

A COMPENDIUM OF BOOK-KEEPING,

BY SINGLE ENTRY.

BOOK-KEEPING is the art of recording the transactions of persons in business, so as to exhibit a state of their affairs in a concise and satisfactory manner.

Books may be kept either by *Single* or by *Double Entry*, but *Single Entry* is the method chiefly used in retail business.

The books found most expedient in Single Entry, are the *Day-Book*, the *Cash-Book*, the *Ledger*, and the *Bill-Book*.

The *Day-Book* begins with an account of the trader's purchase, property, debts, &c. ; and are entered in the order of their occurrence, the daily transactions of goods bought and sold.

The *Cash-Book* is a register of all money transactions. On the left-hand page, *Cash* is made *Debtor* to all sums received ; and on the right, *Cash* is made *Creditor* by all sums paid.

The *Ledger* collects together the scattered accounts in the *Day-Book* and *Cash-Book*, and places the Debtors and Creditors upon opposite pages of the same folio ; and a reference is made to the folio of the books from which the respective accounts are extracted, by figures placed in a column against the sums. References are also made in the *Day-Book* and *Cash-Book*, to the folios in the *Ledger*, where the amounts are collected. This process is called *posting*, and the following general rule should be remembered by the learner, when engaged in transferring the register of mercantile proceedings from the previous books to the *Ledger* :—

The person from whom you purchase goods, or from whom you receive money, is *Creditor* ; and, on the contrary, the person to whom you sell goods, or to whom you pay money, is *Debtor*.

In the *Bill-Book* are inserted the particulars of all *Bills of Exchange* ; and it is sometimes found expedient to keep for this purpose two books, into one of which are copied *Bills Receivable*, or such as come into the tradesman's possession, and are drawn upon some other person ; in the other book are entered *Bills Payable*, which are those that are drawn upon and accepted by the tradesman himself.