

## PRELIMINARY INSTRUCTIONS

1. Select one of the alternative methods of Journalizing and adhere to it. See section II.
2. In the initial exercises adopt one of the following methods of posting: (a) Post only those items from the journal which concern the account under consideration, as is done in the text, or (b) Post all of the items to their respective accounts. Some exercises may be taken as oral work in journalizing, without posting.
3. The pupil is urged to make out the business papers—Inward and Outward—as indicated in the various sets. Filing systems are an absolute necessity in the modern business office; the pupil, therefore, should file his papers, say, as follows: (a) Have two compartments in a drawer, or two official envelopes (about 4" x 9½"). Label one "Inward Papers" and the other "Outward Papers." Place in the former all Notes, Receipts, Cheques, etc., received by the business, and in the latter all such papers given by the business; when a note on hand is paid, it becomes an "Outward Paper," and should be endorsed and transferred from the "Inward Papers" to the "Outward Papers," and so with any other inward papers where transactions call for transfer, such as the deposit of Cheques; likewise "Outward Papers" may become "Inward Papers" and should be transferred at the proper time—Cheques and Redeemed Notes coming home would be treated as Cancelled Papers or Receipts. (b) A better plan is to have one compartment in the drawer (or one envelope) for "Outward Papers," and a number of compartments (or envelopes), say four, for "Inward Papers," one for Notes, one for Receipts, one for Cheques (the cash drawer), one for Orders, etc. The "Outward Papers" compartment or envelope may be taken as representing the mail box carrying "Outward Papers" to other persons' offices, the filing in which does not concern us, and thus "Outward Papers" of all kinds may be put together.

## BUSINESS PAPERS.

THE Pupil should write out the Business Papers indicated in the various Sets and Exercises. By so doing he will not only have a thorough acquaintance with such papers, but he will have a more thorough knowledge of Bookkeeping.

The Pupil should write all acceptances of drafts, and all endorsements of orders, cheques, notes, and drafts, both those which would be written by himself and those which would be written by other persons. He should not, however, write those endorsements and acceptances by other persons, which would never be seen by him, such as the acceptance of the draft on April 27 in Set VI. Drafts should be accepted, and orders, cheques, and sight drafts should be endorsed, at the time of writing the papers, since they are mentioned for this purpose but once in the Set; notes and time drafts should be endorsed at the time of payment or transfer. The Pupil will not forget to have his own cheques properly endorsed, since they are returned to him at the end of each month by the bank; other persons' cheques are either cashed at once or deposited with the other cash, at which time they should be endorsed. The use of business papers suggested above will make the work sufficiently like actual business for general interest and good progress in Bookkeeping.

## DUE DATES AND USE OF CALENDAR.

For variety the pupils may change the days of the month in the exercises and sets to suit the current year. He should then consult the calendar in determining due dates of notes and drafts. If the last day of grace falls on a Sunday or a statutory holiday, the date of maturity is the next business day thereafter. (See Section 78, on page 55.)

## STATUTORY OR LEGAL HOLIDAYS.

1. The following are legal holidays or non-judicial days in all of the provinces of Canada: New Year's Day, Good Friday, Easter Monday, Victoria Day (May 24), Dominion Day (July 1), Labour Day (first Monday in September), Thanksgiving Day, King's Birthday, Christmas Day, and any day proclaimed a holiday by the Governor-General for the Dominion, or by a Lieutenant-Governor for his own province. If New Year's Day, Victoria Day, Dominion Day, King's Birthday, or Christmas Day falls on a Sunday, then the next business day thereafter is to be observed instead.
2. Alberta, Saskatchewan, North-West Territories, and Yukon add Ash Wednesday and Arbor Day (second Friday in May) to (1)
3. Quebec adds The Epiphany, the Ascension, All Saints' Day, and Conception Day to (1).
4. Newfoundland observes New Year's Day, Good Friday, Victoria Day, King's Birthday, Christmas Day, and any day proclaimed by the Governor-in-Council.
5. Civic Holidays are local, not bank or general holidays.