

OBSERVATIONS ON BOOK-KEEPING.

The practice of keeping a record of accounts that represent value is called Book-keeping. There are only two methods of doing this work, one of which is called *Single Entry*, the other *Double Entry*; the difference between the two systems lies chiefly or altogether in the susceptibility of proof of accuracy that the latter has over the former.

SINGLE ENTRY is called by that name, because only one entry of each transaction is required to be made in the Ledger, the practice being to simply charge the person with what he receives from you, and to credit the person with what you receive from him; consequently as such transactions continually vary in substance, such as cash, notes, merchandise and the like, which usually have no place in the Single Entry Ledger, you can therefore never take off or produce a Trial Balance Sheet that will balance or give any proof that your posting to, and additions of the various accounts in the Ledger are correct. The idea of this system being *simple* is a *delusion*, because more time and perplexing labour is required to unravel an account that has been running any length of time, than would be the case by the other system; its simplicity is really the more puzzling in consequence of omitting proper accounts to represent the business under the usual heads of Cash, Merchandise, etc., etc. The advantages of proof of accuracy can only be had by the Double Entry system. Therefore, Single Entry has no redeeming points to show why it should be used at all; however, it is a lamentable fact that it is still practised by very many people who *erroneously believe in its simplicity, and imagine just as erroneously* that Double Entry is a wonderful mystery, and in consequence are afraid to look into it. Let such dispel that idea at once, and by careful investigation and study of what is here explained, they will soon *easily comprehend the beauties and advantages* of Double Entry.

DOUBLE ENTRY means that every transaction must have a place on both sides of your Ledger, but in different accounts as hereafter explained. It is not so difficult of comprehension as is generally supposed; in fact it is here made quite simple.