

## PREFACE.

---

In this elementary course of Book-keeping, my sole object has been to instruct the Student in the combined principle of Debtor and Creditor, and in the classification and arrangement of accounts, by which it is brought to its final result in the Profit and Loss sheet. For this reason only, have I introduced the monthly abstract from the Cash Book, and adopted the peculiar mode in which several entries are made in that book.

When the operations which are here evolved are well understood, any form of book-keeping can easily be comprehended; but, should the present work be found useful, I shall hereafter publish other sets, adapted to more extended business, and simplified for actual practice, as much as necessary distinctness will allow.

In balancing the accounts in the Ledger, I have made use of the novel word "difference", with a view to shew more clearly the needlessness of a balance account.