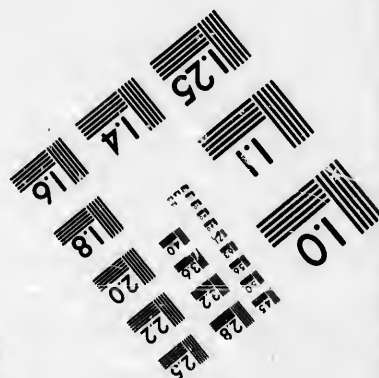
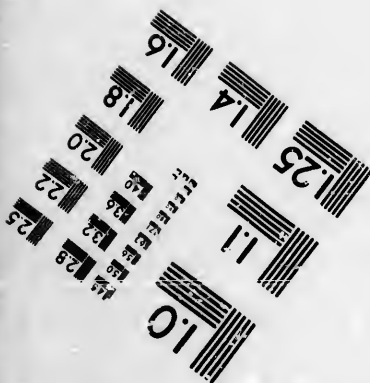
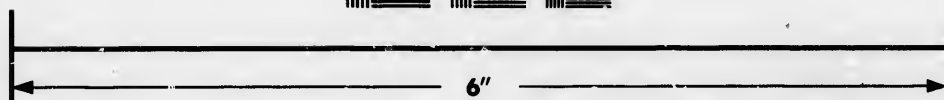
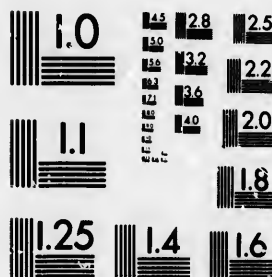


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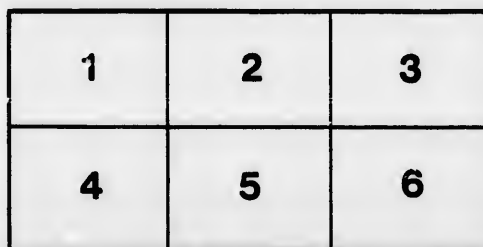
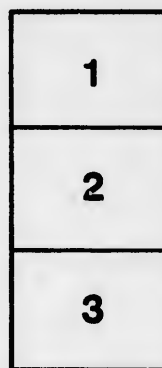
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# CONTENTS.

	PAGE		PAGE
PREFACE.....	5-7	Practical Exercises.....	108-114
PREFACE TO SECOND EDITION..	8	Petty Cash-Book.....	115-120
COMMERCIAL ABBREVIATIONS...	9	Account Sales.....	121
<b>PART FIRST.</b>			
<b>FORM FOR FARMERS</b> —Containing Examples and Explanations of Accounts with Persons of dif- ferent Pursuits.....	10-27	Bill-Book.....	122-124
Practical Exercises.....	29-32	Account Current.....	125
<b>FORM FOR MECHANICS</b> .....	33	Bank-Book.....	126-127
Definition of the Day-Book— Ledger—Alphabet or Index— Directions for Posting Books	33-34	Bill of Purchase.....	128-129
Day-Book.....	35-42	Bill of Book Account.....	130-131
Index and Ledger.....	43-53	<b>PART SECOND.</b>	
Practical Exercises.....	54-53	<b>DOUBLE ENTRY</b> .....	133
<b>FORM FOR MERCHANTS</b> .....	59	Debtor and Creditor.....	ib.
Description of Day-Book— Petty Alphabet or Index to the Day-Book, and Method of preparing it—Journal and Directions for Journalizing —Ledger—Alphabet or In- dex to the Ledger—Direc- tions for Posting and Com- paring Books, and for Cor- recting Errors.....	59-64	Application of Debtor and Creditor.....	ib.
Day-Book, or Blotter.....	65-74	Classes of Accounts.....	ib.
Index to Day-Book.....	75-77	Books used.....	134
Journal.....	78-98	Definition of Books--Day-Book —Journal—Ledger and In- dex.....	134-135
Index to Ledger.....	99-102	<b>Auxiliary Books</b> —Definition of, &c.....	185
Ledger.....	103-107	Definition and Object of Ac- counts—Fictitious--Real and Personal.....	135-187
		Directions for Journalizing...	188
		Directions for Posting.....	189
		To the Pupil.....	ib.
		General Rule for Journalizing.	140
		Exercises in Journalizing.....	140-141
		<b>Examples of Day-Book Entries</b> Journalized and Posted.....	142-144
		Day-Book.....	147-157
		Journal.....	158-169
		Index to Ledger.....	170-178
		Ledger.....	174-194
		Directions for Trial Balance....	195-200

PAGE		PAGE	
Directions for Balance Sheet.....	201—202	PROMISSORY NOTES.....	ib.
Inventory-Book.....	203—204	Consideration.....	254
Invoice-Book.....	205—206	Of Presentment for Payment..	255
Sales-Book.....	207—209	Proceedings on Non-Payment.	ib.
Practical Exercises.....	210—211	Of Payment.....	ib.
		Interest.....	258
<b>FORM FOR RETAILERS—Direc-</b>		Forms of Notes and Receipts. 256—259	
<b>tions and Definitions of</b>		CHATTEL NOTES.....	257
<b>Books.....</b>	212—214	Forms of Chattel Notes.....	260
Day-Book.....	215—220		
Memoranda for Day-Book.....	220—222	<b>CHECKS ON BANKS AND BANKERS</b>	ib.
Index and Ledger.....	223—237	Form.....	261
Monthly Cash-Book.....	238—240		
Merchandise Book.....	241—243	<b>RECEIPTS.....</b>	261—262
Expense Book.....	244—245	<b>BONDS.....</b>	262
		Common Form of a Bond.....	263
<b>PART THIRD.</b>			
<b>BOOKS OF ACCOUNT.....</b>	247	<b>CHATTEL MORTGAGE.....</b>	ib.
<b>BILLS OF EXCHANGE.....</b>	ib.	Form of Chattel Mortgage....	264
Of the Requisites of a Bill....	243		
Of the Obligations of Parties..	249	<b>BILL OF SALE.....</b>	ib.
Of Transfer.....	ib.	Common Bill of Sale.....	ib.
Of Presentment for Acceptance	250		
Of Acceptance.....	ib.	<b>POWER OF ATTORNEY.....</b>	265
Of Proceedings on Non-Ac-	ib.	General Form of Power of ..	
ceptance.....	251	Attorney.....	ib.
Of Presentment for Payment.	ib.	Revocation of Power of At-	
Of Proceedings on Non-Pay-	251	torney.....	266
ment.....	ib.		
Of Payment and other Dis-	ib.	<b>DEEDS.....</b>	ib.
charges.....	ib.	Quit-Claim Deed.....	267
Form of a Set of Bills of Ex-	252	Warranty Deed.....	ib.
change.....	ib.	<b>MORTGAGE.....</b>	268
Form of a Draft or Inland Bill	ib.		

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 com  
 ing.  
 the  
 sued

....	PAGE
....	1b.
....	254
nt..	255
ent.	1b.
....	1b.
....	256
pts. 256—259	
....	257
....	260
ERS	1b.
....	201
...261—262	
....	202
....	203
....	1b.
....	264
....	1b.
....	1b.
....	265
of ..	
....	1b.
At-	
....	266
....	1b.
....	267
....	1b.
....	268

# BOOK-KEEPING.

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## PREFACE.

BOOK-KEEPING is a mercantile term, used to denote the method of keeping accounts of all kinds, in such a manner that a person may at any time know the true state of his affairs.

Every person, engaged in business for himself, should keep a book of some kind in which to record all his business transactions. The day-laborer, the farmer, and the mechanic, should keep an account with every person with whom they deal. No one should trust transactions of a pecuniary nature to his memory alone.

The merchant who is incompetent to keep a full and accurate record of his business transactions, or neglects to do it, must abandon all claims to the confidence which he might desire others to repose in him; all hope of success in the accumulation of property; and forego all peace of mind, which he might otherwise enjoy, in the prosecution of his business.

\* \* \* \* \*

Book-keeping should be more extensively taught in our schools. Among the many books already published on this subject, none are well adapted to, and very few, if any, are intended for, the use of common schools. Hence, this important study is almost entirely neglected by those who attend such schools only, and pursued by but few who attend those of a higher grade.

Many, indeed, think that the study of Book-keeping is useless, unless pursued in the counting-room, or in connection with the actual business of buying and selling. This is a great mistake. Book-keeping is one of the most important branches of study that can be pursued by those of suitable age and attainments in our

schools of every grade. It is a highly important branch of female education, and should be ranked next in the course of study, and next in importance, to reading, writing, and arithmetic. As well might a person postpone the study of arithmetic until he has occasion to cast the interest on a note, or to use a knowledge of figures for any other purpose, as to defer the study of Book-keeping till he has the cares of actual business on his mind. In fact, while the pupil is pursuing this study, he is applying the principles of arithmetic in a most practical manner. He is gaining discipline of mind—as much, at least, as by any other study. He is learning to spell the names of a great many articles in commerce, which would not otherwise come under his notice. He is, or may be, improving his style of penmanship, especially when, as in this work, all the items, which he is required to copy, are printed in a beautiful script type. By taking such a view of the subject, we are led unhesitatingly to assert, that the school-room is the place to study Book-keeping; and, with a suitable teacher and text-book, a thorough knowledge of it can be obtained there.

Such a text-book the Authors confidently believe they now submit to the public.

The work is divided into three parts. Part First embraces three forms, or methods of keeping accounts, adapted to the use of particular classes of individuals, and suited to the different capacities of students.

After each form is a practical exercise, designed to test the learner's knowledge of the form he has just passed through, and which cannot fail to give as thorough and practical a knowledge of Book-keeping as could possibly be obtained in a counting-room.

The following are some of the advantages of the "Merchants' Form" over that generally used by them, where the Journal is a mere copy of the Day-Book or Blotter, and where each entry, or all those on the same page of the Journal, are separately posted:

It saves more than one-third of the writing in journalizing. It saves at least three-fourths the labor in

posting. It requires but twelve lines in the Ledger to post a year's business, while in the ordinary way as many pages may be necessary. In settling with a person at the end of a year, you have only to refer back to twelve places in the Journal to show him all the items of his account, whereas in the ordinary manner of keeping books you might have to refer to five hundred.

Other advantages might be named, but these are deemed sufficient to mention here.

Part Second contains a clear and comprehensive exposition of the principles of Double Entry exemplified in two sets of books, the second of which is peculiarly adapted to a retail business; and as double entry is the only method that can be relied on for accuracy, it is confidently believed that this form of books, when known, will be generally adopted by that class of merchants for whom it is designed.

The Third Part was prepared by a member of the bar, and the authorities consulted, and from which the rules here laid down were collected (in addition to the reports of our Supreme Courts), are Story's, Chitty's, and Byle's elaborate and scientific treatises upon bills and notes.

This part consists of rules of evidence and general rules of law, in relation to bills of exchange, &c., together with a large number of forms useful to all classes of business men; such as bonds, receipts, &c., &c.

\* \* \* \* \*

ROCHESTER, *January, 1851.*



## PREFACE

TO THE REVISED EDITION.

IN the revision of this work, such alterations have been made, as were necessary, to meet more fully the wants of both teacher and pupil. These alterations are confined entirely to the arrangement of the materials of the book—so that the new edition may be used with the old, without creating confusion. In making these alterations, we have endeavored to avoid the necessity of the pupil's turning pages for references, by having examples, explanations, and memoranda, as far as possible, on opposite pages;—to increase the discipline it gives the student, by changing many of the examples from the script to the memoranda form, in order that, instead of merely copying, the pupil may be compelled to apply the principles;—to aid both teacher and pupil in the prosecution of the study, by the insertion of a large number of questions in connection with each form;—to simplify some portions of the work, as the Trial Balance, Balance Sheet, &c. These, with other changes, are such as have been suggested by those who have made practical use of the book, and have tested both its virtues and faults. It is believed that these alterations and additions, together with the new type and style of script, will add greatly to the value and efficiency of the work, thereby insuring it a warm welcome among its patrons.

Troy, 1863.

## COMMERCIAL ABBREVIATIONS.

The following is a list of the abbreviations used in this work, and those commonly used in Book-keeping:

<p>Acct. . . . .Account.            Agt. . . . .Agent.            Amt. . . . .Amount.            @. . . . .At.            Aug. . . . .August.</p> <p>Bal. . . . .Balance.            Bbl. . . . .Barrel.            B. B. . . . .Bill Book.            Bk. B. . . . .Bank Book.            Blk. . . . .Black.            Bot. . . . .Bought.            B. P. . . . .Bill of Parcels.            Bro. . . . .Broad.            Brot. . . . .Brought.            Bush. . . . .Bushel.</p> <p>C. B. . . . .Cash Book.            Co. . . . .Company.            Com. . . . .Commission.            Cr. . . . .Creditor.            C. S. B. . . . .Commission Sales Book.            Cts. . . . .Cents.            Cwt. . . . .Hundred Weight.            Cap. . . . .Capital.</p> <p>Dft. . . . .Draft.            Disc. . . . .Discount.            Do. or Ditto. The Same.            Doz. . . . .Dozen.            Dr. . . . .Debtor.            Ds. . . . .Days.            D. B. . . . .Day-Book.            Dec. . . . .December.</p> <p>E. E. . . . .Errors Excepted.            Exch. . . . .Exchange.</p> <p>Gall. . . . .Gallon.            Gro. . . . .Gross.</p> <p>Hdkf. . . . .Handkerchief.            Hhd. . . . .Hogshead.</p> <p>I. B. . . . .Invoice Book.            Inst. . . . .Instant.            Int. . . . .Interest.            i e. . . . .That is.</p>	<p>Ins. . . . .Insurance.            Invt. . . . .Inventory.</p> <p>Jan. . . . .January.            J. F. . . . .Journal Folio.</p> <p>Lab. . . . .Labor.            Lbs. . . . .Pounds.            Led. . . . .Ledger.</p> <p>Manufg. . . . .Manufacturing.            Mdse. . . . .Merchandise.            Mos. . . . .Months.</p> <p>No. . . . .Number.            N. B. . . . .Take Notice.</p> <p>Oz. . . . .Ounce.</p> <p>Payt. . . . .Payment.            Pd. . . . .Paid.            Per. . . . .By.            Pr. . . . .Pair.            Ps. . . . .Pieces.            P. C. B. . . . .Petty Cash Book.            P. &amp; L. . . . .Profit and Loss.            P. . . . .Page.            Prem. . . . .Premium.</p> <p>Qrs. . . . .Quarters.</p> <p>Recd. . . . .Received.            Recvble. . . . .Receivable.            Rend. . . . .Rendered.            R. R. . . . .Railroad.</p> <p>S. B. . . . .Sales Book.            Shipt. . . . .Shipment.            Sks. . . . .Skeins.            Sps. . . . .Spools.</p> <p>Thd. . . . .Thread.</p> <p>Ult. . . . .Last Month.            Viz. . . . .Namely.            Yds. . . . .Yards.            Yr. . . . .Year.</p>
--	---

Dr

Isaac H. Jameson

Cr.

1848	Jan.	1 To 5 Bush. Wheat	1 25				
	Mar.	4 " 12 lb. Butter	.15				
	"	" 18 " Cheese	.8				
	"	" 10 Bush. Oats	.31				
				6 25			
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1848	Feb.	15 By Cash					4 00
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## PART FIRST.

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### FORM FOR FARMERS.

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THIS Form requires but one book, in which two pages opposite each other are appropriated for each individual account. The name of the person should be written in a bold hand at the top of the page, and the letters *Dr.* at the right of the name on the left-hand page, and *Cr.* at the right of the name on the right-hand page. Each page should be divided by perpendicular lines into five spaces, the first for the month, the second for the day of the month, the third for the items, the fourth and fifth for dollars and cents. Whenever you trust the person with any thing, the date, name, and value of the thing should be placed on the left-hand or debit page; and whenever he pays or trusts you with any thing, the date, name, and value in dollars and cents should be placed on the right-hand or credit page of his account.

For example, if, on the first of January, 1848, you sell I. H. Jameson five bushels of wheat at one dollar and twenty-five cents a bushel, and on the fifteenth day of February following he pays you four dollars; on the fourth day of March you sell him twelve pounds of butter at fifteen cents per pound, eighteen pounds of cheese at eight cents per pound, and ten bushels of oats at thirty-one cents per bushel; and on the first day of May he pays you cash five dollars; and on the tenth day of May, you wish to close the account, and so ask him for what he still owes you, and he pays you the amount in cash, i. e., three dollars and fifty-nine cents—the entries would be as on the opposite page.

All the accounts should be kept in the above manner, and on the first day of January, or of some other month, in each year, should be settled, and the book balanced.

In settling with a person, if he pays you in cash, or gives you his note to balance his account, give him credit accordingly, as in the account of I. H. Jameson, on the preceding page.

If you pay him cash, or give him your note to balance, charge him accordingly. If the account is not balanced by cash paid, or note given, it should be done by giving the person credit, or charging him with enough to balance it. For instance, if you find that he is owing you, give him credit for the amount "By Balance," and charge the same to him in the new account. If, on the other hand, you find that you are owing him, make him debit for the amount "To Balance," and credit him with same in the new account.

#### QUESTIONS.

What is this form called? How many pages are used for each account? Why should the pages be opposite? How should each account be headed? At which side of the name should the letters, *Dr.* and *Cr.*, be placed? Into how many spaces should each page be divided? For what is the first space used? the second? the third? the fourth? the fifth? Whenever you trust the person with any thing, on which page do you place it? If the person trust you, on which page? What three things must be put down in each entry? When should accounts be settled? What is meant by the term "balance"—"balancing an account?" If the account is not balanced by cash, or a note, how do you balance it? If you credit the person with the balance, on which page of the new account do you make the entry? If you debit him, on which page?

## EXAMPLES FOR PRACTICE.

Rule a sheet of paper as directed, and enter the following accounts, in the same manner as that of I. H. Jameson.

## EXAMPLE I.

On the first day of January, 1861, you sell Daniel White ten bushels of wheat at one dollar and ten cents a bushel—three bushels of potatoes at eighty cents a bushel—on the fourth day of February, he pays you ten dollars—on the fifth day of March he sells you two dozen eggs at eighteen cents a dozen—on the eighth day of April, you sell him six pounds of butter at twenty cents a pound—and on the first day of June, he pays you four dollars and twenty-four cents to balance the account.

## EXAMPLE II.

On the second day of June, 1861, you sell George Johnson, a horse for one hundred and fifty dollars—on the sixth day of June, he sells you a cow for sixty dollars—on the eighth day of June, he sells you twenty bushels of oats at forty cents a bushel—on the ninth day of June, you sell him forty pounds of wool at forty-five cents a pound—on the first day of August, he gives you his note at six months for one hundred dollars to balance the account.

## INDEX.

The Index is sometimes a separate book, but it usually is placed in the front part of the Account-Book. Several pages are divided into spaces, as on the opposite page; Each space is marked by a letter. The Index is used to enable us to refer the more readily to accounts in the book. For example, we enter the account of A. I. Hovey on the first page of the book. We look in the Index for the space marked by the letter H., the initial of his name, and enter his name and the number of the page. Whenever we enter any account in the book, we enter the name and number of page, in the space of the Index marked by the initial of the name. In order to refer to any account, we turn to the Index, and the space marked with the initial of the name, and there find the page on which is the account, to which we can then at once turn. Sometimes, instead of one page being divided into spaces, each letter has a separate page. If the account should be transferred to another page, the number of the new page must, also, be placed in the Index by the name. After the learner has thoroughly studied the foregoing principles—let him prepare paper and enter the following accounts, that are explained. Let the paper be ruled with care—the writing distinct—the figures correctly made—and the balancing lines drawn perfectly straight.

## INDEX TO FARMER'S FORM.

A	Page	K	Page
B		L	
C <i>Cornfield, Five Acre Lot</i>		M <i>McElwain, James McQuinnis, Barney</i>	
D		N	
E		P <i>Pork Account Potato-field, One Acre Lot</i>	4
F <i>Foster, Dwight</i>	3	R <i>Rogers, James</i>	2
G		S	
H <i>Hovey, Albert F. Hamilton, James</i>	1	T	
J		W <i>Wheatfield, Ten Acre Lot Wildor, Chester</i>	

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# Albert J. Hovey

Dr.

1848					
Jan.	3	To 8 Cords Wood	2.00	16	00
"	11	" 2 Tons Hay	7.50	15	00
Feb.	4	" 10 Bush. Apples	.25	2	50
Mar.	18	" 1 " Clover Seed		5	00
Apr.	1	" 9 Doz. Eggs	.10		90
"	30	" 5 lbs. Butter	.15		75
June	28	" 8 Weeks Pasturing Cow	.25	2	00
"	"	" 6 do. do. Horse	.38	2	28
"	30	" 14 Doz. Eggs	.08	1	12
Oct.	16	" 8 lbs. Butter	.13	1	04
Dec.	31	" Cash to Balance		32	24
				78	83

The foregoing account is with a merchant. On the left-hand page he is debited with every thing you have let him have, and on the right-hand page he is credited for every thing you have purchased of him. On the 31st day of December, 1848, you wish to settle this account, which is done in the following manner.

In the first place you add the sums in the money columns of the debit side of the account, and find they amount to forty-six dollars and fifty-nine cents, which is the sum total of all that you have let him have. You next add the sums in the money columns of the credit side, and find they amount to seventy-eight dollars and eighty-three cents, which is the value of all the articles you have pur-

Dr.

Albert J. Hovey Cr.<sup>1</sup>

16	00	1848					
15	00	Jan.	5	By 2 Yds. Broadcloth	5.00	10	00
2	50	"	"	" Trimmings for Coat		2	12
5	00	"	11	" 2 Brooms	.18		36
90		Feb.	4	" 20 lbs Sugar	.10	2	00
75		"	"	" 1 " Young Hyson Tea			88
2	00	Mar.	18	" 1 " Paleratus			06
2	28	"	"	" 1 " Singer			12
1	12	"	"	" $\frac{1}{4}$ " Cloves	.50		13
1	04	Apr.	1	" 17 Yds. Sheetting	.13	2	21
32	24	"	"	" 2 " Linen	.75	1	50
		"	29	" 20 lbs. Candles	.12	2	40
		May	4	" 2 $\frac{3}{4}$ Yds. Cassimer	2.00	5	50
		"	"	" Bill of Goods for James		31	81
		June	3	" 24 lbs. Sugar	.09	2	16
		Sept.	14	" 2 " Tea	.75	1	50
		Oct.	16	" 10 " Coffee	.12	1	20
		Dec.	4	" Bill of Crockery		14	88
						78	83

chased of him. You then subtract the forty-six dollars and fifty-nine cents, the amount you have let him have, from the seventy-eight dollars and eighty-three cents, the amount purchased of him, and find the difference to be thirty-two dollars and twenty-four cents, which is the amount you owe him. You then pay him this amount, and enter it on the debit side of his account, "To Cash to Balance." The debit and credit sides will now foot alike. You next draw single lines opposite each other under these columns, and after adding and placing the amount under them, you draw double lines to signify that the two sides are balanced and closed.

# James Rogers

Dr.

1848				
Jan.	15	To 5 Bush. Wheat	1 12	5 60
"	29	" 1 Ton Hay		8 00
Mar.	4	" 36 lbs. Ham	.07	2 52
Apr.	14	" 8 Bush. Oats	.38	3 04
"	27	" 1 Cord Wood		1 50
May	1	" 3 lbs. Butter	.15	1 20
June	30	" 5 Bush. Potatoes	.38	1 90
Aug.	16	" 6 Doz. Eggs	.10	60
Oct.	28	" 32 lbs. Cheese	.07	2 24
Dec.	20	" 1 Hide 78 lbs.	.05	3 90
Dec.	30	To Balance	30 50	4 12

### MEMORANDA OF THE ABOVE ACCOUNT

Jan. 4th, 1848. Bo't of J. Rogers, 1 pr. fine sewed boots, at \$6.00.  
 15th. Sold him 5 bushels of wheat, at \$1.12. 29th. Sold him a ton of hay, at \$8.00. Feb. 12th. Bo't of him 1 pr. of stoga boots for James, at \$2.50; and 2 prs. of boots for boys, \$1.75. Mar. 4th. Sold him 36 lbs. of ham, at \$.07. 27th. He mended boots for James, \$.75. 31st. Bo't of him 1 pr. woman's boots for Julia, \$1.50. April 14th. Sold him 8 bushels of oats, at \$.38. 27th. Sold him 1 cord of wood, at \$1.50. May 1st. Sold him 3 lbs. of butter, at \$.15. June 19th. Bo't of him 1 pr. morocco shoes, at \$1.25. 30th. Sold him 5 bushels of potatoes, at \$.38. July 8th. He mended shoes, \$1.13. 24th. Bo't of him 1 pr. gaiter boots, \$2.00. Aug. 16th. Sold him 6 doz. eggs, at \$.10. Oct. 9th. Bo't 1 pr. of fine boots, for James, at \$4.00. 28th. Sold him 32 lbs. of cheese, at \$.07. Nov. 13th. Bo't of him 1 pr. fine brogans, at \$2.00. Dec. 20th. Sold him 1 hide, 78 lbs., \$05. 25th. Bo't of him 1 pr. pumps for James, \$1.75.

Dr.

James Rogers

Cr.<sup>2</sup>

	1848					
5	60	Jan.	4	By 1 Pr. Fine Sewed Boots	6	00
8	00	Feb.	12	" 1 " Long Boots for James	2	50
2	52	"	"	" 2 " Boots for Boys	1.75	3 50
3	04	Mar.	27	" Mending Boots for James		75
1	50	"	31	" 1 Pr. Woman's Boots for Julia	1	50
1	20	June	19	" 1 " Morocco Shoes	1	25
1	90	July	8	" Mending	1	13
	60	"	24	" 1 Pr. Failer Boots	2	00
2	24	Oct.	9	" 1 " Fine Boots for James	4	00
3	90	Nov.	13	" 1 " Bogans	2	00
		Dec.	25	" 1 " Pumps for James	1	75
		"	30	" Balance	4	12
						30 50
30	50					
4	12					

On comparing this memoranda, with the entries in the account above, you will find that whenever I sold J. Rogers any article, I made an entry on the debit side—as in the item, 5 bus. of wheat—placing in the first space the month—in the second, the day of the month—in the third the word "To," followed by the name of the articles, carrying out into the fourth and fifth, the total cost. On the other hand, whenever I bought any thing of him, I made the entry on the other page—observing the same order. On Dec. 30th, I wished to balance this acc't. To do this, I add up the column on the debit page, and find that it amounts to \$30.50. I then add up the column on the credit page, which amounts to \$26.38. I then subtract the amount of credit from the amount of the debit column, and the remainder, shows that he still owes me \$4.12. I then make the entry, "Dec. 30th, By balance \$4.12;" and draw the lines, which denote that the account is balanced. I then open a new account, either on a new page, or, as in this case, on the same page, and make as the first entry—"Dec. 30th. To balance \$4.12." I charge him with \$4.12 in the new account, because that is the amount I give him credit for, in the old account, in order to balance it.

## Dwight Foster

Dr.

1848					
Mar.	4	To 3 Yds. Gray Cloth	.75	2	25
Apr.	28	" 2 Days' Work with Team	1.50	3	00
Aug.	5	" 5 lbs. Fine Wool	.38	1	90
"	"	" Cash		25	00
Oct.	14	" 8 Bush. Apples	.25	2	00
"	26	" 1 Ton Hay		6	00
Nov.	11	" 4 Bush. Corn in the Ear	.25	1	00
"	"	" 1 Load Straw		1	00
Dec.	8	" 2 Cords Wood	2.00	4	00
"	30	" my Note at 6 months to Balance		17	10
				63	25

## MEMORANDA OF ABOVE ACCOUNT.

1848. Jan. 22d. Bo't of Dwight Foster 1 brass plated harness, \$30.00. Mar. 4th. Sold him 3 yds. of gray cloth at \$.75. April 28th. I worked for him 2 days, with team, at \$1.50 per day. Same date. Bo't of him 1 pr. of breast straps \$1, and 2 hame straps at \$.25 a piece. June 8th. He repaired my harness, \$2.00. Aug. 5th. I sold him 5 lbs. fine wool, \$.38, and paid him \$25, in cash. Aug. 19th. Bo't of him saddle, bridle and martingals, \$16. Oct. 16th. Bo't of him 1 pr. of collars, \$4.00, and 1 pr. of halters, \$1.75. Nov. 11th. Sold him 4 bushels of corn in the ear at \$.25 per bushel, and 1 load of straw, \$1. Nov. 30th. Bo't of him 1 leather trunk, for James, \$8.00. Dec. 8th. Sold him 2 cords of wood at \$2 per cord.

Dr.

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Dwight Foster

Cr. 3

1848				
Jan.	22	By 1 Brass Plated Single Harness	30	00
Apr.	28	" 1 Pr. Breast Straps	1	00
"	"	" 2 Hame Straps	.25	50
June	8	" Repairing Harness	2	00
Aug.	19	" Saddle, Bridle & Martingals	16	00
Oct.	16	" 1 Pr. Collars	4	00
"	"	" 1 " Calvers	1	75
Nov.	30	" 1 Leather Trunk for James	8	00
				63 25

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These transactions would be entered as above. Let the pupil compare, carefully, each entry in the memoranda with its corresponding one in the acc't. On the 30th December I wish to close the account. As in the preceding account of James Rogers, I first find the am't of debit column, and then of the credit column. Having subtracted the smaller from the greater, I find that I still owe him \$17.10. Not having the money to pay this amount, I give him my note at 6 months, and, as that represents cash, I make the entry, "Dec. 30th, To my note at 6 mo's to balance, \$17.10." I then draw in the figure columns the lines as above, and having added up the columns on each page, the amounts are now of course the same. The lines drawn under the last entry on the credit page denote that the account is balanced and closed.

4 Potato-field, One Acre Lot Dr.

1848				
May	1	To 1 Ds. Lab. Plowing & Harrowing		2 00
"	2	" 12 Bush. Potatoes for Seed	.37½	4 50
"	"	" 2 Ds. Lab. Planting	1.00	2 00
June	20	" 1 " do. Plowing		1 50
"	"	" 2 " do. Hoeing	1.00	2 00
July	7	" 1 " do. Plowing		1 50
Sept.	15	" Digging and Covering		5 00
1849				
Mar.	17	" 3 Ds. Lab. Marketing	2.00	6 00
"	"	" Profit on one Acre of Potatoes		88 50
				113 00

MEMORANDA OF THE ABOVE ACCOUNT.

1848. May 1st, one day's labor plowing and harrowing of potato-field, \$2.00. 2d. Bo't 12 bushels of potatoes for seed, at \$.37½. Same day, two days' labor planting the field, at \$1. June 20th, one day's labor plowing, \$1.50; also, 2 days' labor, hoeing, at \$1. July 7th, one day's labor plowing, \$1.50. Sept. 15th. Digging and covering potatoes, \$5.00; also, sold 12 bushels of potatoes, for cash, at \$.25 per bushel; also, sold 25 bushels of small potatoes at \$.20 per bush. 1849. Mar. 17th. Paid for 3 days' labor, marketing, at \$2 per day; also received cash for 300 bushels potatoes at \$.35 per bushel.

Besides accounts with persons, the farmer finds it not only convenient but useful to keep accounts with his dif-

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## Potato-field, One Acre Lot Cr.<sup>4</sup>

1848				
	Sept. 15	By Cash for 12 Bush. Potatoes	.25	3 00
	" "	" 25 Bush. Small Potatoes	.20	5 00
1849				
	Mar. 17	" Cash for 300 Bush. Potatoes	.35	105 00
				113 00

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ferent fields and departments of labor, in order to know, accurately, the yearly gains. The above account is one kept to ascertain the profit on a potato-field for one year. It is headed "Potato-field, One Acre Lot." It is made debtor to the labor of preparing and cultivating the ground, to the cost of the seed, to digging and covering the crop, and the cost of marketing. It is credited with the receipts for the crop. By adding up the columns, as in foregoing account, and subtracting the less from the greater, we find that the receipts exceed the expenses \$88.50, which is then entered on the debtor side, as "March 17th, To profit on 1 acre of potatoes \$88.50," in order to balance and close the account. By pursuing this method with all his fields, the farmer may determine with accuracy the whole profit arising from the cultivation of his farm.



## QUESTIONS.

What is the Index? In what part of the book is it placed? Is it ever a separate book? Describe its ruling and use. How would you enter A. J. Hovey's account in Index? How does the Index enable you to refer to an account? If an account is transferred to another page in the Leger, what entry do you make in the Index?

When the learner has become so familiar with the foregoing exercises, as to be able to enter the accounts nicely on paper ruled for the purpose, let him enter in his blank book the memoranda on the following pages. The pupil should avoid all mistakes. The teacher should insist upon the entries being made with the greatest care. A blot on the page is unpardonable. All figures should be made with great neatness. The heading of each account should be in a good bold style—the entries in a clear writing without flourishes. The ruler should be used in drawing the lines. A quill pen and red ink are the best for this purpose.

*Memoranda of transactions between Barney McGuinniss and myself:*

1848. Feb. 8. He cut for me 8 cords of wood, at \$.38 per cord. Same day, I sold him 2 bushels of wheat, at \$1.12 per bushel, and 20½ lbs. of pork, at \$.08 per lb. Mar. 1st. He has sawed wood for me 3 days, ending this day, at \$.75 per day. April 1st. I sold him 1 bushel of corn, \$.63; also ¾ bus. beans, at \$1.00 per bush. April 8th. He has worked 4 days drawing manure, ending to-day, at \$.75 per day. April 24th. He has worked 6 days, building wall, at \$.75 per day. May 8th. I sold him a pig for \$.75, and plowed his garden for \$.75. May 29th. He has worked for me 2 days, hoeing corn, at \$.75 per day. June 7th. I sold him 3 yds. gray cloth, at \$.75 per yd., and paid him \$3.00 in cash. July 24th. He has worked for me 3 days, haying, at \$1 per day. Aug. 12th. He has worked for me 5 days, harvesting, at \$1.50 per day. Sept. 9th. I have pastured his cow for 4 weeks, ending to-day, at \$.25 per week. Oct. 9th. He has worked for me 2 days, threshing, at \$.88 per day. Nov. 11th. He has husked corn for me for 2 days, at \$.75 per day. Nov. 13th. I sold him 4 lbs. of butter, at \$.13 per lb.

If the memoranda are properly entered the pupil will find that the account will be balanced by making this entry: "Dec. 30th. To cash to balance, \$14.77," the am't I owed and paid him on that day.

*Memoranda of transactions between my hired man, James Hamilton, and myself:*

1848. Feb. 12th. Purchased a pr. of boots for James Hamilton, at \$2.50. March 27th. Paid for mending his boots \$.75. April 15th. Paid him cash \$5.00. May 1st. I owe him for 4 mo's' labor, closing to-day, at \$9.00 per month. May 4th. Paid his bill for goods at Hovey's, \$31.81. May 15th. Paid Wilder, for making a suit of clothes for James Hamilton, \$8. July 3d. Paid him cash \$10.00, and let him the use of horse and carriage 1 day for \$1.50. July 31st. I owe him for 2 mo's' labor, ending to-day, at \$10 per month. Oct. 9th. Purchased for him 1 pr. of fine boots \$4, and overcoat \$14. Nov. 30th. Purchased for him 1 leathern trunk, \$8. Dec. 25th. Purchased for him 1 pr. of pumps, \$1.75. Dec. 30th. Paid him in cash \$15.69, and I owe him for labor 6 mo's, ending to-day, at \$12 per month.

If the memoranda are properly entered, the account will be balanced by making the following entry: "Dec. 30th. To my note at 3 mo's to baiance, \$25."

*Memoranda of transactions between the blacksmith, James McElwain, and myself:*

1848. Jan. 8th. Bo't of him 1 lumber sleigh \$28.00, and he also shod my horse for \$1. Feb. 9th. He set 1 shoe, \$.13. April 15th. He made 1 large clevis for me, \$1. May 4th. He made 2 hoes for me, at \$.50. June 8th. He sharpened Colter, \$.13, and shod my horses for \$1.75. Aug. 5th. He set wagon tire for me, \$1; also mended chain, \$.13. Aug. 14th. I sold him 1 ton of hay, \$8. Sept. 9th. He ironed whippletrees for me, \$1.50. Oct. 22d. I sold him 5 cords of wood, at \$2 per cord. Nov. 15th. Sold him 4 bus. of wheat at \$1.12 per bush.; 16 bus. of oats at \$.38 per bus.; and 3 bus. of corn, at \$.62 per bus. Nov. 18th. Bo't of him 14 lbs. of gate hinges at \$.13. Dec. 21st. Worked for him 1 day with team, \$1.50.

If the memoranda are properly entered, the account will be balanced by making the following entry: "Dec. 30th. To cash to balance, \$5.54."

*Memoranda of transactions between the tailor, Chester Wilder, and myself:*

1848. February 1st. He made a coat for me, \$5.00. March 15th. Sold him 1 cord of wood, \$2.00. March 16th. He cut 2 pairs of pants for the boys at \$.19 each; also, bought of him 1 satin vest, \$4.00. April 8th. Sold him 6 lbs. of butter, at \$.15 per lb. May 15th. He made suit of clothes for James, \$8.00. June 22. Sold him 1 bbl. of flour \$6.00, and paid him cash \$10.50. Oct. 9th. Bo't of him an overcoat for James, \$14.00. Oct. 18th. He cut 2 coats for boys, at \$.38 a piece. Nov. 23d. Sold him  $\frac{1}{4}$  ton of hay, at \$8 per ton. Dec. 11th. Sold him a hog, weighing 249 lbs., at \$.4 per lb. Dec. 25th. Bought of him 1 pair of cassimere pantaloons, \$6.00.

If the above memoranda are properly entered, the account will be balanced by making the following entry: "Dec. 30th. To cash and balance, \$4.78."

*Memoranda of expenditures and receipts incurred in fattening 5 hogs, kept to ascertain the profit. (Pork account.)*

1848. Oct. 15th. Bought 5 hogs, total weight 1187 lbs. a \$ .03 per lb.; and 75 bushels of corn at \$.50 per bushel. Nov. 13th. Paid \$.05 per bushel for grinding 30 bus. of corn. Dec. 16th. Paid cash \$5 for butchering the pigs. Dec. 16th. Laid by 672 lbs. pork for family use at \$.05 per lb. Dec. 17th. Sold 1,167 lbs. pork, at \$.05 per lb.

If the above memoranda are properly entered, the account will be balanced by making the following entry: "Dec. 17. To profit on fattening pork, \$12.34."

*Memoranda of expenditures and receipts, in cultivating 5 acres of corn, kept to ascertain profit. (Cornfield account.)*

1848. May 1. Manured 5 acres at \$2 per acre. May 3d. 3 days' plowing, at \$2 per day. May 4th. 1 day harrowing, \$2. May 5th. 1 $\frac{1}{2}$  days furrowing, at \$1.50 per day. May 6th.  $\frac{1}{4}$  bushel of seed corn, at

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\$1 per bl.; and 4 days' planting at \$.75 per day. June 6th. Cultivated 4 days, \$1.50 per day, and hoed 5 days, \$.75 per day. July 8th. Plowed 3 days, \$1.50 per day, and hoed 5 days, \$.75 per day. Sept. 5th. 4 days cutting up the corn, \$.75 per day. Nov. 1st. 16 days husking, \$.75 per day, and 2 days drawing in at \$2.00. Nov. 1st. Stored for home use 56 bushels ears soft corn at \$.12½, and 163 bushels hard corn at \$.25; also cornstalks, \$10. Nov. 2d. Sold 2 loads of pumpkins at \$.75 per load, and reserved 6 loads for home use at \$.50 per load. Dec. 14th. 3 days threshing and cleaning corn, at \$.75 per day; also 2 days marketing, at \$2 per day. Dec. 14th. Sold 140 bushels shelled corn, at \$.50 per bushel. Dec. 15th. Interest on 5 acres at \$50, at 7 per cent.— $\$250 \times .07 = \$17.50$ .

If the above memoranda be properly entered, the account will be balanced by making the following entry:  
 "Dec. 16th. To profit on crop, \$47.50."

*Memoranda of expenditures and receipts in cultivating 10 acres of wheat kept to ascertain profit. (Wheatfield account.)*

1848. June 16th. Plowed 7 days at \$2. June 19th. Harrowed 2 days at \$2. Sept. 6th. Worked 6 days cultivating at \$2; also, sowed 17½ bushels seed wheat at \$1.25; also worked 1 day at sowing, at \$1.00, and 2 days furrowing and ditching at \$2. 1849. August 9. Harvested 10 acres at \$1.50 per acre. Aug. 15th. Drew the wheat into the barn, \$6. Sept. 28th. Threshed 200 bushels at .07 pr. bush. Oct. 5th. Took 15 bushels for family use at \$1.00 per bl., and sold 85 bushels at \$1.06. Oct. 15th. Marketed 200 bushels, at \$.03 per bl. sold 100 bushels at \$1.00; allowed for wear of implements, \$2.00; also interest on 10 acres at \$50 at 7 per cent.— $\$500 \times .07 = \$35$ .

If the above memoranda be properly entered, the account will be balanced by making the following entry:  
 "Oct. 16th. To profit on 10 acres of wheat, \$70.22."

## PRACTICAL EXERCISES.

## FARMER'S FORM.

THE learner having carefully studied, and practiced upon the preceding accounts, may, now, enter in his blank-book the memoranda on the following pages, being careful, to write distinctly, and to make all the letters and lines correctly, avoiding mistakes. In these memoranda the names are not given, but the occupation, as merchant, blacksmith, shoemaker, tailor, &c. The learner may substitute for these the names of persons with whom he is acquainted, following these occupations. The price per yard, ounce, pound, ton, day, month, pair, piece, &c., is given, leaving the amount to be extended by the learner. He may also substitute the abbreviations, wherever they can be, in place of the whole word.

The accounts to be opened in this set are with a merchant, shoemaker, blacksmith, tailor, harness-maker, hired man, neighbor, cornfield, and wheatfield; and if the transactions are properly disposed of, the balances will show that I am indebted as follows: To the shoemaker, \$8.20; the hired man, \$82.31; the harness-maker, \$19.00; the blacksmith; \$9.00; the merchant, \$5.25. The tailor owes me \$11.09; my neighbor owes me \$1.25. Profit on 10 acres of corn, \$85.83; do. on 15 acres of wheat, \$185.08.

The foregoing principles are sufficient to enable any farmer to keep accurate accounts—ascertaining what crops, &c., are the most profitable. It is the usual custom to keep the cash account in a separate book, called the cash-book—a full explanation of that book is given in another part of this volume.

## MEMORANDUM FOR 1850.

## JANUARY.

5th. Sold the tailor 2 cords of wood, at \$2.12½. Bought of the shoemaker 2 pair of stoga boots, at \$2.50. 14th. Bought of the tailor 1 pair of pantaloons for my hired man, at \$6.00. 15th. Sold the shoemaker 3 cords of maple wood, at \$2.00, and bought of him 1 pair of woman's

boots, at \$1.50. 19th. The tailor has cut a pair of pantaloons for me, at 25c., and a coat at 50c. 28th. Sold the harness-maker 1 ton of hay at \$8.00, and bought of him 1 single harness at \$20.00.

## FEBRUARY.

9th. Drew wood for my neighbor to-day with my team, at \$1.50. 16th. Bought of the shoemaker 2 pair of children's shoes, at 75c., and had a pair mended, at 25c. 20th. Paid my hired man, cash, \$5.00. 23d. Sold the shoemaker half a ton of hay, at \$7.00, and half a bushel of beans, at \$1.00. 25th. My hired man has lost 2 days time, at 50c. 28th. The tailor has made a vest for me, at \$1.50.

## MARCH.

9th. Worked for the blacksmith  $1\frac{1}{2}$  days with my team, at \$1.50. 16th. The blacksmith mended my hay-knife, at 25c. Bought of the merchant 30 yards of Brown Factory, at 10c., and half a dozen spools of white thread, at 62c. 23d. Bought 1 lb. Young Hyson tea, at 75c., and sold him  $1\frac{1}{2}$  tons of hay, at \$8.00. 25th. Sold the harness-maker 25 bundles of rye straw, at 4c., and he has repaired my harness, at \$4.00.

## APRIL.

6th. Sold the blacksmith 9 pounds of butter, at 14c. 15th. My neighbor has plowed for me 1 day with his team, at \$1.50. The blacksmith has ironed my whippetrees, at \$1.25, and sharpened my colter, at 12c. 18th. Sold the blacksmith 5 bushels of potatoes, at 50c. 23d. The shoemaker has tapped my boots, at 50c.

## MAY.

1st. Bought of the blacksmith 1 large clevice, at \$1.13, and plowed the shoemaker's garden, at \$1.00. 4th. Finished plowing cornfield to-day, 7 days, with team, at \$2.00. 5th. Planted corn 1 day for my neighbor, at 75c. 7th. Sold the tailor 4 bushels of potatoes, at 31c., and 5 lbs. of butter, at  $12\frac{1}{2}$ c. Labored 2 days harrowing cornfield, at \$2.00, and 2 days furrowing cornfield, at \$1.50. 8th. Planted in cornfield 2 bushels of seed corn, at \$1, and finished planting cornfield, eight days, at \$1.00. 14th. My neighbor let me have 25 bushels of potatoes, at 30c. 15th.

Bought of the merchant three yards of black cassimere, at \$1.50, 25 pounds of sugar, at 9c., one pound of Young Hyson tea, at 75c.; and sold him fifteen pounds of butter, at 12½c., and 9 dozen of eggs, at 10c. 31st. Bought of the harness-maker one saddle, at \$14.00, and paid him cash \$10.00.

## JUNE.

1st. Bought of the shoemaker 2 pair of Morocco buskins, at \$1.25. 6th. My neighbor has hoed corn for me, 3 days, at 75c. 8th. Cultivated cornfield eight days, with horse, at \$1.50, and finished hoeing cornfield, twelve days, at \$1.00. 9th. Blacksmith has repaired my wagon, at \$3.25, and shod two horses, at \$1.00. 15. Bought of the shoemaker 1 pair of gaiter boots, at \$2.25. 21st. Sold the blacksmith 12 pounds of butter, at 12½c. 22d. Finished plowing wheatfield, fifteen acres, ten days, at \$2.00. 25th. Sold the merchant 15 bushels of oats, at 30c., and gave my hired man an order on him for goods, \$18.50. 26th. Finished harrowing wheatfield, three days, at \$2.00.

## JULY.

1st. Sold the merchant 8 pounds of butter, at 12½c., and bought of him 1 pound of Young Hyson tea, at 75c., 2 gallons of molasses, at 44c., and ten yards of calico, at 12½c. 2d. Bought of the shoemaker one pair of fine boots, for my hired man, at \$4.50. 4th. Paid my hired man, cash, on account, \$10.00. 5th. Finished plowing cornfield, five days, at \$1.50. 15th. Bought of the blacksmith one hay-rake, at \$8, and he has mended my pitchfork, at 13c. 24th. Drew hay, with team for my neighbor, one day, at \$1.50. 25th. Sold the blacksmith half ton of hay, at \$5.00. 31st. Sold the blacksmith one ton of hay, at \$6.00.

## AUGUST.

3d. The blacksmith has set my wagon tire, at \$1.25, and made a linchpin, at 13c. Sold the merchant two tons of hay, at \$6.00. 24th. Paid the shoemaker cash, on account, \$5.00, and sold him a calf-skin weighing 10½ pounds, at 10c.

## SEPTEMBER.

2d. Bought of the blacksmith one pair of small clevice,

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at \$1.25, and he has set one shoe, at 12c. 4th. Bought of the merchant 15 pounds of nails, at 6c., and sold him four bushels of apples, at 25c., and five pounds of butter, at 14c. 5th. Sold my neighbor eight bushels of seed wheat, at \$1.25. 14th. Finished cutting up corn in cornfield, nine days, at \$1.00. Labored with team on wheat-field, cultivating, ten days, at \$2.00. Sowed 20 bushels of seed wheat, at \$1.25. Labor, furrowing, and ditching, \$5.00. Two days' labor, sowing, at \$1.00. 18th. Sold the blacksmith one cord of wood, at \$2.00.

## OCTOBER.

5th. Sold the merchant 12 bushels of corn, at 50c., and bought of him a bill of goods amounting to \$15.04. The blacksmith has ironed a lumber wagon for me, at \$22.00, and made a neck yoke, at \$1.25. My neighbor has threshed for me two days, at 75c. Pastured the shoemaker's cow six weeks, at 25c., and bought of him two pair of boys' boots, at \$2.00. 12th. Sold my hired man 27 yards of gray cloth, at 75c. 17th. Threshed for my neighbor two days, at 75c. 18th. Sold the tailor 30 pounds of pork, at 8c. 19th. The tailor has made a pair of pantaloons for my hired man, at \$1.00.

## NOVEMBER.

2d. Measured out of the products of my cornfield, for home use, 74 bushels of ears of soft corn, at 13c.; 315 bushels of ears of sound corn, at 25c.; cornstalks, \$25.00; pumpkins, at \$5.00. 8th. Sold the blacksmith two bushels of turnips, at 25c. 9th. Labored in cornfield, husking, forty days, at \$1.00; five days with team, drawing in, at \$2.00. 13th. Bought of the merchant 1 umbrella, at \$1.50, 5 pounds of coffee, at 14c., and 10 pounds of cotton batting, at 10c.; and sold him 15 bushels of potatoes, at 25c., and 20 bushels ears of corn, from cornfield, at 25c. 15th. Bought of neighbor one barrel of salt, at \$1.25. 22d. The blacksmith has shod for me one pair of horses, at \$2.00. Sold the tailor half a ton of hay, at \$8.00. 25th. Sold the blacksmith 12 bushels of ears of corn, from cornfield, at 25c. 29th. Sold the tailor three bushels of wheat, at \$1.25. Paid my hired man, cash, \$8.00. Bought of the shoemaker one pair of fine boots, at \$4.50.



## DECEMBER.

2d. Sold the blacksmith five barrels of cider, at \$1.25. 5th. Bought of blacksmith 28 pounds of gate hinges, at 12c. 7th. Sold the shoemaker one cord of wood, at \$2.25. 11th. Sold the tailor 6 yards of gray cloth, at 56c., and 14 pounds of lard, at 7c. 14th. Labored threshing corn, from cornfield, seven days, at \$1.00. 16th. Received cash, for one hundred bushels of corn, at 50c. 18th. Bought of the merchant  $2\frac{1}{2}$  yards of cassimere, for my hired man, at \$1.25, and 8 pounds of crushed sugar for myself, at 13c. Sold him two cords of body maple wood, at \$2.50. The blacksmith has sharpened and set 6 shoes on my horses, at  $12\frac{1}{2}$ c. The tailor has cut for me 2 pair of pantaloons, at 25c., and one vest at 25c. Bought of the shoemaker one pair of stoga boots, for my hired man, at \$2.50. Sold the blacksmith 4 cords of wood, at \$2.25, and 8 bushels of oats, at 31c. 25th. Bought of the merchant 2 gallons of molasses, at 44c., 5 pounds of raisins, at 13c., and 5 pounds of rice, at 6c. 30th. Received cash for 80 bushels of corn, at 56c. 31st. Received cash for 52 bushels of corn, at 56c. Marketing 232 bushels of corn, at 3c. My hired man has worked for me 8 months at \$13.00, and 4 months at \$10.00. Int. on cornfield land, 10 acres, at \$50.00 per acre, at 7 per cent.

To close the account with wheatfield, it will be necessary to trespass a little on the year 1851.

August 13th. Harvesting 15 acres, at \$1.25. 24th. Drawing it into the barn, \$10.00. October 19th, Threshing 346 bushels of wheat, at 7c. Reserved 46 bushels for home use, at \$1.00. 26th. Sold, for cash, 85 bushels of wheat, at \$1.25. November 15th. Sold for cash, 100 bushels of wheat, at \$1.13. 18th. Sold, for cash, 80 bushels of wheat, at \$1.06. 22d. Sold, for cash, 35 bushels of wheat, at \$1.00. Marketing 300 bushels of wheat, at 3c. Interest on 15 acres of land, at \$50.00 per acre, at 7 per cent.

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## FORM FOR MECHANICS.

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THE books necessary in this form are the Day-book and Ledger. The cash account may be kept in a separate book—forming a Cash-book, or not, at the option of the Book-keeper.

The accounts might be kept as in the Farmer's form, in one book, i. e., the Ledger; only, it would not be as convenient, for the mechanic is constantly called away from his business to attend to the wants of his customers. And, besides, having many more accounts and entries to make, than the Farmer, these accounts are of a different nature, such as cannot be remembered till evening, as those of the Farmer. Hence it is necessary, that the mechanic should use a book, in which he can make a full record of the transactions as they occur, and then at his leisure, he can arrange the various entries in their respective accounts in the Ledger.

The Day-book is a book in which all business transactions should be recorded at the time and in the order in which they occur. It is divided by perpendicular lines into seven spaces. The month occupies the first space; the day of the month, the second; the name of the person and the transaction, the third; the value of the items, in dollars and cents, the fourth and fifth; and their sum total, the sixth and seventh.

If, for example, on the first day of January, 1848, you sell Benjamin Hamilton the following articles:—One brass plated single harness for thirty dollars, one pair of halters

for one dollar and seventy-five cents, and one riding bridle for one dollar and fifty cents—your Day-book entry would be as follows :

*Lyons, January 1st, 1848.*

<i>Jan.</i>	<i>1</i>	<i>Benjamin Hamilton</i>	<i>Dr.</i>			
		<i>To 1 Brass P. S. Harness</i>		<i>30</i>	<i>00</i>	
		<i>" 1 Pr. Halers</i>		<i>1</i>	<i>75</i>	
		<i>" 1 Riding Bridle</i>		<i>1</i>	<i>50</i>	<i>33 25</i>

If you had purchased the same articles of Hamilton, all the difference in the entries would have been this : after the name on the first line, in the place of *Dr.* you should have written *Cr.*; and on the next line, in the place of *To* you should have written *By.*

Whenever it is necessary to repeat the date, or the word *To* or *By*, it may be done by placing two dots (thus, ".") under the date or word to be repeated. One line should be left between every two entries.

#### QUESTIONS.

What is this form ? How many books are needed in this form ? Name them. Is a cash book needed ? Could the accounts be kept in one book ? Why, then, do they use two ? What is the Day-book for ? When and how should the transactions be entered ? Into how many spaces is the book divided ? For what is the first space used ? the second, third, fourth, fifth, sixth, seventh ? Explain the example given ? What difference would have occurred in the entries, if you had purchased the articles of him ? Instead of repeating date, what may you write ? Instead of repeating the words *To* and *By*, what may you write ? How much space should you leave between each entry ?

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DAY-BOOK.

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MECHANICS' FORM.

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Lyons, Saturday, January 1st, 1848.

Jan.	1	Isaac H. Jameson	Dr.			
		To 1 Set Double Harness		26	00	
		" 1 Pr. Halters		1	75	27 75
"	3	Henry B. Holbrook	Dr.			
		To 1 S. P. Sing. Harness				.35 00
"	4	Daniel W. Potter	Dr.			
		To 1 Pr. Breast Straps		1	00	
		" 2 " " Same do.	.25	50		1 50
"	6	Charles D. Campbell	Dr.			
		To 1 Pr. Collars				3 50
"	"	Franklin S. Clark	Dr.			
		To 4 Bridles	1.25	5	00	
		" 1 Pr. Martingans			75	
		" 1 Halter			88	6 63
"	7	Sylvester N. Nuss	Dr.			
		To 1 Set S. Tug Harness		16	00	
		" 1 Breast Collar		1	75	17 75
"	"	Bela Dunbar	Dr.			
		To 1 Saddle				15 00
"	8	Charles Harford	Dr.			
		To 1 B. P. Single Harness				30 00
"	10	James S. Hawkins	Dr.			
		To 1 Set S. Tug Harness		16	00	
		" 2 Pr. Collars	3.50	7	00	
		" 1 " Halters		4	75	
		" 1 " Tugs		3	25	28 00

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Let the pupil rule some paper and enter the following memoranda, according to directions; when he has become proficient in making the entries, he may enter them in his day-book.

## MEMORANDA.

Lyons, 1848, Saturday, Jan. 1st. Sold Isaac H. Jameson 1 Set of Double Harness, \$26.00, and 1 pair of Halters, \$1.75. 3d. Sold Henry B. Holbrook 1 Silver plated Single Harness \$35. 4th. Sold Daniel W. Potter, 1 pair of Breast Straps \$1, and 2 Hame Straps, at 25c. 5th. Charles D. Campbell, 1 pair of Collars, \$3.50. Also, Sold Franklin S. Clark, 4 Bridles, at \$1.25, 1 pair of Martingals, \$75, and 1 Halter, \$88. 7th. Sold Sylvester N. Nurse, 1 Set of Single Tug Harness, \$16, and 1 Breast Collar, \$1.75, also sold Bela Dunbar, 1 saddle \$10. 8th. Sold Charles Harford 1 Brass Plated Single Harness, \$30. 10th. Sold James S. Hawkins, 1 Set Single Tug Harness, \$16, 2 pair of Collars, at \$3.50, 1 pair of Halters, \$1.75, and 1 pair of Tugs, \$3.25.

The pupil will please notice, carefully, each abbreviation, and the position of each entry on the opposite page. The entries should be so made, that if a straight line should be drawn down the page it would pass thro' the initial of each name, another thro' the word "To," another thro' the word, "Dr." Attention to these particulars will insure that neatness and precision, which are absolutely necessary in book-keeping.

Lyons, Wednesday, Jan. 12th, 1848.<sup>2</sup>

Jan.	12	Clark N. Fulton	Dr.			
		To 1 Set B. Pl. Harness		38	00	
		" 1 Pr. Breast Collars		5	50	
		" 1 " Martingals		75	44	25
"	13	Avron B. Patterson	Dr.			
		To 1 Single Harness			22	00
"	"	Isaac H. Jagger	Dr.			
		To 1 Leather Strap		31		
		" Mending Tug		13		44
"	15	Cornelius O. Rumsey	Dr.			
		To 1 Pr. Collars		3	00	
		" 1 " Breast Straps		1	00	4 00
"	17	Horatio N. Short	Dr.			
		To 1 Valise		3	00	
		" 1 Bridle		1	13	4 13
"	19	Henry Woodward	Dr.			
		To 1 Pr. Blind Brilles.		4	00	
		" 3 Hame Straps	.13	39		
		" 1 Throat Latch		12		4 51
"	"	John Lynd	Dr.			
		To 1 Single Harness			13	00
"	21	Hiram Hawley	Dr.			
		To Repairing Harness			3	75
"	"	Andrew C. Mynderse	Dr.			
		To 1 Trunk			4	50

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## MEMORANDA.

1848. Jan. 12th. Sold Clark N. Fulton 1 set brass plated harness, \$38; 1 pair breast collars, \$5.50; also 1 pair martingals, \$.75. 13th. Sold Aaron B. Patterson 1 single harness, \$22; also sold I. H. Jameson 1 halter strap, \$.31, and mended tug, \$.13. 15th. Sold Cornelius O. Rumsey 1 pair collars, \$3, and 1 pair breast straps, \$1. 17th. Sold Horatio N. Short 1 valise, \$3, and 1 bridle, \$1.13. 19th. Sold Henry Woodward 1 pair blind bridles, \$4; 3 hame straps at \$.13, and 1 throat latch, \$.12; also, sold John Lynd 1 single harness, \$18. 21st. Repaired harness for Hiram Hawley, \$3.75, and sold Andrew C. Mynderse 1 trunk, \$4.50.

(The above to be entered in Day-Book.)

Let the pupil study carefully these memoranda, as entered on opposite page. The date is set down first, the month in the first space, the day of the month in the second. The name of the person is placed on the same line in the third space, and in the same space near the double line the word "Dr.," if he has purchased of you, "Cr." if you have purchased of him. In the same space under the name place the word "To," if "Dr." is written after the name, and "By," if "Cr." After this word place the item, the price of each article if composed of several, as in H. Woodward's acc't—"3 Hame Straps .13"—then place amount of item, if there is one entry, in the sixth and seventh spaces, as in entry of Aaron B. Patterson. If there is more than one item, place the amount in fourth and fifth spaces, as in the account of Horatio N. Short, "To 1 Valise 3.00," and then place the combined amount of the several items in sixth and seventh spaces on the same line of last item, as in H. N. Short's account, last line—

| " | | " 1 Bridle      || 1 | 13 || 4 | 13 |



From the preceding explanations the pupil will be able to enter the following memoranda in his Day-Book. Let them be entered in immediate connection with the memoranda on preceding pages, of which they are a continuation. Let the teacher, in examining the entries made by the pupil, notice every mistake, either in entering the memoranda, or in writing, or in figures. He should insist upon the columns of figures being so placed that figures of the same order shall come under each other.

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MEMORANDA.

1848. Jan. 25th. Cleaned harness for Henry B. Holbrook, \$2.50. Repaired it, \$1.88. Sold him 1 halter, \$.87. Also, sold Timothy N. Foster set silver-plated harness, \$42; saddle and bridle, \$23; and pair halters, \$1.50. 26th. Repaired harness for Sylvester N. Nurse, \$2.38; also covered the dash of his buggy, \$3.50. Same day bought of Franklin S. Clark 1 wash-tub, \$1.13, and 3 patent pails, at \$.31. Also, sold Timothy G. Baldwin 1 set long tug harness, \$26.00. Aaron B. Patterson has paid me cash on account, \$10.00. 29th. Bought of Daniel W. Potter 19 lbs. veal, at \$.04. 31st. Sold Charles D. Campbell 1 brass plated single harness, \$30. Also, sold Wm. Gridley 1 pair martingals, \$.75, 3 lame straps, at \$.13, and 1 bum strap, \$.30. Also, repaired harness for J. H. Jameson, \$1, and sold him 1 pair tugs, \$3, and 1 pair tugs, \$2. Also sold James S. Hawkins 1 brass plated gig harness, \$20, and repaired harness, \$2.75. Also sold James H. Gillett 1 saddle, \$18, 1 bridle, \$1.50, 1 pair martingals, \$1, and 1 halter, \$1. February 1st. Sold Henry Woodward 1 pair fine boots for self, \$4. Also, Bela Dunbar 1 pair boots for hired man, \$2.50, and 1 pair buskins for wife, \$1.25. Also, sold Aaron B. Patterson 1 pair kip boots for George, \$3.25, and repaired boy's boots, \$.13. 3d. Sold Hiram Hawley 1 pair shoes, \$1.50, 1 pair children's shoes, \$.75, and 1 pair small children's shoes, \$.50. 4th. Footed fine boots for Timothy N. Foster, \$3. Also tapped and patched boots for Sylvester N. Nurse, \$.50, mended shoes, \$.13, and sold him pair of shoes for wife, \$1.50. 5th. Sold Charles Harford 2 pair small shoes, at \$.50. Also mended boots for Andrew C. Mynderse, \$.38. 7th. Bought of Timothy G. Baldwin 12 lbs. butter, \$.13. 10th. Sold Clark N. Fulton 1 pair gaiter boots, \$2. 11th. Sold Henry B. Holbrook 1 pair fine boots, \$5.50, and 1 pair boy's ditto, \$1.75. 14th. Sold Horace O. Bigelow 1 pair buskins for wife, \$1.25. 15th. Sold

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William Gridley 1 pair stoga boots, \$2.50, and 1 pair women's shoes, \$1.00. 17th. Sold Cornelius O. Rumsey 2 pair stoga boots, at \$2.50. 18th. Bought of Horatio N. Short 1 bbl. of flour, \$7. Also sold Frank-  
 lin S. Clark 1 pair pumps, \$1.75. 21st. Sold John Lynd 3 pair buskins, at \$1.25. 22d. Sold James S. Hawkins 6 pairs stoga boots at \$2.50. 25th. Sold Daniel W. Potter 1 pair fine boots for Eddy, \$5.50. Same day, bought of him 27 lbs. pork, at \$.09. 26th. Charles Harford has paid me cash \$25. 28th. Isaac H. Jameson 1 pair gaiters for wife, \$2, and footed fine boots, \$3.50. 29th. Sold Henry Woodward 1 pair pruned shoes, \$1.50, 1 pair small shoes, \$.75, and mended shoes, \$.38. March 1st. Shod horses for Daniel W. Potter, \$2.00. 2d. Sold William Gridley 13 lbs. gate hinges, at \$.13, and 4 lbs. bolts, at \$.14. Same day, sold Sylvester N. Nurse 3 lynch pins, \$.12, repaired wagon for him, \$.50, set wagon tire, \$.50, and ironed neck yoke, \$1.00. 3d. Mended chain for Henry B. Holbrook, \$.13, and sharpened 2 shoes, \$.31. Also sharpened colter for Horatio N. Short, \$.13. Also sold James S. Hawkins 1 large clevis, \$1.13, 1 pair small clevises, \$1.25, and ironed whiptrees, \$3. 4th. Shod horse for Andrew C. Mynderse, \$1. 6th. Sold Charles Harford 1 lynch pin, \$.12, 1 hook and staple, \$.13, mended shovel, \$.13, and set 2 shoes, \$.31. 8th. Repaired wagon for Woodward, \$3. 9th. Mended log chain for Bela Dunbar, \$.19, and shod his horse, \$1.00. 10th. Sold Isaac H. Jameson 17 lbs. gate hinges, at \$.13, and shod his horse, \$1. 13th. Repaired sulkey for John Lynd, \$3.50. Also bought of Henry Woodward 19 lbs. pork, at \$.07, 21 lbs. pork, at \$.06, and 3 bushels wheat, at \$1.50. 14th. Sold Hiram Hawley 1 large clevis, \$1.25, and sharpened drag teeth, \$.23. Also shod horses for Timothy N. Foster, \$2. 15th. Shod horse for Franklin S. Clark, toed and set 2 shoes, \$.31, and set 2 new shoes, \$.50. 17th. Sold Clark N. Fulton 3 bolts, at \$.13, 2 lynch pins, at \$.12. 18th. Set 1 tire for Timothy G. Baldwin, \$.38, and mended skein on wagon, \$.50. Also sold Daniel W. Potter 1 hook to trace chain, \$.13. 20th. Sold Charles D. Campbell 1 king bolt, \$.75. 21st. Bought of Hiram Hawley 5 tons of hay, at \$8. 22d. Sold Horace O. Bigelow 2 bands for drag, \$.38, mended chain, \$.12, and shod horses, \$2. 23d. Henry B. Holbrook has paid me cash, \$15. Sold Henry Woodward 1 hook and staple, \$.13. Also shod horses for James H. Gillett, \$2. 24th. Sold Cornelius O. Rumsey 1 iron wedge, \$.88, 1 lynch pin, \$.12, and shod horse, \$1. Also repaired drag for Timothy G. Baldwin, \$.75. 27th. Bought of Daniel W. Potter 8 dozen eggs, \$.10. Also repaired threshing machine for Isaac H. Jameson, \$4.75. 29th. Repaired wagon for Sylvester N. Nurse, \$2.50, and ironed neck yoke, \$.88. 30th. Sold William Gridley

8 lbs. spikes, at \$.12 $\frac{1}{2}$ , and repaired cart, \$1.88. 31st. Bought of Cornelius O. Rumsey 12 lbs. butter, at \$.13, 8 lbs. butter, at \$.10, 22 lbs. pork, at \$.07, 23 lbs. pork, at \$.06, and he has paid me cash, \$5. Henry B. Holbrook has paid me cash to balance his account, \$32.94. Daniel W. Potter has paid me cash to balance acc't, \$5.14. Charles D. Campbell has paid me cash to balance acc't, \$34.25. Franklin S. Clark has given me his note at 6 months, \$7.13, to balance acc't.

Entry should be—

{	"Franklin S. Clark Cr.	}
	By note at 6 mo's to bal. acc't,	\$7.13." }

Sylvester N. Nurse has given me his note, at 3 mo's for \$31.50, to balance acc't. William Gridley has paid me cash to balance acc't, \$10.07. Bela Dunbar has paid me cash, \$19.94. Charles Harford has given me his note at 30 days for \$6.69. Henry Woodward has paid me cash, \$7.18. Timothy G. Baldwin has paid me cash, \$26.07. James S. Hawkins has given me his note at 6 mo's for \$71.13. I have allowed and credited John Lynd his acc't against me, \$18.75.

Entry should be—

{	John Lynd Cr.	}
	By am't of his acc't,	\$18.75. }

I have allowed and credited Isaac H. Jameson his acc't against me, \$13.75, and he has given me his note at 3 mo's to balance account, \$33.90.

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INDEX AND LEDGER.

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MECHANICS' FORM.

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A

G

Gidley, William  
Gille, James H.

B

Baldwin, Timothy P.  
Bigelow, Horace O.

H

Hobbrook, Henry B.  
Harford, Charles  
Hawkins, James S.  
Hawley, Hiram

C

Campbell, Chas. D.  
Clark, Franklin S.

J

Jameson, Isaac H.

D

Dunbar, Bela

K

E

L

Lynd, John

F

Fulton, Clark N.  
Foster, Timothy N.

M

Mynderse, Andrew C.

Nurse,

Potter  
Patter

Pou

Ph

N  
*Nurse, Sylvester N.*

O

P  
*Potter, Daniel W.*  
*Patterson, Aaron B.*

Q

R  
*Rumsey, Cornelius O.*

S  
*Short, Horatio N.*

T

V

W  
*Woodward, Henry*

X

Y

Z

## ALPHABET, OR INDEX.

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THE ALPHABET, OR INDEX, is a small book in which are arranged, in alphabetical order, the names of all persons having accounts in the Ledger, together with the pages on which such accounts are entered.

This book was fully explained in the last set, but to assist the pupil the names of the accounts in this set have been placed in the proper places. The pupil may copy these names into the blank index. The number of the page has been purposely omitted. Let the pupil, as soon as he opens an account in the Ledger, place the number of the page opposite the name in the Index.

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## THE LEDGER.

The LEDGER is a book to which each person's account is transferred from the Day-book, and arranged on a page by itself. The name of such person should be written in a bold hand at the top of the page, with *Dr.* on the left and *Cr.* on the right.

Each page of the Ledger should be divided by a double perpendicular line into two equal parts; the one for the debtor, and the other for the creditor side of the account. Each of these parts should also be divided by perpendicular lines into six spaces; the first space for the month, the second for the day of the month, the third for the items, the fourth for the page of the Day-book on which the

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original entries were made, and the fifth and sixth for dollars and cents.

The first account to be opened in the Ledger is that of the person whose name stands first in the Day-book. As soon as it is opened it should be entered in the Alphabet.

POSTING BOOKS in this form is collecting and transferring each person's account from the Day-book to its appropriate page in the Ledger. The entries recorded in the Day-book should be posted in the order in which they occur; that is, the first entry should be the first posted, and the second entry next, and so on until they are all posted.

Whenever there is more than one article charged or credited to an individual on the same page of the Day-book, the several sums should be added, and the amount entered in the Ledger, *To*, or *By Sundries*; but when there is but one article so charged or credited, it may be specified in the Ledger.

#### QUESTIONS.

What is the Alphabet? What entries are made in it? For what purpose is it used? When do you make an entry in this book? What is the Ledger? How are the accounts arranged in it? How should the page in the Ledger be headed? Into how many equal parts is the Ledger page divided? What are these for? Into how many spaces should each of the parts be divided? For what are the different spaces used? Whose account must be opened first in the Ledger? What entry to be made in the Index when an account is opened in the Ledger? What is meant by "Posting Books?" How should entries in Day-book be posted? When there is more than one item in the charge on Day-book, what must be done? How will you enter the amount in Ledger? If there is but one item in the charge, what may be done?





The pupil will find on the opposite page the account of Isaac H. Jameson, as it would appear in the Ledger.

On the first page of the Day-book you will find the name of Isaac H. Jameson, the first recorded. He is there, on the first day of January, 1848, made debtor for one set of double harness at twenty-six dollars, and one pair of halters at one dollar and seventy-five cents, the sum total is twenty-seven dollars seventy-five cents; hence, we make the entry—

Jan. | 1. | To Sundries | 1 || \$27 | 75 |

On the second page, 13th day of January, for one halter strap at thirty-one cents, and mending tug thirteen cents, sum total forty-four cents, and we make the entry next to the one just entered. On the fourth page, 31st day of January, for repairing harness one dollar, one pair of tugs three dollars, one pair of tugs two dollars, sum total six dollars. Of this we make the third entry on debit side of account. On the sixth page, 28th day of January, for footing fine boots three dollars fifty cents, one pair of gaiters for wife two dollars, sum total five dollars fifty cents, which makes the fourth entry on debit side. On the eighth page, 10th day of March, for seventeen pounds of gate hinges, at thirteen cents per pound, two dollars twenty-one cents, shoeing horse one dollar, sum total three dollars twenty-one cents. This is posted as the fifth entry on the debit side. On the ninth page, 27th day of March, for repairing threshing-machine four dollars seventy-five cents, which is entered as last entry on debit side; and on the tenth page, 31st day of March, he is made credit for the amount of his account thirteen dollars seventy-five cents, and his note to balance the account thirty-three dollars and ninety cents, and should be posted as on the following page on the credit side of the account. The same method is pursued in posting the other accounts.

(THE SAME POSTED BY FIGURES.)

Isaac H. Jameson

Cr.

Dr.

1848							
Jan.	1,27.75.	2,44.	46.00	34 19	Mar. 31	By Amt. of his Account	13 75
Feb.	286,5.50.	8,3.21.	9,4.75	13 46	" "	Notes to Balance	33 90
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On the opposite page you will find the same account (Isaac H. Jameson's) posted by figures, the small figures indicating the Day-book page, and the large ones the amount of the entry transferred. When the line is filled, these sums are added, and the sum total extended into the money columns. This method is very simple, and needs no further explanation after the instructions given on preceding page. It is not as full as the first method of posting, but is adopted by some, because it occupies so much less space in the Ledger than the former. The learner, if he chooses, may practise both.

By a careful study of the account given above, and the explanations accompanying it, the pupil will be enabled readily to post the remaining accounts. In order to guide the pupil in this labor, the accounts of Henry B. Holbrook, Daniel W. Potter, Charles D. Campbell, and Franklin S. Clark are given, as they will appear, if correctly posted. If the remaining accounts are properly posted by the pupil, he will find the following amounts necessary in order to balance them: Sylvester N. Nurse, —; Horace O. Bigelow, \$3.75; William Gridley, —; Bela Dunbar, —; Charles Harford, —; James S. Hawkins, —; Clark N. Fulton, \$46.88; Aaron B. Patterson, \$15.38; Cornelius O. Rumsey, \$0.72; Horatio N. Short (Cr.), \$2.74; Henry Woodward, —; John Lynd, \$6.50; Hiram Hawley (Cr.), \$31.32; Andrew C. Mynderse, \$5.88; Timothy N. Foster, \$71.50; Timothy G. Baldwin, —; James H. Gillet, \$23.50.

NOTE.—The dash indicates that the accounts, after which it is placed, balance.

2 Dr. Henry B. Holbrook Cr.

1848											
Jan.	3	To 1 S. P. S. Harness	1	35	00	1848	23	By Cash	9	45	00
"	25	" Sundries	3	5	25		31	" do. to Bal.	10	32	94
Feb.	11	" do.	5	7	25						
Mar.	3	" do.	7		44						
					94						
					47						47
					94						94

Dr. Daniel W. Potter Cr.

1848											
Jan	4	To Sundries	1	1	50	1848	26	By 19 lbs. Veal	3	76	
Feb.	25	" 1 Pr. F. Boots	6	5	50	Jan.	25	" 27 " Pork	6	43	
Mar.	1	" Shaving Horse	6	2	00	Feb.	27	" 8 Doz. Eggs	9	80	
"	18	" 1 Hook to Chain	8		13	Mar.	31	" Cash to Bal.	10	5	
					13						14
					9						13

Charles D. Campbell

9 13

9 15

Cr. 3

### Charles D. Campbell

Dr.

1848			1848			10	34 25
Jan	6	To 1 Pr. Collars	Mar.	31	By Cash to Balance		
"	31	" 1 B. P. S. Harness					
Mar.	20	" 1 King Bolt					
							34 25

Cr.

### Franklin S. Clark

Dr.

1848			1848			3	9 06
Jan.	6	To Sundries	Jan.	26	By Sundries	10	7 13
Feb.	18	" 1 Pr. Pumps	Mar.	31	" Note to Bal.		
Mar.	15	" Sundries					9 19

## PRACTICAL EXERCISES.

The form on the preceding pages, although it is designated as the "Mechanic's Form," is, nevertheless, well adapted to the use of professional men and merchants; and from the fact that a majority of merchants, in the small villages throughout the country, keep their books after this form, we have thought best to give a Memorandum of the business transactions of a merchant for three months, requiring the pupil to record them in the Day-Book, post to the Ledger, and balance the accounts as in the preceding. The price per ounce, pound, gallon, yard or piece, is given, leaving the amount to be extended by the learner; and if the above-described operation is correctly performed, it will be found, on balancing the books, that the following persons are indebted to you for the sums opposite each name:—Hiram Mann, \$39.42; Milton Seely, \$42.71; Albert J. Hovey, \$7.17; Charles R. Hecox, \$4.49; William F. Ashley, \$9.15; Ephraim B. Price, \$6.43; Peter Brant, \$17.63; William Walling, \$7.52; Merrit Thornton, \$23.03; John Messenger, \$1.71; Alpheus Clark, \$8.81; Samuel Weaver, \$28.66; John Hancock, \$12.63; Samuel Moore, \$17.21; Nathan Brittan, \$5.36; and you are indebted to Myron Holmes, \$2.32.

## MEMORANDUM.

## JANUARY

1st. Sold Hiram Mann  $2\frac{1}{2}$  yds. broadcloth, at \$3.00,  $\frac{1}{4}$  yd. silk serge, at \$1.50, 1 doz. large buttons, at 75c., and  $\frac{1}{2}$  doz. small, do., at 25c. 2d. Sold Myron Holmes 10 yds. silk, at \$1.50, and 5 skeins silk, at 4c.; Milton Seely, 1 cap for boy, at \$1.25, and 1 pair small coarse boots, at \$1.50; Albert J. Hovey, 10 lbs. sugar, at 10c., and 1 lb. tea, at \$1.00. 3d. Sold Charles R. Hecox 5 yds. calico, at 10c., 5 lbs. coffee, at 14c., and 1 lb. tea, at \$1.00; William F. Ashley, 15 lbs. sugar, at 10c., 1 oz. nutmegs, at 12c., and

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1 oz. cloves, at 13c. 4th. Sold Ephraim B. Price 1 bbl. of salt, at \$1.25, 1 bbl. water lime, at \$2.25, 50 lbs. coarse salt, at 1½c., and 20 lbs. mackerel, at 8c.; Peter Brant, 10 yds. muslin de laine, at 50c., 15 yds. factory, at 10c., and 5 spools thread, at 5c.; William Walling, 20 lbs. sugar, at 10c., 10 lbs. coffee, at 10c., and 1 lb. tea, at \$1.00. 7th. Sold Merrit Thornton 3 yds. gray cloth, at \$1.00, 3 yds. factory, at 8c., and buttons, 6c.; Hiram Mann, 8 lbs. sugar, at 9c., and 5 lbs. coffee, at 14c. 9th. Sold John Messenger cloth and trimmings for overcoat, at \$9.00, 6 yds. cassimer, at \$2.00; and he has paid me cash on account, \$20.00. 10th. Sold Albert J. Hovey 10 yds. calico, at 12½c., and 1 spool thread, at 5c.; Alpheus Clark, 1 yd. silk, at \$1.25, 1 cord and tassel, at \$1.00, and 3 skeins silk, 4c. 11th. Sold Milton Seely 1 ps. factory, 30 yds., at 10c. 12th. Sold John Messenger 50 lbs. sugar, at 10c., and 1 ps. factory, 40 yds., at 8c.; and bought of him 1 firkin butter, at \$10.00. 14th. Sold Merrit Thornton cloth and trimmings for pants, at \$6.00. 15th. Sold William Walling 3 yds. S. G. cloth, at 56c. 16th. Sold Peter Brant 1 lb. tea, at \$1.00, and 10 lbs. sugar, at 10c. 17th. Sold William F. Ashley 9 yds. bed-ticking, at 12½c., and 3 spools, at 5c. 18th. Sold Charles R. Hecox 9 yds. factory, at 9c., 9 yds. ticking, at 12½c., and 2 spools, at 5c. 19th. Sold Samuel Weaver 4 yds. light green broadcloth, at \$2.50, 3½ yds. worsted goods, at 75c., and buttons, 50c.; and bought of him 20 lbs. butter, at 15c., and 10 doz. eggs, at 10c. Sold Ephraim B. Price, per wife, 9 yds. muslin de laine, at 25c. 21st. Sold Albert J. Hovey, 1 pair kid gloves, at \$1.00; Myron Holmes, 1 pair kid gloves, at \$1.00. 22d. John Messenger has paid me cash on account, \$5.00. 23d. Sold Hiram Mann 8 yds. calico, at 12½c., and 1 spool, at 5c. Peter Brant has paid me cash on account, \$10.00. Sold John Hancock 1 lb. tea, at \$1.00, 5 lbs. coffee, at 12½c., and 10 lbs. sugar, at 10c. 25th. Sold Milton Seely 3 yds. cassimer, at \$2.00, 3 yds. factory, at 8c., and buttons, 6c. 26th. Sold Samuel Moore, per Emogene, 1 pair kid gloves, at \$1.00, and 1 pair cotton, at 19c.; William Walling, 10 yds. calico, at 14c., 15 yds. factory, at 10c.; and bought of him 10 cords maple wood, at \$2.00. 29th. Sold Peter Brant 15 lbs. sugar, at 10c., and 5 lbs. coffee, at 14c. 30th. Sold Samuel Moore cloth and trimmings for coat, at \$9.80, 1



pair suspenders, at 50c., and 1 pair gloves, at 31c.; and he has paid me cash on account, \$25.00. Sold Myron Holmes 1 pair buckskin gloves, at \$1.00, 1 pair black kid do., at \$1.00, cloth and trimmings for dress coat, \$15.00, 50 lbs. sugar, at 10c., 20 lbs. coffee, at 15c., 5 lbs. tea, at 50c.; and he has paid me cash on account, \$25.00. Bought of him 10 super. plows, at \$5.00. 31st. Sold Nathan Brittan 1 pair cotton hose, at 25c., 1 pair worsted gloves, at 50c., and 1 doz. skeins worsted, at 13c.

## FEBRUARY

1st. Sold William F. Ashley 1 silk pocket handkerchief, at 50c., and 1 cravat, at \$1.50. 4th. Sold Ephraim B. Price 14 yds. shirting, at 12c., 2 yds. linen, at 75c., 4 yds. calico, at 6c., and 1 doz. spools thread, 63c. 5th. Sold Samuel Moore 2 rolls white paper, at 31c., and 3 brooms, at 18c. 6th. Sold Milton Seely 1 satin vest pattern, \$3.25, 1 yd. cambric, 10c., 1 white do., 13c., and  $\frac{1}{2}$  doz. buttons, at 12c.; Samuel Weaver, 13 yds. shirting, at 13c., 2 $\frac{1}{2}$  yds. Irish linen, at 88c., and 3 spools thread, at 5c. 7th. Sold Alpheus Clark 10 yds. sheeting, at 10c.; William Walling, 12 yds. calico, at 8c., and 5 lbs. batting, at 12 $\frac{1}{2}$ c. 8th. Sold Ephraim B. Price vest and trimmings, at \$2.25, 1 yd. linen, 75c.; and bought of him bill of groceries, \$15.42. 9th. Sold William F. Ashley 20 yds. calico, at 12 $\frac{1}{2}$ c. 11th. Sold Merrit Thornton 1 doz. tumblers, \$1.00, and 8 lbs. refined sugar, at 12 $\frac{1}{2}$ c.; Nathan Brittan, 12 yds. barred mull, at 31c., and 2 pair cotton hose, at 38c. 13th. Sold John Hancock 1 pair rubbers, at \$1.00, 1 pair kid gloves, at \$1.00, and 1 pair buskins, at \$1.50. 14th. Sold Hiram Mann 1 graduated robe, \$3.50, 1 yd. drilling, at 13c., and thread, 6c. 15th. Sold Samuel Moore 32 yds. sheeting, at 10c., and 4 yds. Irish linen, at \$1.00. 16th. Sold Albert J. Hovey 1 set fine blue ware, at \$3.50; Peter Brant, 1 lb. tea, at \$1.00, and 5 lbs. rice, at 5c.; John Messenger, 10 yds. muslin de laine, at 25c., and 1 yd. drilling, at 13c. 18th. Sold Myron Holmes, per son, 1 vest pattern and trimmings, at \$8.00. 19th. Sold Charles R. Hecox 17 yds. sheeting, at 5c., and 20 yds. calico, at 12 $\frac{1}{2}$ c. 20th. Sold Samuel Moore 1 fur hat, at \$4.00; Milton Seely, per wife, super. shawl, at \$30.00; John Hancock, 1 gal. lamp oil, \$1.50, and 2 gals. molasses, at 37 $\frac{1}{2}$ c. 21st. Sold Samuel Weaver 2 yds. mull edge, at

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31c., and 1 pair gloves, at 75c. 22d. Sold Merrit Thornton 3 yds. cassimer, at \$2.00,  $\frac{1}{4}$  yd. canvas, at 19c., and 1 pair black silk gloves, at \$1.00. 25th. Sold Alpheus Clark 10 lbs. mackerel, at 8c., 20 lbs. sugar, at 10c., and 10 doz. eggs, at 14c. 27th. Sold Hiram Mann 1 ps. sheeting, 30 yds., at 10c., and 20 yds. calico, at 10c. 28th. Sold Samuel Moore 6 yds. alpaca, at 60c., and 1 yd. cambric, at 10c.; Myron Holmes, 9 yds. muslin de laine, at 37 $\frac{1}{2}$ c., 2 spools thread, at 5c., and 5 skeins silk, at 4c.; William F. Ashley, 1 vest and trimmings, \$5.00.

## MARCH

1st. Sold Albert J. Hovey 4 lbs. cotton batting, at 12 $\frac{1}{2}$ c., and 8 yds. calico, at 12 $\frac{1}{2}$ c. 2d. Sold Milton Seely 3 yds. edging, at 8c.; E. B. Price, 4 lbs. coffee, at 14c., and 1 lb. cinnamon, at 31c. 4th. Sold Merrit Thornton 2 $\frac{1}{2}$  yds. linen, at \$1.00, 9 yds. gingham, at 38c., and 1 doz. spools, 63c. 6th. Sold John Messenger 1 cap, at \$1.50; Samuel Weaver, 1 pair rubbers, at \$1.75. 7th. Sold Alpheus Clark 1 gal. lamp oil, at \$1.00, and 3 lbs. nails, at 8c. 8th. Sold John Hancock 3 bbls. salt, at \$1.00, 100 lbs. sugar, at 7 $\frac{1}{2}$ c.; and he has paid me cash on account, \$10.00. Sold Peter Brant 2 brooms, at 13c., and 3 $\frac{1}{2}$  yds. flannel, at 75c. 9th. Sold William Walling 6 yds. alpaca, at 50c., and 1 yd. cambric, at 10c.; and bought of him 10 lbs. butter, at 12 $\frac{1}{2}$ c. 11th. Sold Charles R. Hecox 1 pair kid gloves, \$1.00, 1 pair rubbers, at \$1.50, 1 pair buskins, at \$1.25; and bought of him 1 firkin butter, 80 lbs., at 12 $\frac{1}{2}$ c. 12th. Sold Hiram Mann 3 bbls. salt, at \$1.00; Merrit Thornton, 9 yds. calico, at 12 $\frac{1}{2}$ c.; and bought of him 100 ft. hemlock fence boards, at 7 $\frac{1}{2}$ c. Sold Peter Brant 12 lbs. sugar, at 10c. 13th. Sold Milton Seely, per wife, 12 yds. silk, at \$1.25; and he has paid me cash on account, \$20.00. 14th. Sold William F. Ashley 12 yds. calico, \$1.00; Myron Holmes, per wife, 1 pair kid buskins, at \$1.50. 15th. Sold Samuel Moore 1 set blue ware, at \$3.00; Samuel Weaver, 1 set fine blue tea ware, at \$3.50; William Walling, 2 bed-cords, at 25c. 16th. Sold Merrit Thornton  $\frac{1}{4}$  bbl. mackerel, at \$9.00. 18th. Sold Ephraim B. Price 2 yds. satinnet, at 75c. 20th. Sold Peter Brant 4 yds. satinnet, at \$1.12, and 2 yds. cassimere, at \$1.50; John Hancock, 3 linen handkerchiefs, at 44c., and 1 yd. linen, at 75c. Samuel Weaver, per wife, 1 yd.

Italian silk, at \$1.50, 1 cord and tassel, at \$1.25, and 3 skeins silk, at 4c. 21st. Sold Milton Seely 1 vest pattern, at \$1.50, and trimmings, at 38c. 22d. Sold Albert J. Hovey 9 yds. muslin de laine, at 31c., and 2 skeins silk, at 4c. 23d. Sold Ephraim B. Price 8 yds. gingham, at 50c., 1 yd. cambric, at 10c., and 2 spools thread, at 5c. 25th. Sold Charles R. Hecox 10 yds. gingham, at 31c., and 1 spool thread, at 5c.; John Hancock, 3 linen handkerchiefs, at 31c., and 1 yd. linen, at 75c.; Peter Brant, 14 yds. sheeting, at 11c., 30 yds. do., at 9c., 2 yds. Irish linen, at 75c.; and bought of him 15 lbs. butter, at 12½c. 26th. Sold William Walling 150 lbs. sugar, at 10c. 27th. Sold Samuel Weaver 3 yds. black cassimer, at \$2.00; Hiram Mann, cloth and trimmings for dress coat, \$15.00; William F. Ashley, 2 pair small shoes, at 31c., and he has paid me cash on account, \$5.00. 28th. Sold John Messenger 1 set buttons, at 75c., 1 hank thread, at 13c., and 1 pair shoes, at \$1.00. 29th. Sold Myron Holmes 1 shawl, at \$10.00, 1 pair kid gloves, at \$1.00, 2 yds. mull edging, at 40c., 1 bag clasp, at 50c., and 1 yd. silk velvet, at \$3.50; Samuel Moore, 9 yds. silk warp alpaca, at 75c., 1 yd. cambric, at 10c., 1 pair kid buskins, at \$1.00, 2 linen handkerchiefs, at 50c., 1 yd. silk, at \$1.75, 1 cord and tassel, at 75c. 30th. Sold John Messenger 1 gal. lamp oil, at \$1.50. Albert J. Hovey has paid me cash on account, \$5.00.

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## FORM FOR MERCHANTS.

THE principal Books of this Form are the Day-book or Blotter, the Journal, the Ledger, and Cash-book.

The DAY-BOOK and the manner of keeping it are the same as described in the second Form, with these exceptions: the manner and place of dating are different, and it is ruled with single money-columns instead of double.

A PETTY ALPHABET or INDEX to the Day-book should also be kept, in which all the names entered in the Day-book during a month should be entered and alphabetically arranged.

This book should be commenced on the evening of the first business day of each month, by writing in it all the names that were entered in the Day-book during the day, together with the pages on which such entries were made; and so every evening during the month, enter in the Alphabet all the new names that appear in the Day-book, with their pages; and if a name appears that has already been entered in the Alphabet, enter the number of the page on which it stands opposite such name. Whenever the name occurs more than once on the same page of the Day-book, it is indicated in the Alphabet by repeating the number of the page. A small cross (+) placed after the figure indicates that there is a credit-entry on that page in the Day-book.

The JOURNAL is a book into which all the items of each person's account are transferred from the Day-book, and so arranged that those for each month are collected together.

At the close of every month the Day-book should be journalized, which is done in the following manner: Transfer the first entry of the month, in the Day-book, to the Journal; then find the name thus transferred in the Alphabet, and if that has been kept as above directed, you will see on what pages of the Day-book this name

again occurs ; then turn to these pages in order, and transfer to the Journal all the items entered to this name, placing them under the name already entered there, with the dates, &c., keeping the debits and credits by themselves. After thus transferring them, place two parallel lines (thus //) opposite each entry on the Day-book, to indicate that they have been carried to the Journal. Proceed in the same manner with the next name in the Day-book, and so on until all is journalized.

After journalizing the month's transactions, the books should be compared to see if the accounts are correctly journalized ; and if found correct, write in the Day-book, after the last entry for the month, Examined.

The LEDGER in this Form is a book in which a whole, or a part of a page, is appropriated to every account in the Journal.

This book is ruled like the Ledger of the second Form, but the lines which there separate the space for the day of the month from the month may be omitted.

An ALPHABET or INDEX to the Ledger, like the one described in the second Form, is necessary.

At the close of the first month the Journal should be posted. But before this is done the Ledger (which we will suppose is new) should be paged, and the names of all the persons (including Stock, Cash, and Merchandise) with whom you have opened an account should be written at the top of the space appropriated to such account. These names, with *Dr.* on the left and *Cr.* on the right, should be written in a bold hand, and then should be alphabetically arranged in the Index, with the page of the Ledger on which they are recorded. The Journal should next be page-marked, which is done as follows : open to the first account in it, and then find in the Alphabet what page of the Ledger is appropriated to this account, and place the number of this page on the margin of the Jour-

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nal, opposite such account. Proceed in the same manner until each account in the Journal is page-marked.

You are now prepared to post the books. Commence with the first account in the Journal; the figure in the margin shows the page of the Ledger appropriated to this account. Enter on the Dr. side of that page the month in the first space; "To Merchandise" in the wide space, the page of the Journal in the next, and the sum total of the debits in the two next spaces. Then if there are any credits to this account in the Journal, their sum total should be entered in the Ledger on the Cr. side in the same manner, except in the wide space write "By Cash," "By Merchandise," or "By Sundries," as the case may be. Then place two parallel oblique lines, one above and the other below the figure in the margin, to indicate that the account has been posted. Proceed in the same manner until each account in the Journal for the month has been posted. At the close of the next and the subsequent months, the Journal should be posted in the same manner as above described.

Every month, immediately after the Journal has been posted, it should be compared with the Ledger, to see if any mistakes have been made in posting. In order to facilitate this, it should be done by two persons. One should take the Journal, and commencing with the first account in the month, give its title and the page of the Ledger upon which it is posted, as indicated by the figures in the margin of the Journal; the other should then turn to this page in the Ledger, and see if it is correctly posted, while the first reads from the Journal the entry, amount, page, &c.

In comparing the books, if any account is found to have been overlooked, it of course should be posted immediately.

If an entry has been made on the wrong side of an account in the Ledger, it should not be erased, but the same amount should be entered on the opposite side of

this account "To" or "By Error," and then the entry made as it should have been at first.

If an entry has been posted to the wrong account, the same amount should be entered on the opposite side of this account "To" or "By Error," and it should then be posted in its proper place.

When either the Day-book, Journal, or Ledger is written full, its place is supplied by a new one, and the different books are usually designated by the first letters of the alphabet: the first day-book as Day-book A; the second, Day-book B: the first journal as Journal A; the second, Journal B: the first ledger as Ledger A; the second, Ledger B; the third, Ledger C, &c.

After writing the Day-book for the months of January, February, and March, journalizing and posting it to the Ledger, the accounts may be balanced.

Balancing accounts is placing a sufficient sum on the least side of an account to make it equal with the greatest, and is done by adding the Dr. and Cr. columns, subtracting the least from the greatest, and making the account Dr. "To" or Cr. "By Balance" for the difference. The debit and credit sides will now foot alike. Next draw single lines opposite each other under these columns, and, after adding and placing the amount under them, draw double lines under the amount, to signify that the two sides are balanced and closed; then bring down the balance by making the account Dr. "To" or Cr. "By Balance" of old account. But if the Ledger is full, and you wish to transfer the account to a new one, let the balancing entry be "To" or "By Balance to Ledger B;" and in the new Ledger, "To" or "By Balance from Ledger A."

In the following set of books, after writing the Day-book, journalizing and by posting the three months' transactions, the books may be balanced, and the accounts transferred to a new Ledger.

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The same plan will be adopted in this as in the two preceding forms. A portion of the accounts will be in the memoranda form with explanations on one page, and the memoranda, as they appear when entered in the book, on the opposite page. Great care must be taken with this form, otherwise but little if any progress can be made in the second portion of the book. Let the teacher require the pupil to be thoroughly acquainted with the questions that follow, and in examining the books of the pupil rigidly enforce the principles that have been given.

## QUESTIONS.

What is this form called? What are the principal books used? What are the Day-book and manner of keeping it like? In what does it differ from the Day-books of the preceding forms? What is the Index to the Day-book called? For what is it used? When should the names entered in the Day-book be placed in this Index? Describe the manner of entering these names. If a name has already been entered, what do you do if it occurs again? What do you do if a name occurs twice on one page? What indicates a credit entry? What is the Journal? How are the accounts arranged in it? When should the Day-book be journalized? What is meant by journalizing? Describe the manner of journalizing. What do the parallel lines (||) placed opposite the Day-book entry signify? What should be done after journalizing the accounts of the month? If found correct, what do you write in the Day-book? Where do you write it? What is the Ledger in this form? Is it like the Ledger in the preceding forms? What line may be omitted? Is an Alphabet necessary to this Ledger? When should the Journal be posted? What should be written first in the Ledger? What style of writing should be used? What should be placed on the left? What on the right? Where should the names be entered next? How do you page-mark the Journal? After these preparations, what is the manner of posting? What marks do you put in the Journal to show that the account has been posted? After the accounts have been entered, what is to be done? Describe the best way of reviewing the entries? If an account has been overlooked, what is done? Should you erase a wrong entry? How can you correct it? If an entry has been made in the wrong account, how can you correct it? How are



the new Day-books, &c., designated when a new set is used? What is meant by balancing accounts? Describe the method. If you open a new account in the same book, how will the entry read? If in a new book?

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DAY-BOOK, OR BLOTTER.

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MERCHANTS' FORM.

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*Lyons, Monday, Jan. 3d, 1848.*

<i>Pierce &amp; Wilson</i>	<i>Cr.</i>		
<i>By Merchandise per Invoice</i>		<i>173</i>	<i>00</i>
<i>Magie, Sanderson &amp; Co.</i>	<i>Cr.</i>		
<i>By Merchandise per Invoice</i>		<i>480</i>	<i>00</i>
<i>Benedict &amp; Rockwell</i>	<i>Cr.</i>		
<i>By Merchandise per Invoice</i>		<i>227</i>	<i>00</i>
<i>Tuesday, Jan. 4th.</i>			
<i>Joseph M. Demmon</i>	<i>Dr.</i>		
<i>To 230 Yds. Brown Sheeting</i>	<i>.08</i>	<i>18</i>	<i>40</i>
<i>" 48 " Red Flannel</i>	<i>.38</i>	<i>18</i>	<i>24</i>
<i>" 3 Doz Coat's Sp. Thread.</i>	<i>.48</i>	<i>1</i>	<i>44</i>
<i>Moses Austin</i>	<i>Dr.</i>		
<i>To 17 Yds. Sheeting</i>	<i>.05</i>	<i>85</i>	
<i>" 20 " Calico</i>	<i>.13</i>	<i>2</i>	<i>60</i>
<i>Wednesday, Jan. 5th.</i>			
<i>George C. Dean</i>	<i>Dr.</i>		
<i>To 10 Yds. No. D. Lains</i>	<i>.31</i>	<i>3</i>	<i>10</i>
<i>" 1 " Drilling</i>		<i>13</i>	
<i>" 2 Doz. Buttons</i>	<i>.15</i>	<i>30</i>	
<i>Thursday, Jan. 6th.</i>			
<i>Nathan Britton James</i>	<i>Dr.</i>		
<i>To 2 Gall. Lamp Oil</i>	<i>1.25</i>	<i>2</i>	<i>50</i>
<i>" 30 lbs. Loaf Sugar</i>	<i>.13</i>	<i>3</i>	<i>90</i>

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## MEMORANDA.

Lyons, Monday, Jan. 3d, 1848. Bought of Pierce & Willson merchandise amounting by invoice to \$173. Also bought of Sanderson & Co. an invoice of merchandise, \$480. Also bought of Benedict & Rockwell an invoice of merchandise, \$227. 4th. Sold Joseph M. Demmon 230 yds. brown sheeting, at .08, 48 yds. red flannel, at .38, and 3 doz. Coat's spool thread, at .48 per doz. Also sold Moses Austin 17 yds. sheeting, at .05, and 20 yds. calico, at .13. 5th. Sold George C. Dean 10 yds. muslin de laine, at .31, 1 yd. drilling, .13, and 2 doz. buttons, at .15, per doz. 6th. Sold Nathan Brittan, per James, 2 gallons lamp oil, at 1.25, and 30 lbs. loaf sugar, at .13.

This memoranda would be entered as on the opposite page. The method is the same as employed in the two preceding forms, with the exception, first, of the position of the date, it occupying the centre, and not the side of the page, and the day of the week, as the day of the month being expressed; second, the separate amounts of the different items in each account are placed separately in the last two spaces, and not the sum merely, as in preceding forms. The method of entering the memoranda in Day-book being so similar to the preceding forms, further explanation is deemed unnecessary. The pupil will now carefully enter in his Day-book the following memoranda in connection with the foregoing.

## MEMORANDA.

Thursday, January 6th. Sold Rev. Ira Ingraham 5 yds. black broad-cloth, at \$3.50, 1 satin vest pattern, \$5.50, trimmings, \$3.75, 5 lbs. of coffee, at \$.15, and 10 lbs. of sugar, at \$.10. Also sold Miss May Emmonds 3 yds. of linen edging, at \$.19. 8th. Sold Hugh Jameson merchandise and rendered bill, \$8.07. Also sold John Adams 10 yds. drab fringe, at \$.68 and 3 pieces ribbon, at \$.31. 10th. Paid Horatio N. Taft's order, \$2.38. Sold John M. Holley 3 yards black cassimere, \$2.25. Sold Levi S. Fulton 20 lbs. sugar, at \$.08, 1 lb. tea, \$.88, and he took, also, in cash \$8.00. Sold Abram L. Beaumont, 25 lbs. sugar, at \$.10. 11th. Sold Moses Austin 7 yds. alpaca, at \$.50, 10 yds. cambric, at \$.10, 3 skeins silk, at \$.04 and 4 sheets of wadding, at \$.04. 12th. Sold Samuel Moore 9 yds. muslin de laine, at \$.44, 1 yd. cambric, at \$.10, 2 yds. drilling, at \$.12. Also sold Aaron D. Polhamus, 1 cravat, \$1.12. Also sold James C. Smith 4 yds. green baize, at \$.50. Also sold Levi S. Fulton 1 pair of fine boots, \$5.00. Bought of James Rogers 1 pair fine boots, \$5.00. 14th. Sold George C. Youngs 3 yds. black cassimere, at \$1.75, and trimmings, \$.25. 15th. Sold Moses Austin 30 yds. sheeting, at \$.10. 17th. Sold James Rogers 2 hanks linen thread, at \$.13, and 4 pieces galoon, at \$.31. Sold Nathan Brittan (wife) 1 pair kid gloves, \$1.00, 1 pair inferior kid, \$.63. Sold Miss Mary Emmonds 9 yds. muslin de laine, at \$.31, and trimmings, \$.25. She paid cash on account, \$2.00. Sold John M. Holley (daughter) 20 skeins zephyr worsted at \$.01. Sold Thomas Rook 4 yds. sheep's gray cloth, at \$.63. 18th. Sold Moses Austin 10 lbs. cotton yarn, at \$.19. Sold George C. Dean (wife) 1 yd. mull edging, \$.31, and 1 yd. edging, \$.04. 19th. Sold James McElwain 9 yds. muslin de laine, at \$.28, 1 yd. cambric, \$.10. Sold George C. Youngs  $\frac{1}{2}$  lb. tea, at \$.88, 1 gallon molasses, at \$.44, 1 lb. pepper, at \$.13, and 1 lb. spice, at \$.13. Bought of George C. Youngs 2

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bushels dried plums, at \$2.50. 20th. Sold Horatio N. Taft 1 set fine blue tea-ware, \$3.50. Sold Levi S. Fulton 1 lb. tea, \$.88, 5 lbs rice, at \$.05, 1 ounce nutmegs, \$.13. 21st. Sold Abram L. Beaumont 1 pair rubbers, \$1.00. Sold Rev. Ira Ingraham 1 pair kid gloves, \$1.00. Sold Moses Austin 10 lbs. of sugar, at \$.10, and 5 lbs. rice, at \$.05, and bought of him 5 lbs. butter, at \$.13. Sold Nathan Brittan 6 yds. merino, at \$1.25. 22d. Sold Samuel Moore 1 yd. figured satin, \$3.00, 1½ yd. twist, at \$.04, ¼ yd. black cambric, at \$.10, 1 yd. white cambric, \$.13, 3 skeins silk, at \$.04, 1 sheet wadding, at \$.04, ¼ doz. buttons, at \$.18. 24th. Sold John Adams 185 lbs. sugar, at \$.10. Sold Hugh Jameson 6 yds. merino, at \$1.12, 5 sheets wadding, at \$.04, 4 skeins silk, at \$.04. Sold James McElwain 1 lb. tobacco, \$.25. 25th. Sold Miss Mary Emmonds 3 yds. Irish linen, at \$.52, 4 spools thread, at \$.04. 26th. Sold Lucius S. Wood 1 cravat, \$.88. Sold Horatio N. Taft 3 yds. black cassimere, \$2. 27th. Sold James McElwain 9 yds. ticking, at \$.18, 6 yds. tow cloth, at \$.31, 16 yds. calico, at \$.08, 10 yds. gingham, at \$.25. 28th. Sold George C. Dean (wife) 10 yds. calico, at \$.18, 2 linen hdkfs., at \$.44. Sold John Adams 18 yds. muslin de laine, at \$.18. Sold Samuel Moore 1 pair rubbers, \$.88, 2 papers pins, at \$.10. 29th. Sold Edward Messenger 9 yds. ticking, \$.18, 6 yds. tow cloth, at \$.31, 11 yds. calico, at \$.06, 6 yds. calico, at \$.05, and 8 lbs. batting, at \$.13. Sold Levi S. Fulton 10 yds. curtain calico, at \$.13, 13 yds. calico, at \$.06, 4 spools thread, at \$.05, 11 yds. alpaca, at \$.75, and 1 lb. spice, \$.13. 31st. Sold Nathan Brittan 3 linen handkerchiefs, at \$.44, and 2 yds. Irish linen, at \$.75. Sold Aaron D. Polhamus, 32 yds. shirting, at \$.12, 4 yds. Irish linen, at \$.75, and 1 doz. spools thread, \$.63. Sold Joseph M. Demmon 170 lbs. sugar, at \$.10. Abram L. Beaumont 7 yds. flannel, at \$.44, and 4 yds. flannel, at \$.62. Feb. 1st. Sold Daniel Chapman 4 yds. broadcloth, at \$6.00, ¼ yd. padding, at \$.38, ¼ yd. canvas, at \$.25, ¼ yd. silk serge, at \$1.13, 5 skeins silk, at \$.04, and 20 buttons, \$.64. Sold James McElwain, 1 bar soap, \$.13, and 1 cake fancy soap, \$.12. Bought of Jonas W. Goodrich 20 lbs. mackerel, at \$.08. Sold Levi S. Fulton 20 lbs. mackerel, at \$.08, and 8 lbs. coffee, at \$.12. 2d. Sold Abram L. Beaumont (wife) 1 shawl, \$7.00. 3d.

Sold Moses Austin 1 comforter, \$.31, and bought of him 8 lbs. butter, at \$.14, and 4 bushels potatoes, at \$.33. Sold Hugh Jameson  $3\frac{1}{2}$  yds. flannel, at \$.62. 4th. Sold Ephraim B. Price  $4\frac{1}{2}$  yds. coating, at \$2.00,  $\frac{1}{2}$  yd. padding, at \$.38,  $\frac{1}{4}$  yd. canvas, at \$.25, 1 set buttons, \$.75, and 1 hank thread, \$.12. 5th. Sold Miss Mary Emmonds, 1 spool thread, \$.05, and 1 thimble, \$.38. Sold George C. Dean 1 looking-glass, \$3.00, and 1 set fine blue tea-ware, \$3.50. 7th. Sold John Adams 31 yds. silk warped alpaca, at \$.52. Sold James Rogers 2 lbs. coffee, at \$.13, 10 lbs. sugar, at \$.10, and 2 gallons molasses, at \$.44. Sold James Bashford 6 tumblers, at \$.12, and 20 lbs. refined sugar, at \$.14. 8th. Sold Abram L. Beaumont 31 yds. brown sheeting, at \$.10. Sold Daniel Chapman 1 pair rubbers, \$.88, and 1 pair kid gloves, \$1.00. 9th. Sold Reuben H. Foster 1 set knives and forks, 2.00, and 1 glass dish, \$1.25, and bought of him 10 bushels potatoes, at \$.44, and 8 bushels oats, at \$.32. 10th. Sold George C. Youngs,  $\frac{1}{2}$  lb. cinnamon, at \$.38, 1 lb. ginger, \$.12, and 1 bbl. salt, \$1.18. Sold Thomas Rook 20 yds. calico, at \$.06, 10 lbs. batting, at \$.11, 5 lbs. cotton yarn, \$.19, and 2 spools thread, at \$.05. Sold Samuel Moore (daughter) 2 yds. mull edging, at \$.40. 11th. Sold Aaron D. Polhamus 9 yds. muslin de laine, at \$.28,  $1\frac{1}{2}$  yd. cambric, at \$.10, and  $\frac{1}{2}$  yd. jean, at \$.16. Sold Edmund Hopkins (wife) 1 graduated robe, \$3.50, 1 yd. drilling, \$.13, thread, \$.06, and bought of him 1 geography and atlas, \$1.25. 12th. Sold Daniel Watrous, 1 doz. tumblers, \$1.00, and 8 lbs. refined sugar, at \$.14. Sold George C. Dean (Fellers)  $\frac{1}{2}$  ream foolscap paper, \$2.25. Bought of Philip G. Almy merchandise per invoice, \$42.00. 14th. Sold Thomas Ninde  $\frac{1}{2}$  yd. silk serge, \$1.00, and  $\frac{1}{2}$  yd. silk serge, at \$1.12. Sold Ephraim B. Price vest and trimmings, \$2.25, and 1 yd. linen, \$.75. 15th. Sold James Rogers 31 yds. sheeting, at \$.10, 2 pieces galoon, at \$.31, and 4 spools thread, at \$.05. Sold Thomas Rook 5 lbs. coffee, at \$.14, and 10 lbs. refined, at \$.14. 16. Sold George C. Youngs, 3 yds. flannel, at \$.50, 9 yds. calico, at \$.13, and 4 spools thread, at \$.05. Sold Nathan Brittan 9 yds. silk warped alpaca, at \$.75, and 1 yd. drilling, at \$.12. Bought of Moses Austin 4 lbs. butter, at \$.14. 17th. Sold Thomas

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and

Ninde (wife) 8 yds. calico, at \$.15, and 4 yds. calico, at \$.10. Sold James McElwain 1 lb. tobacco, \$.25. Sold Thomas E. Dorsey (daughter) 1 bag-clasp, \$.50, and 2 linen handkerchiefs, at \$.44. Sold Reuben H. Foster 30 yds. brown sheeting, at \$.08, and 1 doz. spools thread, \$.63. Levi S. Fulton, cash for personal expenses, \$15.00. 18th. Sold Edward Messenger 1 vest pattern, \$1.00, 1 yd. celecia, \$.19, and  $\frac{1}{2}$  twilled goods, \$.16. Sold Thomas Rook 8 lbs. cotton batting, at \$.11, 3 yds. calico, at \$.10, and 1 yd. cambric, \$.10. 19. Sold Abram L. Beaumont  $3\frac{1}{2}$  yds. black broadcloth, at \$5.00,  $\frac{1}{2}$  yd. padding, at \$.38,  $\frac{1}{2}$  canvas, at \$.25,  $1\frac{1}{2}$  yd. twist, at \$.04,  $\frac{1}{2}$  yd. silk serge, at \$1.12, 5 skeins silk, at \$.04, and 1 set buttons, \$.75. Sold Moses Austin 1 lb. tea, \$.88, and 8 lbs. sugar, at \$.10. 21st. Sold Levi S. Fulton 10 lbs. sugar, at \$.10, and 4 lbs. coffee, at \$.14. Sold Edmund Hopkins, 10 lbs. sugar, at \$.09, and 1 gallon molasses, \$.44. Sold Horatio N. Taft 30 yds. sheeting, at \$.10. 22d. Sold Thomas E. Dorsey,  $3\frac{1}{2}$  yds. broad cloth, at \$3.75, 2 yds. sheeting, at \$.11, 10 lbs. sugar, at \$.10, and 1 lb. tea, \$.88. 23d. Sold James Bashford  $33\frac{1}{2}$  lbs. refined sugar, at \$.14, and bought of him 2 bush. dried plums, at \$2.25, and 5 bush. dried apples, at \$.75. Bought of Remsen and Polhamus, wire, \$.31. Sold Nathan Brittan 14 lbs. batting, at \$.11, and 16 yds. calico, at \$.06. Sold Hugh Jameson,  $\frac{1}{2}$  lb. tea, at \$.88, 1 gallon molasses, at \$.44, and 1 lb. of ginger, \$.12. Sold James McElwain, 4 lbs. raisins, at \$.15, 5 lbs. crushed sugar, at \$.14, and 1 oz. nutmegs, at \$.13. 24th. Sold George C. Dean 10 yds. sheeting, at \$.08 $\frac{1}{2}$ , and 20 $\frac{1}{2}$  yds. sheeting, at \$.10. Sold Samuel Moore 17 yds. calico, at \$.16, 10 yds. calico, at \$.12. Sold John M. Holley 2 galls. lamp oil, at \$1.12, and 1 ball wicking, \$.13. Sold James Rogers (Croal), merchandise per order, \$3.50. 25th. Sold Jonas W. Goodrich 1 lb. tea, \$.75, 1 lb. pepper, \$.12, 1 lb. ginger, \$.12, and 2 lbs. saleratus, at \$.06. 26th. Sold Edward Messenger 6 lbs. cotton yarn, at \$.19, and 3 spools thread, at \$.05. Sold Reuben H. Foster 7 yds. alpaca, at \$.50, 10 yds. cambric, at \$.10, 3 skeins silk, at \$.04, and 4 sheets wadding, at \$.04. 28th. Sold George C. Dean 16 yds. calico, at \$.06, 8 lbs. batting, at \$.11, and bought of him, 100 lbs. white lead, at \$.08. Sold Horatio N. Taft 1



bbl. salt, \$1.13. Sold John M. Holley (wife) 1 set knives and forks, \$2.25, and 8 yds. flannel, at \$.56. 29th. Sold Levi S. Fulton 2½ yds. velvet ribbon, at \$.15, and 1 pair kid gloves, \$.83. Sold Joseph M. Demmon 19 yds. Canton flannel, at \$.40, and 33 yds. shirting, at \$.10½. March 1st. Sold Thomas Rook 4 lbs. cotton batting, at \$.11, and 7 yds. calico, at \$.08. Sold Thomas E. Dorsey (daughter) 3 yds. edging, at \$.08. 2d. Sold Edward Messenger 1½ doz. buttons, at \$.50, 1 yd. celecia, \$.18, ½ yd. twilled goods, at \$.18, and ¼ yd. canvas, at \$.25. Sold Moses Austin 4 lbs. coffee, at \$.14, and ¼ lb. cinnamon, at \$.38. 3d. Sold Daniel Chapman 2½ yds. linen, at \$1.00, 9 yds. gingham, at \$.38, and 1 doz. spools thread, at \$.63. 4th. Sold Lucius S. Wood 1 pair rubbers, \$.88. Sold James C. Smith 1 pair kid gloves, \$1.00, 3 linen handkerchiefs, at \$.42, and 1 linen handkerchief, 63. 6th. Sold Miss Mary Emmonds 1 pair buskins, \$1.13. Sold Abram L. Beaumont 1 pair rubbers, \$1.00. Sold Nathan Brittan 1 gallon lamp oil, at \$1.25, and 3 lbs. nails, at \$.06. 7th. Sold Moses Austin ½ lb. tea, at \$1.00, 1 bar soap, \$.14, and bought of him, 4½ doz. eggs, at \$.11. 8th. Sold, James C. Smith 1 pr. kid buskins, \$1.25. Sold John M. Holley 1 yd. silk velvet, \$3.50, 1 yd. sheeting, \$.15, ¼ yd. cambric, at \$.10, 1 doz. buttons, at \$.19, and 3 skeins silk, at \$.04. 9th. Sold Daniel Watrous 1 lb. tea, \$1.00, and 3 doz. eggs, at \$.12. Sold Jonas W. Goodrich 3 yds. cassimere, at \$.88, 3 yds. sheeting, at \$.10, 1½ doz. buttons, at \$.04, and 3 skeins silk, at \$.04. Sold Hugh Jameson 1 cap, \$.88. 10th. Sold Thomas Rook 3 lbs. coffee, at \$.14, and 1 lb. butter, at \$.14. Sold Thomas Ninde ¼ ream foolscap paper, \$2.25, and 1 quart ink, \$.50. Sold Rev. Ira Ingraham 4 linen hdkfs., at \$.44. 11th. Sold George C. Youngs ½ lb. tea, at \$.75, 1 lb. pepper, \$.12, and 1 gallon molasses, \$.44. 13th. Sold Reuben H. Foster (Samuel) 2½ yds. cassimere, at \$2.00, 3 yds. sheeting, at \$.10, and buttons, \$.06. Sold James Bashford 3 bbls. salt, at \$1.12, and 100 lbs. sugar, at \$.08½. Sold Lucius S. Wood, ½ yd. linen, at \$.75. 14th. Sold Aaron D. Polhamus (wife) 1 pr. buskins, \$1.13, and 5 yds. muslin de laine, at \$.31. 15th. Sold Thomas E. Dorsey (wife) 9 yds. calico, at \$.18, and bought 9 lbs. butter, at \$.14. Sold

James M  
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James McElwain 1 file, \$.10, 1 small file, \$.09, and 4 gross screws, at \$.44. 16th. Sold Horatio N. Taft 10 yds. gingham, at \$.31, and 1 yd. cambric, \$.10. Sold Justin W. Burnham (daughter)  $8\frac{1}{2}$  yds. calico, at \$.12, 6 yds. gingham, at \$.34, and trimmings, \$.19. 17th. Sold Samuel Moore 1 gall. molasses, \$.44, 1 gall. lamp oil, \$.13, and 1 bar soap, \$.12. Bought of Remsen and Polhamus 2 boxes glass, at \$3.00, and work per Boume, \$1.50. Sold George C. Dean (wife) 1 pr. kid gloves, \$.63, 1 pr. rubbers, \$.88. 18th. Sold Daniel Watrous  $3\frac{1}{2}$  yds. black broad cloth, at \$5.00,  $\frac{1}{2}$  yd. padding, at \$.38,  $\frac{1}{2}$  yd. canvas, at \$.25,  $\frac{1}{2}$  yd. silk serge, at \$1.12, 5 skeins silk, at \$.04, and he paid me cash, \$12.00. 20th. Sold Moses Austin 2 brooms, \$.13, and  $3\frac{1}{2}$  yds. flannel, at \$.62. 21st. Sold Aaron D. Polhamus 6 yds. alpaca, at \$.50, and 1 yd. cambric, \$.10. 22d. Sold Miss Mary Emmonds 2 linen hdkfs, at \$.38. Sold Nathan Brittan 9 yds. calico, at \$.12. Sold Levi S. Fulton 4 lbs. butter, at \$.13. Sold Daniel Chapman 14 yds. sheeting, at \$.13, 30 yds. sheeting, at \$.10, and 2 prs. cotton hose, at \$.38. 23d. Sold Reuben H. Foster (wife) 12 yds. blue calico, at \$.14. Sold Justin W. Burnham 1 pr. gloves, \$.44. Sold Thomas E. Dorsey 3 brooms, at \$.13, and 1 patent pail, \$.31. 24th. Sold Horatio N. Taft 33 yds. sheeting, at \$.09. Sold Thomas Rook 12 yds. curtain calico, at \$.12, and 4 spools thread, at \$.05. Sold James C. Smith 1 yd. satin vesting, \$3.00,  $\frac{1}{2}$  yd. black cambric, at \$.10, 1 yd. white cambric, \$.13,  $1\frac{1}{2}$  yd. twist, at \$.04,  $\frac{1}{2}$  yd. wiggan, at \$.12, 2 sheets wadding, at \$.04, 4 skeins silk, at \$.04,  $\frac{1}{2}$  doz. buttons, at \$.18. 25th. Sold Aaron D. Polhamus (wife) 12 yds. Italian silk, at \$1.25. Sold Samuel Moore (daughter) 1 pr. buskins, \$1.12. 27th. Sold Thomas Ninde 1 set fine blue tea-ware, \$3.50. Sold John M. Holley 6 yds. flannel, at \$.50. 28th. Sold Nathan Brittan 1 pr. red buskins, \$1.25. Sold Justin W. Burnham 9 lbs. sugar, at \$.10, 4 lbs. rice, at \$.05, and 2 lbs. coffee, at \$.15. Sold Daniel Chapman 25 lbs. sugar, at \$.08, and 10 lbs. coffee, at \$.15. Sold James Rogers 32 yds. brown factory, at \$.09. 30th. Sold Abram L. Beaumont 31 yds. brown sheeting, at \$.09, and 6 spools thread, at \$.05. Sold Joseph M. Demmon 128 lbs. coffee, at \$.09 $\frac{1}{2}$ . 31st. Sold Levi S. Fulton 9 yds.

muslin de laine, at \$.31, and 4 skeins silk, at \$.04. Sold Lucius S. Wood 2 linen hdkfs., at \$.44. Sold Horatio N. Taft 2 bed cords, at \$.25.

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INDEX TO THE DAY-BOOK.

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MERCHANTS' FORM.

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## INDEX TO THE DAY-BOOK.

NAMES.	January.	February.	March.
<i>Adams, John</i>			
<i>Almy, Philip S</i>			
<i>Austin, Moses</i>			
<i>Bashford, James</i>			
<i>Beaumont, Abram L</i>			
<i>Benedict J Rockwell</i>			
<i>Brittan, Nathan</i>			
<i>Burnham, Justin W.</i>			
<i>Chapman, Dania</i>			
<i>Dean, George C.</i>			
<i>Demmon, Joseph M.</i>			
<i>Dorsey, Thomas E.</i>			
<i>Emmonds, Miss M.</i>			
<i>Foster, Reuben H.</i>			
<i>Fulton, Levi S.</i>			
<i>Goodrich, Jonas W.</i>			
<i>Holley, John M.</i>			
<i>Hopkins, Edmund</i>			
<i>Ingraham, Rev. Ira</i>			
<i>Jameson, Hugh</i>			

INDEX TO THE DAY-BOOK.—(Continued.)

NAMES.	January.	February.	March.
<i>Magie, Sanderson &amp; Co.</i>			
<i>McElwain, James</i>			
<i>Messenger, Edward</i>			
<i>Moore, Samuel</i>			
<i>Ninde, Thomas</i>			
<i>Pierce &amp; Wilson</i>			
<i>Polhamus, Aaron D.</i>			
<i>Price, Ephraim B.</i>			
<i>Remson &amp; Polhamus</i>			
<i>Rogers, James</i>			
<i>Book, Thomas</i>			
<i>Smith, James C.</i>			
<i>Taft, Horatio N.</i>			
<i>Watrous, Daniel</i>			
<i>Wood, Lucius S.</i>			
<i>Youngs, Geo. C.</i>			

The pupil will find the names and months entered in this Index; the figures are left for him to enter according to directions.

## JOURNALIZING.

As Journalizing is a process not yet familiar to the student, the memoranda given on the preceding pages are arranged in journal form on the following pages. The student must not merely copy these entries from the Text-book, as that would be a mere exercise in writing. It is expected that he will apply the principles given in the instructions on journalizing in the first part of this form. After he has made the entries as well as he can in his Journal, he may compare it with the form given in the book and correct the error, if any have been made. A good method is to journalize on a slate or paper, and then after correcting, copy the entries into the book. It is of great importance that the teacher should insist upon the pupil's journalizing by the principles, and on no account should he permit him to merely copy from the text-book.

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JOURNAL.

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MERCHANTS' FORM.

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Lyons, January, 1848.

1	Pierce & Wilson	Cr.				
	By Merchandise per Invoice				173	00
1	Magie, Sanderson & Co.	Cr.			480	00
	By Merchandise per Invoice					
2	Benedict & Rockwell	Cr.			227	00
	By Merchandise per Invoice					
2	Joseph M. Demmon	Dr.				
4	To 230 Yds. B. Sheeting	.08	18	40		
	" 43 " B. Flannel	.38	18	24		
	" 3 Doz. Sp. Thread	.48	1	44		
31	" 170 lbs. Sugar	.10	17	00	55	08
	Moses Austin	Dr.				
4	To 17 Yds. Sheeting	.05		85		
	" 20 " Calico	.13	2	60		
11	" 7 " Alpaca	.50	3	50		
	" 10 " Cambus	.10	1	00		
	" 3 Pks. Silk	.04		12		
	" 4 Sheets Wadding	.04		16		
15	" 30 Yds. Sheeting	.10	3	00		
18	" 10 lbs. Cotton Yarn	.19	1	90		
21	" 10 " Sugar	.10	1	00		
	" 5 " Rice	.05	25		14	38
3	Contra	Cr.				
	By 5 lbs. Butter	.13			65	

## Lyons, January, 1848.

3	George C. Dean	Dr.			
5	To 10 Yds. <i>M. D. Laine</i>	.31	3	10	
	" 1 " <i>Dulling</i>			13	
	" 2 <i>Doz. Buttons</i>	.15		30	
18	" 1 Yd. <i>Mull Edging</i>			31	
	" 1 " <i>Edging</i>			04	
28	" 10 " <i>Calico</i>	.18	1	80	
	" 2 <i>Linen Hdkfs.</i>	.44		88	6 56
4	Nathan Brittan	Dr.			
6	To 2 <i>Galls. Lamp Oil</i>	1.25	2	50	
	" 30 <i>lbs. Loaf Sugar</i>	.13	3	90	
17	" 1 <i>Pr. Kid Gloves</i>		1	00	
	" 1 " <i>do.</i>			63	
21	" 6 <i>Yds. Merino</i>	1.25	7	50	
31	" 3 <i>Linen Hdkfs.</i>	.44	1	32	
	" 2 <i>Yds. Irish Linen</i>	.75	1	50	18 35
4	Rev. Fra Ingraham	Dr.			
6	To 5 <i>Yds. Broad Cloth</i>	3.50	17	50	
	" 1 <i>Satin Vest Pattern</i>		5	50	
	" <i>Trimmings</i>		3	75	
	" 5 <i>lbs. Coffee</i>	.15		75	
	" 10 " <i>Sugar</i>	.10	1	00	
21	" 1 <i>Pr. Kid Gloves</i>		1	00	29 50
5	Miss Mary Emmonds	Dr.			
6	To 3 <i>Yds. Linen Edging</i>	.19		57	
17	" 9 " <i>M. D. Laine</i>	.31	2	79	
	" <i>Trimmings</i>			25	
25	" 3 <i>Yds. Irish Linen</i>	.52	1	56	
	" 4 <i>Spools Thread</i>	.04		16	5 33

Lyons, January, 1848.

3

5	Miss Mary Emmonds	Cr.				
	17 By Cash on Acct.				2	00
5	Hugh Jameson	Dr.				
	8 To Merchandise per Bill rend.		8	07		
	24 " 6 Yds. Merino 1.12		6	72		
	" 5 Sheets Wadding .04			20		
	" 4 Lbs. Silk .04		16		15	15
6	John Adams	Dr.				
	8 To 10 Yds. Drab Fringe .68		6	80		
	" 3 Ps. Ribbon .31			93		
	24 " 185 lbs. Sugar .10		18	50		
	28 " 18 Yds. M. D. Laine .18		3	24	29	47
6	Horatio N. Taff	Dr.				
	10 To paid your Order		2	38		
	20 " 1 Pt F. Blue Tea Ware		3	50		
	26 " 3 Yds. Bk. Cassimer 2.00		6	00	11	88
7	John M. Holley	Dr.				
	10 To 3 Yds. Bk. Cassimer 2.25		6	75		
	17 " 20 Lbs. L. Worsted .04			20	6	95
	Levi S. Fulton	Dr.				
	10 To 20 lbs. Sugar .08		1	60		
	" 1 " Tea			88		
	" Cash Personal Expenses		8	00		
	12 " 1 Pr. Fine Boots		5	00		
	20 " 1 lb. Tea			88		
	" 5 " Rice .05			25		
	" 1 oz. Nutmegs			13		
	29 " 10 Yds. Curt. Calico .13		1	30		

Lyons, January, 1848.

00	7	Levi S. Fulton Dr.			
	29	To Amt. brought up	18	04	
		" 13 Yds. Calico .06		78	
		" 4 Spools Thread .05		20	
		" 11 Yds. Alpaca .75	8	25	
		" 1 lb. Spice		13	27 40
15	8	Abram L. Beaumont Dr.			
	10	To 25 lbs. Sugar .10	2	50	
	21	" 1 Pr. Rubbers	1	00	
	31	" 7 Yds. Flannel .44	3	08	
		" 4 " do. .62	2	48	9 06
47	8	Samuel Moore Dr.			
	12	To 9 Yds. No. D. Laine .44	3	96	
		" 1 " Cambrie		10	
		" 2 " Drilling .12		24	
	22	" 1 " Figured Satin	3	00	
		" 1 1/4 " Twist .04		05	
		" 3/4 " Blk. Cambrie .10		08	
		" 1 " White do.		13	
		" 3 Pks. Silk .04		12	
		" 1 Sheet Wadding		04	
		" 1/2 Doz. Buttons .18		09	
	28	" 1 Pr. Rubbers		88	
		" 2 Papers Pins .10		20	8 89
95	9	Aaron D. Polhamus Dr.			
	12	To 1 Cravat	1	12	
	31	" 32 Yds. Shirting .12	3	84	
		" 4 " F. Linen .75	3	00	
		" 1 Doz. Sp. Thread		63	8 59

Lyons, January, 1848.

9	James C. Smith	Dr.				
12	To 1/2 Yds. Green Baize	.50			2	00
10	James Rogers	Cr.				
	By 1 Pr. Fine Boots				5	00
	Contra	Dr.				
15	To 2 Hanks L. Thread	.13		26		
	" 1/2 Ps. Falcon	.31	1	24	1	50
10	George C. Youngs	Dr.				
14	To 7 Yds. Blk. Cassimer	1.75	5	25		
	" Trimmings			25		
19	" 1/2 lb. Tea	.88		44		
	" 1 Gall. Molasses			44		
	" 1 lb. Pepper			13		
	" 1 " Spice			13	6	64
	Contra	Cr.				
	By 2 Bush. D. Plums	2.50			5	00
11	Thomas Kook	Dr.				
17	To 1/2 Yds. S. Gray Cloth	.63			2	52
11	James McElwain	Dr.				
19	To 9 Yds. No. D. Laine	.28	2	52		
	" 1 " Cambrie			10		
24	" 1 lb. Tobacco			25		
27	" 9 Yds. Ticking	.18	1	62		
	" 6 " Tow Cloth	.31	1	86		
	" 16 " Calico	.08	1	28		
	" 10 " Singham	.25	2	50	10	13
12	Lucius S. Wood	Dr.				
26	To 1 Cravat					88

Lyons, January, 1848.

6

2 00	12	Edward Messenger	Dr.			
	29	To 9 Yds. Ficking	.18	1 62		
		" 6 " Tow Cloth	.31	1 86		
5 00		" 11 " Calico	.06	66		
		" 6 " do.	.05	30		
1 50		" 8 lbs. Bating	.13	1 04	5 48	
5 64						
5 00						
5 2						
13						
88						

## Lyons, February, 1848.

13		Daniel Chapman	Dr.			
	1	To 4 Yds. Broad Cloth	6.00	24	00	
		" $\frac{1}{2}$ " Padding	.38		19	
		" $\frac{3}{4}$ " Canvas	.25		19	
		" $\frac{1}{2}$ " Silk Serge	1.13		56	
		" 5 Lbs. Silk	.04		20	
		" 20 Buttons			64	
	8	" 1 Pr. Rubbers			38	
		" 1 " Kid Gloves		1	00	27 66
11		James McElwain	Dr.			
		To 1 Bar Soap			13	
		" 1 Cake Fanoy Soap			12	
	17	" 1 lb. Tobacco			25	
	23	" 4 " Raisins	.15		60	
		" 5 " Crushed Sugar	.14		70	
		" 1 oz. Nutmegs			13	1 93
13		Jonas W. Goodrich	Cr.			
	1	By 20 lbs. Mackerel	.08			1 60
		Contra	Dr.			
	25	To 1 lb. Tea			75	
		" 1 " Pepper			12	
		" 1 " Ginger			12	
		" 2 " Saleratus	.06		12	1 11
		Levi S. Fulton	Dr.			
	1	To 20 lbs. Mackerel	.08	1	60	
		" 8 " Coffee	.12		96	
	17	" Cash for Pers. Expenses		15	00	
	21	" 10 lbs. Sugar	.10	1	00	
		" 4 " Coffee	.14		56	
	29	" $2\frac{1}{2}$ Yds. V. Ribbon	.15		38	

Lyons, February, 1848.

8

7	Levi S. Fulton	Dr.			
29	To Amt. brought up		19	50	
	" 1 Pr. Kid Gloves			88	20 38
8	Abram L. Beaumont	Dr.			
2	To 1 Shawl		7	00	
8	" 31 Yds. Br. Sheeting	10	3	10	
19	" 3½ " Broad Cloth	5.00	17	50	
	" ½ " Padding	.38		19	
	" ¾ " Canvas	.25		19	
	" 1¼ " Twist	.04		05	
	" ¼ " Silk Lerge	1.12		28	
	" 5 Pks. Silk	.04		20	
	" 1 Set Buttons			75	29 26
9	Moses Austin	Dr.			
3	To 1 Comforter			31	
19	" 1 lb. Tea			88	
	" 8 " Sugar	10		80	1 99
	Contra	Cr.			
3	By 8 lbs. Butter	.14	1	12	
	" 4 Bush. Potatoes	.38	1	52	
16	" 4 lbs. Butter	.14		56	3 20
5	Hugh Jameson	Dr.			
3	To 3½ Yds. Flannel	.62	2	17	
23	" ½ lb. Tea	.88		44	
	" 1 Gall. Molasses			44	
	" 1 lb. Ginger			12	3 17
	Ephraim B. Price	Dr.			
4	To 4½ Yds. Coating	2.00	9	00	
	" ½ " Pudding	.38		19	



9 Lyons, February, 1848.

14	Ephraim B. Price	Dr.			
4	To Amt. brought up		9	19	
	" $\frac{3}{4}$ Yds. Canvas	.25		19	
	" 1 Set Buttons			75	
	" 1 Hank Thread			12	
14	" 1 Vest & Trimmings		2	25	
	" 1 Yd. Linen			75	13 25
5	Miss Mary Emmonds	Dr.			
5	To 1 Spool Thread			05	
	" 1 Thimble			38	43
3	George C. Dean	Dr.			
	To 1 Looking Glass		3	00	
	" 1 Set F. B. Tea Ware		3	50	
12	" $\frac{1}{2}$ Ream F. Paper	2.25	1	13	
24	" 10 Yds. Sheetting	.08 $\frac{1}{2}$		85	
	" 20 $\frac{1}{2}$ " do.	.10	2	05	
28	" 16 " Calico	.06		96	
	" 8 lbs. Batting	.11		88	12 37
	Contra	Cr.			
	By 100 lbs White Lead	.03			8 00
3	John Adams	Dr.			
7	To 31 Yds. P. W. Alpaca	.52			16 12
10	James Rodgers	Dr.			
	To 2 lbs. Coffee	.13		26	
	" 10 " Sugar	.10	1	00	
	" 2 Galls. Molasses	.44		88	
15	" 31 Yds. Sheetting	.10	3	10	
	" 2 Ps. Galoon	.31		62	
	" 4 Spools Thread	.05		20	

Lyons, February, 1848.

10

10	James Rogers	Dr.			
15	To Amt. brought up		6	06	
24	" Adse. per Order		3	50	9 56
14	James Bashford	Dr.			
7	To 6 Tumblers	.12		72	
	" 20 lbs. Ref. Sugar	.14		2 80	
23	" 33½" do.	.14		4 69	8 21
	Contra	Cr.			
	By 2 Bush. D. Plums	2.25		4 50	
	" 5 " D. Apples	.75		3 75	8 25
15	Reuben H. Foster	Dr.			
9	To 1 Set Knives & Forks			2 00	
	" 1 Glass Dish			1 25	
17	" 30 Yds. Br. Sheetting	.08		2 40	
	" 1 Doz. Spools Thread			63	
26	" 7 Yds. Alpaca	.50		3 50	
	" 10 " Cambic	.10		1 00	
	" 3 Lbs. Silk	.04		12	
	" 4 Sheets Wadding	.04		16	11 06
	Contra	Cr.			
9	By 10 Bush. Potatoes	.44		4 40	
	" 8 " Oats	.32		2 56	6 96
10	George C. Youngs	Dr.			
10	To ¼ lb. Cinnamon	.38		09	
	" 1 " Ginger			12	
	" 1 Bbl. Salt			1 18	
16	" 3 Yds. Flannel	.50		1 50	
	" 9 " Calico	.13		1 17	
	" 4 Spools Thread	.05		20	4 26

11 Lyons, February, 1848.

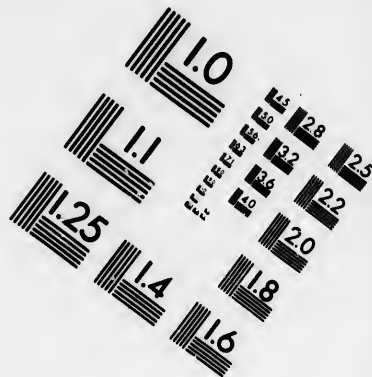
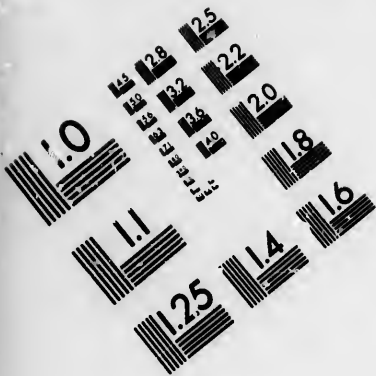
11	Thomas Cook	Dr.				
10	To 20 Yds. Calico	.06	1	20		16
	" 10 lbs. Batting	.11	1	10		
	" 5 " Cotton Yarn	.19		95		17
	" 2 Sp. Thread	.05		10		
15	" 5 lbs. Coffee	.14		70		
	" 10 " Ref. Sugar	.14	1	40		
18	" 8 " Cotton Batting	.11		88		
	" 3 Yds. Calico	.10		30		
	" 1 " Cambrie			10	3	73
8	Samuel Moore	Dr.				
10	To 2 Yds. Mill Edging	.40		30		
24	" 10 " Calico	.16	2	72		
	" 10 " do.	.12	1	20	4	72
9	Aaron D. Pillsbury	Dr.				
11	To 9 Yds. M. D. Laine	.28	2	52		
	" 1½ " Cambrie	.10		15		
	" ¾ " Jean	.16		12	2	79
15	Edmund Hopkins	Dr.				
11	To 1 Graduated Reels		3	50		
	" 1 Yd. Drilling			13		12
	" Thread			06		
21	" 10 lbs. Sugar	.09		90		
	" 1 Gall. Molasses			44	5	03
	Contra	Cr.				
11	By 1 Geography & Atlas				1	25
16	Daniel Watrous	Dr.				
12	To 1 Doz. Tumblers		1	00		
	" 3 lbs. Ref. Sugar	.14	1	12	2	13

Lyons, February, 1848.

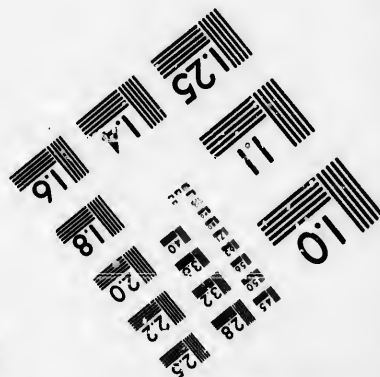
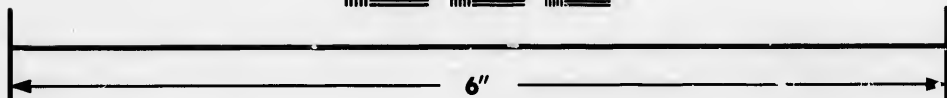
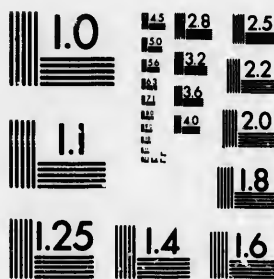
13

	16	Philip P. Almy	Cr.				
	12	By Advs. per Invoice				42	00
	17	Thomas Ninde	Dr.				
	14	To $\frac{1}{4}$ Yds. Silk Serge	1.00	25			
		" $\frac{1}{4}$ " do. do.	1.12	28			
	17	" 8 " Calico	.75	1	20		
		" 4 " do.	.10	40		2	13
5	73						
	4	Nathan Brittan	Dr.				
	16	To 9 Yds. S. W. Alpaca	.75	6	75		
		" 1 " Drilling			12		
	23	" 14 lbs. Batting	.11	1	54		
		" 16 Yds. Calico	.06		96	9	37
4	72						
	17	Thomas E. Dorsey	Dr.				
	17	To 1 Bag Clasp			50		
		" 2 Linen Hdkfs.			88		
	22	" 3 $\frac{1}{2}$ Yds. Broad Cloth	3.75	13	13		
		" 2 " Sheetting	.11		22		
2	79	" 10 lbs. Sugar	.10	1	00		
		" 1 " Tea			88	16	61
	12	Edward Messenger	Dr.				
	18	To 1. Vest Pattern			1	00	
		" 1 Yds. Celecia			19		
		" $\frac{1}{2}$ " Twilled Goods	.16		08		
5	03	" 6 lbs. Cotton Yarn	.19	1	14		
	26	" 3 Spools Thread	.05		15	2	56
1	25						
	6	Horatio N. Taft	Dr.				
	21	To 30 Yds. Sheetting	.10		3	00	
	23	" 1 Bbl. Salt			1	13	4
2	13						





**IMAGE EVALUATION  
TEST TARGET (MT-3)**



**Photographic  
Sciences  
Corporation**

23 WEST MAIN STREET  
WEBSTER, N.Y. 14580  
(716) 872-4503



13

Lyons, February, 1848.

18	Thomson & Polhamus	Cr.				
23	By Wire					31
7	John M. Colley	Dr.				
24	To 2 Gall. Lamp Oil	1.12	2	24		
	" 1 Ball Wicking			13		
28	" 1 Set Knives & Forks		2	25		
	" 8 Yds. Flannel	.56	4	48	9	10
2	Joseph M. Demmon	Dr.				
29	To 19 Yds. Cam. Flannel	40	7	60		
	" 33 " Shirting	10 $\frac{1}{2}$	3	47	11	07



# Lyons, March, 1848

14

			Dr.				
11		Thomas Cook					
	1	To 4 lbs. Cotton Batting	.11		44		
		" 7 Yds. Calico	.08		56		
	10	" 3 lbs. Coffee	.14		42		
		" 1 " Butter			14		
	24	" 12 Yds. Curt. Calico	.12	1	44		
		" 4 Spools Thread	.05		20		3 20
	17	Thomas E. Dorsey					
	1	To 3 Yds. Edging	.08		24		
	15	" 9 " Calico	.18	1	62		
	23	" 3 Brooms	.13		39		
		" 1 Patent Pail			31		2 56
		Contra					
	15	By 9 lbs. Butter	.14				26
	12	Edward Messenger					
	2	To 1 1/4 Doz. Buttons	.50		62		
		" 1 Yd. Celecia			18		
		" 1/2 " Twilled Goods	.18		09		
		" 3/4 " Canvas	.25		19		1 08
	3	Moses Austin					
	2	To 4 lbs. Coffee	.14		56		
		" 1/4 " Cinnamon	.38		09		
	7	" 1/2 " Tea	1.00		50		
		" 4 Bar Soap			14		
	20	" 2 Brooms	.13		26		
		" 3 1/2 Yds. Flannel	.62	2	17		3 72
		Contra					
	7	By 4 1/4 Doz. Eggs	.11				47

## Lyons, March, 1848.

13	Daniel Chapman	Dr.			
3	To 2½ Yds. Linen	1.00	2	50	
	" 9 " Gingham	.38	3	42	
	" 1 Doz. Spools Thread			63	
22	" 1½ Yds. Sheetting	.13	1	82	
	" 30 " do.	.10	3	00	
	" 2 Pr. Cotton Hoso	.38		76	
29	" 25 lbs. Sugar	.08	2	00	
	" 10 " Coffee	.15	1	50	15 63
12	Lucius S. Wood	Dr.			
4	To 1 Pr. Rubbers			88	
13	" ½ Yd. Linen	.75		38	
31	" 2 Linen Hdks.	.44		88	2 14
9	James C. Smith	Dr.			
	To 1 Pr. Kid Gloves		1	00	
	" 3 Linen Hdks.	.42	1	26	
	" 1 do. do.			63	
8	" 1 Pr. Kid Bushkins		1	25	
24	" 1 Yd. Satin Vesting		3	00	
	" ¾ " Blk. Cambic	.10		08	
	" 1 " White do.			13	
	" 1¼ " Twist	.04		05	
	" ¾ " Wiggan	.12		09	
	" 2 Sheets Wadding	.04		08	
	" 4 Pks. Silk	.04		16	
	" ½ Doz. Buttons	.18		09	7 82
5	Miss Mary Emmonds	Dr.			
6	To 1 Pr. Bushkins		1	13	
22	" 2 Linen Hdks.	.38		76	1 89

Lyons, March, 1848.

16

8	Abram L. Beaumont	Dr.			
6	To 1 Pr. Rubbers		1	00	
30	" 31 Yds. Br. Sheeting .09		2	79	
	" 6 Spools Thread .05		30		4 00
4	Nathan Brittan	Dr.			
6	To 1 Gall. Lamp Oil		1	25	
	" 3 lbs. Nails .06			18	
22	" 9 Yds. Calico .12		1	08	
28	" 1 Pr. Kid Buskins		1	25	3 76
7	John M. Colley	Dr.			
8	To 1 Yd. Silk Velvet		3	50	
	" 1 " Sheeting			15	
	" $\frac{3}{4}$ " Cambric .10			08	
	" 1 Doz. Buttons			19	
	" 3 Lbs. Silk .04			12	
27	" 6 Yds. Flannel .50		3	00	7 04
16	Daniel Watrous	Dr.			
9	To 1 lb. Tea		1	00	
	" 3 Doz. Eggs .12			36	
18	" $3\frac{1}{2}$ Yds. B. B. Cloth 5.00		17	50	
	" $\frac{1}{2}$ " Padding .38			19	
	" $\frac{3}{4}$ " Canvas .25			19	
	" $\frac{1}{4}$ " Silk Serge 1.12			28	
	" 5 Lbs. Silk .04		20		19 72
	Contra	Cr.			
	By Cash				12 00
	Jonas W. Goodrich	Dr.			
9	To 3 Yds. Cassimer		38	2 64	
	" 3 " Sheeting		10	30	
5					

17

## Lyons, March, 1848.

13	Jonas W. Goodrich	Dr.			
9	To Amt. brought up		2	94	
	" 1 $\frac{1}{4}$ Doz. Buttons	.04		05	
	" 3 Lbs. Silk	.04	12		3 11
5	Hugh Jameson	Dr.			
9	To 1 Cap				88
17	Thomas Ninde	Dr.			
10	To $\frac{1}{2}$ Ream F. Paper	2.25	1	13	
	" 1 Quart Ink			50	
27	" 1 Set F. Blue Tea Ware		3	50	5 13
4	Rev. Fra Ingraham	Dr.			
0	To 4 Linen Handk.	.44			1 76
10	George C. Youngs	Dr.			
11	To $\frac{1}{2}$ lb. Tea	.75		38	
	" 1 " Pepper			12	
	" 1 Gall. Molasses		.44		94
15	Reuben H. Foster	Dr.			
13	To 2 $\frac{1}{2}$ Yds. Cassimer	2.00	5	00	
	" 3 " Sheeting	.10		30	
	" Buttons			06	
23	" 12 Yds. Blue Calico	.14	1	68	7 04
14	James Bashford	Dr.			
13	To 3 Bbls. Salt	1.12	3	36	
	" 100 lbs. Sugar	.08 $\frac{1}{2}$	8	50	11 86
	Aaron D. Polhamus	Dr.			
14	To 1 Pr. Bushins		1	13	

Lyons, March, 1848.

18

	9	Aaron D. Polhamus	Dr.			
	14	To Amt. brought up		1	13	
		" 5 Yds. No. D. Laine	31	1	55	
3	11	" 6 " Alpaca	.50	3	00	
		" 1 " Cambrio			10	
	25	" 12 " Italian Silk	1.25	15	00	20 78
	11	James McEwain	Dr.			
	15	To 1 File			10	
		" 1 do.			09	
		" 4 Gross Saws	44	1	76	1 95
5	13					
	6	Horatio N. Taft	Dr.			
	16	To 10 Yds. Gingham	31	3	10	
		" 1 " Cambrio			10	
1	76	" 33 " Sheeting	.09	2	97	
	31	" 2 Bed Cords	.25	50		6 67
	13	Justin W. Burnham	Dr.			
	16	To 8½ Yds. Calico	.12	1	02	
		" 6 " Gingham	.34	2	04	
		" Trimmings			19	
	23	" 1 Pr. Gloves			44	
	28	" 9 lbs. Sugar	.10		90	
		" 4 " Rice	.05		20	
7	04	" 2 " Coffee	.15	30		5 09
	8	Samuel Moore	Dr.			
	17	To 1 Gall. Molasses			44	
		" 1 " Lamp Oil		1	13	
		" 1 Bar Soap			12	
1	86	" 1 Pr. Buskins		1	12	2 81

19

Lyons, March, 1848.

18	Remson & Polhamus	Cr.			
17	By 2 Boxes Glass	3.00	6	00	
	" Work per Bourne		1	50	7 50
3	George E. Dean	Dr.			
17	To 1 Pr. Kid Gloves			63	
	" 1 " Rubbers			88	1 51
7	Levi S. Fulton	Dr.			
22	To 4 lbs. Butter	.13		52	
31	" 9 Yds. M. D. Lains	.31	2	79	
	" 4 Lbs. Silk	.04		16	3 47
10	James Rogers	Dr.			
29	To 32 Yds. Bro. Factory	.09			2 88
2	Joseph M. Dummer	Dr.			
30	To 123 lbs. Coffee	.09½			12 16

7 50

1 51

3 47

2 88

12 16

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INDEX TO THE LEDGER.

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MERCHANTS' FORM.

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A  
Adams, John  
Almy, Philip S.  
Austin, Moses

B  
Bashford, James  
Beaumont, Abram L.  
Benedict & Rockwell  
Brittan, Nathan  
Burnham, Justin W.

C  
Chapman Daniel

D  
Dean, George C.  
Demmon, Joseph M.  
Dorsey, Thomas E.

E  
Emmonds, Miss M.

F  
Foster, Reuben H.  
Fulton, Levi S.

G  
Goodrich, Jonas W.

H  
Holley, John M.  
Hopkins, Edmund

I  
Ingraham, Rev. Fra



J

*Jamason, Hugh*

K

L

M

*Magie, Sanderson & Co.  
McElwain, James  
Messenger, Edward  
Moore, Samuel*

N

*Ninde, Thomas*

O

P

*Pierce & Wilson  
Polhamus, A. D.  
Price, Ephraim B.*

Q

R

*Remson & Polhamus  
Rogers, James  
Rook, Thomas*

S

*Smith, James C.*

<p style="text-align: center;">T</p> <p><i>Taft, Horatio N.</i></p>	<p style="text-align: center;">X</p>
<p style="text-align: center;">V</p>	<p style="text-align: center;">Y</p> <p><i>Youngs, Geo. C.</i></p>
<p style="text-align: center;">W</p> <p><i>Watrous, Daniel</i> <i>Wood, Lucius S.</i></p>	<p style="text-align: center;">Z</p>

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LEDGER.

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MERCHANTS FORM.

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Dr. *Pierce & Wilson* Cr. 1

1848			1848		
Mar.	To Balance Ledger B. page	1	Jan.	By Merchandise	1
		173 00			173 00

Dr. *Abgie, Sanderson & Co.* Cr.

1848			1848		
Mar.	To Balance Ledger B. page	1	Jan.	By Merchandise	1
		480 00			480 00

Cr. *8 P. Lowell*

2 Dr.

Benedict & Rockwell

Cr.

1848		1848		297 00
Mar.	To Balance Ledger B. page	Jan.	By Merchandise	
				1
				297 00

105

Dr.

Joseph M Demmon

Cr.

1848		1848		78 31
Jan.	To Merchandise	Mar.	By Balance Ledger B. page	
Feb.	" do.			2
Mar.	" do.			78 31
				78 31

*Dr.*

*Moses Austin*

*Cr.* 3

1848								
Jan	To Merchandise	1	14 38	1848	By Butter	1	65	
Feb.	do.	8	1 99	Feb.	" Sundries	8	20	
Mar.	do	14	3 72	Mar.	" Eggs	14	47	
			20 09	"	" Balance Ledger B.	3	15 77	
							20 09	

*Dr.*

*George C. Dean*

*Cr.*

1848								
Jan.	To Merchandise	2	6 56	1848	By Merchandise	9	8 00	
Feb.	do.	9	12 37	Feb.	" Balance Ledger B.	3	12 44	
Mar.	do	19	1 51				20 44	
			20 44					

The pupil will perceive at once that the principles of posting are the same as in the two preceding forms. The accounts are posted from the Journal, and as in accounts on opposite page: first, the name is written, with Dr. on the left hand, and Cr. on the right; second, the date, year and month is placed in first space; the article in the second space, the page of the Journal in the third space, and the sum, or amount of the month's dealings, as per Journal, in the fourth and fifth spaces. The students will notice that the account of Pierce & Wilson is balanced, "Mar. To Bal. Ledger B, page 1, \$173." This entry is made on the supposition, that the accounts are to be transferred from this Ledger to another; this Ledger, as the first, is Ledger A, and the second would be called Ledger B. The accounts of Pierce & Wilson; Magie, Sanderson & Co.; Benedict & Rockwell, Joseph M. Demon, Moses Austin, and George C. Dean are given to guide the pupil. The others if properly posted, will require the following amounts to balance them: Nathan Brittan, \$31.48; Rev. Ira Ingraham, \$31.26; Miss Mary Emmonds, \$5.65; Hugh Jameson, \$19.20; John Adams, \$45.59; Horatio N. Taft, \$22.68; John M. Holley, \$23.09; Levi S. Fulton, \$51.25; Abram L. Beaumont, \$42.41; Samuel Moore, \$16.42; Aaron D. Polhamus, \$32.16; James C. Smith, \$9.82; James Rogers, \$8.94; George C. Youngs, \$6.84; Thomas Rook, \$12.45; James McElwain, 14.01; Lucius S. Wood, \$3.02; Edward Messenger, \$9.12; Daniel Chapman, \$43.29; Jonas W. Goodrich, \$2.62; Ephraim B. Price, \$13.25; James Bashford, \$11.82; Reuben H. Foster, \$11.14; Edmund Hopkins, \$3.78; Daniel Watrous, \$9.84; Philip G. Almy, \$42.00; Thomas Ninde, \$7.26; Thomas E. Dorsey, \$17.91; Remsen & Polhamus, \$7.81; Justin W. Burnham, \$5.09.

The pupil will balance these accounts, by making the entries as in the examples given "To or By balance, Ledger B," as the amount is to be credited, or debited, in New Ledger.

## PRACTICAL EXERCISES.

## MERCHANTS' FORM.

For the purpose of giving a more practical knowledge of the foregoing form of books, we have given on the following pages a Memorandum of the transactions as they occurred, for the months of April, May, and June, giving the price per yard, pound, ounce, gallon, or piece, leaving the amount to be extended by the learner.

Before commencing the Day-Book, transfer the balances from the last Ledger to the new one, making the persons that are indebted to you debtor "To Balance from Ledger A," and the persons to whom you are indebted credit "By Balance from Ledger A," placing the number of the page from whence the account was transferred in the column appropriated for that purpose, so that, in case of necessity, the old account may be more readily referred to.

The transactions on the following pages may now be recorded in the blank Day-Book in the same manner as in the preceding form. After writing one month, Journalize and Post it, according to the directions previously given.

If the balances of the accounts in Ledger A are properly transferred to Ledger B, and the transactions on the following pages correctly recorded, journalized, and posted, the accounts in Ledger B will, with the exception of the account of Levi S. Fulton, all balance.

The learner may, if he chooses, substitute his own name for that of Levi S. Fulton; and instead of Lyons, at the top of the page in the Day-Book and Journal, he may insert his own place of residence.

## MEMORANDUM.

## APRIL

1st. Bot. of Remsen & Polhamus 4 lbs. wrought nails,  
at 16c: Sold Horatio N. Taft, per wife, 10 yds. gingham,



at 31c. 3d. Sold Ephraim B. Price 2 yds. satinnet, at 75c.; Rev. Ira Ingraham, per daughter, 3 linen handkerchiefs, at 44c., and 1 yd. linen, at 75c. 4th. Sold George C. Dean, per wife, 8 yds. gingham, at 31c., 1 yd. cambric, at 10c., and 2 spools thread, at 5c. 5th. Sold Moses Austin 1 oz. nutmegs, at 13c., and 3 yds. sheeting, at 10c.; James McElwain, 4 yds. satinnet, at \$1.12, and 2 yds. cassimer, at \$1.50. 6th. Sold Daniel Watrous 4 lbs. butter, at 14c.; Abram L. Beaumont, 2 pair small shoes, at 56c.; Thomas E. Dorsey, 14 yds. sheeting, at 11c., 30 yds. sheeting, at 9c., and 2 yds. Irish linen, at 75c. Bot. of Thomas E. Dorsey 14 lbs. butter, at 14c. 7th. Sold John Adams 150 lbs. sugar, at 9c. 8th. Sold Samuel Moore 9 yds. flannel, at 50c.; Miss Mary Emmonds, 3 yds. velvet ribbon, at 13c., and 1 pair silk gloves, at 63c., and she has paid me \$6.67 to balance her account. 10th. Sold Thomas Rook 1 set buttons, at 75c., 1 hank thread, at 13c., 1 pair buskins, at \$1.13, 9 yds. calico, at 12c., and 3 skeins silk, at 4c. 11th. Sold Horatio N. Taft 1 looking-glass, at \$8.00; Thomas E. Dorsey, 2 yds. calico, at 8c., 7 lbs. coffee, at 10c., 2 lbs. refined sugar, at 14c., and 1 lb. Young Hyson tea, at 88c. 12th. Sold Ephraim B. Price 9 yds. calico, at 19c., and 3 yds. calico, at 10c.; Jonas W. Goodrich, 3 yds. black cassimer, at \$2.00; John M. Holley, per wife, 10 yds. calico, at 15c., 2 linen handkerchiefs, at 40c., and 8 window glass, at 5c. 13th. Bot. of Remsen & Polhamus a bill of goods amounting to \$13.10. Sold James McElwain, per Newson, 12 yds. calico, at 12c. 14th. Sold Nathan Brittan 1 gallon lamp oil, at \$1.25. Bought of Moses Austin 10 lbs. butter, at 14c., 4 doz. eggs, at 10c. Sold Levi S. Fulton 6 lbs. butter, at 14c.; Rev. Ira Ingraham, per wife, 4 yds. ribbon, at 20c., and 4 skeins silk, at 4c. 15th. Sold Justin W. Burnham 3 yds. cambric, at 10c., and 2 yds. green baize, at 50c.; John Adams, 26 yds. muslin de laine, at 25c. 17th. Sold George C. Dean 6 yds. cambric, at 10c., and 3 yds. drilling, at 12c. 18th. Sold Daniel Watrous 2 sheets pasteboard, at 10c., and 5 yds. ribbon, at 15c.; Abram L. Beaumont, per wife, 3 yds. bonnet ribbon, at 55c., and 4 skeins silk, at 4c. 19th. Sold James Rogers 5 lbs. butter, at 14c. Bot. of James Rogers 1 pair gaiter boots, at \$2.00. Sold Horatio N. Taft 1 pair kid gloves, at \$1.00, and 2 linen handkerchiefs, at 44c. Bot. of John Adams a bill of goods for L. S. Wood, \$3.75. 20th. Sold John M. Holley  $\frac{1}{4}$  lb.

cinnamon, at 38c., 5 lbs. raisins, at 18c., and 1 oz. nutmegs, at 12c. Sold Rev. Ira Ingraham 7 yds. carpeting, at 85c. 21st. Sold George C. Dean 2½ yds. cassimer, at \$1.50, and 1 yd. sheeting, at 10c. Sold Jonas W. Goodrich 12 yds. calico, at 20c., and 1 hank thread, at 15c. 22d. Sold James McElwain 12 lbs. sugar, at 9c., 5 lbs. Old Java coffee, at 15c., and 2 lbs. tea, at 75c. Paid Lucius S. Wood, cash, \$25.00. 24th. Sold Samuel Moore 1 set knives and forks, at \$2.75. Samuel Moore has paid me cash, on account, \$12.00. Sold Thomas E. Dorsey 2 gals. molasses, at 50c. Bot. of Thomas E. Dorsey 8 lbs. butter, at 13c.; and he has paid me cash, on account, \$5.00. Sold Aaron D. Polhamus 7 lbs. cotton yarn, at 20c., and 11 yds. calico, at 15c. 26th. Sold Daniel Watrous 16 yds. shirting, at 12c., and 1½ yd. Irish linen, at 75c.; Abram L. Beaumont, 11 yds. gingham, at 28c., and 2 yds. drilling, at 11c. 27th. Sold Nathan Brittan 1 patent pail, at 31c., 1 washtub, at \$1.25, 6 brooms, at 13c.; and he has paid me cash, on account, \$8.00. 28th. Sold James C. Smith 3 yds. black cassimer, at \$2.25, 1 yd. sheeting, at 12c., and buttons, at 6c.; Reuben H. Foster, 1 lb. Young Hyson tea, at 88c. 29th. Sold Thomas Rook 27 yds. sheeting, at 10c. Bot. of Thomas Rook 12 lbs. butter, at 13c., and 4 doz. eggs, at 9c. Sold Levi S. Fulton 5 lbs. butter, at 13c., and 2 doz. eggs, at 9c.; Horatio N. Taft, 9 yds. ticking, at 19c., 1 hank thread, at 12c.; and he has paid me cash, on account, \$10.00. 29th. Sold Justin W. Burnham 6 yds. merino, at \$1.25, 8 yds. cambric, at 10c., 4 sheets wadding, at 4c., and 4 skeins silk, at 4c. Sent Pierce & Wilson, New York, draft at sight on H. Dwight, jr., for \$173.00; Magie, Sanderson, & Co., New York, a draft at 10 days' sight, on H. Dwight, jr., for \$480.00; Benedict & Rockwell, New York, a draft at sight on H. Dwight, jr., for \$227.00.

## MAY

1st. Sold Justin W. Burnham 3½ yds. bonnet ribbon, at 44c.; and he has paid me cash, to balance his account, \$16.55. 2d. Sold Daniel Watrous 1 gross screws, at 44c.; John M. Holley, 1 pair kid gloves, at \$1.00; Thos. Ninde, 3½ yds. calico, at 15c., 2½ yds. do., at 18c., 1 paper pins, at 10c., 10 lbs. sugar, at 10c.; and he has paid me cash, to balance his account, \$9.34. 3d. Sold John M. Holley, per

wife, 6 yds. alpaca, at 75c., and 1 pair gloves, at 44c.; Daniel Chapman, 2 $\frac{3}{4}$  yds. linen, at 75c., 3 yds. flannel, at 62c., and one pair gloves, at 44c.; Moses Austin, 30 yds. sheeting, at 10c. 4th. Sold Remsen & Polhamus 3 $\frac{1}{4}$  yds. satinnet, at \$1.00; Edward Messenger, 2 $\frac{1}{4}$  yds. cambric, at 25c. 5th. lbs. batting, at 11c., and 1 $\frac{1}{2}$  doz. buttons, at 25c. 5th. Sold Thomas E. Dorsey 8 yds. sheeting, at 10c., 9 yds. do., at 15c., 1 $\frac{1}{4}$  yds. silk, at \$1.00, 3 yds. ribbon, at 25c., 2 oz. indigo, at 13c., and 1 whitewash brush, at 63c. Edward Messenger has paid me cash, to balance his account, \$10.08. 6th. Sold Edmund Hopkins, per wife, 10 yds. calico, at 15c., and 6 yds. do. at 10c. 8th. Sold Reuben H. Foster 17 yds. sheeting, at 11c.; Jonas W. Goodrich, 12 yds. calico, at 8c., and 5 $\frac{1}{2}$  lbs. batting, at 12c. 9th. Sold Ephraim B. Price 4 yds. cambric, at 10c., and 2 yds. drilling at 13c. Bot. of Ephraim B. Price 8 lbs. codfish, at 4 $\frac{1}{2}$ c. Sold Levi S. Fulton 8 lbs. codfish, at 4 $\frac{1}{2}$ c. Paid him cash, for personal expenses, \$14.75. 10th. Sold John M. Holley, per daughter, 1 dress handkerchief, at \$1.25, 1 linen handkerchief, at 40c., and 4 yds. cambric, at 10c. 11th. Sold Samuel Moore, per daughter, 1 parasol, at \$2.50, and 1 paper pins, at 10c.; Horatio N. Taft, 1 lb. Young Hyson tea, at 88c. 12th. Sold Abram L. Beaumont, per Ellen, 1 yd. ribbon, at 25c., 5 yds. do., at 8c., and 5 yds. edging, at 15c.; John M. Holley, per wife, 4 yds. black silk edging, at 44c.; Edmund Hopkins, 4 yds. shirting, at 12c.; and he has paid me cash, to balance his account, \$6.36. 13th. Sold Thomas E. Dorsey, per daughter, 1 China hat, at \$3.75; and bought of him 8 lbs. butter, at 13c. 16th. Sold James McElwain 14 lbs. butter, at 13c., and 2 lbs. Young Hyson tea, at 88c. 17th. Sold Reuben H. Foster, per Susan, 1 parasol, at \$2.00; Moses Austin, per wife, 4 lbs. batting, at 11c., 1 $\frac{1}{2}$  doz. buttons, at 25c., 3 yds. ribbon, at 15c.; and bought of him 16 lbs. butter, at 13c. 18th. Sold Jonas W. Goodrich, per Melville, 1 vest pattern, at 88c., and trimmings, at 38c. 19th. Sold Samuel Moore 10 lbs. nails, at 6c.; James Rogers, per wife, 4 yds. toweling, at 10c., 9 yds. shirting, at 15c., 3 yds. drilling, at 12c., 3 spools thread, at 5c., and 3 skeins silk, at 4c. 20th. Sold Abram L. Beaumont 1 roll window paper, at 31c., 1 roll tape, at 6c., 6 yds. French calico, at 25c., and 2 yds. ribbon, at 5c.; John Adams, per son, 26 yds. gingham, at 30c.; George C. Dean, 10 lbs. cotton yarn, at 20c. 22d. Sold Nathan Brit-

tan 1 paper black tea, at 44c.; Levi S. Fulton, 9 yds. ticking, at 15c.; Ephraim B. Price, 10 yds. French calico, at 25c. 23d. Sold James McElwain, per wife, 1 parasol, at \$2.25, 2 linen handkerchiefs, at 38c., 2 pair cotton hose, at 20c., and 2 papers pins, at 10c. 24th. Sold James C. Smith 8 lbs. rice, at 5c., 2 lbs. tea, at 88c., 8 lbs. Old Java coffee, at 15c., and 4 lbs. refined sugar, at 14c. 25th. Sold Daniel Watrous 1 pair kid gloves, at \$1.00; Lucius S. Wood, 1 pair kid gloves, at 88c.; Levi S. Fulton, 2 linen handkerchiefs, at 44c. 26th. Sold Daniel Chapman 1 cravat, at \$1.13, and 3 linen handkerchiefs, at 88c. 27th. Sold Ephraim B. Price 6 yds. merino, at \$1.25, and 7 skeins silk, at 4c. 30th. Sold Nathan Brittan 2½ yds. cassimer, at \$2.00; Joseph M. Demmon, 20 lbs. cotton batting, at 9½c. 31st. Sold James Rogers 8 yds. jean, at 16c.; George C. Dean, 6 yds. flannel, at 44c., and 2 yds. Irish linen, at 75c.

## JUNE

1st. Sold Abram L. Beaumont 7 yds. blue calico, at 12c., 12½ yds. summer goods, at 23c., 6 yds. factory, at 10c., 10 lbs. cotton yarn, at 20c., 1½ doz. brittons, at 4c., and 1 hank linen thread, at 13c.; Nathan Brittan, 2 pair cotton hose, at 38c. 2d. Sold Moses Austin 2 rolls window paper, at 31c., and 2 palm leaf hats, at 20c.; and he has given me his note at 30 days, to balance his account, for \$17.61. Sold John Adams 4 bbls. salt, at \$1.00, 32 lbs. refined sugar, at 13c.; and he has paid me cash, to balance his account, \$77.80. 3d. Sold James Rogers 4 yds. gimp, at 25.; John M. Holley, 11 yds. lawn, at 31c., 1 yd. drilling, at 13c., and 2 pair whalebones, at 4c. 5th. Sold Thomas Rook 1 vest pattern, at 75c., 2½ yds. cassimer, at \$1.00, 5 yds. lawn, at 20c., 1 pair walking shoes, at \$1.00, 1 bonnet, at \$3.00, 2 spools thread, at 5c., and 4 lbs. coffee, at 10c. Bot. of him 37½ lbs. butter, at 13c., 8 doz. eggs, at 10c.; and he has paid me cash, to balance his account, \$19.55. 6th. Bot. of George C. Youngs 20 lbs. ham, at 8½c., 31 lbs. do., at 8c.; and he has paid me cash, to balance his account, \$2.66. Sold Lucius S. Wood 5 yds. brown linen, at 31c., and thread, at 6c. 7th. Sold James Rogers 10 yds. linen gingham, at 38c., 6 yds. sheeting, at 11c., 2 yds. edging, at 15c., and 2 skeins silk, at 4c.; Ephraim B. Price, per wife, 1 parasol, at \$2.25. 8th. Sold James McElwain 1 bar soap, at 16c.;

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Daniel Watrous, 4 yds. linen goods, at 31c., buttons, at 6c.; and he has paid me cash, to balance his account, \$17.14. 9th. Sold Thomas E. Dorsey, per Juliet, purse twist, 75c., and steel beads, 75c.; George C. Dean, 2½ yds. gingham, at 31c. 10th. Sold Nathan Brittan 12 yds. barred mull, at 31c., 2 pair cotton hose, at 38c.; and he has given me his note at 3 months, to balance his account, for \$38.25. 12th. Sold Abram L. Beaumont 8 lbs. nails, at 6c.; John M. Holley, 3 yds. edging, at 8c., 3 spools thread, at 5c., and 2 skeins silk, at 4c. James Bashford has paid me cash, to balance his account, \$11.82. 13th. Sold Daniel Chapman 10 yds. alpaca, at 75c., 10¾ yds. calico, at 7c., 1 yd. cambric, at 10c., and 1 yd. drilling, at 13c. Paid Levi S. Fulton cash, for personal expenses, \$25.00. 14th. Sold James C. Smith 13 yds. shirting, at 13c., 2½ yds. Irish linen, at 88c., 5½ yds. calico, at 7c., 3 spools thread, at 5c., and 4 skeins silk, at 4c. George C. Dean has paid me cash, to balance his account, \$27.14. 15th. Sold Reuben H. Foster 2 gals. molasses, at 44c. and 1 gal. lamp oil, at \$1.00. 16th. James McElwain has given me his note at 3 months, to balance his account, for \$33.61. Sold Aaron D. Polhamus 1 yd. satin vesting, at \$3.25, 1 yd. black cambric, at 10c., 1 yd. white do., at 13c., and ½ doz. buttons, at 25c. 17th. Sold Thomas E. Dorsey 8 yds. blue calico, at 13c., 4 yds. sheeting, at 8c., 3 lbs. batting, at 12c. Bot. of him 18½ lbs. butter, at 13c.; and he has paid me cash, to balance his account, \$27.24. 19th. Reuben H. Foster has given me his note at 3 months, to balance his account, for \$17.77. Sold Samuel Moore 2 rolls window paper, at 31c., 3 brooms, at 18c.; and he has given me his note at 30 days, to balance his account, for \$16.03. 20th. Sold Ephraim B. Price 14 yards. shirting, at 12c., 2 yds. linen, at 75c., 4 yds. calico, at 6c., and 1 doz. spools thread, at 63c. 21st. Sold Abram L. Beaumont 11 yds. Oregon plaid, at 31c., 1 yd. drilling, at 13c., ½ yd. cambric, at 10c., 1 spool thread, at 5c.; and he has given me his note at 60 days, to balance his account, for \$62.63. 22d. Daniel Chapman has paid me cash, to balance his account, \$59.62. Sold Jonas W. Goodrich 9 yds. gingham, at 28c., trimmings, at 31c.; and he has paid me cash, to balance his account, \$16.88. 23d. John M. Holley has given me his note at 6 months, to balance his account, for \$40.74. Sold Rev. Ira Ingraham 4 pair cotton hose, at 40c.; and he has paid me cash, to balance his ac-

count, \$41.84. 24th. Sold Hugh Jameson 3 yds. satinet, at 75c. 27th. Credited Aaron D. Polhamus for the balance of his account, charged to Remsen & Polhamus, \$38.82; and charged Remsen & Polhamus for the balance of A. D. Polhamus' account, \$38.82. Remsen & Polhamus have paid me cash, to balance their account, \$20.77. 28th. Sold James C. Smith 30 yds. sheeting, at 10c.; and he has given me his note at 3 months, to balance his account, \$28.26. 29th. Hugh Jameson has paid me cash, to balance his account, \$21.45. Sold Horatio N. Taft 3 yds. black cassimer, at \$2.00, 2½ yds. sheeting, at 10c., 1 spool thread, at 5c.; and he has given me his note at 60 days, to balance his account, for \$34.67. 30th. Sold Ephraim B. Price 18 yds. brown factory, at 10c.; and he has given me his note at 4 months, to balance his account, for \$35.44. Credited Lucius S. Wood for 6 months' services as clerk, at \$20.00. Paid him, cash, \$35.74, and given my note at 4 months, to balance his account, for \$50.00. Gave Philip G. Almy my note at 30 days, to balance his account, for \$42.00. James Rogers has paid me cash, to balance his account, \$17.14. Joseph M. Demmon has paid me cash, to balance his account, \$80.21.

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CASH-BOOK.

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### PETTY CASH-BOOK.

This book is intended for the cash account, so that by referring to it we may at any time ascertain the amount of cash on hand, and, furthermore, by comparing the amount, as represented by the book, with the amount actually on hand, we may detect any error in expenditure.

This book should be ruled like the Journal, as in the form on the following pages. The word *Cash* should be written in a bold hand at the top of the page, near the centre, with *Dr.* over the left-hand money columns, and *Cr.* over the right.

The receipts of cash should be entered in the debit columns, and the disbursements in the credit columns, and balanced every night. For example, see the opposite page.

This book may be written on the last three or four pages of the Journal.

In order fully to illustrate this account, I have given a memoranda of cash receipts and expenditures for January. In order to make the method perfectly plain to the pupil, I have given on the opposite page the form of entry, as far as Jan'y 7th. The pupil will, after carefully studying the explanation, enter the following memoranda.

### MEMORANDA.

Jan. 3d. Invested in business, \$2,000; paid expenses to New York, \$37; bought merchandise, \$1,805; paid freight on merchandise, \$124. Bought wood of Westfall, \$8.00; paid postage, .37c.; received for merchandise sold this day, \$5.84. 5th. Paid for sundries, \$1.57; paid for sawing wood, \$3.00; paid for cartage, \$1.75; received for sales this day, \$4.92. 6th. Paid for advertising in *Western Whig*, \$3; paid for advertising in *Wayne Co. Herald*, \$3.50; paid for postage, .25c.; received for sales of merchandise this day, \$10.27.

1848

Jan.



# Cash

D.    Cr.

1848

Jan.

		D.	Cr.	
3	To Stock	2,000	00	
	By Expenses to N. York		37	00
	" Merch. of Sund. Persons		1,805	00
	" Freight on Merchandies		124	00
	" Balance on hand		34	00
		2,000	00	2,000
		2,000	00	2,000
4	To Balance brought down	34	00	
	By Wood of Westfall		8	00
	" Postage			35
	To Merch. Sales this day	5	84	
	By Balance on hand			31
		39	84	39
		39	84	39
5	To Balance brought down	31	49	
	By Sundries		1	57
	" Sawing Wood		3	00
	" Cartage		1	75
	To Merch. Sales this day	4	92	
	By Balance on hand			30
		36	41	36
		36	41	36
6	To Balance brought down	30	09	
	By Adv. in Western Argus			3
	" do. Wayne Co. Whig			3
	" Postage			25
	To Merch. Sales this day	10	27	
	By Balance on hand			33
		40	36	40
		40	36	40

7th. Paid for blank book, \$2.75; paid for merchandise, \$5.86; paid postage, 30c. Received from sales of merchandise this day, \$12.18. 8th. Paid for merchandise, \$4.74; paid express charges, \$1.25; paid for personal expenses, \$2.00; paid postage, 20c. Received for merchandise sold this day, \$11.74.

January 10th. Paid for personal expenses, \$8.00; a blank book, 75c.; errand boy, 6c.; postage, 15c. Received for merchandise sales this day, \$15.74. 11th. Paid for 1 gal. of camphine, 56c.; parallel rule, 50c.; merchandise bought of a peddler, \$7.50. Received for merchandise sold this day, \$9.63. 12th. Paid for postage, 25c.; 1 gross Gillett's pens, \$1.25; merchandise bought at Rochester, \$25.00. Received for merchandise sold this day, \$14.55. 13th. Paid for a bottle of red ink, 13c.; hand-bills, \$2.00. Received for merchandise sales this day, \$12.64. 14th. Paid for repairing blinds, \$2.50; wrapping paper, \$3.00; postage, 10c.; envelopes, 12c.; wafers, 10c. Received for merchandise sold this day, \$10.13. 15th. Paid for express charges, \$1.50; postage, 15c. Received for merchandise sold this day, \$7.96. 17th. Paid for cartage, 25c.; for hardware bought of J. M. French & Co., \$17.50; postage, 20c. Received of Miss Mary Emmonds, on account, \$2.00. Merchandise sold this day, \$16.74. 18th. Paid for postage, 5c.; bill paper, 75c. Received for merchandise sold this day, \$8.63. 19th. Paid for the use of a horse and buggy to Canandaigua, \$1.50; expenses, 75c. Received for merchandise sold this day, \$11.92. 20th. Paid for one cord of wood, \$2.25; postage, 20c.; errand boy, 6c.; cartage, 25c. Received for merchandise sold this day, \$17.04. 21st. Paid for advertising in the "Whig," \$1.00; sawing wood, 75c.; postage, 5c.; a lot of bed cords, \$5.00. Received for merchandise sold this day, \$6.34. 22d. Paid for camphine lamp wicks, 31c.; postage, 15c.;  $\frac{1}{2}$  ream of letter paper, \$2.00. Received for merchandise sold this day, \$13.57. 24th. Paid for one gallon of camphine, 56c.; postage, 25c.; ink-stand, 50c.; cartage, 25c. Received for merchandise sold this day, \$15.32. 25th. Paid for 1,000 business cards, \$3.00; one ream foolscap paper, \$3.50; one doz. pass-books, \$1.00. Received for merchandise sold this day, \$9.44. 26th. Paid for making store shelves, \$2.50; postage, 5c. Received for merchandise sold this day, \$11.88. 27th. Paid for a camphine lamp, 4.00; express

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charges, 50c.; merchandise, \$14.13; cartage, 25c. Received for merchandise sold this day, \$14.23. 28th. Paid for postage, 15c.; a tin wash dish, 31c. Received for merchandise sold this day, \$8.49. 29th. Paid for two doz. whips, \$15.00; a new stove for the store, \$4.50; fixing the pipe, 50c. Received for merchandise sold this day, \$15.94. 31st. Paid for store rent, \$25.00; postage, 10c.; four doz. brooms, \$8.00; cartage, 25c.; errand boy, 6c. Received for merchandise sold this day, \$18.63.

NOTE.—It is often difficult to make pupils understand the propriety of making Cash debit when it is received, and credit when it is paid away. This difficulty may be obviated by explaining to them the original meaning of the word *Cash*. The word originally signified *Chest*, or a place where money was kept, instead of money itself. Now, if I placed all the money I received in a certain box, I could at any time tell by my books how much there was in it, if I made the box Dr. for all sums put into it, and Cr. for all sums taken out. Just so with Cash. Whenever I receive money, I put it in some place, and calling this place Cash, make it Dr. for the amount placed there, the same as I would a person, if I placed the money in his hands for safe keeping. And so, whenever I take out any money from the place where I keep it, and pay it away, I give Cash credit for it. The difference, then, between the Dr. and Cr. sides of the Cash account thus kept, shows how much money I have on hand. On the next page will be found another method of keeping the Cash-Book. Where the page is divided into two equal parts, and the Dr. and Cr. entries separated, and each placed on its appropriate side of the account, it is balanced every night, and the balance brought down. The learner may practice both forms, making use of the same transactions in this as in the preceding form.

*Cr.*

*Cash*

*Dr.*

1843 Jan.	3 To Levi S. Fulson	2,000 00	3 By Expenses to New York	37 00
			" Mchrs. of Sundry Persons	1,805 00
			" Freight on Merchandise	124 00
		2,000 00	" Balance on hand	34 00
				2,000 00
Jan.	4 To Balance on hand	34 00	4 By Wood of Westfall	8 00
	" Mchrs. Takes this Day	5 84	" Postage	35
			" Balance on hand	31 49
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Jan	5 To Balance brought down	31 49		

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ACCOUNT SALES.

An Account Sales is a statement of goods sold on commission, drawn up by the agent to whom they were consigned, to be transmitted to the person who made the consignment. For example, a person in New York having a quantity of goods to dispose of, sends them to a person in a section of the country where they are likely to find ready sale. The one to whom they are sent is called the agent; the goods, the consignment; and the amount received by the agent for selling, the commission.

FORM OF ACCOUNT SALES.

*Account Sales of 3 Boxes Dried Apples and 2 Boxes Dried Peaches, Received by Swifsure Line Barge Columbus, May 1st, 1848, on acct. of L. S. Fulton, Lyons, N. Y.*

1848					
May	25	Sold Hamilton & Co. 3 Boxes Apples 369 lbs -- 52 lbs. Tax			
		595 " -- 81 " "			
		584 " -- 85 " "			
		1,545 " -- 218 = 1327 lbs.	0 1/2	59	72
	30	Sold Miller & Co. 2 Boxes Peaches 825 lbs -- 129 = 696 lbs.	.11	76	56
		Charges.		\$135	28
	10	To paid Swifsure Line Freight \$10.94			
	"	" " Carriage 50c. Insur. 50c.	1.00		
	"	Our Commission at 2 1/2 per cent.	3.38	15	32
		Balance to Cr. of your Acct.		\$119	96
		New York, June 16th, 1848.			
		E. & O. Excepted.			
		Durfee & Emmonds per Wheeler.			

*Bills Receivable.*

No.	Maker's Name.	Payee's Name.	Amount.	When Given.	Time.	When Due.	Where Payable.	Remarks.
1	Moses Austin	<i>Levi G. Fulton</i>	47 61	1848 June	2 30 da.	1848 July 5		
2	Nathan Britton		38 25	"	10 3 mo.	Sept. 13		
3	James McShvain		33 61	"	16 3 mo.	" 19		
4	Beulen H. Foster		47 77	"	19 3 mo.	" 22		
5	Samuel Moore		16 03	"	" 30 da.	July 22		
6	A. L. Beaumont		62 63	"	21 60 da.	Aug. 23		
7	John M. Holley		40 74	"	23 6 mo.	Dec. 26		
8	James C. Smith		23 26	"	23 3 mo.	Oct. 1		
9	Horatio P. Traft		34 67	"	29 60 da.	Aug. 31		
10	Ephraim B. Price		35 44	"	30 4 mo.	Nov. 2		
			325 01					

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## BILLS RECEIVABLE.

All written obligations for the payment of money, which you hold against other individuals, are called Bills Receivable, and should be entered in the Bill-book when taken. By referring to this book the time that notes become due can be ascertained without referring to, or examining your package of notes. Notes received are usually labelled and put away in a safe place, so that constant reference to them would be inconvenient; hence the utility of this book. When the business is so large as to involve many notes, they are usually arranged, so that notes falling due in the same month are in one package—the notes of each month forming a separate package. The page of the book should be divided into twelve spaces, as on the opposite page. Each space should then be labelled as on opposite page. The first note received was that of Moses Austin, dated June 2, 1848, for \$17.61, for 30 days. It being the first note, we place its number (1) in first space, the name of maker in the second, the one to whom it is payable in third, the amount in fourth and fifth, the date of note in sixth and seventh, the time it has to run in eighth; then, computing 30 days from June 2d, and adding in the usual three days of grace, we find it becomes due on July 5th, and so enter that date in ninth and tenth spaces. If it had been made payable at any particular place, we would have put the name of that place in the eleventh space, and any particulars as to payment, &c., in the twelfth space. The other notes were entered in same way.

## Bills Payable.

No.	Maker's Name.	Payee's Name.	Amount.	When Given.	Time.	When Due.	Where Payable.	Remarks.
1	Levi S. Fulson	S. Herrick	64 75	1848 Feb.	25 4 mo.	June 28		P. June 24 64.75
2		H. Bullard	26 75	Mar.	31 30 da.	May 3		P. May 6 26.75
3		J. C. Rumsey	78 63	May	23 3 mo.	Aug. 26		
4		B. O. Fulson	136 00	June	3 4 mo.	Oct. 6		
5		Philip S. Army	42 00	"	30 30 da.	Aug. 2	B. Geneva.	
6		Lucius S. Wood	50 00	"	4 mo.	Nov. 2		
			225.00					

### BILLS PAYABLE.

All written obligations for the payment of money which you give to other persons are called Bills Payable, and should be entered in this book when given. By an inspection of this, the time when your notes fall due may be ascertained. The pupil will see at once, as he examines this book, that the ruling and method of using is the same as that of Bills Receivable, and it, therefore, needs no further explanation.

Dr. L. S. Fulson Cr.



...er more, and is, therefore, needs no further explanation.

Dr. James Baskford in a/c with L. S. Fulton Cr.

1848									
Feb.	7	To 6 Tumblers	.12	72	23	By 2 1/4 Bush. D. Plums	2.00		4 50
"	"	" 20 lbs. Perf. Sugar	.14	2 80	" 5	" " D. Apples	.75		3 75
"	23	" 33 1/2 " do. do.	.14	4 69	" 30	" Balance			11 82
Mar.	13	" 3 Bbls. Salt.	1.12	3 36					
"	"	" 100 lbs. Sugar	.8 1/2	8 50					
				20 07					20 07
June	30	To Balance		11 82					

ACCOUNT CURRENT.

An Account Current is a detailed statement of business transactions in the form of Dr. and Cr., as above, and is drawn off from the account of the person in the Journal, or Ledger. It is, in fact, an exact copy of the account in the Ledger, and is drawn off usually every six months, in order that each person may know the exact state of his account with the firm.

*Dr.* Bank of Geneva

1848				
May	6	To Cash Dep. by L. S. Wood	120	00
"	20	" do. Dep. by L. S. Fulton	50	00
"	27	" do. Dep. by L. S. Fulton	50	00
			<u>220</u>	<u>00</u>
June	1	To Balance brought down	220	00
"	10	" Cash Dep. by L. S. Fulton	400	00
"	21	" do. Dep. by L. S. Wood	50	00
"	24	" do. Dep. by L. S. Wood	125	00
"	29	" do. Dep. by L. S. Fulton	50	00
			\$625.00	
			<u>845</u>	<u>00</u>
July	1	To Balance brought down	782	50

BANK-BOOK.

This is a book usually given by banks to persons depositing money with them. On the *Dr.* side is entered all sums deposited, with the date and name of the individual by whom deposited: this is done by the receiving clerk.

*in a/c with L. S. Fulton Cr.*

	1848			220	00
120		May 31	<i>By Balance</i>		
50					
50					
220				220	00
220		June	<i>By Check</i>	62	50
100			" Balance	782	50
50					
25					
50					
15					
82				845	00
50					

At the close of the month, the amount drawn out should be placed on the *Cr.* side, and the book balanced.

The sum total of the deposits for the month should be transferred to the *Dr.*, and the amount checked out during the month to the *Cr.* side of the bank account in the Ledger.



## BILL OF PURCHASE

Is a statement of goods bought at one time, containing the items and prices. If paid at the time, it should be receipted and signed, as in the form on the opposite page; but if charged, in the place of *Received Payment*, write *Charged in Account*.

Bills of Purchase, or more properly Invoices, should be carefully examined, folded of a uniform width, and filed away; and as merchants generally purchase goods periodically, the date of purchase may be written on the band enclosing them. On the first day of January in each year, or at the time of balancing the books, the Invoices for the past year should be put into one package, and the year in which the purchases were made written on the band enclosing them.

All orders should be filed away in monthly packages, with the month written on the band enclosing them, so that when settling with an individual whom you have charged with goods per order, if he dispute your book you can immediately refer to the order.

Care should be taken to have all papers, intended to be filed away, folded of a uniform width, for the simple reason that they thus form neater packages.

BILL OF BOOK ACCOUNT.

Joseph M. Denmon

To Levi S. Fulton Dr.

1848.	Jan. 4, To 230 Yds. Brown Sheeting	at .08	\$18.40
"	" " 43 " Red Flannel	.38	13.24
"	" " 3 Doz. Coats' Spool Thread	.48	1.44
"	31, " 170 lbs. Sugar	.10	17.00
Feb. 29, "	19 Yds. Canton Flannel	.40	7.60
"	" " 33 " Gaiting	.10½	3.47
Mar. 30, "	123 lbs. Coffee	09½	12.16
			<hr/> \$78.31

130

Loyans, May 1st, 1848.

Received Payment,

Levi S. Fulton.

## BILL OF ACCOUNT

Is an accurate statement of an individual account, copied from the Day-book, containing a list of the items, the prices, and the date of each purchase. It is sometimes drawn off by the merchant, and sent to the customer, and often at his request. If paid, it should be receipted and signed by the merchant, as in form on opposite page.

NOTE.—The teacher should enforce these principles and make the pupil proficient by directing him to draw up specimens of the different accounts, &c., that have been explained.

## GENERAL QUESTIONS.

What is Book-keeping? How many forms have been given in single entry? Explain Form 1st? Form 2d? Form 3d? What is the Cash-book? What is its use? What does the balance in the Cash-book show? What is the word Cash derived from? How many forms of ruling the Cash-book are there? How often should it be balanced? What should be entered in the debit column of Cash-book? What in the credit column? What are Bills Receivable? What is a "Bills Receivable-book?" For what is it used? Describe its ruling. What do the numbers in the first column of B. Receivable-book indicate? Name in the second, &c.? What are Bills Payable? Describe the "Bills Payable-book."

What is a Bank-book? What is entered on debit side of it? By whom are these entries made? When is the amount drawn out entered? Why is this book used? What is an Account Current? When is it drawn off? What is it for? What is an Account Sales? What is the person called to whom the goods are sent? Describe an Account Sales, its ruling, entries, &c. What is a Bill of Purchase? If paid, what should be done? If the goods are charged, what should be done? What are "Bills of Purchase" more properly called? What should be done with these? What use may be made of them? How can you form neat packages of them? Why should you have the packages neat? Are neatness and precision very necessary in Book-keeping transactions? What is a "Bill of Account?" What is stated in it?

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## PART SECOND.

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### DOUBLE ENTRY BOOK-KEEPING.

#### DOUBLE ENTRY.

This term is derived from the fact that every business transaction recorded in the Day-Book is entered twice in the Ledger—once on the debtor and once on the creditor side.

#### DEBTOR AND CREDITOR.

These terms are correlative, the one implies and involves the other. Wherever there is a debtor there must necessarily be a creditor of an equal amount; and wherever there is a creditor there must be a debtor, &c.

#### APPLICATION OF DEBTOR AND CREDITOR.

In *single entry* these terms are (with the exception of cash) only applied to *persons*, but in *double entry* they are applied alike to *persons* and *property*, the persons being made debtor for what you have trusted them, and creditor for what they have paid or trusted you; and the property accounts being made debtor for the value or cost of the property, and credit for what it produces when disposed of.

#### CLASSES OF ACCOUNTS.

There are three classes of accounts in Book-keeping, styled Personal, Real, and Fictitious. Personal accounts are the accounts of the persons with whom the merchant deals; Real accounts are the accounts of his property, and Fictitious accounts are titles invented to represent the merchant and his gains or losses in business.

## BOOKS USED.

The principal books used are the Day-book, Journal, and Ledger. The auxiliary books vary according to the nature of the business, and are the Cash-book, Bill-book, Invoice-book, Sales-book, Account-current book, Book of Shipments, Letter-book, Receipt-book, &c., &c.

## DEFINITION OF BOOKS.

## DAY-BOOK.

This book should contain a concise and comprehensive history of the merchant's business transactions; commencing with an inventory of his effects, and the debts due him, also of the debts due by him to others. After this, his business transactions should be recorded at the time and in the order in which they occur; they should contain the date, the name of the person, the condition of the bargain, and price of the goods. In writing this book every thing should be clearly expressed in as uniform a style as possible, and the use of ambiguous words and phrases carefully avoided.

## JOURNAL.

This is a book in which the business transactions recorded in the Day-book are prepared to be entered in the Ledger, by ascertaining the proper debits and credits of each transaction. This process is called *journalizing*.

## LEDGER.

This is a book in which a page, or portion of one, is allowed for every account found in the Journal, with the name of the account written over the space so appropriated, to which the accounts are transferred from the Journal and placed under their respective heads. This process is called *posting*.

## ALPHABET OR INDEX.

In order that the accounts in the Ledger may be more conveniently referred to, an alphabet or index is made by arranging the names of the accounts alphabetically, and placing opposite the name the number of the page on which the account may be found in the Ledger.

## AUXILIARY BOOKS.

A merchant's account may all be kept in the Day-Book, Journal, and Ledger; but in most kinds of business, for the sake of abridging these books, it is found convenient to have other books. These vary in number according to the nature of the business, and are termed auxiliary books, and are as follows:

**CASH-BOOK.**—For definition and manner of keeping this book, see pages 118 and 119.

**BILL-BOOK.**—For definition, &c., see page 124.

**BANK-BOOK.**—For definition, &c., see pages 126 and 127.

**ACCOUNT-CURRENT BOOK.**—For definition of Account-Current, see page 125. The Account-current book contains simply copies of these accounts.

**ACCOUNT-SALES BOOK.**—For definition of Account-Sales see page 121. The Account-sales book contains copies of these accounts.

**SALES-BOOK.**—This is a book in which all sales of goods are entered at the time they are sold. After a purchaser has made his selection of goods they should be entered in this book, from which his bill is copied. His name and the sum total of the sale are transferred to the Day-book.

**INVOICE-BOOK.**—This is a book in which are copied all bills of goods purchased. It is sometimes made of coarse paper and the original invoices pasted into it.

**LETTER-BOOK.**—This book contains copies of all business-letters.

## DEFINITION AND OBJECT OF ACCOUNTS.

## FICTITIOUS ACCOUNTS.

**STOCK ACCOUNT** represents the merchant, and is made Dr. for what he owes when he commences business, and Cr. for what he carries into business. The difference between the Dr. and Cr. of this account is his net capital.

**PROFIT AND LOSS ACCOUNT** is kept to show the *gain* or *loss* arising from business, and is made Dr. for all losses and Cr. for all gains. The difference between the Dr. and Cr. is the net gain.

**INTEREST ACCOUNT** is kept to show the gain or loss on interest. It is made Dr. for all sums paid for interest, and Cr. for all sums received for interest. The difference between the Dr. and Cr. shows the gain or loss on interest.

**EXPENSE ACCOUNT** is kept to show how much has been paid for store expenses, such as clerk hire, store rent, freight, cartage, portorage, postage, &c. For all such expenses, this account is made Dr.; the Cr. side contains nothing until the Books are balanced.

## REAL ACCOUNTS.

**MERCHANDISE ACCOUNT.** This account is kept to show the gain or loss on goods bought and sold. It is made Dr. for the value of Merchandise on hand commencing business, and for the amount of all subsequent purchases; and Cr. for the amount of all sales. If the Merchandise is all sold, the difference between the Dr. and Cr. will be the gain or loss on Merchandise. If the goods are not all sold, the value of the balance remaining unsold should be placed on the Cr. side, and the difference will then be the gain or loss.

**REAL ESTATE ACCOUNT** is kept to show the gain or loss on real estate. It is made Dr. for its cost—as purchase-money, repairs, taxes, &c., and Cr. for what it produces, either in rent or sales. If it is not all sold, the value of what remains unsold should be placed on the Cr. side of the account. The difference between the Dr. and Cr. will be the gain or loss on real estate.

**SHIPMENT OR CONSIGNMENT ACCOUNT** is kept to show the gain or loss on property consigned by the merchant to some person to sell on his account and risk. It is made Dr. for what the consignment costs him, that is, the value of the goods, freight, insurance, &c., and is made Cr. for the net proceeds of the sales. The difference between the Dr. and Cr. of this account is the gain or loss.

**JAMES HOLMES, CONSIGNMENT ACCOUNT**, is kept when goods are consigned by him to the merchant to be sold on his account and risk. It is made Dr. for all expenses you incur on account of the consignment, and Cr. for the amount of all sales. The difference between the Dr. and Cr. of this account is the net proceeds, and should be placed to the Cr. of Holmes' personal account.

**WHEAT ACCOUNT** is kept to show the gain or loss on wheat as a separate branch of business. It is made Dr. for all sums paid for wheat, and Cr. for all sums received for wheat. The Dr. side of this account showing the cost and the Cr. side what it has sold for, the difference between the two sides will of course show the gain or loss on wheat.

**CASH ACCOUNT** is kept to show the receipts and disbursements of cash. It is made Dr. for all receipts of cash, and Cr. for all disbursements. The difference between the Dr. and Cr. of this account is the amount of cash on hand.

**BANK ACCOUNT** is kept to show what money is deposited in the bank. It is made Dr. for all sums deposited, and Cr. for all sums drawn out. The difference between the Dr. and Cr. of this account is the sum you have remaining in the bank.

**BILLS RECEIVABLE ACCOUNT** is kept to show the amount of written obligations which you hold against other persons for the payment of money. It is made Dr. for all such bills when they are received, and Cr. for all that have been redeemed. The difference between the Dr. and Cr. of this account shows the amount of Bills you hold against other persons.

**BILLS PAYABLE ACCOUNT** is kept to show the amount of written obligations given for the payment of money that have not been redeemed. It is made Dr. for the amount of all such bills when they are redeemed, and Cr. when they are given. The difference between the Dr. and Cr. of this account is the amount of your Bills that remain unpaid.

## DIRECTIONS FOR JOURNALIZING.

JOURNALIZING is ascertaining the proper Drs. and Crs. of every business transaction recorded in the Day-Book, and writing them in the Journal. This requires a little thought. Whenever a transaction occurs, the Book-keeper should reflect for a moment, and see what part of the property is affected by that transaction, and then the accounts that represent that property are the accounts to be made Dr. and Cr. Every Dr. must have a corresponding Cr. of equal amount, and every Cr. must have a corresponding Dr. of equal amount. If the transaction takes from one part of your property, and adds to another, the account from which it is taken is made Cr., and the one to which it is added is made Dr. Whenever you buy property, the account representing that property is made Dr. to what you give in payment for it; or, if you buy it on trust, it is Dr. to the person that trusted you: and when you sell that property, it is made Cr. by what you receive in payment for it, or, if it is sold on credit, it is Cr. by the person trusted.

For example, if you buy Merchandise of Lee, Judson & Lee, on account, \$500, Merchandise would be Dr. to Lee, Judson & Lee, \$500, and Lee, Judson & Lee Cr. by Merchandise, \$500. If you pay them Cash for it, Cash would be Cr.; if your note, Bills Payable would be Cr. Or if you sell Merchandise on account to J. M. Demmon, he would be made Dr. to Merchandise, and Merchandise Cr. by J. M. Demmon. If he paid you Cash, Cash would be Dr.; or gave you his note, Bills Receivable would be Dr. If you give your note to Lee, Judson & Lee on account, they would be made Dr. to Bills Payable, and Bills Payable Cr. by Lee, Judson & Lee. When you redeem that note with cash, Bills Payable would be Dr. to Cash, and Cash Cr. by Bills Payable. If J. M. Demmon gives you his note on account, Bills Receivable would be made Dr. to J. M. Demmon, and J. M. Demmon Cr. by Bills Receivable. When he redeems that note with cash, Cash would be Dr. to Bills Receivable, and Bills Receivable Cr. by Cash.

## DIRECTIONS FOR POSTING.

POSTING is transferring the business transactions from the Journal and placing them under their respective heads in the Ledger. Commence with the first transaction recorded in the Journal: suppose, for example, it is Joseph M. Demmon Dr. to Merchandise. You will first turn to Joseph M. Demmon's account in the Ledger, and enter on the Dr. side of his account, To Merchandise (entering the date, journal page, and amount, as directed on page 62), then make a check-mark opposite the name in the Journal, to signify that it has been posted; then turn to the Merchandise Account, and enter on the Cr. side, By Joseph M. Demmon, entering the date, journal page, and amount, and making the check-mark as in the preceding entry. It will be observed, in making an entry in the Ledger, that the account to be debited is made Dr. to the account that is to be credited for the same amount, and the account to be credited is made Cr. by the account debited.

Where there is more than one Dr. or Cr. in the same transaction, the expression used in posting is To or By Sundries.

## TO THE PUPIL.

After becoming familiar with the instructions given on the preceding pages, and tracing through the examples on the five following pages, you may copy the Day-Book, commencing on page 148, in your blank Day-Book; then lay aside the printed book, and on a sheet of waste paper journalize the Day-Book entries according to the directions previously given, then compare with the printed Journal to see if you have journalized correctly; then post to the Ledger as above directed, independent of the printed book, and make out your Trial Balance and Balance Sheet as directed on pages 195 and 201.

## GENERAL RULE FOR JOURNALIZING.

THE thing received, or person trusted is made Dr. "To" the thing parted with, or person who trusts you; and the thing parted with, or person who trusts you, is made Cr. "By" the thing received, or person trusted.

Profit and Loss is made Dr. for all losses, and Cr. for all gains. Every Dr. must have a Cr. of equal amount, and every Cr. must have a Dr. of equal amount.

## EXERCISES IN JOURNALIZING.

<i>Transactions.</i>	<i>Journalized.</i>
Sold D. W. Clark, on acct., mdse., \$200.	D. W. Clark, Dr., \$200. Mdse., Cr., \$200.
Bot. of D. W. Clark, on acct., mdse., \$200.	Mdse., Dr., \$200. D. W. Clark, Cr., \$200.
D. W. Clark has paid me cash, on acct., \$200.	Cash, Dr., \$200. D. W. Clark, Cr., \$200.
Paid D. W. Clark cash, on acct., \$200.	D. W. Clark, Dr., \$200. Cash, Cr., \$200.
Sold W. W. Hart, on his note, 30 days, mdse., \$175.	Bills Receivable, Dr., \$175. Mdse., Cr., \$175.
Bot. of W. W. Hart, on my note, 60 days, mdse., \$250.	Mdse., Dr., \$250. Bills Payable, Cr., \$250.
W. W. Hart has paid his note, in cash, \$175.	Cash, Dr., \$175. Bills Receivable, Cr., \$175.
Paid my note to W. W. Hart, in cash, \$250.	Bills Payable, Dr., \$250. Cash, Cr., \$250.
Sold J. H. Holmes mdse., \$450. Received in payment his note for \$250, and cash for the balance, \$200.	Bills Receivable, Dr., \$250. Cash, Dr., \$200. Mdse., Cr., \$450.
Bot. of J. H. Holmes mdse., \$500. Gave in payment my note for \$250, and cash for the balance, \$250.	Mdse., Dr., \$500. Bills Payable, Cr., \$250. Cash, Cr., \$250.
Exchanged the above notes with Holmes, \$250.	Bills Payable, Dr., \$250. Bills Receivable, Cr., \$250.
Bot. of J. Dunning his house and lot on Spring-street, \$2,000. Gave in payment cash, \$1,000, mdse., \$500, and my note for the balance, \$500.	Real Estate, Dr., \$2,000. Cash, Cr., \$1,000. Mdse., Cr., \$500. Bills payable, Cr., \$500.
Sold my house and lot on Spring-street for \$2,500. Received in payment S. S. Clark's note, 3 months, \$1,000, cash \$1,000, and mdse. for the balance, \$500.	Bills Receivable, Dr., \$1,000. Cash, Dr., \$1,000. Mdse., Dr., \$500. Real Estate, Cr., \$2,500.
The Commercial Bank has discounted S. S. Clark's note for \$1,000. Discount, \$17.50; cash received, \$982.50.	Cash, Dr., \$982.50. Interest, Dr., \$17.50. Bills Receivable, Cr., \$1,000.

Holmes & invoice & their ac freight a  
I have con New Y invoiced on do. in for insur  
Sold Holm ceived 1 \$300, an  
Received signed Net pro  
P. Almy Note, \$  
Holmes & me a B son, fo  
Bot. of J New Y 1/2 of 1 mitted  
Dean Th 30 day for \$12  
Paid D. in me order  
John D note 1 Recei  
Bot. a q with my h  
Bot. of hour for \$  
Bot. of low, for \$  
Comm  
Comm mds pers  
Comm mds son and pers  
Comm mds Stev Bow day



*Transactions.*

Holmes & Co., New York, consigned an invoice of goods to me, to be sold on their account, \$575. I have paid for freight and charges, in cash, \$34.

I have consigned goods to Holmes & Co., New York, to be sold on my account, invoiced \$645. Paid freight and cartage on do. in cash, \$36.50, and gave my note for insurance on do., \$19.35.

Sold Holmes & Co.'s goods for \$650. Received in payment P. Almy's note for \$300, and cash for balance, \$350.

Received an account sales of goods consigned to Holmes & Co., New York. Net proceeds amount to \$716.

P. Almy has paid his note, with interest. Note, \$300; interest, \$5.25—\$305.25.

Holmes & Co., New York, have remitted me a Bill of Exchange on James Anderson, for \$716.

Bot. of J. Jones & Co., for cash, a draft on New York for \$533.50, at a premium of  $\frac{1}{4}$  of 1 per cent., \$2.92, which I have remitted to Holmes & Co., New York.

Dean Tisdale has made a draft on me at 30 days' sight, which I have accepted, for \$125.

Paid D. Tisdale's draft on me as follows: in merchandise, \$75, and gave him an order on W. W. Hart for \$50.

John Doe has failed, and I have sold the note I held against him, of \$250, for \$100. Received in payment cash.

Bot. a quantity of broadcloth, in company with B. Hartford, \$250. Paid cash for my half, \$125.

Bot. of W. W. Ely, for cash, 100 bbls. of flour for \$650, which I immediately sold for \$750.

Bot. of F. Cate, for cash, 2,000 lbs. of tallow, for \$160, which I immediately sold for \$140.

Commenced business with cash, \$2,000.

Commenced business with cash, \$1,000. mdse., \$1,000, and notes against sundry persons, \$500.

Commenced business with cash, \$500, mdse., \$500, notes against sundry persons, \$500, real estate, valued at \$1,000, and owe D. Hood, on acct., \$250, sundry persons on notes, \$500.

Commenced business with cash, \$800, mdse., which I bought as follows; of Stewart & Co., on account, \$1,700, of Bowen & McNamee, on my note at 60 days, \$1,500.

*Journalized.*

Holmes & Co.'s consignment, Dr., \$34.  
Cash, Cr., \$34.

Consignment to New York, Dr., \$700.85.  
Mdse., Cr., \$645. Cash, Cr., \$36.50. Bills Receivable, Cr., \$19.35.

Bills Receivable, Dr., \$300. Cash, Dr., \$350. Holmes & Co.'s consignment, Cr., \$650.

Holmes & Co., Dr., \$716. Consignment to New York, Cr., \$716.

Cash, Dr., \$305.25. Bills Receivable, Cr., \$300. Interest, Cr., \$5.25.

Bills Receivable, Dr., \$716. Holmes & Co., Cr., \$716.

Holmes & Co., Dr., \$533.50. Interest, Dr., \$2.92. Cash, Cr., \$536.42.

Dean Tisdale, Dr., \$125. Bills Payable, Cr., \$125.

Bills Payable, Dr., \$125. Mdse., Cr., \$75. W. W. Hart, Cr., \$50.

Cash, Dr., \$100. Profit and Loss, Dr., \$150. Bills Receivable, Cr., \$250.

Mdse. Co. A, Dr., \$125. Cash, Cr., \$125.

Cash, Dr., \$100. Profit and Loss, Cr., \$100.

Profit and Loss, Dr., \$20. Cash, Cr., \$20.

Cash, Dr., \$2,000. Stock, Cr., \$2,000.

Cash, Dr., \$1,000. Mdse., Dr., \$1,000. Bills Receivable, Dr., \$500. Stock, Cr., \$2,500.

Cash, Dr., \$500. Mdse., Dr., \$500. Bills Receivable, Dr., \$500. Real Estate, Dr., \$1,000. Stock, Cr., \$2,500. Stock, Dr., \$750. D. Hood, Cr., \$250. Bills Payable, Cr., \$500.

Cash, Dr., \$500. Mdse., Dr., \$3,200. Stock, Cr., \$4,000. Stock, Dr., \$3,200. Stewart & Co., Cr., \$1,700. Bills Payable, Cr., \$1,500.

**EXAMPLES.**

**DAY-BOOK ENTRY.**

*Lyons, Nov. 1st, 1850.*

Sold Isaac H. Jameson on Acct. Abdisc per S. B. page 1			500 00
Bot. of J. Hamilton Abdisc per S. B. page 1 \$800			
Paid in payment my Note at 4 months for	500 00		
Cash for the Balance	300 00	800 00	

(JOURNALIZED.)

*Lyons, Nov. 1st, 1850.*

✓ Isaac H. Jameson	Dr.	500 00		
✓ To Merchandise			500 00	
✓ Merchandise	Dr.	800 00		
✓ To Bills Payable			500 00	
✓ " Cash			300 00	
The last entry is commonly expressed in the Journal as follows:				
✓ Merchandise Dr. to Sundries		800 00		
✓ To Bills Payable			500 00	
✓ " Cash			300 00	

The expression "Sundries," as here used, seems to be superfluous, and often confuses the learner, who gets the impression that there should be such an account as "Sundries" in the Ledger. We have, therefore, in the following set of Books, adopted the first method of expressing the Journal entries.





## GENERAL QUESTIONS.

Of what does Part 2d treat? From what is the term Double Entry derived? What kind of terms are "Debtor and Creditor?" What is meant by correlative terms? To what are these terms applied in Single Entry? To what are they applied in Double Entry? What are persons made debtor to? For what are they made creditor? For what are property accounts made debtor? For what, creditor? How many classes of accounts? Name them. What are Personal accounts? What are Fictitious accounts? What are Real accounts? What Books are used? How many principal ones? Name them. Name the auxiliary books.

What should the Day-Book contain? What should it commence with? What should be entered next? In what order? What four things should each entry contain? Name them. What style of writing should be used in this book? What should be avoided? What is the Journal? What accounts are entered in it? What is the use of this book? How are accounts prepared for the Ledger? What is the process of transferring accounts from Day-Book to Journal called? What is the Ledger? How much space is allowed for each account? What is written at the head of the page? How do we transfer accounts from the Journal to this book? What is the process called? What book is used with the Ledger, to enable the book-keeper to find the accounts more rapidly? Describe it.

Could a merchant's account be kept in these three books? Why use auxiliary books? What is the Cash-Book? What is the Bill Book? What is the Bank-Book? What is the Account-Current Book? What is the "Account-Sales Book?" What is the "Sales-Book?" Describe method of using this book? What is the Invoice-Book? What is the Letter-Book? What does the Stock account represent? What is entered on the Debit side of this account? What is entered on the credit side? What does the difference between the Dr. and Cr. of this account show? For what is Profit and Loss account kept? For what is it made Dr.? For what is it made Cr.? What does the difference between the Dr. and Cr. of this account show? For what is the Interest account kept? For what is it made Dr.? For what is it made Cr.? What does the difference between the Dr. and Cr. of this account show?

For what is the Expense account kept? What does the Dr. side of this account contain? What does the Cr. side of this account contain? When is the entry made on the Cr. side?

What is the Merchandise account? Explain it. What is the Real Estate account? What is the Consignment account? Explain the Consignment account of James Holmes. What is the Wheat account? What is the Cash account? What is the Bank account? What is the Bills Receivable account? What is the Bills Payable account? What is Journalizing? Explain the process. What is Posting? Explain the process.

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DAY-BOOK, OR BLOTTER.

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DOUBLE ENTRY.

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1 Lyons, Monday, April 2d, 1849.

<i>I commence business with the following effects:</i>			
<i>Merchandise per Inventory</i>	<i>5,214</i>	<i>36</i>	
<i>Cash</i>	<i>2,500</i>	<i>00</i>	
<i>Notes against Sundry Persons</i>	<i>2,300</i>	<i>00</i>	
<i>Benjamin Cone owes me on A/c.</i>	<i>850</i>	<i>00</i>	<i>10,864 36</i>
 <i>I owe as follows:</i>			
<i>Lee, Judson &amp; Lee on A/c.</i>	<i>475</i>	<i>50</i>	
<i>Pierce &amp; Wilson " "</i>	<i>287</i>	<i>50</i>	<i>763 00</i>
<hr/> <i>April 4th.</i> <hr/>			
<i>Bot. of Suydam, Reed &amp; Co.</i>			
<i>on my Note at 4 mo.</i>			
<i>Mdse. per S. B. page 1</i>			<i>541 30</i>
<i>Bot. of George W. Betts &amp; Co.</i>			
<i>on my Note at 6 months</i>			
<i>Mdse. per S. B. page 1</i>			<i>634 96</i>
<hr/> <i>April 9th.</i> <hr/>			
<i>Sold Joseph M. Demmon on Account</i>			
<i>Mdse. per S. B. page 1</i>			<i>239 18</i>
<hr/> <i>April 12th.</i> <hr/>			
<i>Sold Jameson, Willard &amp; Co.</i>			
<i>on Note at 6 mo.</i>			
<i>Mdse. per S. B. page 1</i>			<i>201 43</i>
<hr/> <i>April 14th.</i> <hr/>			
<i>Sold J. Adams &amp; Son for Cash</i>			
<i>Mdse. per S. B. page 1</i>			<i>221 88</i>



1849.

2 Lyons, Monday, April 16th, 1849.

	Sold Chas. D. Campbell on Acct. Mdse. per S. B. page 1			602 82
	Sold A. J. Hovey for Cash 1 Piece Carpeting 91 Yds. .94			85 54
	—April 19th.—			
864 36	Bot. of Henry H. Smith on Acct. Mdse. per S. B. page 2			213 14
	Sold Jos. M. Demmon on Acct. Mdse. per S. B. page 2			154 46
763 00	—April 20th.—			
	Dep. Cash in Bank of Geneva			2,000 00
	—April 23d.—			
544 30	Sold Henry B. Holbrook on Acct. Mdse. per S. B. page 3			167 50
	—April 25th.—			
634 96	Bot. of J. & H. Mirick 100 Bbls. S. F. Flour 5.00			2,000 00
	Gave in Payment a Check on Bank of Geneva for	1,000 00		
239 18	My Note at 30 days for Balance	1,000 00		2,000 00
	—April 26th.—			
204 43	Received per Boat C. Demmon, Jones master, from Utica, an Invoice of Wadding Consigned to me by H. H. Smith, to be Sold on his Acct. Amounting per Invoices to \$170.80			18 75
221 88	Paid Cash for Freight, Cart. &c.			

Lyons, Thursday, April 26th, 1849.<sup>3</sup>

Sold F. C. Dickson on Acct. Mdse. per S. B. page 3			24	75
Shipped per Boat W. H. Pisson, Dunn master, and Consigned to Clark & Coleman, New York, to be Sold on my Acct., 400 Bbls. S. F. Flour 5.00	2,000	00		
Paid Cash for Freight, Cart. &c.	205	25	2,205	25
Sold Chas. D. Campbell on Acct. 1 Bale Ticking 450 Yds. .15	67	50		
1 Case Satinets 600 " 6.2½	375	00	442	50
April 30th.				
Accepted Lee, Judson & Lee's Draft on me in favor of Fisdale at 10 days sight for			475	50
Sold J. Adams & Son for Cash Mdse. per S. B. page 4			164	50
Cash Sales of Mdse. this month			896	58
Paid Cash for Store Expenses this month per Expense Book			124	00
Deposited Cash in Bank of Geneva			500	00

1849.<sup>3</sup>

Lyons, Tuesday, May 1st, 1849.<sup>4</sup>

24	75	Bot. of Carlton, Frothingham & Co. on A/cct. Mdse. per F. B. page 2			496	00
----- May 3d. -----						
2,205	25	Bot. in Company with B. O. Fulton 5,000 lbs. Wool at .25 \$1,250.00 Each to share equally in the Gain or Loss. For conducting the Business I am to receive a Commission of 5 per cent. on all sold. Paid Cash for my half	625	00		
442	50	Robt. O. Fulton's half	625	00	1,250	00
----- May 5th. -----						
475	50	Sold Jameson, Willard & Co. on Account Mdse. per S. B. page 4			227	00
----- May 7th. -----						
164	50	Sold Chas. D. Campbell on A/cct. 2 Bales H. H. Smith's Wadding, 1,200 Yds. 3½			42	00
----- May 8th. -----						
124	00	Sold H. B. Holbrook on A/cct. Mdse. per S. B. page 5			352	75
500	00					
----- May 10th. -----						
		Sold Jos. M. Demmon on A/cct. 1 Piece Bro. Cloth 25 Yds. 4.00	100	00		
		2 " Cassimere 56 " 3.00	412	00	212	00

<sup>5</sup> Lyons, Monday, May 14th, 1849.

Paid in cash Lee, Judson & Lee's Draft on me at 10 days' sight, Accepted 30th April			475 50
Sold E. Hamilton on his Note at 4 months Mdse. per S. B. page 6			427 00
May 15th.			
Sold Aaron Erickson for Cash 5,000 lbs. Co. A's Wool 31			1,550 00
Paid Cash for Packing, Cart., &c.	5 25		
My Commission	77 50		82 75
May 16th.			
Received of Charles D. Campbell Cash on Acct.			500 00
Sold J. Adams & Son for Cash Mdse. per S. B. page 7			250 00
Made up an Acct. Sales Co. A's Wool. Total Sales 1,550.00			
Cost, Charges, &c. 1,332.75			
Net Gain 217.25			
My half of which is	108 62		
Robt. O. Fulton's half is	108 63		217 25
May 18th.			
Bot. of H. J. & M. S. Leach 200 Bbls. Flour 4.75 950.00			
Gave in Payment a Draft on Benj. Cons for	850 00		
Cash for the Balance	100 00		950 00

849.

Lyons, Monday, May 21st, 1849.<sup>o</sup>

	Sold Dewey & Wells for Cash Mdse. per S. B. page 2	22 65
475 50	----- May 22d. -----	
	Received of Joseph M. Demmon Cash on Account	100 00
427 00	Sold Franklin S. Clarke on Acct. 10 Bbls. S. F. Flour 5.50	55 00
550 00	----- May 24th. -----	
82 75	Paid Carleton & Frothingham's Draft on me at sight for	496 00
500 00	----- May 26th. -----	
50 00	Received from Clarke & Coleman on Acct. Sales of Flour Con- signed to them April 23th Net proceeds \$2,775.00 For which they have remitted a Check on Bank of Geneva for	2,775 00
	----- May 29th. -----	
	Sold Dean & Burdick for Cash Mdse. per S. B. page 3	103 50
	----- May 31st. -----	
7 25	Cash Sales this month amount to	2,000 62
	Paid Store Expenses in Cash	250 75
	Deposited Cash in Bank of Geneva	1,000 00
	Paid Cash for Family Expenses, &c.	124 00
0 00	Paid my Note passed to J. & H. Birich April 23d	1,000 00

7 Lyons, Friday, June 1st, 1849.

Sold Jameson, Willard & Co.			
1 Piece Carpeting 87 Yds. 1.00	87	00	
6 Yds. Oil Cloth .75	4	50	91 50
Sold Henry B. Holbrook on Acct. the remainder of H. H. Smith's Wadding for			175 00
June 2d.			
Sold Charles Clark for Cash 190 Bbls. S. F. Flour 5.25			997 50
Made up an Acct. Sales H. H. Smith's Consignment			
Total Sales 217.00			
Charges Posted 18.75			
My Commission at 5 per cent.	10	85	
H. H. Smith's net proceeds	187	40	198 25
June 4th.			
Sold Chas. D. Campbell on Acct.			
1 Piece Carpeting 96 Yds. 1.00	96	00	
1 " do. 79 " .75	59	25	155 25
Received of Henry B. Holbrook Cash on Account			250 00
June 5th.			
Paid in Cash my Note passed April 4th to P. W. Betts & Co. at 6 months	616	44	
Discount allowed	18	52	634 96
Paid Isaac C. Dickson Cash			25 00

Lyons, Wednesday, June 8th, 1849.<sup>3</sup>

	Bot. of J. & H. Mirick for Cash			
	250 Bbls. Flour 5.00	1,250.00		
	Which I have sold to Clark &			
	Colman, N. Y. at 5.50	1,375.00		
91	Recd. in Paymt. Adsc. per J. B.	1,000 00		
50	Their Draft on J. Cole at 10 days	375 00	1,375 00	
	June 10th.			
	Sold James H. Gillet on his			
	Notes at 4 months			
	Adsc. per J. B. page 4		480 00	
97	June 12th.			
	Bot. of J. M. Demmon a House			
	and Lot on Broad-st. for 1,600.00			
	Gave in payment Cash	200 00		
	E. Hamilton's Note Received	427 00		
	May 14th for	500 00		
8	Check on Bank of Geneva, or	473 00	1,600 00	
25	The Balance on Account			
	June 15th.			
	Received of Franklin S. Clarke			
	Cash to Balance Account		55 00	
5				
25				
	Henry B. Holbrook has accepted my			
	Draft on him at 10 d. sight for		250 00	
0				
00				
	June 18th.			
	The Bank of Geneva has Dis-			
	counted the Note received from			
	J. H. Gillet June 10th at 4 m			
	Cash Received	469 27		
	Discount allowed	10 73	480 00	
96				
00				

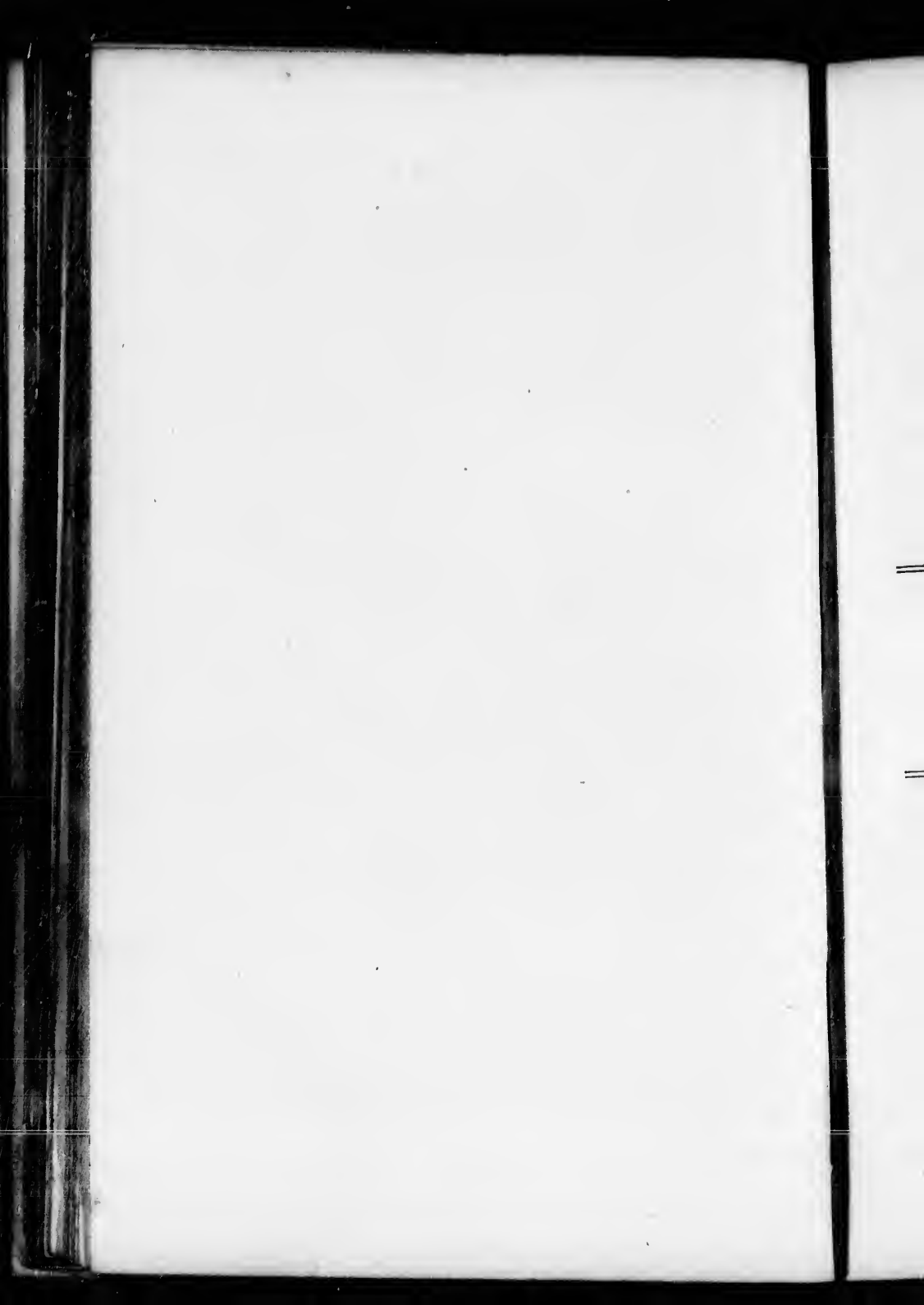




849.

Lyons, Thursday, June 28th, 1849.<sup>10</sup>

	Bought of H. H. Smith on Acct. Mchse. per J. B. page 1			173 50
	----- June 29th. -----			
1,000 00	Benjamin Cone has paid his Note with interest, given March 26th, 1849, at 3 months for	1,000 00		
50 00	Interest	18 08	1,018 08	
	----- June 30th. -----			
	Cash Sales this month amount to		1,260 00	
018 27	Paid Store Expenses in Cash per Expense Book		275 50	
	Paid Cash for Family Expenses, &c.		98 00	
	Isaac C. Dickson's Salary 3 months' service as Clerk 50.00		150 00	
502 00	Memorandum.			
	Balance of Merchandise unsold as per Inventory taken June 30th, 1849, amounts to			\$978.34
005 43				
50 00				



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JOURNAL.

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DOUBLE ENTRY.

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Lyons, Monday, April 2d, 1849.

2	Merchandise		5,214	36		
3	Cash		2,500	00		
4	Bills Receivable		2,300	00		
5	Benjamin Cone		850	00		
1	To Stock				10,864	36
1	Stock		763	00		
5	To Lee, Judson & Lee				475	50
6	" Pierce & Wilson				287	50
April 4th.						
2	Merchandise	Dr.	544	30		
6	To Bills Payable				544	30
2	Merchandise	Dr.	634	96		
6	To Bills Payable				634	96
April 9th.						
7	Joseph M. Demmon	Dr.	239	18		
2	To Merchandise				239	18
April 12th.						
4	Bills Receivable	Dr.	201	43		
2	To Merchandise				201	43
April 14th.						
3	Cash	Dr.	221	88		
2	To Merchandise				221	88
April 16th.						
8	Charles D. Campbell	Dr.	602	82		
2	To Merchandise				602	82
			14,068	93	14,068	93

849.

Lyons, Monday, April 16th, 1849.<sup>3</sup>

2864 36  
475 50  
287 50  
541 30  
634 96  
239 18  
201 43  
21 88  
02 82  
58 93

Cash	Dr.	85 54	85 54
To Merchandise			
<hr/> April 19th. <hr/>			
Merchandise	Dr.	213 14	213 14
To H. H. Smith			
Joseph M. Demmon	Dr.	154 46	154 46
To Merchandise			
<hr/> April 20th. <hr/>			
Bank of Geneva	Dr.	2,000 00	2,000 00
To Cash			
<hr/> April 23d. <hr/>			
H. B. Holbrook	Dr.	167 50	167 50
To Merchandise			
<hr/> April 25th. <hr/>			
Flour	Dr.	2,000 00	1,000 00
To Bank of Geneva			1,000 00
" Bills Payable			
<hr/> April 26th. <hr/>			
H. H. Smith's Consignment	Dr.	18 75	18 75
To Cash			
J. C. Dickson	Dr.	24 75	24 75
To Merchandise			
<hr/> April 27th. <hr/>			
Consignment to New York	Dr.	2,205 25	2,000 00
To Flour			205 25
" Cash			
		6,869 39	6,869 39

<sup>3</sup> Lyons, Friday, April 27th, 1849.

Charles D. Campbell	Dr.	442	50		
To Merchandise				442	50
April 30th.					
Lee, Judson & Lee	Dr.	475	50		
To Bills Payable				475	50
Cash	Dr.	164	50		
To Merchandise				164	50
Cash	Dr.	896	58		
To Merchandise				896	58
Expense Account	Dr.	124	00		
To Cash				124	00
Bank of Geneva	Dr.	500	00		
To Cash				500	00
		2,603	08	2,603	08

849.

Lyons, Tuesday, May 1st, 1849.

442 50	Merchandise To Carleton, Frothingham & Co.	Dr.	496 00	496 00
	May 3d.			
475 50	Merchandise Co. A To Cash " Robert O. Fulton	Dr.	1,250 00	625 00 625 00
	May 5th.			
464 50	Jameson, Willard & Co. To Merchandise	Dr.	227 00	227 00
	May 7th.			
896 58	Charles D. Campbell To H. H. Smith's Consigmt.	Dr.	42 00	42 00
	May 8th.			
124 00	H. B. Holbrook To Merchandise	Dr.	352 75	352 75
	May 10th.			
500 00	Joseph M. Demmon To Merchandise	Dr.	212 00	212 00
603 08	May 14th.			
	Bills Payable To Cash	Dr.	475 50	475 50
	Bills Receivable To Merchandise	Dr.	427 00	427 00
	May 15th.			
	Cash To Merchandise Co. A	Dr.	1,550 00	1,550 00
			5,032 25	5,032 25

5 Lyons, Tuesday, May 15th, 1849.

Merchandise Co. A	Dr.	82	75		
To Cash				5	25
" Commission				77	50
----- May 16th. -----					
Cash	Dr.	500	00		
To Chas. D. Campbell				500	00
Cash	Dr.	250	00		
To Merchandise				250	00
Merchandise Co. A	Dr.	217	25		
To Profit & Loss				108	62
" R. C. Fulton				108	63
----- May 18th. -----					
Flour	Dr.	950	00		
To Benjamin Cons				859	00
" Cash				100	00
----- May 21st. -----					
Cash	Dr.	22	65		
To Merchandise				22	65
----- May 22d. -----					
Cash	Dr.	100	00		
To J. M. Demmon				100	00
Franklin S. Clarke	Dr.	55	00		
To Flour				55	00
		2,177	65	2,177	65



849.

Lyons, Thursday, May 24th, 1849.<sup>6</sup>

5 25  
 77 50  
 500 00  
 250 00  
 108 62  
 108 63  
 859 00  
 100 00  
 22 65  
 100 00  
 55 00  
 177 65

Carleton, Frothingham & Co.	Dr.	496 00	496 00
To Cash			
----- May 26th. -----			
Cash	Dr.	2,775 00	2,775 00
To Consignmt. N. York			
----- May 29th. -----			
Cash	Dr.	103 50	103 50
To Merchandise			
----- May 31st. -----			
Cash	Dr.	2,000 62	2,000 62
To Merchandise			
Expense Account	Dr.	250 75	250 75
To Cash			
Bank of Geneva	Dr.	1,000 00	1,000 00
To Cash			
Private Account	Dr.	124 00	124 00
To Cash			
Bills Payable	Dr.	1,000 00	1,000 00
To Cash			
		7,749 87	7,749 87

7 Lyons, Friday, June 1st, 1849.

Fameson, Willard & Co. To Merchandise	Dr.	91 50		91 50
H. B. Holbrook To H. H. Smith & Consign.	Dr.	175 00		175 00
June 2d.				
Cash To Flour	Dr.	997 50		997 50
H. H. Smith & Consignment To Commission " H. H. Smith	Dr.	198 25	50 85 187 40	
June 4th.				
Charles D. Campbell To Merchandise	Dr.	155 25		155 25
Cash To H. B. Holbrook	Dr.	250 00		250 00
June 5th.				
Bills Payable To Cash " Interest	Dr.	624 96	616 44 18 52	
Isaac C. Dickson To Cash	Dr.	25 00		25 00
		2,517 50	2,517 50	

49.

Lyons, Friday, June 8th, 1849. 3

91 50	Merchandise	Dr.	1,000 00	
	Bills Receivable	"	375 00	
	To Cash			1,250 00
	" Profit & Loss			125 00
175 00	June 10th.			
	Bills Receivable	Dr.	480 00	
	To Merchandise			480 00
997 50	June 12th.			
	Real Estate	Dr.	1,600 00	
	To Cash			200 00
	" Bills Receivable			427 00
40 85	" Bank of Geneva			500 00
187 40	" F. M. Demmon			473 00
155 25	June 15th.			
	Cash	Dr.	55 00	
	To Franklin S. Clarke			55 00
250 00	June 18th.			
	Bills Receivable	Dr.	250 00	
	To H. B. Holbrook			250 00
16 44	June 20th.			
18 52	Cash	Dr.	469 27	
	Interest	"	10 73	
	To Bills Receivable			480 00
25 00	June 20th.			
17 50	Cash	Dr.	1,000 00	
	Merchandise	"	1,000 00	
	To Real Estate			2,000 00
			6,240 00	6,240 00

9 Lyons, Saturday, June 23d, 1849.

Cash	Dr.	50 00	
To Profit & Loss			50 00
<hr/> June 25th. <hr/>			
Cash	Dr.	1,018 27	
To Bills Receivable			1,000 00
" Interest			18 27
Consignment to Albany	Dr.	602 00	
To Bills Payable			550 00
" Cash			52 00
<hr/> June 26th. <hr/>			
Cash	Dr.	305 43	
To Bills Receivable			300 00
" Interest			5 43
<hr/> June 28th. <hr/>			
Cash	Dr.	250 00	
To Bills Receivable			250 00
Merchandise	Dr.	173 50	
To H. H. Smith			173 50
<hr/> June 29th. <hr/>			
Cash	Dr.	1,018 08	
To Bills Receivable			1,000 00
" Interest			18 08
<hr/> June 30th. <hr/>			
Cash	Dr.	1,260 00	
To Merchandise			1,260 00
		4,677 28	4,677 28

1849.

Lyons, Saturday, June 30th, 1849. <sup>10</sup>

50 00  
 1,000 00  
 18 27  
 550 00  
 52 00  
 300 00  
 5 43  
 250 00  
 173 50  
 1,000 00  
 18 08  
 1,260 00  
 4,677 28

Expense Account To Cash	Dr.	275 50	275 50
Private Account To Cash	Dr.	98 00	98 00
Expense Account To Isaac C. Dickson	Dr.	150 00	150 00
		<u>523 50</u>	<u>523 50</u>



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INDEX TO THE LEDGER.

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DOUBLE ENTRY.

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B		F	
Bills Receivable	4	Flour	10
Bills Payable	6	Fulton, Robert O.	13
Bank of Geneva	9		
C		H	
Cash	3	Holbrook, Henry B.	9
Cens, Benjamin	5		
Campbell, Charles D.	8		
Consignment to N. York	11		
Carleton, Frothing' m & Co.	12		
Commission	14	I	
Clarke, Franklin S.	16	Interest	1
Consignment to Albany	17		
D		J	
Demmon, Joseph M.	7	Jamson, Willard, & Co.	14
Dickson, Isaac C.	11		
E		L	
Expense Account	12	Lee, Judson & Lee	5



		M		U
10		<i>Merchandise</i>	2	
13		<i>Merchandise Co. A</i>	13	
		P		V
9		<i>Pierce &amp; Wilson</i>	6	
		<i>Profit &amp; Loss</i>	15	
		<i>Private Account</i>	16	
		R		W
1		<i>Real Estate</i>	17	
		S		X
Co. 14		<i>Stock</i>	1	
		<i>Smith, H. H.</i>	8	
		<i>Smith, H. H. &amp; Consign.</i>	10	
		T		Y
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LEDGER.

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DOUBLE ENTRY.

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Dr.

Merchandise

Cr.

1349	To Stock	1849	By J. M. Demmon	1	239	18
Apr.	" B. Payable	Apr.	" B. Receivable	1	204	43
"	" do	"	" Cash	1	221	88
"	" H. H. Smith	"	" E. D. Campbell	1	602	82
May	" Carlton, F. & Co.	"	" Cash	2	85	54
		"	" J. M. Demmon	2	154	46
		"	" H. B. Holbrook	2	167	50
		"	" J. C. Dickson	2	24	75
		"	" E. D. Campbell	3	442	50
		"	" Cash	3	164	50
		"	" Cash	3	896	58
		"	" Jamison, W. & Co.	4	227	00
		May	" H. B. Holbrook	4	332	75
		"	" J. M. Demmon	4	212	00
			" Bal. carried to page 13		3,106	87
					7,099	76

Dr.

Cash

Cr. 3

1849												
Apr.	2	To Stock	1	2,500	00	1849	Apr.	20	By Bank of Geneva	2	2,000	00
"	14	" Merchandise	1	221	88	"	"	26	" " H. H. Smith's Conygt.	2	18	75
"	16	" do.	2	85	54	"	"	27	" " Consignmt. to N. York	2	205	25
"	30	" do.	3	164	50	"	"	30	" " Expense Account	3	124	00
"	"	" do.	3	396	58	"	"	"	" " Bank of Geneva	3	500	00
May	15	" do.	4	1,550	00	May	14	" " Merchandise Co. A	4	625	00	
"	16	" C. D. Campbell	5	500	00	"	14	" " Bills Payable	4	475	50	
"	"	" Merchandise	5	250	00	"	15	" " Merchandise Co. A	5	5	25	
"	21	" do.	5	22	65	"	"	18	" " Flour	5	400	00
"	22	" J. M. Demmon	5	100	00	"	"	24	" " Carlton F. J. Co.	6	496	00
"	26	" Consignmt. to N. York	6	2,775	00	"	"	31	" " Expense Account	6	250	75
"	29	" Merchandise	6	103	50	"	"	"	" " Bank of Geneva	6	1,000	00
"	31	" do.	6	2,000	62	"	"	"	" " Private Account	6	124	00
							"	"	" " Bills Payable	6	1,000	00
									Balance carried to page 19		4,245	77
											11,170	27

Cr.

Dr. 11

11,170 27  
4,243 77  
11,170 27

Balance carried to page 19

11,170 27

Cr.

Bills Receivable

Dr.

Dr.		Cr.	
1849			
Apr	2 To Stock	12 By Real Estate	427 00
"	12 " Merchandise	18 " Sundries	130 00
May	14 " do.	25 " Cash	1,000 00
June	8 " Sundries	26 " do.	300 00
"	10 " Merchandise	28 " do.	250 00
"	15 " H. B. Holbrook	29 " do.	1,000 00
		July	1 " Balance
			576 43
			4,033 43





Cr.

Pierce & Wilson

6 Dr.

1849	July	1	To Balance	287	50	1	287	50
1849	Apr.	2	By Stock					

Cr.

Bills Payable

Dr.

1849	May	14	To Cash	541	30	1	541	30
"	"	31	do.	634	96	1	634	96
June	5	"	Landries	1,000	00	2	1,000	00
July	1	"	Balance	475	50	3	475	50
				550	00	9	550	00
				3,201	76		3,201	76



Cr.

Charles D. Campbell

Dr.

1849									
Apr.	16	To Merchandise	602	82	16	By Cash	500	00	
"	27	do.	442	50	1	" Balance	742	57	
May	7	" H. H. Smith & Consigt.	42	00					
June	4	" Merchandise	155	25					
			1,242	57			1,242	57	

Cr.

H. H. Smith

Dr.

1849									
July	1	To Balance	576	14	19	By Merchandise	213	14	
					2	" H. H. Smith & Consigt.	189	50	
					28	" Merchandise	173	50	
			576	14			576	14	

Dr.

Bank of Geneva

Cr. 9

1849											
Apr.	20	To Cash	2	2,000	00	Apr.	25	By Flour	2	1,000	00
"	30	do.	3	500	00	June	12	" Real Estate	8	500	00
May	31	do.	6	1,000	00	July	1	" Balance		2,000	00
				3,500	00					3,500	00

Dr.

Henry B. Holbrook

Cr.

1849											
Apr.	23	To Merchandise	2	167	50	June	4	By Cash	7	250	00
May	8	do.	4	352	75	"	15	" Bills Receivable	8	250	00
June	1	H. H. Smith & Consign.	7	175	00	July	1	" Balance		195	25
				695	25					695	25

Cr.

Flour

40 Dr.

Flour.

Cr.

1849		1849					
Apr.	25	To Sundries	2	2,000	00	27	By Consignment to N. York
May	18	do.	5	950	00	22	" Franklin S. Clarke
July	1	" Profit of Loss (Ledger)	15	102	50	2	" Cash
				<u>3,052</u>	<u>50</u>		
							<u>3,052</u>
							<u>50</u>

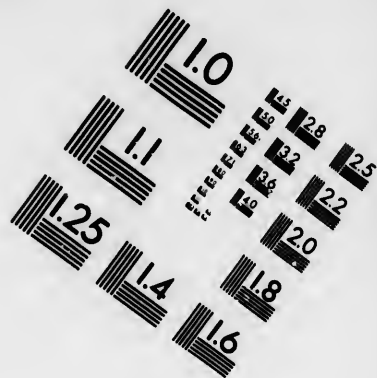
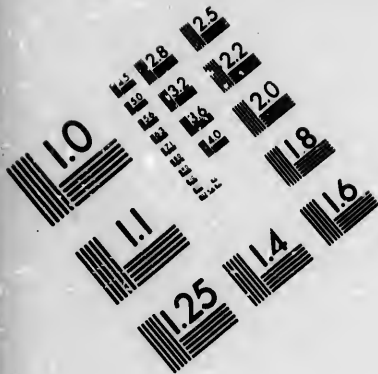
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H. H. Smith's Consignment

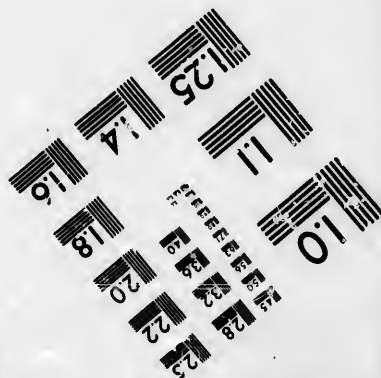
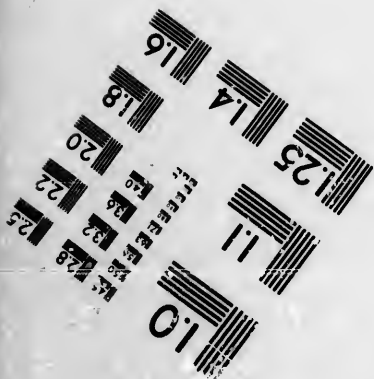
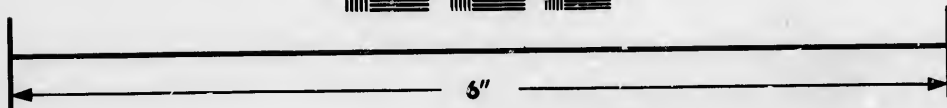
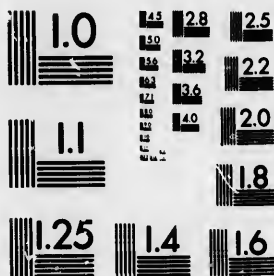
Cr.

1849		1849					
Apr.	26	To Cash	2	18	75	7	By Charles D. Campbell
June	2	" Sundries	7	198	25	1	" H. B. Holbrook
				<u>217</u>	<u>00</u>		
							<u>42</u>
							<u>475</u>
							<u>217</u>
							<u>00</u>



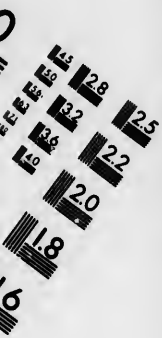


**IMAGE EVALUATION  
TEST TARGET (MT-3)**



**Photographic  
Sciences  
Corporation**

23 WEST MAIN STREET  
WEBSTER, N.Y. 14580  
(716) 872-4503





Dr.

Isaac C. Dickson

Cr. 11

1849									
Apr.	26	To Merchandise	2	24 75	1849	June	30	By Expense Account	10
June	5	" Cash	7	25 00					
July	1	" Balance		100 25					
				150 00					
									150 00

Dr.

Consignment to New York

Cr.

1849									
Apr.	27	To Sundries	9	2,205 25	1849	May	26	By Cash	5
July	1	" Profit & Loss (Ledger)	15	569 75					
				2,775 00					
									2,775 00

Cr.

12 D<sup>r</sup>.

Expense Account

Cr.

1849									
Apr.	30	To Cash	3	124 00	1849	July	1	By Profit & Loss	15
May	31	" do.	6	250 75	/				
June	30	" do.	10	275 50					
"	"	" Isaac C. Dickson	10	150 00					
				800 25					800 25

D<sup>r</sup>.

Carleton, Frothingham & Co.

Cr.

1849									
May	24	To Cash	6	496 00	1849	May	1	By Merchandise	4
				496 00					496 00

*Dr.* Merchandise Co. *Cr.* 13

1849					
May	3	To Sundries	1849	May	15
"	15	do.	May	15	By Cash
"	16	do.	1,250	00	4
			82	75	1,550
			217	25	00
			1,550	00	00
			1,550	00	00

*Dr.* Robert O. Fulton *Cr.*

1849					
July	1	To Balance	1849	May	3
			May	16	By Merchandise Co. A
			733	63	do.
			733	63	do.
			733	63	4
			733	63	5
			733	63	625
			733	63	108
			733	63	733
			733	63	63





16 Dr.

Franklin S. Clarke

Cr.

1849	May 22	To Flour	5	55 00	1849	June 15	By Cash	8	55 00
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191

Dr.

Private Account

Cr.

1849	May 31	To Cash	6	124 00	1849	July 1	By Book	10	222 00
	June 30	" do.	10	98 00					222 00
				222 00					

*Dr.*

*Real Estate*

*Cr. . 07*

1849									
June	12	To Sundries	8	1,600	00	1849	June	20	By Sundries
July	1	" Profit of Loss (Ledger)	15	400	00				
				2,000	00				
									8
									2,000
									00

*Dr.*

*Consignment to Albany*

*Cr.*

1849									
June	25	To Sundries	9	602	00	1849	July	1	By Balance
									602
									00

18 *Dr.*

*Merchandise*

*Cr.*





Dr.

Cash

Cr. 19

1849									
June	To Bal. brought from page 3	77	1849	5	By Bills Payable	7	616	44	
"	" Flour	50	June	"	" " C. Dickson	7	25	00	
"	" H. B. Holbrook	00	"	"	" Sundries	8	1,250	00	
"	" Franklin S. Clarke	00	"	"	" Real Estate	8	200	00	
"	" Bills Receivable	00	"	"	" Consignment to Albany	9	52	00	
"	" Real Estate	27	"	"	" Expense Account	10	275	50	
"	" Profit and Loss	00	"	"	" Private Account	10	98	00	
"	" Sundries	00	"	"	" Balance		8,402	38	
"	" do.	27	July	1					
"	"	43							
"	"	43							
"	" Bills Receivable	00							
"	" Sundries	00							
"	" Merchandise	08							
"	"	00							
		10,919					10,919	38	
		32							

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## TRIAL BALANCE.

The Trial Balance is taken to ascertain whether the Journal entries have been correctly transferred to the Ledger, and may be made as follows:—1st. Rule a sheet of paper with double money columns, and head it "Trial Balance," with Dr. over the left, and Cr. over the right-hand money columns. 2d. Write the names of the Ledger accounts in the open space at the left, and also on the same line in the open space on the right, and, after adding the two sides of each account, place the amount of the Dr. side in the Dr. column, and the Cr. side in the Cr. column opposite the name thus written. 3d. Add the Dr. and Cr. columns of the Trial Balance, and if they foot alike, the books are supposed to be correctly posted. This proof should be taken as often as once a month.

NOTE.—The student must examine carefully the Trial Balance that is found on the two following pages. By noticing how the above rules have been applied he will be able to understand the purpose of this sheet. It is customary, after drawing off or making the "Trial Balance," to label them, and folding them neatly, to place them in a package together, so that they may be readily referred to. In order to familiarize himself with the "Trial Balance," let the pupil draw up a "Trial Balance" of the preceding accounts, and then compare it with the one found on the next page. On the following pages three methods are given—all, however, involving the same principle, and obtaining the same result.





Dr. *Trial Balance (2d Method.)* Cr.

1849		1849			
July		July			
1 Merchandise				1 Stock	10,101 50
2 Cash	489 85			6 Pence J <sup>r</sup> Wilson	287 50
3 Bills Receivable	8,402 38			6 Bills Payable	1,091 30
4 F. M. Demmon	576 43			8 H. H. Smith	576 44
7 E. D. Campbell	32 64			10 Flour	102 50
8 Bank of Geneva	742 57			11 J. E. Wilson	100 25
9 H. B. Holbrook	2,000 00			11 Consignment to N. York	569 75
10 Expense Account	195 25			13 Robert C. Fulton	733 63
11 Jameson, Willcox & Co.	800 25			14 Commission	86 25
12 Private Account	318 50			15 Profit & Loss	283 62
13 Consignment to Albany	222 00			1 Interest	49 57
16	602 00			17 Real Estate	400 00
17	\$14,381 87				\$14,381 87

Cr. *Trial Balance (3d Method.)*

*Dr.*      *Trial Balance (3d Method.)\**      *Cr.*

1849											
July	1	Stock	763					10,101	36	10,864	36
	2	Merchandise	9,273	26	489	85				8,783	41
	3	Cash	17,843	82	8,402	38				9,441	44
	4	Bills Receivable	4,033	43	576	43		287	50	3,457	50
	5	Pence & Wilson						1,094	30	3,201	76
	6	Bills Payable	2,110	46						573	
	7	J. M. Dimmon	605	64	32	64				500	
	8	Charles D. Campbell	1,242	57	742	57		575	14	576	14
	9	H. H. Smith								1,500	
	10	Bank of Geneva	3,500	25	2,000					500	
	11	H. B. Holbrook	695	25	195	25		102	50	3,052	50
	12	Flour	2,950					100	25	150	
		J. C. Dickson	49	75				569	75	2,775	
		Consignment to N. York	2,205	25							
		Expense Account	800	25	800	25					
		Amount carried up	46,072	68	13,239	37		12,828	80	15,662	11

\* This method is a combination of the two preceding.

*Trial Balance (Continued.)*

	<i>Dr.</i>				<i>Cr.</i>
1849					
July					
1	Amount brought up				45,662 11
	13		13,230 37		733 63
	14		318 50		
	14	Jameson, W. Ward & Co.			86 25
	14	Commission			283 62
	15	Profit & Loss	222		
	16	Private Account			60 30
	1	Interest	10 73		2,000
	17	Real Estate	1,600		
	17	Consignment to Albany	602		
			14,381 87		48,825 91
			46,072 68		
			318 50		
			222		
			10 73		
			1,600		
			602		
			14,381 87		
			48,825 91		
			13,230 37		
			318 50		
			222		
			10 73		
			1,600		
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			318 50		
			222		
			10 73		
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			48,825 91		
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			10 73		
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			14,381 87		
			48,825 91		
			13,230 37		
			318 50		
			222		
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## BALANCE SHEET.

Merchants as often as once, and sometimes twice, a year balance their Ledgers, and make out what is termed a Balance Sheet. This sheet exhibits, in a condensed form, a statement of their mercantile affairs, and forms the materials for opening a new set of books, containing on the Dr. side the debts due them, cash on hand, and the value of merchandise or other property remaining unsold; and on the Cr. side, the amount of their indebtedness to others. The difference between the two sides is of course their net capital.

## DIRECTIONS FOR MAKING A BALANCE SHEET.

1st. Write "Balance Sheet" at the top of a page in the Ledger.

2d. Take an inventory of all property unsold, and make the accounts representing the property Cr. "By Balance" for the value of what remains unsold; then place the name of the account, and the same amount, on the Dr. side of the Balance Sheet.

3d. Ascertain what accounts show a gain or loss on the business, and balance these accounts "To" or "By Profit and Loss" for the difference; then turn to the "Profit and Loss" account, and enter the title of the account, and the amount, if a gain, on the Cr. side, or, if a loss, on the Dr. side of said account.

4th. Balance Private account and Profit and Loss "To" or "By Stock." If the Profit and Loss account shows a gain, carry it to the Cr. side; if a loss, to the Dr. side of the Stock account.

5th. Balance all other accounts, except Stock, "To" or "By Balance." If the Dr. side is the largest, make the account Cr. "By Balance" for the difference, and enter the name of the account, and the amount, on the Dr. side of the Balance Sheet; or if the Cr. side is the largest, make it Dr. "To Balance" for the difference, and enter the name of the account, and the amount, on the Cr. side of the Balance Sheet.

6th. Balance Stock account "To" or "By Balance" for the difference, and, if the operation of balancing is correctly performed, the balance of this account will exactly balance the Balance Sheet.





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INVENTORY-BOOK.

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DOUBLE ENTRY.

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*Inventory of Merchandise, taken April 2d, 1849.*

8	1 Case Singhams	960 Yds. at	.10	96	00
	2 " do.	1,926 " "	.15	288	90
	2 " do.	1,342 " "	.12	221	04
	1 " Prints	1,000 " "	.08	80	00
	2 " do.	2,125 " "	.10	212	50
	2 " do.	2,146 " "	.11 $\frac{1}{4}$	241	42
	4 Bales Cotton Check	2,400 " "	.10	240	00
	8 " " Tickings	3,600 " "	.13	468	00
	5 " " Drillings	2,250 " "	.09	202	50
	3 Cases Satinets	1,800 " "	.55	990	00
	2 " Cassimers	800 " "	1.25	1,000	00
	4 Ps. Extra F. Bk. do.	162 " "	2.00	324	00
	4 " Super. Bk. B. Cloth	100 " "	4.50	450	00
	2 " Blue Bk. B. Cloth	50 " "	2.50	125	00
	2 " Extra F. Bk. B. Cloth	50 " "	5.50	275	00
				5,214	36

*Inventory of Notes.*

1	Given by Benjamin Cone March 26th, 1849,				
	at 3 months, due June 26th and 29th, for		1,000	00	
1	Given by Samuel Sampson, Mar. 22d, 1849,				
	at 3 months, due June 22d, and 25th, for		1,000	00	
1	Given by F. M. Demmon Mar. 23d, 1849,				
	at 3 months, due June 23d and 6th, for		300	00	
				2,300	00

*Inventory of Accounts.*

Benjamin Cone	850	00
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1849.

96	00
288	90
221	04
80	00
212	50
241	42
240	00
168	00
202	50
990	00
1,000	00
324	00
450	00
125	00
275	00
5,214	36
1,000	00
1,000	00
300	00
2,300	00
850	00

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INVOICE-BOOK.

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DOUBLE ENTRY.

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1 New York, April 4th, 1849.

E Levi S. Fulton		Bot. of Suydam, Reed & Co.	
2	Hhds. St. Croix Sugar 2,098 lbs. at 6	125	88
4	" N. O. Molasses 512 galls. " 34	174	08
10	Bags Laguayra Coffee 1,122 lbs. " 7 $\frac{1}{4}$	81	35
6	" Java Coffee 675 " " .9	60	75
6	" Pepper 732 " " 6 $\frac{1}{4}$	45	75
4	Bbls. Rice 824 " " 3 $\frac{1}{2}$	28	84
8	Kegs Ginger 336 " " 7	23	52
	Cartage		1 13
		544	30

New York, April 4th, 1849.

E Levi S. Fulton		Bot. of Geo. W. Betts & Co.	
3	Pc. Super Ing. Carpeting 297 Yds. at 85	252	45
4	" Extra fine do. 416 $\frac{1}{2}$ " " 62 $\frac{1}{2}$	260	31
2	" do. do. 202 " " 50	121	20
	Wrappers		1 00
	Reed. Paymt. by Note at 6 mos.	634	96
	Geo. W. Betts & Co.		

Utica, April 19th, 1849

E Levi S. Fulton		Bot. of H. H. Smith	
1	Bale No. 625	800	
1	" " 632	812	
1	" " 653	828	
1	" " 655	839	
	3,219 Yds. Shring at 6 $\frac{1}{2}$	213	14

This is thought sufficient to illustrate the use and method of keeping this Book.

49.

125	88
174	08
81	35
60	75
45	75
28	84
23	52
1	13
541	30
252	45
260	31
121	20
1	00
634	96
213	14

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SALES-BOOK.

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DOUBLE ENTRY.

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1 Lyons, Monday, April 9th, 1849.

E Sold Joseph M. Demmon on Acct.			
2	Ps. Prints	68 Yds. at .9	6 12
3	" do.	112 " " .11 $\frac{1}{4}$	12 60
2	" Pinghams	62 " " .18	11 16
1	" do.	29 " " .12 $\frac{1}{4}$	3 55
1	" S. F. Bk. Cassimer	38 " " 2.12 $\frac{1}{2}$	80 75
1	" do. do. B. Cloth	25 " " 5.00	125 00
			239 18
April 12th.			
E Sold Jameson, Willard & Co. on Note 6 mo.			
1	Piece Bk. Cassimer	41 Yds. 2.12 $\frac{1}{2}$	87 13
3	" Satinet	72 " .65	46 80
1	Bale Ticking	450 " .15	67 50
			201 43
April 14th.			
E Sold John Adams & Son for Cash			
1	Piece Extra F. Bro. Cloth	25 Yds. 6.00	150 00
1	" Blue Bk. do.	25 " 2.87 $\frac{1}{2}$	71 88
			221 88
April 16th.			
E Sold Charles D. Campbell on Acct.			
1	Case Satinets	600 Yds. 6.2 $\frac{1}{2}$	375 00
2	Ps. Cassimer	49 " 4.50	73 50
1	" Super F. Bro. Cloth	25 " 5.00	125 00
2	" Pingham	58 " 1.2 $\frac{1}{2}$	7 25
1	" do.	27 $\frac{1}{2}$ " .18	4 95
4	" Prints	112 " .9	10 08
2	" do.	64 " .11	7 04
			602 82
E Sold A. J. Hovey for Cash			
1	Piece Super Ingr. Carpeting	94 Yds. .94	85 54





## PRACTICAL EXERCISES.

THE following is a Memorandum of the business transactions for the month of June, which the learner may record in the Day-Book, journalize, post, take a Trial Balance, balance the Ledger accounts, and make out a Balance Sheet, as in the preceding form.

## MEMORANDUM.

## JUNE

3d. I have this day commenced business with effects and debts, as shown by the "Balance Sheet" in the preceding form. 5th. Received per boat "Emerald," Collins, master, an invoice of goods shipped by Stewart & Co., pursuant to my order, amounting to \$956.00. Paid freight and charges in cash, \$46.75. 6th. Sold Henry B. Holbrook merchandise, per S. B., amounting to \$56.00. Sold Henry Holmes, for cash, merchandise, amounting, per S. B., to \$97.63. 9th. Bot. of Daniel Jones, for cash, merchandise, amounting, per S. B., to \$48.96. 12th. Sold Joseph M. Demmon, on account, merchandise, per S. B., \$73.19. Received from F. S. Bogue, Albany, an account sales of flour consigned to him, June 25th; net proceeds, \$698.00, for which he has remitted me a check on the Bank of Geneva. 14th. Sold David Coleman, for cash, merchandise, per S. B., \$139.64; Jameson, Willard & Co., on account, merchandise, per S. B., \$158.50. Deposited in the Bank of Geneva, \$700.00. 16th. Accepted Stewart & Co.'s draft on me, at 30 days' sight, for \$956.00. 19th. Received from Henry B. Holbrook cash, to balance account. Bot., for cash, of J. & H. Mirick, 100 bbls. of flour, at \$5.50, which I immediately sold for \$6.00 per bbl. 20th. Received per boat

"Swan," H. Denman, master, from N. Y., an invoice of broadcloth, amounting, per invoice, to \$316.00, consigned to me by Cromwell, Haight & Co., to be sold on their account; paid freight and charges in cash, \$10.00. 21st. Sold Charles D. Campbell merchandise, per S. B., \$46.00. Deposited cash in the Geneva Bank, \$1,000. 24th. Sold Thomas Collins 32 yds. Cromwell, Haight & Co.'s broadcloth, at \$4.50. Received, in payment, his note at 60 days for one-half, and cash for the balance. 28th. Bot. of John H. Holmes his house and lot on Broad street, for \$2,000. Gave in payment, cash, \$1,000, and my note for the balance. Sold Lewis & Herrick the remainder of Cromwell, Haight & Co.'s broadcloth, for \$300.00. Charles D. Campbell has paid me cash to balance his account. 30th. Made up an account sales of Cromwell, Haight & Co.'s consignment; my commission on sales, 5 per cent. Joseph M. Demmon has paid me cash to balance his account. Sold William W. Hart, on his note at 90 days, merchandise, amounting per S. B., to \$216. Paid Isaac C. Dixon his salary for one month, \$50.00. Store expenses, per Expense-Book, amount to \$47.00. Cash sales of merchandise this month, \$163.00. Merchandise unsold, per inventory taken this day, amounts to \$893.20.

## FORM FOR RETAILERS.

## DOUBLE ENTRY.

THE books necessary for this form are the Day-Book, Journal, Ledger, Petty Cash-Book, Monthly Cash-Book, Merchandise-Book, Bank-Book, Bill-Book, and Expense-Book.

The *Day-Book*, *Journal*, *Ledger*, and *Petty Cash-Book* are the same as those in the "Merchants' Form," Single Entry; also the manner of Journalizing and posting.

*Monthly Cash-Book* is a book in which the sum total of the receipts and disbursements of cash are entered daily from the Petty Cash-Book; and at posting, the sum total for the month of the debits is transferred to the Dr. side, and the sum total of the credits to the Cr. side of the cash account, in the Ledger.

*Merchandise-Book*.—This book is kept to show the amount paid and received for Merchandise. Both the Dr. and Cr. sides of this book are ruled with double money columns—for cash purchases and credit purchases; and for cash sales, and credit sales. The amount of merchandise on hand commencing business, also the amount of merchandise purchased, should be entered, with the date, on the Dr. side of this book, "To Cash," "To Bills Payable," or "To Sundries," as the case may be; or if purchased on credit, make it Dr. to the individual of whom it was purchased.

If there should be several purchases on the same day, make it Dr. to "Sundries" for the sum total.

Every night, at the close of business, the amount of the cash sales for the day should be entered in the cash columns, on the Cr. side of this book. At the close of the month, the credit sales for each day should be added in the Day-Book, and entered in the left-hand margin of said book,

opposite the date (being careful not to add any that are marked "Returned" in the margin); from thence transferred to the credit columns of the Cr. side of this book. At posting, the sum total of the debits should be transferred to the Dr. side, and the sum total of the credits to the Cr. side of the Merchandise account in the Ledger.

At the time of balancing the books, by taking an inventory of the merchandise unsold, and placing its value to the Cr. side of the Merchandise account in the Ledger, the difference between the two sides of this account will show the gain or loss on merchandise.

#### BANK-BOOK.

This is a book usually given by banks to persons depositing money with them. On the Dr. side is entered all sums deposited, with the date and name of the individual by whom deposited. This is done by the receiving clerk. At the close of the month, the amount drawn out should be placed on the Cr. side, and the book balanced.

The sum total of the deposits for the month should be transferred to the Dr., and the amount checked out during the month to the Cr. side of the bank account in the Ledger.

#### BILLS RECEIVABLE.

All written obligations for the payment of money, which you hold against other individuals, are called Bills Receivable, and should be entered in this book when taken. At the time of posting the month's transactions, the amount of Bills received during the month should be transferred to the Dr. side of the Bills Receivable account in the Ledger; and the amount of all such bills which have been redeemed should be transferred to the Cr. side of the same account.

## BILLS PAYABLE.

All written obligations for the payment of money, which you give to other persons, are called Bills Payable, and should be entered in this book when given. At the time of posting the month's transactions, the amount of such bills given should be transferred to the Cr. side of Bills Payable account in the Ledger; and the amount of all such bills which have been redeemed should be transferred to the Dr. side of the same account.

*Expense-Book.*—This is a book in which a memorandum is kept of all sums paid or incurred by the merchant in conducting his business; such as store rent, clerk hire, freight, cartage, portorage, postage, advertising, fuel, &c., &c. At the close of the month, the sum total of the expenses should be transferred to the Dr. side of the Expense account in the Ledger.

A memorandum of the transactions is given for the months of February and March, which the learner may record in the same manner as the month of January.

As this set of books is to be journalized the same as the "Merchant's Form," Single Entry, we have omitted the Journal entirely, leaving it for the learner to journalize for himself; and if he journalizes and posts correctly, his Ledger will agree with the Ledger in the book.

*Note.*—The sums to be posted from either the Cash-Book, Merchandise-Book, Bank-Book, Bill-Book, or Expense-Book, may, at the option of the book-keeper, be posted directly to the Ledger, or entered in the Journal, after the Day-Book has been journalized and posted from there to the Ledger.

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DAY-BOOK RETAILER'S FORM.

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DOUBLE ENTRY.

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'Rochester, Wednesday, Jan. 1st, 1851.

	Levi S. Fulton	Cr.		
	By Merchandise per Inventory		1,598	00
	" Cash		157	18
\$16 36	----- Thursday, Jan. 2d. -----			
	James H. Hooker	Dr.		
	To 2½ Yds. Bro. Cloth	3.00	7	50
	" 1¼ " Silk Serge	1.50	1	83
	" 1 Doz. Large Buttons			75
	" ½ " Small do.	.25		13
	Lemuel Potter	Dr.		
	To 3 Yds Cassimer	2.00	6	00
	" Buttons			10
\$15 55	----- Saturday, Jan. 4th. -----			
Paid	James Jamesen	Dr.		
	To 3 lbs. Sugar	10		30
	Berkley Gillett, Wife	Dr.		
	To 10 Yds. Silk	1.50	15	00
	" 5 Lbs. Silk	.05		25
\$4 50	----- Monday, Jan 6th -----			
	Lucius Clark	Dr.		
	To 15 lbs. Sugar	.10	1	50
\$4.10	----- Wednesday, Jan. 8th -----			
	William F. Campbell	Dr.		
	To 16½ lbs. Sugar.	.03	1	30
	" 1 oz. Nutmegs			12
	" 1 " Cloves			13

t, 1851.

Rochester, Wednesday, Jan. 8th, 1851.<sup>2</sup>

1,598 00  
 157 13  
  
 7 50  
 1 83  
 75  
 13  
  
 6 00  
 10  
  
 30  
  
 15 00  
 25  
  
 1 50  
  
 1 30  
 12  
 13

<i>Lysander Woodward</i> Dr.		
	To 1 Bbl. Salt	1 25
	" 16 $\frac{1}{4}$ lbs. Mackerel .08	1 30
<b>\$14.75</b>	----- Thursday, Jan. 9th. -----	
	<i>William W. Hart, Wife</i> Dr.	
	To 10 Yds. M. De Laine .50	5 00
	" 5 Spools Thread .05	25
	<i>James H. Hooker</i> Dr.	
	To 20 lbs. Sugar .10	2 00
	<i>Eli B. Johnson</i> Dr.	
	To 1 $\frac{1}{2}$ Yds. Blk. Bro. Cloth 5.00	7 50
<b>\$3.90</b>	----- Saturday, Jan. 11th. -----	
	<i>Henry L. Fulton</i> Dr.	
	To 10 lbs. Crushed Sugar .12	1 20
	" 5 " Coffee .14	70
	" 1 " Tea	75
	" 10 " Candles .12 $\frac{1}{2}$	1 25
<b>\$30.35</b>	----- Monday, Jan. 13th. -----	
	<i>Berkley Sillitt</i> Dr.	
	To Cloth & Trimmings for Over-Coat	15 00
	" 6 Yds. Cassimer 2.00	12 00
	<i>John B. Smith</i> Dr.	
	To 33 $\frac{1}{2}$ Yds. Factory .10	3 35
<b>\$45.86</b>	----- Tuesday, Jan. 14th. -----	
	<i>William F. Campbell</i> Dr.	
	To 4 Yds. Cassimer 2.00	8 00



<sup>3</sup> Rochester, Tuesday, Jan. 14th, 1851.

	Lucius Clark	Dr.		
	To 3 Yds. Blk. Cassimer	2.50	7	50
	" 3 " Factory	.10		30
	" Buttons			06
\$3.00	Thursday, Jan. 16th.			
	Lemuel Potter, Wife	Dr.		
	To 3 Yds. M. De Laine	37½	3	00
\$2.56	Friday, Jan. 17th.			
	James H. Hooker	Dr.		
	To 32 Yds. Sheeting	.08	2	56
	McKnight & Pardo	Cr.		
	By Merchandise per Invoice		57	00
\$1.25	Monday, Jan. 20th.			
	William F. Campbell, Wife	Dr.		
	To 1 Pr. Kid Buskins		1	25
Rec'd.	Benjamin Hamilton	Dr.		
	To 1 Table Spread		2	50
\$6.30	Tuesday, Jan. 21st			
	Henry L. Fulton, Wife	Dr.		
	To 6 Yds. Alpaca	1.00	6	00
	" 2 " Cambrio	.10		20
	" 5 Pks. Silk	.04		20
	" 4 Yds. Jean	.10		40
\$5.25	Thursday, Jan. 23d.			
	Lysander Woodward, Wife	Dr.		
	To 20 Yds. Curtain Calico	.15	3	00
	" 1 Pr. Kid Gloves			75

1851.

Rochester, Thursday, Jan. 23d, 1851.<sup>4</sup>

7	50				
	30				
	06				
		\$2.08	Eliz. B. Johnson, Wife	Dr.	
			To ½ Doz. Linen Hdkfs.	3.00	1 50
			Saturday, Jan. 25th.		
			William W. Hart	Dr.	
			To 10 lbs. Sugar	.09	90
3	00		" 4 " Coffee	.14	56
			" 3 " Candles	.12½	38
			" 4 " Soap	.06	24
2	56		Tuesday, Jan. 28th.		
		\$7.55	Lucius Clark, Wife	Dr.	
57	00		To 32 Yds. Bleached Factory	.12½	4 00
			" 4 " Irish Linen	.75	3 00
			" 6 Spools Thread	.05	30
			" Buttons		25
1	25		McKnight & Pardee	Dr.	
			To Cash		25 00
			Wednesday, Jan. 29th.		
		\$2.38	Levi S. Fulton	Dr.	
6	00		To 10 lbs. Sugar	.10	1 00
	20		" 1 " Tea		50
	20		William F. Campbell	Dr.	
	40		To 2 Galls. Molasses	.44	88
3	00				
	75				

*5 Rochester, Thursday, Jan. 30th, 1851.*

\$0.33	Lemuel Potter To 1 lb. Tea " 1 oz. Nutmegs	Dr.		
				75 13
\$2.63	Friday, Jan. 31st.			
	Henry L. Fulton To 3 Yds. Satinet " 3 " Jean	Dr.		
			.75 12½	2 25 33

### MEMORANDUM.

#### FEBRUARY

3d. Sold John R. Smith, per wife, 9 yds. calico, at 12½c., 2 yds. Bishop lawn, at 44c., and 2 linen handkerchiefs, at 31c.; James H. Hooker, 3 yds. gray cloth, at 75c.; and bought of him 28 lbs. butter, at 15c. 4th. Sold Berkley Gillett 50 lbs. sugar, at 7c., and 5 gals. molasses, at 40c. 5th. Sold William F. Campbell, per wife, 10 yds. calico, at 12c.; Henry L. Fulton, 1 pair kid buskins, at \$1.25, and 1 pair kid gloves, at 75c. 6th. Sold Lemuel Potter 28 yds. carpeting, at 75c. 8th. Sold William W. Hart 1 satin vest pattern, at \$3.25, 1 yd. cambric, at 10c., 1 yd. white do., at 13c., and ½ doz. buttons, at 6c. 10th. Sold Wm. F. Campbell 2½ yds. linen, at \$1.00, 10 yds. gingham, at 25c.; and he has paid me cash, \$10.00. 11th. Sold Eli B. Johnson, per wife, 10 yds. French merino, at \$1.25, 1½ yd. cambric, at 10c., and 6 skeins silk, at 4c.; John R. Smith, 3 yds. black cassimer, at \$1.75, and 2½ yds. factory, at 10c. 12th. Sold Henry L. Fulton 2 gals. lamp oil, at \$1.00. 14th. Sold Berkley Gillett, per daughter, 6 yds. parametta, at 75c., 1½ yd. cambric, at 10c., and 2 skeins silk, at 4c.; Lucius Clark 15 lbs. nails, at 5c., and 1 gal. lamp oil, at \$1.00. 17th. Sold Eli B. Johnson 3½ yds. flannel, at 40c., 2 brooms, at 16c.; and he has paid me cash, \$8.00. 18th. Sold John R. Smith 50 lbs. sugar, at 8c., and 2 lbs. Young Hyson tea, at 75c.; Lysander Woodward, 9 yds. gingham, at 25c., 4 lbs. coffee, at 15c., ½ lb. cinnamon, at 44c., and 5 lbs. raisins, at 15c. 19th. Credited Townsend, Hamil-

1851.

	75
	13
2	25
	33

ton & Co. for merchandise, per inventory, \$274.00. Sold James H. Hooker 1 pair rubbers, at \$1.13. 21st. Sold William F. Campbell 1 silk pocket handkerchief, at 75c., and 1 cravat, at \$1.50. 22d. Sold Lucius Clark 8 yds. gingham, at 31c., and 1½ yd. of cambric, at 10c.; Henry L. Fulton, 5 lbs. pulverized sugar, at 11c. 24th. Sold Lemuel Potter, per wife, 24 yds. calico, at 10c., 5 lbs. batting, at 12½c., thread, at 6c.; and bought of him 5½ lbs. butter, at 16c. 26th. Sold William W. Hart 5½ yds. parmetta, at 75c., 4 skeins silk, at 4c.; and he has paid me cash, \$7.50. 28th. Sold Levi S. Fulton 4 lbs. candles, at 12½c., 5½ lbs. butter, at 16c., and 1 lb. saleratus, at 8c.; William F. Campbell, per wife, 1 set fine blue tea ware, at \$3.50; and bought of him 56 lbs. dried apples, at 5c. Received from McKnight & Pardee merchandise, per invoice, at \$74.75; and paid them cash, \$50.00. Sold John R. Smith 2 bed cords, at 31c., and 2 yds. table linen, at 75c. Examined.

MARCH

1st. Deposited in Commercial Bank, this day, \$500.00. Sold Henry L. Fulton 1 cravat, at \$1.50, and 1 pair kid gloves, at \$1.00. William F. Campbell has paid me James Cone's note, due June 1st, for \$9.50. Samuel Cummings paid me for 3 yds. gray cloth, at 75c. 3d. Sold James H. Hooker, per wife, 6 yds. alpaca, at 75c., 1 yd. cambric, at 10c., and 2 skeins silk, at 4c.; John R. Smith, per wife, 1 yd. black silk, at \$1.25, and 1 cord and tassel, at \$1.00. 4th. Sold Berkley Gillett 1 pair kid gloves, at \$1.00. 6th. Sold Eli B. Johnson 36 yds. shirting, at 12½c., 2½ yds. linen, at \$1.00, and 6 spools thread, at 5c. 7th. Sold William F. Campbell 1 whitewash brush, at 75c., and 2 brooms, at 20c.; Lemuel Potter, 15 lbs. sugar, at 8c., 4 lbs coffee, at 15c., 1 lb Young Hyson tea, at 75c., 1 lb. saleratus, at 8c.; and bought of him 10½ lbs. butter, at 15c. 8th. Sold Lucius Clark 16 yds. carpeting, at 75c., and 1 piece binding, at 31c.; Henry L. Fulton, 9 yds. gingham, at 25c., and 1 yd. cambric, at 10c. 10th. Sold John R. Smith 1 satin vest pattern, at \$3.00, 1 yd. cambric, at 10c., and 1 yd. white do., at 13c. 13th. Sold William F. Campbell 9 yds. carpeting, at 50c., and 1 piece binding, at 31c.; James H. Hooker, 3 linen handkerchiefs, at 44c., and 1 silk do., at 75c. 14th. Sold Lysan-

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C. Smith,  
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p oil, at  
at 40c.,  
18th.  
Young  
ingham,  
44c., and  
Hamil-

der Woodward 9 yds. ticking, at  $12\frac{1}{2}$ c., thread, at 12c.; and he has given me his note at 30 days, to balance his account, for \$11.37. 15th. Sold Berkley Gillett 30 yds. bleached factory, at  $12\frac{1}{2}$ c., 2 yds. linen, at 75c., and 6 spools thread, at 5c. 18th. Sold Lemuel Potter  $\frac{1}{4}$  yd. linen, at \$1.00, and 1 pair gloves, at 44c. 20th. Lucius Clark has paid me cash, \$10.00. Sold William F. Campbell 1 vest pattern, at 1.75, 1 yd. cambric, at 10c., and  $\frac{3}{4}$  yd. wiggan, at 12c. 21st. Sold Berkley Gillett 9 lbs. sugar, at 10c., 4 lbs. rice, at 6c., and 4 lbs. coffee, at  $12\frac{1}{2}$ c.; Eli B. Johnson, 1 looking-glass, at \$6.00. 24th. Sold James H. Hooker  $3\frac{1}{4}$  lbs. soap, at 6c., and 10 lbs. candles, at  $12\frac{1}{2}$ c. 26th. Sold Henry L. Fulton 24 yds. calico, at 10c., 3 lbs. batting, at 12c., and thread, at 10c.; William W. Hart, 3 yds. ribbon, at 25c., and  $\frac{3}{4}$  yd. silk, at \$1.00. 27th. Sold John R. Smith 10 lbs. nails, at 5c., 8 lbs. cod-fish, at 4c.; and he has paid me cash, \$15.00. 29th. Sold Lemuel Potter 10 yds. French calico, at 18c.; Berkley Gillett, 10 lbs. crushed sugar, at 11c., and 1 lb. Young Hyson tea, at 75c.; Eli B. Johnson, 1 pair morocco buskins, at \$1.13. 31st. Henry L. Fulton has paid me cash, \$15.00. Sold William W. Hart 10 yds. curtain calico, at 15c.; Berkley Gillett, 2 yds. broadcloth, at \$4.50,  $\frac{1}{4}$  yd. padding, at 38c.,  $\frac{1}{4}$  yd. silk serge, at \$1.13, 2 yds. twist, at 4c.; and he has paid me cash, \$20.00. Sold Levi S. Fulton 10 lbs. sugar, at 10c., 9 yds. gingham, at 25c., 5 lbs. raisins, at 15c., 1 oz. nutmegs, at 13c., and 1 oz. cloves, at 12c. Examined.

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William W.  
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## INDEX AND LEDGER.

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### DOUBLE ENTRY.

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A		J	
		<i>Johnson, Eli B.</i>	5
B		M	
<i>Bills Payable</i>	9	<i>McKnight &amp; Pades</i>	6
<i>Bills Receivable</i>	9	<i>Merchandise</i>	7
C		P	
<i>Clark, Lucius</i>	3	<i>Potter, Lemuel</i>	2
<i>Campbell, Wm. F.</i>	3	<i>Profit &amp; Loss</i>	10
<i>Cash</i>	7		
<i>Commercial Bank</i>	10		
E		R	
<i>Expense Account</i>	8		
F		S	
<i>Fulton, Levi S.</i>	1	<i>Smith, John B.</i>	6
<i>Fulton, Henry L.</i>	5		
G		T	
<i>Pilletti, Berkeley</i>	2	<i>Town's d, Hamilton &amp; Co.</i>	8
H		W	
<i>Hooker, James H.</i>	1	<i>Woodward, Lysander</i>	4
<i>Hart, William W.</i>	4		





Dr.

Lemuel Potter

Cr.

1851							
Jan.	To Sundries	1	9 98	1851		6	88
Feb.	do.	6	24 09	Feb.		13	1 58
Mar.	do.	12	5 37	Mar.	By 5 lbs. Butter	11	36 98
			39 44	"	" 10 1/2 "		
Apr.	To Balance Brought Down		36 98	"	" Balance		39 44

Dr.

Berkley Gillett

Cr.

1851							
Jan.	To Sundries	2	42 25	1851		12	20 00
Feb.	do.	5	10 23	Mar.	By Cash	11	52 35
Mar.	do.	12	19 87	"	" Balance		
			72 35				72 35
Apr.	To Balance Brought Down		52 35				

Apr. To Balance Brought Down

12 33  
52 35

12 35

Cr. 3

Lucius Clark

Dr.

1851							
Jan.	To Sundries	2	16 91	1851		13	10 00
Feb.	do.	7	4 38	Mar.	By Cash	11	23 60
Mar.	do.	13	12 31		" Balance		33 60
			33 60				
Apr.	To Balance Brought Down		23 60				

William F. Campbell

Dr.

Cr.

1851							
Jan.	To Sundries	2	11 68	1851		6	12 80
Feb.	do.	6	11 95	Feb.	By Sundries	10	9 50
Mar.	do.	10	7 90	Mar.	" Bills Receivable	11	9 23
			31 53		" Balance		31 53
Apr.	To Balance Brought Down		9 22				



Apr. To Balance Brought Down

10 66

Cr. 5

Eli B. Johnson

Dr.

		1851					
1851	To Sundries	5	9 00	Feb.	By Cash	7	8 00
Jan.	" do.	7	14 61	Mar.	" Balance	11	30 04
Feb.	" do.	12	14 43				
Mar.			38 04				38 04
Apr.	To Balance Brought Down		30 04				

Cr.

Henry L. Fulton

Dr.

		1851					
1851	To Sundries	3	13 33	Mar.	By Cash	10	15 00
Jan.	" do.	6	4 55	"	" Balance	11	10 59
Feb.	" do.	10	7 71				
Mar.			25 59				25 59
Apr.	To Balance Brought Down		10 59				

6 Dr.

John R. Smith

Cr.

1851							
Jan.	To 33 $\frac{1}{2}$ Yds. Factory	3	35	Mar.	By Cash	11	15 00
Feb.	" Sundries	5	75	"	" Balance	11	10 40
Mar.	" do.	11	6 30				
			<u>25 40</u>				<u>25 40</u>
Apr.	To Balance Brought Down		10 40				

Dr.

McC Knight & Pardee

Cr.

1851							
Jan.	To Cash	4	25 00	1851	By Merchandise	4	57 00
Feb.	" do.	8	50 00		" do.	8	74 75
Mar.	" Balance	11	56 75				
			<u>131 75</u>	Apr.	By Balance Brought Down		<u>131 75</u>
							<u>56 75</u>





Cr. 9

*Bills Payable*

*Dr.*

1851									
Mar.	To Balance	11	181 99	1851	Feb.	By Sundries	9	74	74
					Mar.	" do.	14	110 25	110 25
			181 99					181 99	181 99
					Apr.	By Balance Brought Down		181 99	181 99

Cr.

*Bills Receivable*

*Dr.*

1851									
Mar.	To Sundries	11	20 87	1851	Mar.	By Balance	11	20 87	20 87
Apr.	To Balance Brought Down		20 87						











## MONTHLY CASH-BOOK.

The transactions for one month being sufficient to illustrate the manner of keeping the Monthly Cash-Book, we will therefore simply give the sum total of the receipts and disbursements for the remaining months, as follows: Receipts—February, \$912.50; March, \$1,359.13; disbursements—February, \$351.80; March, \$2,070.13, which should be posted to the Cash account in the Ledger. For form see next page.

### *February.*

<i>Received for Merchandise Sales</i> -----	\$337.00
<i>" on Account</i> -----	25.50
	<u>\$912.50</u>

<i>Paid for Merchandise</i> -----	\$186.54
<i>" McKnight &amp; Pardee, on Account</i> -----	50.00
<i>" for Expenses</i> -----	115.26
	<u>\$351.80</u>

### *March.*

<i>Received for Merchandise Sales</i> -----	\$1,296.88
<i>" on Account</i> -----	62.25
	<u>\$1,359.13</u>

<i>Paid for Merchandise</i> -----	\$142.50
<i>Deposited in Commercial Bank</i> -----	1,300.00
<i>Paid for Store Expenses</i> -----	127.63
	<u>\$2,070.13</u>

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er. For

87.00  
25.50  
12.50

86.54  
50.00  
15.26  
54.80

96.88  
52.25  
59.13

42.50  
00.00  
27.63  
70.13

Cr. 1

Cash

Dr.

1851		1851	
Jan.	By	Jan.	To
	1	157 18	1
"	2	11 62	"
"	3	18 95	"
"	4	29 56	"
"	6	14 15	"
"	7	27 00	"
"	9	32 18	"
"	10	22 66	"
"	11	40 19	"
"	13	15 60	"
"	14	14 07	"
"	14	9 14	"
"	15	10 10	"
"	16	4 36	"
"	17	17 10	"
		393 86	
			Amount Forward
			88 65

Cr.

Cash

D.

1851	Jan.	18	To Amount Brought up	88	65
"	"	"	Merchandise	13	56
"	"	20	do.	4	55
"	"	21	do.		90
"	"	22	do.	25	00
"	"	23	do.	10	65
"	"	24	do.		10
"	"	25	do.	67	25
"	"	27	do.	355	20
"	"	28	McKnight & Pardee		
"	"	29	do.		
"	"	30	Postage		
"	"	31	do.		
"	"	"	Balance		
Total Posted to Ledg. p. 7				566	16
Total Posted to Ledg. p. 79				565	86

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## MERCHANDISE-BOOK.

The transactions for one month being sufficient to illustrate clearly the manner of keeping the Merchandise-Book, we will therefore merely give the sum total of the purchases and sales the remaining months, as follows: Purchases—February, \$614.91; March, \$254.33; sales—February, \$989.05; March, \$1,389.73, which should be posted to the Merchandise account in the Ledger. For form, see next page.

### *February.*

Purchases for Cash.....	\$186.54
"    on Account.....	356.63
"    on Notes.....	71.74
	\$614.91

Sales for Cash.....	\$887.00
"    on Account.....	102.05
	\$989.05

### *March.*

Purchases for Cash.....	\$142.50
"    on Account.....	1.53
"    on my Notes.....	110.25
	\$254.33

Sales for Cash.....	\$1,296.83
"    on Account.....	92.85
	\$1,389.73







## Expense Account

Dr.

1850			
Jan.	1	To Cleaning Store	3 00
"	2	" Blank Books	4 00
"	"	" Inkstand and Pencil	76
"	3	" 1 Cross Pens	1 13
"	"	" Advertising in Daily American	3 00
"	"	" 2 Cords Wood and Sawing	6 50
"	4	" 1 Camphene Lamp and Wicks	4 00
"	"	" 1 Pall. Camphene	56
"	"	" Postage	10
"	6	" 1 Quart Ink	50
"	"	" Bill Paper	1 50
"	7	" Advertising in Daily Advertiser	3 00
"	9	" Bottle Red Ink	13
"	10	" Subscription N. Y. Tribune .	5 00
"	"	" 2 Glass Lamps	1 50
"	14	" Postage	20
"	"	" 1 Tin Wash Dish	31
"	13	" Express Charges	1 75
"	"	" Postage	05
"	"	" 1 Duster	2 00
"	14	" Postage	13
"	16	" Fixing Shelves	1 00
"	"	" Printing 1 Thousand Cards	3 00
"	"	" Blotting Paper	25
"	17	" Cartage	75
"	18	" Postage	10
"	"	" Wafers	12
"	21	" Wrapping Paper	2 00
"	"	" 1 Gallon Camphene	56
"	23	" Postage	06
		Amount Carried Forward	46 96

Dr.

# Expense Account

Dr.<sup>2</sup>

	1850			
3 00	Jan.	23	To Amount Brought Forward	46 96
4 00	"	"	" Cleaning Cellar	1 00
76	"	"	" Envelopes	25
1 13	"	25	" Postage	05
3 00	"	"	" Express Charges	50
6 50	"	27	" Fixing Blinds	75
4 00	"	"	" Sundries	15
56	"	29	" Livery	1 00
10	"	"	" Postage	15
50	"	30	" Porterage	10
1 50	"	31	" Blank Book	3 00
3 00	"	"	" Cartage	25
13	"	"	" Store Rent	25 00
5 00	"	"	" Clerk Hire	25 00
1 50				104 16
20				
31				
1 75				
05				
2 00				
13				
1 00				
3 00				
25				
75				
10				
12				
2 00				
56				
06				
16 96				

The transactions for one month will sufficiently illustrate the object and manner of keeping this book. The store expenses for February were \$115.26, and for March \$127.63, which should be posted to the Expense Account in the Ledger.

## RULES.

We give some rules that will be found very useful; let the pupil commit them to memory, and make himself proficient in them by solving the example that follows the rules:

**RULE 1.** To find the gain or loss during business—find the capital at commencing, and the capital at closing business, the difference if the capital at closing be the larger will be the Net Gain; the difference if the capital at commencing be the larger will be the Net Loss.

**RULE 2.** To find the net capital of the Firm, or of any member of the Firm—add the Net Gain, if there is a gain, to his Net Investment; or if there is a loss, subtract that from the Net Investment.

**RULE 3.** The difference between the liabilities and resources is the "Present Worth."

## EXAMPLE I.

A merchant invests \$2,000 in business. At the close of a month he draws the following information from his books. Cash received, \$500; Paid out, \$150; A. owes him \$40; C. owes him \$60; B. has a debit of \$200, and a credit of \$700; Merchandise on hand, per Inventory, \$2,100; Notes Receivable, \$600; Notes Payable, \$200. Required present worth and Net Gain or Loss.

Let the teacher give to the pupil several examples involving the above principles.

## PART THIRD.

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### BOOKS OF ACCOUNT.

It is a well-established and salutary rule, that a person shall not be permitted to testify for himself, or in other words, manufacture his own testimony. Yet there is an exception to this rule. From the necessity of some cases, the law allows a person to furnish testimony for himself, by admitting his books of account, under certain restrictions, as evidence in his favor.

Such testimony, however, is liable to the strictest scrutiny, and is considered by courts as the most suspicious kind, and as little better than the declarations of the party in his own favor.

To entitle a person's books to be received in evidence, he would have to prove the following facts.

1st. That he had no clerk.

2d. That the books produced are his account-books.

3d. That some of the articles charged have been delivered.

4th. That he keeps fair and honest accounts; and this he must show by those who have dealt and settled with him.

Account-books are not received as evidence of money lent, or money received or expended for the use of another; nor are they evidence of a single charge.

If the entries in a book were made by a clerk, and he be dead, on showing that fact, and proving his handwriting, and that he was a clerk of the party, such entries would be received as evidence.

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### BILLS OF EXCHANGE.

A Bill of Exchange is an open letter of request, addressed by one person to a second, desiring him to pay a sum of money to a third, or to any other to whom that third person shall order it to be paid; or it may be made payable to bearer.

Bills of Exchange are very useful to business men, who wish to send large sums of money to individuals living at a distance from

them. "If A. living in New York, wishes to receive \$1,000 which B. in London, owes him, he applies to C., who is going from New York to London, to pay him \$1,000, and take his order or draft on B., for that sum, payable at sight. A. receives his debt by transferring it to C., who carries his money across the Atlantic, in the shape of a Bill of Exchange, without any danger or risk in the transportation; and on his arrival at London, he presents the Bill to B. and is paid."

The person who makes the bill is called the *drawer*; he to whom it is addressed, the *drawee*; and when he undertakes to pay the amount, he is then called the *acceptor*. The person to whom it is ordered to be paid is called the *payee*; and if he appoint another to receive the money, that other is called the *endorsee*, as the payee is, with respect to him, the *endorser*; any one who happens for the time to have the legal possession of the bill, is called the *holder* of it.

A bill is either *foreign* or *inland*. It is called foreign when drawn by a person in one state or country, upon one in another state or country; and inland, when both drawer and drawee reside in the same state. These are generally termed drafts.

Foreign bills are usually drawn in sets; that is copies of the bill are made on separate pieces of paper, each part containing a condition that it shall continue payable only so long as the others remain unpaid. Whenever any one of a set is paid, the others are void; for the whole set constitute but one bill. The reason for drawing them in sets is, that in case one part is lost or accidentally destroyed, the other may be received by the drawee.

#### OF THE REQUISITES OF A BILL.

A Bill of Exchange must always be in writing. It is not necessary that it should be written in ink; it may be in penell mark. No precise form of words is necessary. It will be sufficient if it contain an order or direction by one person to another, to pay money to a third. It must be for the payment of *money*, and money only; and the sum to be paid must be payable absolutely and at all events, and must not depend upon any circumstance that may, or may not happen; the exact sum also must be inserted. The place where, and on which it is drawn, should, in general, appear upon the face of the bill; there should also be a date, though its omission would not render the bill invalid. The time when bills are payable should be fixed; usually they are drawn payable at a certain time after date or after sight; that is, after acceptance.

It is not essential to the validity of a bill that it be negotiable, or

that it contain the words "value received," although in many cases it is highly important that these words be inserted.

## OF THE OBLIGATIONS OF PARTIES.

The drawer's undertaking in a Bill of Exchange is, that the drawee, upon due presentment to him, shall accept such bill, and pay the same when due; and that if the drawee do not accept it, or pay it when due, he will pay the amount of the bill to the holder, together with certain damages which the law allows; provided he is duly notified of such non-payment.

It is the payee's duty, if the bill remain in his possession, to present it to the drawee for acceptance and for payment at the proper time and place, and in case the drawee refuse to accept or pay, to give notice without delay to the drawer of such refusal. If the payee endorse the bill, his undertaking, in regard to all subsequent holders, is exactly the same as the drawer's.

The obligations of the endorsee or holder, are the same as those of the payee previous to his endorsing the bill.

The acceptor undertakes, and is bound to pay the bill, according to the tenor of the acceptance, when it becomes due, and upon due presentment thereof. In short, all those who have signed, accepted, or endorsed a bill of exchange, are jointly and severally liable upon it to the holder.

## OF TRANSFER.

A bill which does not contain a direction or request to pay to the *order of the payee* or to the *bearer*, is not negotiable or transferable, so as to render the drawer or acceptor liable to the person to whom it is transferred, though the payee would be liable on his endorsing such a bill, and the endorsee could recover against him.

A bill which is made payable *to order*, is transferable only by endorsement; but if payable *to bearer*, it is transferable by mere delivery. Endorsements are of two kinds—*blank*, and *full* or *special* endorsements. A *blank* endorsement is made by the mere signature of the endorser on the back of the bill; and if it be the signature of the payee, its effect is to make the bill thereafter payable to bearer.

An endorsement *in full* expresses in whose favor the endorsement is made. Thus an endorsement in full by A. B. is usually in this form: "Pay C. D. or order," and signed "A. B." Its effect is to make the bill payable to C. D., or his order only.

An endorsee has a right to convert a *blank* endorsement into a *special* one, by writing over the signature the necessary words; and



on the other hand he may convert a *special* into a *blank* endorsement by striking out the words that made it an endorsement in *full*.

#### OF PRESENTMENT FOR ACCEPTANCE.

If a bill be drawn payable at sight, or at a certain period after sight, or after demand, it is absolutely necessary that the holder present it to the drawee for acceptance. For until such presentment there is no right of action against any party; and generally, unless it be made within a reasonable time, the holder loses his remedy against the antecedent parties.

#### OF ACCEPTANCE.

An Acceptance is an engagement by the drawee to pay the bill when due. It may be general or conditional, and either before or after the bill is drawn. It must be in writing, though no precise form is necessary; any written words clearly denoting an intention to accept the bill are sufficient.

The holder is entitled to require from the drawee an absolute engagement to pay according to the tenor of the bill, unencumbered with any condition or qualification. If the drawee refuse to give the holder a general and unqualified acceptance, he may treat the bill as dishonored.

A bill is said to be honored when it is duly accepted; and when acceptance or payment is refused, it is said to be dishonored.

#### OF PROCEEDINGS ON NON-ACCEPTANCE.

Immediately upon the dishonor of a bill, by the refusal of the drawee to accept it, it is in general the indispensable duty of the holder to have the bill duly protested, and notice of such dishonor and protest given to the antecedent parties to whom he intends to look for indemnity.

The protest is generally drawn up by a notary public; it is a solemn declaration against any loss to be sustained on the part of the holder by the non-acceptance or non-payment of the bill. In respect to inland bills, a protest is not absolutely necessary, although it is usual; notice of their dishonor, however, must be given by the holder to the antecedent parties, in order to make them responsible.

Upon non-acceptance of a bill, if due notice thereof has been given to the antecedent parties, the holder can insist upon immediate payment of the bill from them.

## OF PRESENTMENT FOR PAYMENT.

If the bill has been duly accepted, it is the duty of the holder to present it to the acceptor for payment on the very day on which it becomes due; and if the bill was accepted payable at a particular place, the holder is bound to make a demand of payment at that place. For, if the holder neglect to present the bill at such time and place, he cannot recover against the drawer or endorser in case the acceptor refuses payment.

In determining when a bill becomes due, days of grace, as they are called, must be allowed. In this country three days' grace are given on all bills except those payable on demand. Demand of payment must not be made, therefore, until the third day of grace, unless such day be Sunday, Fourth of July, or some other holiday, in which case demand must be made on the second day of grace.

## OF PROCEEDINGS ON NON-PAYMENT.

The duties of the holder, upon dishonor of a bill by non-payment, are the same as upon dishonor by non-acceptance. He must make due protest for non-payment, and give due notice of the dishonor to the other parties to the bill; in which case the holder is entitled to a full satisfaction of all damages sustained by him by reason of the dishonor, against such other parties to the bill; but if he neglect to do this, the antecedent parties are discharged from all liability to the holder.

## OF PAYMENT AND OTHER DISCHARGES.

The acceptor being primarily liable on a bill of exchange, it is evident that a payment by him to the holder discharges all the other parties from liability on the bill, provided the payment is made without knowledge of any infirmity in the title of the holder, and the names of the parties to the bill are not forgeries. Payment by the acceptor should be made at maturity, and not before.

The drawer and endorsers will be discharged from liability by a valid and binding agreement (in which they do not concur) between the holder and acceptor, whereby time is given to the acceptor for the payment of the bill after it is due.

A discharge to the acceptor, we have seen, is a discharge to all the parties to the bill; but a discharge to an indorser is no discharge to the prior endorsers, though it is to the subsequent endorsers.

## PROMISSORY NOTES.

## FORM OF A SET OF BILLS OF EXCHANGE.

Exch. \$1,000.

NEW YORK, Jan. 1, 1848.

Thirty days after sight of this, my first of exchange (second and third unpaid), pay to the order of H. B. Williams & Co., one thousand dollars, and place the same to my account.

L. S. F.

To Messrs. Jones & Clark,  
New Orleans.

Exch. \$1,000.

NEW YORK, Jan. 1, 1848.

Thirty days after sight of this, my second of exchange (first and third unpaid), pay to the order of H. B. Williams & Co. one thousand dollars, and place the same to my account.

L. S. F.

To Messrs. Jones & Clark,  
New Orleans.

Exch. \$1,000.

NEW YORK, Jan. 1, 1848.

Thirty days after sight of this, my third of exchange (first and second unpaid), pay to the order of H. B. Williams & Co. one thousand dollars, and place the same to my account.

L. S. F.

To Messrs. Jones & Clark,  
New Orleans.

## FORM OF A DRAFT OR INLAND BILL.

\$500.

LYONS, Jan. 1, 1848.

Ten days from sight pay to the order of Nathan Brittan five hundred dollars, value received, and place the same to my account.

L. S. F.

To H. M. Richardson,  
Rochester.

## PROMISSORY NOTES.

A promissory note is an engagement in writing to pay a certain sum of money mentioned in it to a person named, or to his order, or to such person or bearer.

A note, in its original form of a promise from one person to pay a sum of money to another, bears no particular resemblance to a bill of

exchange; but when it is endorsed there is a very great resemblance, for then it is an order by the endorser to the maker of the note, to pay the money to the endorsee. The *endorser* of the note corresponds to the *drawer* of the bill; the *maker* to the *drawee* or *acceptor*; and the *endorsee* to the *payee*. The rights and obligations of these corresponding parties are nearly or quite the same. It will not be necessary, therefore, to repeat all the rules that are applicable to, and govern the parties to a promissory note; we will, however, state the principal ones. And first, of *the requisites of promissory notes*.

No precise form of words is necessary to constitute a valid promissory note. A promise to account for a certain sum, or an acknowledgment of indebtedness for value received, is sufficient.

Like bills of exchange, they must be for the payment of *money* only, and not for the performance of some other act; and the amount to be paid must be fixed and not variable, and must not depend upon any contingency, but must be payable absolutely and at all events.

There should be no uncertainty as to the person by whom or to whom it is payable. Therefore a note payable to A. B., or to C. D., is not a valid promissory note.

A note payable to bearer generally, or to the payee or bearer, is transferable by mere delivery; and possession of such a note is *prima facie* proof of title. But if a note be drawn payable to the *order* of the payee, the title will pass only by the endorsement of the payee; and if the endorsement be *in full*, the title passes to the person named therein; but if it be *in blank*, it passes to the holder by delivery merely.

To make a note payable at a particular place, it is not sufficient that there be a memorandum of the place at the bottom or margin thereof, but it must be expressed in the body of the note itself, and form a part thereof.

The words "value received" are not essential to the validity of a promissory note, although they should be inserted.

A note may be made by two or more persons; and in that case may be joint, or joint and several, according to its form. The makers of a joint and several note may be sued upon it either jointly or separately; and if sued separately, a recovery of judgment (without satisfaction) against one will not be a bar to a recovery against another maker. But the makers of a joint note should be sued jointly; for if they are sued separately the action can be defeated by a plea in abatement of the non-joinder of the other maker or makers.

A note signed by two or more persons written thus, "We promise

to pay," &c., is a joint note only; otherwise, if the words "jointly and severally" be added. A note written, "I promise to pay," &c., signed by two or more persons, is a joint and several note.

If a person *at the time* a negotiable note is made, write on the back of it, "I guarantee the payment of the within note," he will be treated as a joint and several promiser with the maker thereof, and not as a mere guarantor. But if the endorsement be made at a *subsequent time*, or be a guarantee of *collection* instead of *payment*, the endorser would be considered as a guarantor; a *consideration*, however, in these last cases, must be expressed; that is, the words "for value received" should be inserted in the endorsement.

If a note be endorsed thus, "For value received," or "For a valuable consideration I guarantee the collection of the within note," the guarantor would not be liable upon it, unless the holder showed a diligent attempt to collect it.

An agreement for a *valid consideration*, extending to a principal the time of payment of a debt, discharges the sureties. But an agreement for delay, made *without consideration*, between the principal debtor and the creditor, will not discharge the surety; nor will negligence of the creditor in calling upon the principal for payment discharge the surety, unless he be damnified by such negligence.

All who have signed or endorsed a note, are jointly and severally liable to the holder.

#### CONSIDERATION.

A valuable consideration is necessary to support a promissory note. A consideration founded on mere love or affection is not sufficient. Thus, a note drawn as a gift to a son or other relative, or to a friend, cannot be enforced as between the original parties.

A mere moral obligation, though coupled with an express promise, is not sufficient consideration to support a note. A consideration which the law esteems *valuable* must exist, in order to furnish a just foundation for an action.

A note will be void, as between the original parties, if founded upon fraud or duress, or where undue advantage was taken to obtain it of the maker; as, for instance, getting the maker intoxicated for the purpose of obtaining his note.

Illegal consideration also will render a note void; as, when a note is given for the perpetration or concealment of a crime, or for a wager, or whenever the consideration is founded upon a transaction against sound morals, public policy, public rights, or public interests. There

are, however, but two cases in which a note is void in the hands of an *innocent endorser* for a *valuable consideration*; and these cases are, when the consideration in the note is money won at a play, or where the note is given for a usurious debt.

## ON PRESENTMENT FOR PAYMENT.

The contract of the maker being to pay the note upon due presentment at maturity, in order to charge the endorser, it is the duty of the holder to demand payment of the maker on the very day on which by law the note becomes due; and unless the demand be so made the holder loses his remedy against the endorser, although the maker would still be liable. The rules that were given to determine when bills of exchange become "due" apply as well to notes. Three days' grace are allowed on all notes except those payable on demand, and those in which no time of payment is expressed; on such no days of grace are allowed.

When a note is made payable at any particular place, as, for instance, at a certain bank, due presentment must be made at that place in order to render the endorser liable in case of non-payment. Notes payable at a particular bank, are generally left with that bank for payment.

If the note is payable generally, without any specification of place, the holder may present it for payment to the maker wherever he may be found; but it is not absolutely necessary that a personal demand be made; a demand at the maker's place of abode or business, is a good demand in some cases. The holder must use reasonable diligence in finding the maker, or his place of abode, or place of business, in order to charge the endorser. But the maker is liable without such demand.

## PROCEEDINGS ON NON-PAYMENT.

No protest is required to be made upon the dishonor of a note; although it is common to protest them for non-payment, especially in commercial towns. But in every case of the dishonor of a note, it is the duty of the holder to give due notice thereof to all the prior parties on the note to whom he means to look for payment; for the holder cannot recover against a party to whom he has failed to give due notice of the dishonor.

## OF PAYMENT.

If the maker makes due payment of a note to a *bona fide* holder, it will amount to a complete discharge of all other parties thereon.

## PROMISSORY NOTES.

But when payment is duly made by an endorser to the holder, such endorser, as a general rule, will retain his right to recover over against all the antecedent parties to the note, until he has received a full indemnity; such payment, however, will discharge all the endorsers subsequent to himself.

## INTEREST.

Interest is recoverable on a promissory note in which there is no special agreement to pay interest, from the time when the principal becomes due, or ought to have been paid. A note payable on demand carries no interest till a demand is made, either by suit or otherwise, unless there is an agreement to pay interest. A note not on demand, in which no time of payment is mentioned, draws interest from date.

Whenever there is a special agreement to pay interest, that is, when the words "with use," or "with interest," &c., are contained in the note, it draws interest, of course, according to such agreement or contract.

A note is said to be outlawed in six years from the time it becomes due. The statute requires that all actions founded upon any instrument or contract not under seal, must be commenced within six years next after the cause of action accrued, and not after.

## FORMS OF PROMISSORY NOTES.

(1.)

Nine months from date, for value received, I promise to pay H. M. Richardson, or bearer, one hundred dollars with interest.

L. S. FAINSTOCK.

Lyons, Aug. 1, 1848.

(2.)

On the first day of January, 1849, for value received, I promise to pay L. S. Fulton, or order, one hundred dollars.

SAMUEL TOOK.

(3.)

On demand, for value received, I promise to pay H. M. Richardson, or bearer, one hundred and ninety-two dollars and sixty cents.

ALEX. HAMILTON.

Lyons, Jan. 1, 1849.

(4.)

For value received, I promise to pay L. S. Fulton, or order, one hundred and fifty dollars.

JOHN JONES.

Lyons, Aug. 1, 1848.

(5.)

Ninety days after date, for value received, I promise to pay H. M. Richardson, at the Bank of Geneva, one hundred and twenty-five dollars.

S. S. SAMPSON.

Lyons, Aug. 1, 1848.

(6.)

JOINT NOTE.

Three months after date, for value received, we jointly and severally promise to pay to the order of L. S. Fulton, one hundred dollars with interest

SAMUEL SAMPSON.

Lyons, Aug. 1, 1848.

JAMES JAMESON.

(7.)

DUE-BILL.

Due, Lyons, Jan. 1, 1848, Levi S. Fulton one hundred and forty-seven dollars.

SAMUEL SAMMERS.

Notes Nos. 1, 4, 6, and 7 draw interest from their date; Nos. 2 and 5 from the time of payment mentioned in them; and No. 3 from the time a demand is made.

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 CHATTEL NOTES.

We have seen that in order to constitute a *promissory* note it must be for the payment of *money* only; if then a note be payable otherwise than in money, it is called a *chattel* note. Chattel notes are not negotiable, and cannot be sued except in the name of the payee. No days of grace are allowed upon them.

It is the duty of the maker of a chattel note payable in specific articles, at a place mentioned in the note, to *tender* the articles at that place, and at the time the note becomes due. If the maker neglect to make such tender, he will be liable to the payee to pay him the amount



PROMISSORY NOTE.

\$95. 68 / 100

Ninety days after date, for value received, I promise to pay Benjamin Franklin, or bearer, Ninety-five Dollars and Sixty-eight Cents, with Interest.

Lyons, June 18<sup>th</sup>, 1848.

Jonathan Percypay.

RECEIPT.

\$157.00

Received, Lyons, February 10th, 1848, of Edmund  
Hamilton, One Hundred and Fifty-seven Dollars, in full of  
all demands.

Levi S. Fulton.

of the note in money. But if, on the other hand, the maker tender the articles mentioned in the note, at the proper time and place, according to the contract, and the creditor neglects or refuses to receive them, the debt is thereby discharged; but the right of property in the articles tendered passes to the creditor. The debtor may abandon the goods tendered; but if he elects to retain possession of them, he will be considered as bailee of the creditor at his (the creditor's) risk and expense. The relation of debtor and creditor would in such case be changed to that of bailor and bailee.

There is a difference as to tender between *portable* and *cumbrous* articles. With respect to the former, a tender as above must be made; as to the latter, it will be sufficient if the debtor offer to deliver as the creditor shall direct.

## FORMS OF CHATTEL NOTES.

Three months after date, I promise to pay to C. D., or order, one hundred bushels of good merchantable wheat, to be delivered at the residence of said C. D.

A. B.

Rochester, Aug. 1, 1848.

\$75.

Four months from date, I promise to pay to C. D., or bearer, at my place of residence in this city, seventy-five dollars' worth of sound and merchantable winter apples.

A. B.

Rochester, August 1, 1848.

## CHECKS ON BANKS AND BANKERS.

A Check is a written order addressed to a bank, or to persons carrying on the business of bankers, by a person having money in their hands, requesting them to pay to another person, or to his order, a certain sum of money mentioned in the check.

Checks differ from Bills of Exchange in the following respects:

- 1st. They are always drawn on a bank, or on bankers, and are payable immediately on presentment, without any days of grace.
- 2d. They require no acceptance as distinct from payment.
- 3d. They are always supposed to be drawn upon a previous deposit of funds.

In order to make the drawer liable, in case the check is dishonored,

RECEIPTS.

261

the holder must present it for payment within a reasonable time, and if dishonored, must give the drawer notice thereof within a reasonable time also.

CHECK.

August 1, 1848.

Cashier Rochester City Bank, pay H. M. Richardson, or bearer, two thousand five hundred dollars.

R. L. BRAYTON.

\$2,500.

RECEIPTS.

A receipt in full, though strong evidence, is not conclusive; and a party signing such receipt will be permitted to show a mistake or error therein, if any exist.

Receipts for the payment of money are open to examination, and may be varied, explained, or contradicted, by parol testimony.

GENERAL FORM OF A RECEIPT ON ACCOUNT.

\$50.

ROCHESTER, August 1, 1848.

Received of C. D. fifty dollars, to apply on his account.

A. B.

RECEIPT IN FULL.

\$110 10.

ROCHESTER, August 1, 1848.

Received of C. D., one hundred ten dollars and ten cents, in full of all demands against him.

A. B.

RECEIPT FOR MONEY PAID BY THIRD PERSONS.

\$100.

ROCHESTER, August 1, 1848.

Received of C. D., by the hand of E. F., one hundred dollars, to apply on account of said C. D.

A. B.

## RECEIPT FOR MONEY ON BOND.

\$200.

ROCHESTER, August 1, 1848.

Received of C. D. two hundred dollars, to apply on his bond, dated the — day of —, 18—, being the same sum this day endorsed on said bond.

A. B.

## RECEIPT FOR INTEREST MONEY.

\$140.

ROCHESTER, August 1, 1848.

Received of C. D. one hundred and forty dollars, being the annual interest due on his bond, dated the — day of —, 18—, given to me (or to E. F.), and conditioned for the payment of the sum of — dollars in — years from date, with annual interest.

A. B.

## RECEIPT TO BE ENDORSED ON BOND.

\$140.

ROCHESTER, August 1, 1848.

Received of C. D. one hundred and forty dollars, being the annual interest due on the within bond, and the same sum this day received by me to the said C. D.

A. B.

## RECEIPT FOR A NOTE OF THIRD PERSON.

ROCHESTER, August 1, 1848.

Received of C. D. a promissory note against E. F. (dated April 4th, 1847, and on which there is due one hundred dollars), which, when paid, shall be in full of all demands against the said C. D.

A. B.

## BONDS.

A bond is an acknowledgment, under seal, of a debt, duty, or obligation; and it is immaterial what mode of expression is used, provided the language be sufficient to establish an acknowledgment of a debt.

Every bond, in itself, imports a consideration; and a failure of the consideration is not a good defence to an action brought on the bond. Fraud, however, or an illegal consideration, will invalidate a bond.

Wax, or some other tenacious substance, is necessary in order to make a legal seal, except it be the seal of a court or public officer.

COMMON FORM OF A BOND.

Know all men by these presents, that I, A. B., of the town of \_\_\_\_\_, in the county of \_\_\_\_\_, and State of New York, am held and firmly bound unto C. D., of, &c., in the sum of one thousand dollars, lawful money of the United States of America, to be paid to the said C. D., his executors, administrators or assigns; for which payment, well and truly to be made, I bind myself, my heirs, executors and administrators firmly by these presents.

Sealed with my seal. Dated this \_\_\_\_\_ day of \_\_\_\_\_, one thousand \_\_\_\_\_ eight hundred and \_\_\_\_\_.

The condition of the above obligation is such, that if the above bounden, A. B., his heirs, executors or administrators, shall well and truly pay, or cause to be paid unto the above-named C. D., his executors, administrators or assigns, the just and full sum of five hundred dollars, in five equal annual payments from the date hereof, with annual interest, then the above obligation to be void; otherwise to remain in full force and virtue.

Sealed and delivered in  
the presence of }  
G. H. }

A. B. [L. S.]

CHATTEL MORTGAGES.

Every mortgage, or conveyance intended to operate as a mortgage, of goods and chattels, which shall not be accompanied by an immediate delivery and continued change of possession of the things mortgaged, is *absolutely void*, as against the creditors of the mortgagor, subsequent purchasers, and mortgagees in good faith, unless the mortgage, or a true copy thereof, be filed in the office of the clerk of the town where the mortgagor resides at the time of the execution thereof.

Within thirty days next preceding the expiration of a year from the filing a chattel mortgage as aforesaid, a true copy of such mortgage, with a statement exhibiting the interest of the mortgagee in the property mortgaged, should again be filed with such clerk.

After default in the payment of a chattel mortgage, the mortgagee's

title to the property mortgaged becomes absolute at law, and he is entitled to the immediate possession thereof

## CHattel Mortgage.

This indenture, made the — day of —, between A. B., of —, of the first part, and C. D., of —, of the second part, witnesseth: That the said party of the first part, in consideration of the sum of — dollars, to him duly paid, hath sold, and by these presents doth grant and convey to the said party of the second part, the following described goods, chattels, and property (*describe them particularly, or refer to them in the schedule*), now in my possession, at the — of — aforesaid; together with the appurtenances, and all the estate, title, and interest of the said party of the first part therein.

This grant is intended as a security for the payment of one hundred and ten dollars, with interest, on or before the expiration of one year from the date hereof; and the additional sum of one hundred and forty dollars, with interest, on the — day of —, 18—; which payments, if duly made, will render this conveyance void.

In witness whereof the said party of the first part hath hereunto set his hand and seal, the day and year first above written.

Sealed, signed, and delivered }  
in presence of }  
G. H. }

A. B. [L. s.]

## BILL OF SALE.

A Bill of Sale is a written contract, or agreement, transferring and assigning the ownership of personal property, or any interest in the same. If fraudulent, as against third persons, it is void.

## COMMON BILL OF SALE.

Know all men by these presents, that I, A. B., of the town of —, in the county of —, and State of New York, of the first part, for and in consideration of the sum of — dollars, lawful money of the United States, to me in hand paid, at or before the ensembling and delivery of these presents, by C. D., of &c., of the second part, the receipt whereof is hereby acknowledged, have bargained and sold, and by these presents do grant and convey, unto the said party of the

second part, his executors, administrators, and assigns (*here state the property sold*), to have and to hold the same unto the said party of the second part, his executors, administrators, and assigns forever. And I do, for myself, my heirs, executors, and administrators, covenant and agree, to and with the said party of the second part, his executors, administrators, and assigns, to warrant and defend the sale of the said property, goods, and chattels, hereby made unto the said party of the second part, against all and every person and persons whomsoever.

In witness whereof I have hereunto set my hand and seal, this — day of —, one thousand eight hundred and —.

Signed, sealed, and delivered }  
in presence of }  
G. H. }

A. B. [L. S.]

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POWER OF ATTORNEY.

A Letter or Power of Attorney, is a written delegation of authority by which one person enables another to do an act for him.

When a power is special, and the authority limited, the attorney cannot bind his principal by any act in which he exceeds that authority; but the authority of the attorney will be so construed as to include all necessary means of executing it with effect.

When the power is in writing, and subject to the inspection of the party, no good reason exists for binding the principal beyond the scope of it; though in general he who employs an agent or attorney shall lose by his fraudulent or illegal acts, in preference to an innocent third person.

GENERAL FORM OF POWER OF ATTORNEY.

Know all men by these presents, that I, A. B., of —, in the county of —, and State of New York, have made, constituted, and appointed, and by these presents do make, constitute, and appoint C. D., of &c., my true and lawful attorney, for me, and in my name, place, and stead, to (*set forth the subject matter of the power*;) giving and granting unto my said attorney, full power and authority to do and perform all and every act and thing whatsoever requisite and necessary to be done in and about the premises, as fully, to all intents and purposes, as I might or could do if personally present, with full power of substitution and revocation, hereby ratifying and confirming



all that my said attorney or his substitute shall lawfully do or cause to be done by virtue thereof.

In witness whereof I have hereunto set my hand and seal, this \_\_\_\_\_ day of \_\_\_\_\_, in the year one thousand eight hundred and \_\_\_\_\_.

Sealed and delivered in }  
the presence of }  
G. H. }

A. B. [L. s.]

#### REVOCATION OF A POWER OF ATTORNEY.

Know all men by these presents, that whereas I, A. B., of &c., in and by my letter of attorney bearing date the \_\_\_\_\_ day of \_\_\_\_\_, in the year one thousand eight hundred and \_\_\_\_\_, did make, constitute, and appoint C. D., of &c., my true and lawful attorney, for me and in my name, to &c. (*here copy the language of the Letter of Attorney*), as by the said letter will more fully appear: now know ye that I, the said A. B., have revoked, countermanded, annulled, and made void, and by these presents do revoke, countermand, annul, and make void, the said letter of attorney, and all power and authority thereby given, or intended to be given, to the said C. D.

In witness &c. (as in Letter of Attorney).

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#### DEEDS.

All instruments under seal are deeds; but the term "deed" is generally understood as applying to conveyances of land.

The consideration of a deed may either be *good* or *valuable*. A *good* consideration is founded upon natural love and affection between near relations by blood; a *valuable* consideration is founded on something deemed valuable, as money, goods, service, or marriage.

Every deed or contract is void when made for any fraudulent purpose, or in violation of law.

#### A SIMPLE DEED.

This indenture, made the \_\_\_\_\_ day of \_\_\_\_\_, in the year of our Lord one thousand eight hundred and \_\_\_\_\_, between A. B., of &c., of the first part, and C. D., of &c., of the second part, witnesseth: That the said party of the first part, for and in consideration of the sum of \_\_\_\_\_ dollars, to him in hand paid by the said party of the second part, the receipt whereof is hereby acknowledged, hath bargained and sold, and by these presents doth bargain and sell, unto the said party of the

second part, and to his heirs and assigns forever, all (*here describe the premises*;) together with all and singular the hereditaments and appurtenances thereunto belonging, or in anywise appertaining; and the reversion and reversions, remainder and remainders, rents, issues, and profits thereof; and also all the estate, right, title, interest, claim, or demand whatsoever, of him, the said party of the first part, either in law or equity, of, in, and to the above bargained premises, and to every part and parcel thereof: to have and to hold to the said party of the second part, his heirs and assigns, to the sole and only proper use, benefit, and behoof of the said party of the second part, his heirs and assigns forever.

In witness whereof the said party of the first part has hereunto set his hand and seal, the day and year first above written.

Sealed and delivered in  
presence of

G. H. }

A. B. [L. S.]

## QUIT-CLAIM DEED.

Know all men by these presents, that we, A. B., of, &c., and E., the wife of the said A. B., in consideration of the sum of ———, to us in hand paid by C. D., of, &c., the receipt whereof we do hereby acknowledge, have bargained, sold, and quit-claimed, and by these presents do bargain, sell, and quit-claim unto the said C. D., and to his heirs and assigns forever, all our, and each of our right, title, interest, estate, claim, and demand, both at law and in equity, and as well in possession as in expectancy, of, in, and to all that certain piece or parcel of land situate (*here give description*), with all and singular the hereditaments and appurtenances thereunto belonging.

In witness whereof we have hereunto set our hands and seals, the day and year first above written.

Sealed and delivered in  
presence of

G. H. }

A. B. [L. S.]

E. B. [L. S.]

## WARRANTY DEED.

To all people to whom these presents shall come, greeting: Know ye that I, A. B., of &c., for the consideration of ——— dollars, received to my full satisfaction of C. D., of &c., do grant, bargain, sell, and confirm unto the said C. D., his heirs and assigns, all (*here give description*;) to have and to hold the above granted and bargained

premises, with the appurtenances thereof, unto the said C. D., his heirs and assigns, to his and their own proper use and behoof forever. And I do for myself, and my heirs, executors, and administrators, covenant with the said C. D., his heirs and assigns, that at and until the ensealing of these presents, I am well seized of these premises, as a good and indefeasible estate in fee simple, and have good right to bargain and sell the same, in manner and form aforesaid; and that the same is free from all encumbrance whatsoever.

And further, I do by these presents bind myself, and my heirs, to warrant and forever defend the above granted and bargained premises, unto the said C. D., his heirs and assigns, against all claims and demands whatsoever.

In witness whereof I have hereunto set my hand and seal, the — day of —, in the year one thousand eight hundred and —.

Sealed and delivered in

presence of

G. H. }

A. B. [L. S.]

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MORTGAGE.

This Indenture, made the — day of —, in the year of our Lord one thousand eight hundred and —, between A. B., of &c., of the first part, and C. D. of —, of the second part, witnesseth: That the said party of the first part, for and in consideration of the sum of — dollars, doth grant, bargain, sell, and confirm unto the said party of the second part, and to his heirs and assigns, all (*description*;) together with all and singular the hereditaments and appurtenances thereunto belonging, or in anywise appertaining. This conveyance is intended as a mortgage, to secure the payment of the sum of — dollars in — years from the date of these presents, with annual interest, according to the conditions of a certain bond, dated this day, executed by the said A. B. to the said party of the second part; and these presents shall be void if such payment be made. But in case default shall be made in the payment of the principal, or interest, as above provided, then the party of the second part, his executors, administrators, and assigns, are hereby empowered to sell the premises above described, with all and every of the appurtenances, or any part thereof, in the manner prescribed by law; and out of the money arising from such sale, to retain the said principal and interest, together with the costs and charges.

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