., will, I doubt not, prove acceptable to the mercantile community.

Accountants, engaged in any business whatever, will find this treatise very valuable as a book of reference. It is so arranged that, at any point in their progress, they can find an exact counterpart, and, by turning to it, may at once verify their work.

Having thus endeavored to explain the contents and practical bearing of the "Dominion Accountant," I leave its fate to the decision of that public from whom I have already received so many tokens of favorable consideration and regard.

Toronto, 1st June, 1868.

WM. R. ORR.

* It is most remarkable that a Profit and Loss Account is not to be found in any published Single Entry Set of Book-keeping I have seen. See note, page 173, fifth set, Single Entry.