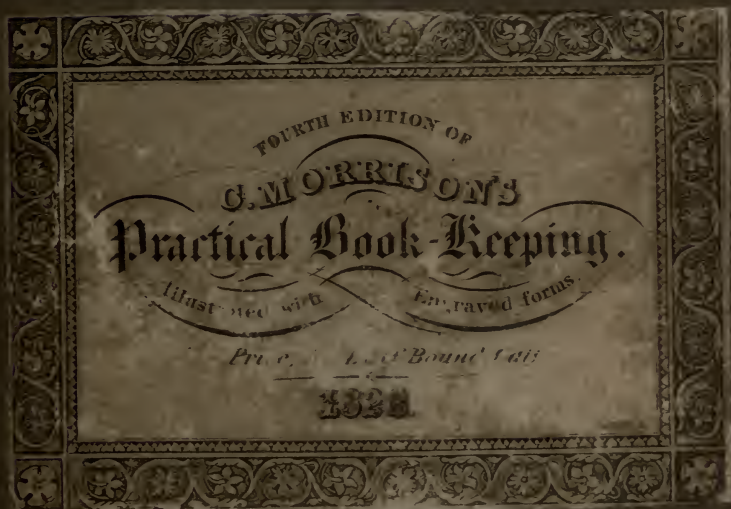


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TO  
**SIR GEORGE CLERK**  
OF  
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MEMBER OF PARLIAMENT FOR THE COUNTY OF EDINBURGH,  
AND  
ONE OF THE LORDS OF THE ADMIRALTY;  
THE FOURTH EDITION  
OF  
**This Work,**  
ENLARGED AND IMPROVED,  
IS GRATEFULLY AND RESPECTFULLY  
INSCRIBED  
BY  
THE AUTHOR.

854705

# COMMERCIAL EDUCATION, AND ACCOUNTANTSHIP.

---

THE AUTHOR respectfully intimates to his friends and the public, that he has removed to 315 Argyll Street; and hopes, by prompt and assiduous attention to the interest of his Employers to merit a continuance of their patronage and support.

Young Men whose views are directed to Mercantile pursuits, may here have an opportunity of completing their education, in a *superior* and *expeditious* manner—their time and attention being exclusively directed to practical utility. From the IMPROVED PLAN which he has adopted in teaching, he deems he is enabled to complete their Mercantile Education in ONE THIRD of the time usually taken in public Schools.

## *Practical Arithmetic.*

In teaching this branch, such Rules only as are indispensable for business are introduced; and the most easy and concise methods of performing the various operations are exhibited and explained. Beginners, therefore, as well as those who have either been neglected in their Arithmetic when young, or have been taught from some obsolete Treatise, and who wish to revise it, may, in a short time, acquire the most eligible and expeditious methods of performing the various computations which occur in the Shop, or Counting-house. The Examples and Exercises are taken from a *Manuscript Copy* composed by himself, and which he intends to publish.

## *Practical Book-keeping.*

In teaching Merchants' Accounts and Book-keeping, appropriate Sets of Books for Retailers—Wholesale Dealers—Manufacturers—Agents and General Merchants; embracing both *Individual* and *Partnership* concerns, are taught, and *separately* if required—an advantage, obtained no where else in Town. Only, such Rules and Examples are retained, as are necessary to explain the principles of Book-keeping, and give a connected view of the whole, by which the Art is so simplified that the principles soon become familiar, and their application to every transaction in Trade, attended with the least possible trouble.

*N. B.* To accommodate Young Gentlemen engaged through the day, a Morning and Evening Class for Practical Arithmetic and Book-keeping is formed: either a separate hour, or apartment, will be appropriated to those who may desire to be taught alone.

*The number of Pupils is limited. TERMS MODERATE.*

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## *Accountantship.*

C. M. at his leisure hours, continues to write up—Post and Balance Tradesmens' and Merchants' Books—to make out States of Affairs—to examine and rectify Books or Accounts gone into disorder—to solve complicated, or disputed Accounts either between Individuals or Partners—and to furnish Specimens or Plans of Books adapted to any business, arranged by the most simple, concise, and satisfactory Forms.

Accounts prepared for Writers, and for the Court of Session—Bonds, and Deeds, &c. neatly transcribed.



## PREFACE.

---

ENCOURAGED by the distinguished reception which the three preceding editions of this work have met with from the public, the Author has spared no labour in rendering the present still more worthy of their notice.

This edition being enlarged, and greatly improved both in arrangement, and method of teaching, it may be proper to give a brief outline of the work in its present form. The work is divided into Three Parts. The first exemplifies Single Entry; the second, Double Entry in Present Practice; and the third, A New Method of Double Entry by Single; in Five Sets of Books of Individual and Company Concerns, applicable to all kinds of Business. To preserve every variety in stating the Stock and Profit & Loss accounts, Losing as well as Gaining results have been introduced.

The first Set by Single Entry, has been altered in order to exhibit to the learner in it, and the following Sets, the Stock account stated in the most usual forms which occur in business. An additional Set has also been added, for Wholesale Dealers; and the second one in the former edition suppressed. The Balances of these Transactions supply *Materials* with which Set III. commences. This Set on Agency is part of the transactions of Set III. in the former edition, and these two Sets are now included, in order to show the learner, how the Accounts are closed, the Balances brought down, and the Business continued in the same Ledger.

Introductory to Double Entry, the Transactions of Sets II. and III. are formed into a monthly series, supposed to be collected from the Subsidiary Books, divested of their technical terms of *Debtor* and *Creditor*, with simple and concise Rules to Journalise, Post, and Balance these Sets. Thus, by having the Transactions on the left, and the

Journal entries on the right, it is obvious that the mind of the pupil must sooner become familiarised with the nature of the entries, and be prepared for understanding more fully Set IV. comprising Company Transactions ; of which it is surprising none of our modern School Books on Book-keeping treat, although almost every Trade or Business is now carried on jointly ! An eminent public Accountant of this City writes thus on the subject :

“ I am much obliged by the compliment you have paid me, in asking me to suggest any improvements I might consider proper to be made on your System of Book-keeping, of which I am glad to learn another edition is called for. In the former edition, so little room was left for improvements or additions of any kind, that I do not think much can be suggested in this way. Perhaps it would be an advantage, were you to give a short Set of Copartnery accounts, or alter your last Set in the former edition so as to make them the Transactions of a Company.”

This was done in the last edition, in the fourth Set of Books ; but as that Set was arranged by the New Method of Double Entry by Single, it was seldom taught in Schools ; and consequently many of the improvements then introduced were comparatively overlooked. In accordance with the wishes of various Teachers and Accountants, the last or principal Set IV., in the present edition, for schools, is now therefore made a Company concern ; and which exemplifies the most approved methods of keeping the Partners' Private and Company Accounts.

The Transactions are the same as Set III. in the preceding edition, only to increase the *result* (the better to assimilate a Partnership in the division of the Profits) it is to be observed, that several of the Transactions have been *doubled*, and a loss sustained by a bankrupt, introduced. The arrangement of the Transactions of Sets II. III. and IV. has been adopted for several years by the Author in teaching this Art privately ; and he now begs to recommend it as the best he has yet seen, both for benefit to the Scholar, and ease to the Teacher ; and he is confident that it only requires to be tried, in order to convince every candid and intelligent Teacher, of the obvious superiority of this improvement, over the present methods.

It will be observed, that the whole Sets embrace a period of one year. The introductory Sets occupying a space of three months each ; and the last or principal Set on Company Accounts six months—a period at which some very extensive Houses, both here and in London, balance their Books.

Though Sets II. III. and IV. may in general be considered a Complete Course for Schools, (care having been taken to have them within the limits of School practice,) yet any of the five Sets may be taught separately, with advantage. But to the Student whose time and inclination allow him to proceed regularly through the whole Sets, it is scarcely necessary to say, that in doing so, he must derive the greatest benefit. By thus arranging the same Transactions according to the diversified modes which prevail in business, his knowledge of the science of Merchants' Accounts will be matured, while his views of the subject will be greatly enlarged—an object of the first importance to the young merchant.

The Catechetical form in the *Appendix* on Book-keeping, was preferred from a conviction that it was best adapted for communicating instruction to pupils in general, with more ease, distinctness, and effect. On the subject of Book-keeping, only such Queries are now introduced, as the learner should commit to memory. Another form, it will be observed, has been adopted on Merchants' Accounts—the *Questions* corresponding to the number on the text being subjoined. The Exercises on Book-keeping, and on the several sections of Merchants' Accounts, cannot but be considered a valuable addition to the work—in exercising the skill of the learner, and in preparing him for the business of the Counting-house.

The *Engraved* forms of *Merchants' Accounts*, (which are now thrown into the *Appendix*), it is presumed, will be found useful to the work. The learner should be taught not only to write with neatness and accuracy, but also, when occasion requires, to condense in a small space, which is often unavoidable in business. The *Letters*, being chiefly connected with the Sets in the work, will be more easily understood, and therefore more useful to the learner; and various articles formerly omitted in the *Explanation of Commercial Terms* are now introduced, and elucidated.

Upon examination, it is hoped that this *Fourth Edition* will be found to contain every Transaction of importance necessarily connected with a work of this nature; and from the improvements now introduced, it is presumed that any farther alterations will be rendered unnecessary; and with respectful confidence, it is now submitted to the decision of those who are capable of judging on the subject.

C. MORRISON.

GLASGOW, *October* 1828.

## POSTSCRIPT.

A Work on this subject lately published by a Mr. CRONHELM, entitled "Double Entry by Single, a New Method of Book-keeping, applicable to all kinds of business: and exemplified in Five Sets of Books," merits particular notice here.\*

This is a well digested Work, on the Theory and Practice of Book-keeping. In the first part on the Theory, the Author has introduced much new and important matter in neat, perspicuous language; and from which the Writer of the present System acknowledges to have availed himself of some useful hints. In the second part on the Practice, the Transactions are recorded with great neatness and simplicity: and for *Retailers*, several *Wholesale Dealers*, and *Manufacturers*, this *New Method* is certainly the most concise and simple form of keeping their Books. Our principal objection to this method is, the arrangement of the Book of Merchandise, which exposes at one view the whole *Result* of the business to the subordinate Clerks who are chiefly employed in writing that Book.

Of the *General Merchant's Books*, we cannot say so much, nor could this be expected while Mr. Cronhelm imposed such an hard task on himself as that of avoiding "the ever prohibitable means of repetition." As it is, he has certainly done as much as could reasonably have been expected, while he adhered to his maxim. However, from being solicitous to do justice to the Work, we have arranged our last Set by his *New Method*, as a Contrast with Set IV. by the *Present Practice*. To Mr. Cronhelm's objections to the Present Practice by Double Entry, and his recommendation of the New Method by Single, we have opposed our defence of the former, and our objections to the latter, from which the reader will be better able to judge which preponderates. These Remarks, we assure this highly respectable Author have not been dictated by any spirit of hostility to him or his book, but solely with a view of pointing out the advantages and disadvantages of the rival systems.

Upon the whole, we consider that Mr. Cronhelm has produced a very ingenious and highly useful publication, displaying both an extensive and comprehensive knowledge of his subject; and although we may differ from him in some of his Exemplifications, we do not hesitate to pronounce it a Work, containing much new and important matter connected with the Theory and Practice of Book-keeping.

---

\* This Work is finely printed by BENSLEY, upon an Extra Post Quarto, forming an handsome volume, and sells at 51s. 6d. boards.—1818.

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*Speedily will be Published in Duodecimo,*  
AN  
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TO  
THE COUNTING-HOUSE.

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All the Rules in Arithmetic necessary to Commercial Transactions,  
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with the most concise and approved Methods of  
calculating, and Answers to all the Exercises.

*Rules and Examples for Reducing the Weights and Measures formerly used,  
into the New Imperial Standard, and conversely.*

IN THE FORM OF QUESTION AND ANSWER.

WITH

A CONCISE AND COMPREHENSIVE VIEW OF THE EXCHANGES,  
*Between the principal Trading Cities of Europe.*

*Arranged on a New and Improved Plan, and designed as a Text Book  
for Schools, Counting-houses and Private Tuition.*

The plan of this Work is in several respects new. The arrangement, though contrary to the method usually followed by writers on this subject, is the result of a mature consideration of its *superiority* over all others ; by its abridging the number of Rules, and exhibiting a connected view of such operations as depend on the same general principle of calculation. Every different operation is illustrated by an appropriate example ; and every example is accompanied by such simple explanations as are sufficient, it is presumed, to enable the learner to perform it himself.

This Work has been drawn up in the form of Question and Answer, from a conviction, that it is best adapted for communicating instruction to the generality of learners with more ease, distinctness, and effect.

The *Manuscript* has been submitted to several eminent Teachers and Accountants, who have highly approved of it, and strongly requested the Author to have it published.

# TESTIMONIES

IN FAVOUR OF THE

## FIRST EDITION OF THIS WORK.

From MR. T. HENDERSON, *Accountant, Glasgow.*

I have carefully perused MR. C. MORRISON'S "INTRODUCTION TO BOOK-KEEPING," and can safely recommend it as the best Treatise which I have seen on the subject, either for Schools or Counting-houses.

The General Plan and Execution are excellent; by arranging the same Transactions by Single Entry, the Italian method by Double Entry, and the Present Practice of the Counting-house, the comparative merits of each are exhibited to the Learner in the clearest point of view.

The Rules and Examples are stated with much simplicity, conciseness and perspicuity; and will apply to every transaction of difficulty and importance, which may occur in the most extensive and complicated Concerns.

The Queries and Answers on Bills, Merchants' Accounts, and Book-keeping, with which the work concludes, are judiciously chosen, and well calculated for the purposes intended, namely, to facilitate the improvement of the Pupil, and to mature his knowledge of these important subjects.

THOS. HENDERSON.

*Glasgow, 7th Nov. 1815.*

From MR. JAMES BOAZ, *Merchant and Accountant, Glasgow.*

I have perused Mr. C. Morrison's Introduction to Book-keeping, printed by Ballantyne and Co. Edinburgh, and find that it contains more of the modern practical improvements in that art, than any Treatise I have yet seen offered to the Public. He seems to be quite master of his Subject, as well in its great leading lines as in its *minutiae*. The variety and judicious selection of the Entries, as well as his occasional Remarks, seem well adapted for the instruction of persons intended for Mercantile pursuits.

JAMES BOAZ.

*Glasgow, 18th Sept. 1816.*

From MR. WILLIAM JEFFREY, *Merchant and Accountant, Glasgow.*

SIR,

I have received yours, with a copy of your Treatise on Book-keeping, which I have examined with some attention. The system you have adopted is so plain, that I have no hesitation in saying, it is the best calculated for the instruction of youth, of any publication of the kind I have met with. I am, Sir, your most obedient Servant,

WILL. JEFFREY.

*Glasgow, 26th Sept. 1816.*

From MR. D. KENNEDY, *Accountant, Glasgow.*

SIR,

I have perused your Treatise of Book-keeping with some attention, and consider it a very useful acquisition to Seminaries where that science is taught. I am, Sir, your obedient humble Servant.

DUNCAN KENNEDY.

*Glasgow, 24th July, 1816.*

From MR. JAMES NEIL, *Commercial Academy, Glasgow.*

SIR,

I am in possession of a Treatise of Book-keeping lately published by you. I have most minutely examined that system, and not to trouble you with what I think of this, or that part of the performance, I find it, *in cumulo*, one of the best upon the subject, either for Schools or Counting-houses, that ever came under my inspection. I must further add, that the Questions and Answers are admirably adapted for the improvement of the Scholar, and I had almost said, for the benefit of the Teacher. Wishing you all success in the further prosecution of your studies, I remain, Sir, yours most sincerely,

JAMES NEIL.

*Glasgow, 25th Nov. 1815.*

From MR. J. GRAY, *of the Academy, Ayr.*

SIR,

I have examined your system of Book-keeping with some degree of attention, and do think it superior to any work on the same subject with which I am acquainted. I shall certainly introduce it into the Academy of Ayr, at the commencement of next Session, which will be in the month of September. At present I cannot use it, as my Scholars are going on with Sets which they began long ago, and upon which they are preparing to be examined at our annual Examination, which takes place about the end of next month. I remain, Sir, yours sincerely.

JAMES GRAY.

*Ayr Academy, 24th June, 1815.*

From MR. H. REED, *of the Academy, Dumbarton.*

SIR,

I have read your Treatise on Book-keeping with much satisfaction, and consider it a very valuable Work, and well adapted for the use of Schools; and you may rest assured, that I shall recommend it. I am, Sir, very respectfully yours,

HENRY REED.

*Dumbarton, 26th Dec. 1815.*

From MR. ANDREW M'KEAN, of the High School, Edinburgh.

SIR,

After a careful perusal of your Introduction to Book-keeping, I have no hesitation in saying, that in my opinion, it contains more useful information, happily arranged for a young Accountant or Merchant, than any book of the same size I have yet met with: And I should fail in my duty, were I not to recommend it to my pupils whose views are directed to these professions. Wishing you every success in the line of your profession, I am, Sir, your most humble Servant,  
ANDREW M'KEAN,  
Edin. 27th Dec. 1815.

From MR. R. RANKINE, of the High School, Leith.

SIR,

I have been very particular in the perusal of your Introduction to Book-keeping, and I am highly pleased with the general arrangement and the evident improvements you have exhibited through the whole system; and indeed I consider the Rules you have laid down excellent, and superior to any I have yet seen—being well adapted for the acquisition of a thorough knowledge of Mercantile Transactions. I shall certainly take every opportunity in recommending it, and particularly to all those young persons whose studies are directed to commercial pursuits, I may have any influence over, as a Book well calculated for general and improved practice. I sincerely wish that your indefatigable labours for the improvement of youth and the good of society may in due time be amply rewarded; and in my opinion the Work merits the grateful thanks and good wishes of every Teacher; and I beg to be believed, Sir, your very obliged humble Servant,  
R. RANKINE.

Leith, 26th Sept. 1815.

From MR. JOHN REID, Schoolmaster, Kirriemuir.

SIR,

Your Introduction to Book-keeping is, in my opinion, a valuable performance. Wishing you the encouragement which you so justly merit for a Work so excellent and of such extensive utility. I am, Sir, your most obedient humble Servant,  
JOHN REID.

Kirriemuir, 7th May, 1815.

From MR. PETER MACDOUGAL, of the Mathematical School, Stirling.

DEAR SIR,

I received a copy of your Introduction to Book-keeping, and have no hesitation in saying, that I have seen no Treatise on the same subject so elegantly printed, or in which the Transactions are so neatly recorded; and as it combines School Instruction with the modern improvements of the Counting-house, for which you had superior advantages to most writers on Book-keeping, I cannot doubt of its being favourably received by the public. I am, Dear Sir, yours sincerely,

PETER MACDOUGAL

Stirling, 15th July, 1816.

From MR. ADAM ANDERSON, A. M. Rector of the Perth Academy, to Mr. Thos. Hill, Bookseller, there.

DEAR SIR,

In reply to your Note, requesting my opinion of Mr. C. Morrison's System of Book-keep-

ing, I beg to say, that I am at all times very unwilling to give a written opinion of a Book, though in the present case I have less hesitation than usual, as Mr. Morrison's Treatise contains a great variety of useful matter, not to be found in similar publications. I shall only state, that I know no work on the subject which I would recommend in preference. I am your most obedient Servant,

A. ANDERSON:

Perth, 26th Jan. 1816.

From MR. E. MACLACHLAN, Teacher, Aberdeen.

SIR,

Although several years have elapsed since I taught Book-keeping in public, my department being now confined to the Classical Languages, I have still had occasion to find the utility of your Work, in making my private pupils acquainted with the Theory and Practice of keeping Accounts.

My judgment of the Work, compared with that of the highly respectable names who have recommended it by their suffrages, must have little or no weight,—commerce at present hardly forming any branch of my department; but so far as I have inspected other works on the same subject, of however recent a date, I cannot hesitate to recommend the Work before me, as the most masterly Treatise on the business of the Counting-room, that ever issued from the British press; and as such, rest assured I shall recommend it, so far as my influence extends. I am, Sir, your most humble obedient Servant,

E. MACLACHLAN.

Old Aberdeen, May 9th, 1817.

From MR. WILLIAM BOYD, Teacher, Glasgow.

SIR,

I have been sometime in possession of your Treatise on Book-keeping, but had little occasion to look into it till lately, and of course was not duly sensible of its merits.

After a fair trial of its practical utility, my opinion is, that you are well entitled to the gratitude of Teachers for such a valuable performance; because, such a Work as yours combining the principles of Book-keeping with the Present improved Practice of the Counting-house, was, notwithstanding all that had been written on the subject, a desideratum for the use of Schools. I am, Sir, your most obedient Servant,

WM. BOYD.

48, Dunlop-Street, }  
21st April, 1819. }

From MR. M. PORTER, Accountant, Glasgow.

I have looked into Mr. C. Morrison's Introduction to Book-keeping with some attention, and compared it with Kelly's work on the same subject, which he mentions in his Preface. I can freely say that his appears a well digested performance, comprising in its detail a great deal of that correctness which business requires.

With regard to any remarks of mine, for improvements on a New Edition, so much seems to be done in this way already, as when executed, is likely to give the Work such a finished correctness and elegance, as cannot fail, if the price be moderate, to meet encouragement.

M. PORTER.\*

Antigua Place, }  
1st July, 1818. }

\* Besides the preceding highly respectable Certificates, the Author has received a number of others, which for want of room he must suppress.

## TESTIMONIES IN FAVOUR OF THE FOURTH EDITION OF THIS WORK.

---

### *General Certificate from the following Commercial Teachers in Glasgow, &c.*

“WE, the undersigned, have attentively perused this *Fourth* Edition of Mr. C. Morrison’s System of Book-keeping, which we deem the ingenious Author has *greatly improved*, for the purposes of Teaching.”

“The method of arranging and Journalising Sets II. III. and IV. is a feature in the present Edition too obvious to be overlooked; which, for simplicity and conciseness, must give it a decided superiority over former Editions, or indeed, any other Book on the subject, for benefit to the Scholar, and ease to the Teacher: And we hereby beg to recommend it as an Elementary work, well deserving the patronage of every Commercial Teacher throughout the kingdom; and hope, that the highly laudable labours of the Author in so successfully simplifying this important branch of Mercantile Education, will meet with that support which they so amply merit.”

JAMES NEIL.  
DANIEL BLACK.  
JOHN WALKER.  
DANIEL MACFARLAN.  
JN<sup>o</sup>. JAMIESON, *Colm onel.*

---

### *General Certificate from the following Public Accountants in Glasgow.*

“WE whose names are subscribed, having perused this *Fourth* Edition of Mr. C. Morrison’s Treatise on Book-keeping, recommend it as a performance deserving the patronage of persons in business, as well as of those who have in charge the Commercial Education of youth.”

“We observe, Mr. Morrison has made the principal Set in his work a Partnership Concern, in order to illustrate the most approved principle of keeping the Company and Private Accounts of the Partners, and it seems executed in a masterly manner. The Partner’s Company Accounts are stated simply and luminously.”

“The judicious selection of the entries is such, that they will apply to those of the most extensive and diversified mercantile transactions—and, as they have not been invented by a *Theorist*, but taken from real business, this circumstance must render the work more practically useful for Academies and Schools.”

JAMES BOAZ.  
JOHN MACKINLAY.  
JOHN MUNRO.  
JOHN CHARLES.  
ROBERT WALLACE.



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## DIRECTIONS FOR TEACHING THIS WORK.

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THE Transactions of the several Sets should either be written on sheets, or access to the Exemplifications of the Books themselves kept from the Learner during the Course, by sealing up that part of the printed copy which contains them.

The Pupils should be divided into Classes according to the judgment of the Teacher, the first three Sets may be considered sufficient for the first Class; and for the second, Sets II. III. and IV. may in general, be considered a complete Course.

The Pupils being formed into Classes, should begin to copy the Transactions and to Journalise and Post these on coarse or waste paper, and which after correction should be neatly transcribed into proper Books. The Entries being successively read over by them, will greatly enliven the Exercise, and facilitate improvement; besides acting as mutual checks on each other at Balancing.

The Teacher may either have three writing Books to Sets II. and III., namely, a Waste-Book, (or Transactions in Trade), a Journal and Ledger; or, he may have the two former in one Book, arranged as in the printed copy; that is, the Transactions on the left, and the Journal on the right, by which the form of the latter Book will be more easily impressed on the mind of the learner.—The latter plan is that followed by the Author.

In order to save unnecessary trouble afterwards, the Teacher should see the Learner post or transfer a few entries, until he finds he has some idea of the nature of the operation.

The following Directions addressed to the Pupil, the Teacher may have also written on sheets.

### SET I. RETAILER'S SET.

*First*, Peruse with attention the Definitions and Rules on the Cash and Day-Books in pages 1 and 2, from which *form* the Transactions in pages 3 to 6, into a Cash-Book, and Day-Book.

*2d*, Form the Entries for one month, and read them to the Teacher, who having compared them with the printed Exemplifications of the Cash-Book and Day-Book, proceed in like manner with the other two months.

*3d*, Next, open the Accounts in the Ledger as in page 15, and post them as directed in page 16. Having thus finished the Posting of both Books, take a General Balance, exhibit a State of Affairs, and Close the Accounts as directed in the same page.

*Note*. By perusing the Observations on the Warehouse Ledger or Stock-Book, in page 27, you will readily comprehend the use of, and how that Book is constructed, and which you may copy at the end of your Day-Book.\*

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\* Being aware that many Teachers, especially in the country, teach exclusively by the *old Italian Method*, and others approve of it as an introductory Set, the Transactions of Set I. may to such be given as a Waste-Book arranged by that method.

Ruled Sets of Writing Books on *coarse* and *fine* paper, expressly adapted to this work, may be had of the Author.

## SET II. WHOLESALE DEALER'S SET.

*First*, During the time of going through this, and the following Set, commit to memory the *Queries and Answers* on Book-keeping in the Appendix, which contains Definitions and Rules by which you are to Journalise, Post, and Balance these.

*2d*, Journalise for one month, the Transactions in pages 40—46, from the Rules given in page 39, submitting as before your work to the Teacher, and then open the Accounts in the Ledger, arranging them as in page 48, and post them as directed in pages 49 and 70.

*3d*, Having in like manner, Journalised, and posted the two succeeding months, form a *Trial* and *General Balance*, as directed in pages 51 and 52, and exhibit a State of Affairs;—Close the Accounts, and bring down the several Balances on the opposite side of the Account, as directed in pages 48 and 89.

## SET III. AGENT'S SET.

Having Balanced the Accounts of the preceding Set, and carried down the Balances on the opposite side of the Accounts; next, Journalise, and Post the Transactions till June 30th inclusive, proceeding to form a *Trial* and *General Balance* as before.

## SET IV. MERCHANT'S SET.

*First*, Construct a Cash-Book from the Rules and Transactions in pages 94 to 96, a Bill-Book from those in pages 97 to 99, and a Day-Book from those in pages 100—110, submitting to the Teacher the arrangement of each Book for one month, as before.

*2d*, Journalise the Cash and Bill-Books by the Rules given at the end of each, open the Accounts according to the arrangement in the printed copy, page 166, *Note*, and post or transfer them month after month, by the Rules already given.

*3d*, Having thus Constructed, Journalised, and Posted the Subsidiary Books, till 31st December, and compared the Entries as directed in page 50, proceed to form first, a *Trial*, and next a *General Balance*, by the Rules already given.

*4th*, During this important operation, peruse with attention, the Remarks on particular Accounts at the end of the Journal, page 165, and those in the Ledger, in pages 190 and 191.

*Note*. As this Set completes the Course, the Learner should in addition to those on Book-keeping, commit to memory the *Queries and Answers* on Merchants' Accounts, including those on Inland and Foreign Bills, and solve the Exercises on each section in the Appendix.

The Engraved Forms and Mercantile Letters are intended to be copied during the Course.

## ERRATA.

The following Errata, have been discovered, the Teacher is requested to correct them with the pen.

Page 16. Ninth line from top, for, as in page 21, read page 17.

40. After the first sentence, *cancel the Note*, and read, When more than *one* purchase has been made from, or more than *one* sale made to one person in the month, these, in place of being classed together, are posted separately in the present Set, as being the practice of several respectable houses.

134. In the first entry, after Rum, insert *per Cuba*—2d entry, for the 25th, write 30th—and in last entry, for bills read *bill*.

176. At James Agent's Account *Dr.* side, for Dec. 32, write 31st.

178. At Cotton Account, *Dr.* side, after To Balance, insert in the column 20 Bales.

287. In the 3d Exercise on Book-keeping, to the *Answer* add, A. Bow's Capital L.1275 : 17 : 2; C. Dun's L.1152 : 15 : 1; and in the 6th Exercise, same page, add, each Partner shares equally of the *Net Profit*.

# Part First.

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## BOOK-KEEPING

BY

SINGLE ENTRY.

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### GENERAL PRINCIPLES AND RULES.

**BOOK-KEEPING** is the Art of arranging the Transactions of Persons in Business, so as to exhibit a true State of their Affairs in a regular and systematic manner.

There are properly speaking only two Methods of Book-keeping, founded on distinct principles, namely, *Single* and *Double* Entry.

By *Single Entry* each sum or amount is entered only *once* in the Ledger, and therefore it is more simple than *Double Entry*. It is generally adopted by Shop-keepers and others who deal in a great variety of articles, where the sales are small and numerous, and to such it is peculiarly applicable, as they have no time to record them particularly, the minuteness of the sales rendering it impracticable to keep a check upon their quantity.

Two Books by *Single Entry* are here used at posting the Ledger, viz. a *CASH-BOOK* and *DAY-BOOK*.

The following *General Rule* is sufficient to direct the learner respecting *Debtor* and *Creditor*.

*The PERSON from whom you Purchase Goods on Credit, or receive money, is CREDITOR, and, on the contrary, the PERSON to whom you Sell Goods on Credit, or pay money, is DEBTOR in the Ledger.*

For instance, if you buy Goods on Credit from Richard Armour, he being the *deliverer* is *Creditor* for the value; and when you pay him for them, he being the *Person* who *receives* is *Debtor*. On the same principle, if you sell Goods on *Credit* to Robert Johnson, he being the *receiver* is *Debtor*; and when he pays you for them, he being the *deliverer* is *Creditor*.

The same Rule is observed when you contract or discharge a Debt by any other Transaction: Thus, the Person who becomes indebted to you is *Dr.*, and the Person to whom you become indebted is *Cr.* In the same manner, the Person whose Debt you pay is made *Dr.*; and he who pays a Debt to you, or for you, is *Cr.*

### TO FORM THE CASH AND DAY-BOOKS.

Divide the running title across the top on opposite pages, writing on those of the Cash-Book, the words *Dr. CASH* on the left hand page; those of the Day-Book, *Dr. MERCHANDISE*, and on the right hand pages, those of *CONTRA Cr.* Then

#### *In the CASH-BOOK*

Enter the *Cash* in hand at commencement, and every sum which you afterwards *Receive* on the *Dr.* or left hand page, beginning each entry with the preposition "To;" and on the *Cr.* or right hand page every sum which you *Pay*, with the *Balances* of Cash in hand on both sides monthly; beginning each entry with the preposition "By."

#### *In the DAY-BOOK*

Enter the *Purchases*, the *Discounts* allowed by you to others, and the monthly *Petty Charges* on the *Dr.* or left hand page, beginning each entry with the preposition "To;" and on the *Cr.* or right hand page the *Sales*, the *Discounts* allowed to you, and the value of the Goods on hand at balancing, beginning each entry with the preposition "By."

*Note.*—*Insured* is the same as *Purchases*; and *Shipped* is the same as *Sales*.

1827.		£	s.	d.
Jan. 1	Cash in hand at beginning business this day,.....	110	—	—
3	Bought of Richard Armour, Manchester, 20 pieces Linen, 500 yds. No. 1, at 3/. .....£75 <sup>11</sup> — — 16 ..... do. 400..... 2, 4/9..... 95 <sup>11</sup> — — Box, &c..... — <sup>11</sup> 10 <sup>11</sup> —	170	10	—
4	Bought of Moore & Gay, Leeds, 14 pieces Quilting, 168 yds. at 4/9. ....£39 <sup>11</sup> 18 <sup>11</sup> — 12 ..... Cassimere, 360 ..... 6/6. .... 117 <sup>11</sup> — —	156	18	—
4	Bought of William Irvine Glasgow, 15 pieces Muslin, 360 yds. $\frac{1}{4}$ wide, at 1/1. ....£19 <sup>11</sup> 10 <sup>11</sup> — 14 ..... do. 126 ..... $\frac{1}{2}$ ..... 2/4. .... 14 <sup>11</sup> 14 <sup>11</sup> — 12 ..... Gingham, 336 ..... blue, at 1/2. .... 19 <sup>11</sup> 12 <sup>11</sup> — 30 ..... do. 840 ..... pink, 1/8. .... 70 <sup>11</sup> — —	123	16	—
4	Bought of George Fenton, Glasgow, 10 pieces Cambric, 200 yds. No. 1, at 2/4. ....£23 <sup>11</sup> 6 <sup>11</sup> 8 5 ..... do. 100 ..... 2, 3/6. .... 17 <sup>11</sup> 10 <sup>11</sup> — 4 ..... do. 80 ..... 3, 4/6. .... 18 <sup>11</sup> — —	58	16	8
4	Paid George Fenton in part .....	30	—	—
6	Bought of Moore & Gay, Leeds, 2 pieces S. fine Cloth, 42 yds. mixt, at 14/. ....£29 <sup>11</sup> 8 <sup>11</sup> — 5 ..... do. 105 ..... blue, 17/. 89 <sup>11</sup> 5 <sup>11</sup> — 3 ..... do. 63 ..... black, 18/. 56 <sup>11</sup> 14 <sup>11</sup> — Packing, ..... — <sup>11</sup> 8 <sup>11</sup> —	175	15	—
14	Sold to Robert Johnson, Glasgow, 2 pieces S. fine Cloth, 42 yds. blue, at 19/.....£39 <sup>11</sup> 18 <sup>11</sup> — 1 piece do. 21 ..... black, 21/..... 22 <sup>11</sup> 1 <sup>11</sup> —	61	19	—
26	Sold for Cash, 1 piece Muslin, 9 yds. $\frac{1}{2}$ wide, at 2/8.....	1	4	—
26	Paid for Shop Furniture, $\mathcal{V}$ account, .....	26	16	—
31	Paid for Family Expenses this month, .....	15	15	—
"	..... for Charges on Merchandise,.....	3	3	3

## SET I.—TRANSACTIONS.

1827.		£	s.	d.
Feb. 3	<i>Sold to Joseph Edmond, Glasgow,</i> 3 pieces Cambric, 60 yds. No. 2, at 3/6. ....	10	10	—
5	<i>Sold to John Kemp &amp; Co., Glasgow,</i> 3 pieces Quilting, 36 yds. at 6/9. .... £12 <sup>11</sup> 3 <sup>11</sup> — 4 ..... Cassimere, 120 ..... 7/6. .... 45 <sup>11</sup> — <sup>11</sup> — 1 piece Mixt Cloth, 21 ..... 23/6. .... 24 <sup>11</sup> 13 <sup>11</sup> 6	81	16	6
10	<i>Bought of Pringle &amp; Son, Manchester,</i> 30 pieces Muslin, 840 yds. $\frac{7}{8}$ wide, at 1/8. .... £70 <sup>11</sup> — <sup>11</sup> — Box, ..... — <sup>11</sup> 10 <sup>11</sup> —	70	10	—
14	<i>Paid George Fenton in full, .....</i>	28	16	8
17	<i>Paid Thomas Sharpe in part Salary, .....</i>	10	—	—
20	<i>Sold to Richard Howie, Edinburgh,</i> 3 pieces Muslin, 72 yds. $\frac{3}{4}$ wide, at 1/6. .... £5 <sup>11</sup> 8 <sup>11</sup> — 4 ..... do. .... 36 ..... $\frac{5}{8}$ ..... 2/7. .... 4 <sup>11</sup> 13 <sup>11</sup> — 6 ..... Gingham, 168 ..... blue, ..... 1/6. .... 12 <sup>11</sup> 12 <sup>11</sup> — 4 ..... do. .... 112 ..... pink, ..... 2/1. .... 11 <sup>11</sup> 13 <sup>11</sup> 4 1 piece S.fine Cloth, 21 ..... blue, ..... 21/..... 22 <sup>11</sup> 1 <sup>11</sup> —	56	7	4
20	<i>Received from Richard Howie in part, .....</i>	30	—	—
24	<i>Sold for Cash,</i> 30 pieces Muslin, 840 yds. $\frac{7}{8}$ wide, at 1/8. ....	70	—	—
26	<i>Sold to Robert Johnson, Glasgow,</i> 6 pieces Linen, 150 yds. No. 2, at 5/6. .... £41 <sup>11</sup> 5 <sup>11</sup> — 4 ..... Cambric, 80 ..... 3, ..... 5/9. .... 23 <sup>11</sup> — <sup>11</sup> —	64	5	—
26	<i>Received payment of R. Johnson's bill No. 1, .....</i>	61	19	—
26	<i>Settled with Moore &amp; Gay, as under :</i> <i>Charged for 2 yds. Quilting, short measure, at 4/9. ....</i> <i>Paid them in Cash, .....</i> <i>Discount on £156<sup>11</sup> 8<sup>11</sup> 6 at 5 P cent. ....</i>	148	12	6
27	<i>Sold for Cash,</i> 5 yds. S.fine blue Cloth, at 21/..... £5 <sup>11</sup> 5 <sup>11</sup> — 2 $\frac{1}{2}$ ..... do. black ..... 24/6. .... 3 <sup>11</sup> 1 <sup>11</sup> 3	8	6	3



SET I.—TRANSACTIONS.

1827.		£	s.	d.
Feb. 28	<i>Paid for Family Expenses</i> this month, .....	8	17	4
	..... <i>for Charges on Merchandise</i> , .....	4	4	3
Mar. 3	<i>Bought of Thomas Ryder, York,</i> 12 pieces Cassimere, 240 yds. at 5/. .....	£60	—	—
	Packing, .....	—	5	—
		60	5	—
5	<i>Received from Joseph Edmond in full,</i> .....	10	—	—
	<i>Discount allowed him</i> , .....	—	10	—
6	<i>Bought for Cash,</i> 10 pieces Calico, 240 yds. at 1/10. ....	22	—	—
7	<i>Sold to Joseph Edmond, Glasgow,</i> 2 pieces Linen, 50 yds. No. 2, at 5/.....	12	10	—
10	<i>Sold to Joseph Edmond, Glasgow,</i> 2 pieces Gingham, 56 yds. pink, at 1/.....	£2	16	—
	3 ..... Cambric, 60 ..... No. 1, .. 2/6.....	7	10	—
		10	6	—
14	<i>Paid William Irvine's Bill, No. 1,</i> .....	50	—	—
18	<i>Sold to John Kemp &amp; Co. Glasgow,</i> 10 pieces Calico, 240 yds. at 1/10.....	22	—	—
20	<i>Sold to Richard Howie, Edinburgh,</i> 10 pieces Cassimere, 300 yds. at 2/4. ....	35	—	—
20	<i>Received from Richard Howie in full,</i> .....	60	1	—
	<i>Discount allowed him, 5 ¢ cent. on £26</i> 7 1/4, .....	1	6	4
21	<i>Lost a Bank Note* of</i> .....	1	—	—
23	<i>Sold to John Kemp &amp; Co. Glasgow,</i> 6 pieces Cassimere, 180 yds. at 1/6. ....	13	10	—

\* As there is no *Profit and Loss* account in this Set, the above is put to the account of *Family Expenses*, or it might at once have been put to the debit of *Stock*.

## SET I.—TRANSACTIONS.

1827.		£	s.	d.
Mar. 24	Received for J. Kemp & Co. bill No. 5, discounted, .....	41	16	6
"	..... for R. Johnson, ..... 2, do. ....	64	5	—
25	Paid Thomas Sharpe part Salary, .....	10	—	—
26	Sold to Richard Howie, <i>Edinburgh</i> , 19 pieces Linen, 475 yds. No. 1, at 3/. .....	71	5	—
26	Paid William Irvine's bill, No. 2, .....	73	16	—
28	Paid Moore & Gay, bill No. 4, on John Kemp & Co. ....	40	—	—
28	Insured with James Risk, on £55 Goods & Fanny, for Halifax, at 2 Guineas, and policy 5/6. & cent. ....	1	8	7
28	Shipped & Fanny, for James Denny & Co. <i>Halifax</i> , by their order, viz. 11 pieces Quilting, ..... 130 yds. at 4/. ..... £26 11 — 1 piece Mixt Cloth, 21 ..... 23/6. .... 24 13 6  50 13 6 Charges till on board, ..... 1 11 6 Insurance on £55 as & contra, ..... 1 8 7  53 13 7			
31	Taken for Family use, 25 yds. Linen, No. 1, at 3/. ..... £3 15 — 9½ ..... Black Cloth, .. 18/. ..... 8 11 —  12 6			
31	Due to Thomas Sharpe, <i>my Clerk</i> , For 3 months' Salary at £60 & annum, .....	15	—	—
31	Paid for <i>Family Expenses</i> this month, .....	17	1	7
	..... for <i>Charges on Merchandise</i> , .....	5	13	8
31	The <i>Balance</i> of Goods on hand is, .....	220	2	8
	Required the <i>difference</i> of the two sides of the Merchandise account, or in other words the <i>Gain</i> or <i>Loss</i> last 3 months.			

## DEFINITIONS.

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### I. CASH-BOOK.

On the *Dr.* or left hand page of this Book, is entered the money *Received*; and on the *Cr.* or right hand page, is entered the money *Paid*. The *difference* betwixt the two sides is called the *Balance*, and which should always agree with the money remaining in hand, and is entered on the *Cr.* to make both sides equal, and likewise upon the *Dr.* side of the succeeding month, as in pages 8 and 9.

For a description of a Petty Cash-Book, see page 31.

### II. DAY-BOOK.

On the *Dr.* or left hand page of this Book, is entered the *Purchases, &c.*; and on the *Cr.* or right hand page, is entered the *Sales, &c.* Before taking a General Balance, the value of the Goods remaining on hand is entered on the *Cr.* side, being the *Balance* of the account; after which, the *difference* betwixt the *Dr.* and *Cr.* side exhibits the *Gain* or *Loss*, as in page 13.

### III. LEDGER.

This Book collects together the dispersed accounts in the Cash-Book and Day-Book, by arranging them under their respective heads, on the *Dr.* and *Cr.* sides, as the transactions occur; in order to show how each account has been affected, after these entries shall have been made, and the general result of the whole.

The *Dr.* side of any Person's account contains the sums by which that Person has become indebted to you, or those which you have paid to him; and the *Cr.* side contains the sums by which you have become indebted to him, or those which he pays to you. The *difference* betwixt the *Dr.* and *Cr.* sides is called the *Balance*, and shows how much is owing.

1827.		Dr.	CASH.	£	s.	d.
1827.		Fol.	RECEIPTS, &c.	£	s.	d.
Jan.	1	1	To Stock,.....Capital in Trade,.....	110	—	—
	26	1	To Merchandise,..... $\text{\textcircled{P}}$ Day-Book,.....	1	4	—
				111	4	—
Feb.	1		To <i>Balance</i> , .....from last month, .....	35	9	9
	20	4	To Richard Howie, .....in part,.....	30	—	—
	24	1	To Merchandise,..... $\text{\textcircled{P}}$ Day-Book,.....	70	—	—
	26	3	To Robert Johnson,.....bill No. 1, .....	61	19	—
	27	1	To Merchandise,..... $\text{\textcircled{P}}$ Day-Book,.....	8	6	3
				205	15	—
Mar.	1		To <i>Balance</i> , .....from last month, .....	5	4	9
	5	3	To Joseph Edmond,.....in full,.....	10	—	—
	20	4	To Richard Howie, .....in full,.....	60	1	—
	24	3	To John Kemp & Co.....bill No. 5, .....	41	16	6
	"	3	To Robert Johnson,.....bill No. 2, .....	64	5	—
	28	3	To John Kemp & Co.....bill No. 4, .....	40	—	—
				221	7	3
Apr.	1		To <i>Balance</i> , .....in hand,.....	1	16	—

CONTRA.			Cr. 1		
1827.	Fol.	PAYMENTS, &c.	£	s.	d.
Jan.	4 2	By George Fenton,.....in part,.....	30	—	—
	26 1	By Shop Furniture,..... $\text{\textcircled{P}}$ account,.....	26	16	—
	31 1	By Family Expenses,.....this month,.....	15	15	—
	" 1	By Merchandise,.....charges this month,.....	3	3	3
	"	By <i>Balance</i> ,.....to next month,.....	35	9	9
			111	4	—
Feb.	14 2	By George Fenton,.....in full,.....	28	16	8
	17 3	By Thomas Sharpe,.....in part,.....	10	—	—
	26 2	By Moore & Gay,.....in full,.....	148	12	—
	28 1	By Family Expenses,.....this month,.....	8	17	4
	" 1	By Merchandise,.....charges this month,.....	4	4	3
	"	By <i>Balance</i> ,.....to next month,.....	5	4	9
			205	15	—
Mar.	6 2	By Merchandise,..... $\text{\textcircled{P}}$ Day-Book,.....	22	—	—
	14 2	By William Irvine,.....bill No. 1,.....	50	—	—
	21 1	By Family Expenses,.....lost a Note of.....	1	—	—
	25 3	By Thomas Sharpe,.....part Salary,.....	10	—	—
	26 2	By William Irvine,.....bill No. 2,.....	73	16	—
	28 2	By Moore & Gay,.....bill No. 4,.....	40	—	—
	31 1	By Family Expenses,.....this month,.....	17	1	7
	" 2	By Merchandise,.....charges this month,.....	5	13	8
	"	By <i>Balance</i> ,.....in hand,.....	1	16	—
			221	7	3

-1 Dr.		MERCHANDISE.				
1827. fol.		PURCHASES, &c.		£	s.	d.
Jan.	3 2	To Richard Armour, <i>Manchester</i> ,				
		20 pieces Linen, 500 yds. No. 1, at 3/.	£75 11	0		
		16 do. 400.	2, 4/9.	95 11	0	
			Box, &c.	10 11		
				170 10		
	4 2	To Moore & Gay, <i>Leeds</i> ,				
		14 pieces Quilting, 168 yds. at 4/9.	£39 18 11			
		12 Cassimere, 360	6/6.	117 11	0	
				156 18		
	4 2	To William Irvine <i>Glasgow</i> ,				
		15 pieces Muslin, 360 yds. $\frac{3}{4}$ wide, at 1/1.	£19 11 10			
		14 do. 126 $\frac{5}{8}$	2/4.	14 14		
		12 Gingham, 336 blue, at 1/2.	19 12			
		30 do. 840 pink, 1/8.	70 11	0		
				123 16		
	4 2	To George Fenton, <i>Glasgow</i> ,				
		10 pieces Cambric, 200 yds. No. 1, at 2/4.	£23 6 11 8			
		5 do. 100	2, 3/6.	17 11 10		
		4 do. 80	3, 4/6.	18 11	0	
				58 16 8		
	6 2	To Moore & Gay, <i>Leeds</i> ,				
		2 pieces S. fine Cloth, 42 yds. mixt, at 14/.	£29 8 11			
		5 do. 105 blue, 17/.	89 5 11			
		3 do. 63 black, 18/.	56 14 11			
			Packing,	8 11		
				175 15		
	31 1	To Cash for Petty Charges this month,		3	3	3
Feb.	10 4	To Pringle & Son, <i>Manchester</i> ,				
		30 pieces Muslin, 840 yds. $\frac{7}{8}$ wide, at 1/8.	£70 11	0		
			Box,	10 11		
				70 10		
	28 1	To Cash, for Petty Charges this month,		4	4	3
				Continued, £	763	13 2

SINGLE ENTRY.

		CONTRA.		Cr.	
1827. <i>fol.</i>		SALES, &c.		£	s. d.
Jan. 14	3	By Robert Johnson, <i>Glasgow</i> , 2 pieces S. fine Cloth, 42 yds. blue, at 19/..... £39 18 - 1 piece do. 21 ..... black, .. 21/..... 22 1 -		61	19
26	1	By Cash, for 1 piece Muslin, 9 yds. $\frac{3}{4}$ wide, at 2/8.....		1	4
Feb. 3	3	By Joseph Edmond, <i>Glasgow</i> , 3 pieces Cambric, 60 yds. No. 2, at 3/6.....		10	10
5	3	By John Kemp & Co., <i>Glasgow</i> , 3 pieces Quilting, 36 yds. at 6/9..... £12 3 - 4 ..... Cassimere, 120 ..... 7/6..... 45 - - 1 piece Mixt Cloth, 21 ..... 23/6..... 24 13 6		81	16 6
20	4	By Richard Howie, <i>Edinburgh</i> , 3 pieces Muslin, ..... 72 yds. $\frac{3}{4}$ wide, at 1/6..... £5 8 - 4 ..... do. .... 36 ..... $\frac{5}{8}$ ..... 2/7..... 4 13 - 6 ..... Gingham, ..... 168 ..... blue, .. 1/6..... 12 12 - 4 ..... do. .... 112 ..... pink, .. 2/1..... 11 13 4 1 piece S. fine Cloth, 21 ..... blue, .. 21/..... 22 1 -		56	7 4
24	1	By Cash, for 30 pieces Muslin, 840 yds. $\frac{7}{8}$ wide, at 1/8.....		70	-
26	3	By Robert Johnson, <i>Glasgow</i> , 6 pieces Linen, ..... 150 yds. No. 2, at 5/6..... £41 5 - 4 ..... Cambric, 80 ..... 3, .. 5/9..... 23 - -		64	5
26	2	By Moore & Gay, <i>Leeds</i> , 2 yds. Quilting, short measure, at 4/9..... £- 9 6 Discount on £156 8 6 at 5 $\frac{1}{2}$ cent..... 7 16 6		8	6
27	1	By Cash, for 5 yds. S. fine blue Cloth, at 21/..... £5 5 - 2 $\frac{1}{2}$ ..... do. black ..... 24/6..... 3 1 3		8	6 3
<i>Continued,</i>				£	362 14 1

2 <i>Dr.</i>		MERCHANDISE.				
1827.	<i>fol.</i>	PURCHASES, &c.	<i>Continued,</i>	763	13	2
Mar. 3	4	To Thomas Ryder, <i>York</i> ,				
		12 pieces Cassimere, 240 yds. at 5/.....	£60 11 -			
		Packing,.....	11 5 11 -			
				60	5	-
5	3	To Joseph Edmond, for discount allowed him,.....		-	10	-
6	1	To Cash, for				
		10 pieces Calico, 240 yds. at 1/10. ....		22	-	-
20	4	To Richard Howie, for discount allowed him,.....		1	6	4
28	4	To James Risk, <i>Glasgow</i> ,				
		For Insurance on £55 on Goods & Fanny,				
		for Halifax, at 2 Guineas, & cent. and policy 5/6.....		1	8	7
31	3	To Thomas Sharpe, <i>my Clerk</i> ,				
		For 3 months' Salary due him, .....		15	-	-
31	1	To Cash, for Petty Charges this month,.....		5	13	8
		<i>Amount Purchased, &amp;c. last 3 months.....</i> £		869	16	9
Apr. 1		To Balance,.....		220	2	8



		CONTRA.	Cr. <sup>2</sup>	
1827.	<i>fol.</i>	SALES, &c.	<i>Continued,</i>	362 14 1
Mar. 7	3	By Joseph Edmond, <i>Glasgow</i> , 2 pieces Linen, 50 yds. No. 2, at 5/.....		12 10 —
10	3	By Joseph Edmond, <i>Glasgow</i> , 2 pieces Gingham, 56 yds. pink, at 1/..... £2 16 11 — 3 ..... Cambric, 60 ..... No. 1, 2/6..... 7 10 11 —		10 6 —
18	3	By John Kemp & Co. <i>Glasgow</i> , 10 pieces Calico, 240 yds. at 1/10.....		22 — —
20	4	By Richard Howie, <i>Edinburgh</i> , 10 pieces Cassimere, 300 yds. at 2/4. ....		35 — —
23	3	By John Kemp & Co. <i>Glasgow</i> , 6 pieces Cassimere, 180 yds. at 1/6. ....		13 10 —
26	4	By Richard Howie, <i>Edinburgh</i> , 19 pieces Linen, 475 yds. No. 1, at 3/.....		71 5 —
28	4	By James Denny & Co. <i>Halifax</i> , Shipped by their order, $\text{£}$ Fanny, viz. 11 pieces Quilting, 130 yds. at 4/..... £26 11 — — 1 piece Mixt Cloth, 21 ..... 23/6. .... 24 13 6		
			50 13 6	
		Charges till on board,.....	1 11 6	
		Insurance on £55 as $\text{£}$ contra,.....	1 8 7	
			53 13 7	
31	1	By Family Expenses, 25 yds. Linen, No. 1, at 3/..... £3 15 11 — 9½ ..... Black Cloth, 18/..... 8 11 11 —		12 6 —
		<i>Amount Sold last 3 months,</i> .....	£ 593 4 8	
31	1	By Stock,..... Loss last 3 months.....	56 9 5	
"		By Balance,..... Goods on hand, as $\text{£}$ valuation,.....	220 2 8	
			£ 869 16 9	

## REMARKS.

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The preceding Day-Book is added up and the amounts carried forward, till the period for taking a *General Balance*, which is supposed to be on *31st March*. It then appears, that the *Purchases, &c.* amount to £869<sup>11</sup>16<sup>11</sup>9 as in page 12, and the *Sales* to £593<sup>11</sup>4<sup>11</sup>8 as in page 13. In order to ascertain the *Gain* or *Loss*, we add to the *Sales* the *value* of the Goods on hand, being £220<sup>11</sup>2<sup>11</sup>8, which make the amount £813<sup>11</sup>7<sup>11</sup>4. But as this sum is less than that of the *Purchases*, the difference, being £56<sup>11</sup>9<sup>11</sup>5, is the *Loss* on the Business; and which we enter on the *Dr.* of the *Stock Account*, after making a corresponding entry in the Day-Book, as in page 13.

In *selling* Goods for *Cash*, the particulars are immediately entered on the Credit side of the Day-Book, thus, *By Cash for, &c.*, extending the sum received in the money column, and transferring it at the same time to the Debit of the Cash-Book, thus, *To Goods* as *Day-Book*, inserting the folio of the one book opposite to the entry in that of the other, as in Jan. 24 and Feb. 27. In *buying* Goods for *Cash*, as also the monthly charges paid on these, it is almost unnecessary to say, that the above operation is just reversed. See March 6, and 31.

In the present Set no Bill-Book is used, the few bills that occur being only entered to the person's account when the money is received or paid, from the Cash-Book.

A Ready-Money Sales-Book containing the sums drawn daily, might have been given. However, it may be sufficient to observe, that the additions of this Book are entered at stated periods in the Cash-Book, and Day-Book, such as weekly, or monthly, as is found to be most convenient. First, on the *Dr.* side of the Cash-Book, *To Goods, Ready Money Sales*, and, at the same time, on the *Cr.* side of the Day-Book, *By Cash, Ready Money Sales*, entering the amount, filling up the folio of each Book opposite the entries, by which the process is completed.

## DIRECTIONS TO OPEN THE ACCOUNTS.

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Write an account for each person or article as these occur in the Day-Book and Cash-Book, and in order to leave room for subsequent entries, open only three, or at most five accounts in the same folio, as in the following Ledger.\* For distinction, write the Titles of the accounts in a half-text hand.

In order to have as easy a reference to every account in the Ledger as possible, the Titles are entered in an Index, as in page 21, that is, by the first letter of the Person's surname; Companies by the surname of the person who stands first in the *firm*; and every other account by the first letter of the first word.

When the space allotted for any account is filled up, it must be transferred to another folio; for this purpose, write on each side, opposite where the sums will be placed when the account is added, *To amount carried to fol.*,—and *By amount carried to fol.*,—and insert the folio where the account is opened anew. Then write the title of the new account, entering the new folio in an Index; and on the *Dr.* side of the account say, *To amount brought from fol.*,—and on the *Cr.* side, *By amount brought from fol.*,—inserting on each side the folio where the account was first opened. The sums to be carried forward should be left blank till the books be compared, as an error in any of the entries will occasion an alteration in the sum.

When either side of an account is full, both sides must be transferred, and a diagonal line drawn, to fill up the vacant space on the side that requires it.

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\* The following is the arrangement of the Accounts in the Ledger to Set I., dividing the folios into the proper spaces accordingly—

*In Folio 1, put*

Stock,  
Family Expenses,  
Shop Furniture.

*In Folio 2, put*

Richard Armour, *Manchester*,  
Moore & Gay, *Leeds*,  
William Irvine, *Glasgow*,  
George Fenton, *Glasgow*.

*In Folio 3, put*

Robert Johnson, *Glasgow*,  
Joseph Edmond, *Glasgow*,  
John Kemp & Co. *Glasgow*,  
Thomas Sharpe, *my Clerk*.

*In Folio 4, put*

Richard Howie, *Edinburgh*,  
Thomas Ryder, *York*,  
Pringle & Son, *Manchester*,  
James Risk, *London*,  
James Denny & Co. *Halifax*.

In opening the Stock Account, write *Dr.* Stock on the left hand side, and the word Account, on the *Cr.* or right hand page. In the next two, write the first word of each on the *Dr.*, and the last word on the *Cr.* side; and in the remaining Accounts, write the name of the party on the *Dr.*, and the place of residence, or designation, on the *Cr.*

## TO POST AND TAKE A GENERAL BALANCE.

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### TO POST THE CASH-BOOK AND DAY-BOOK.

Write the date on the margin, and say,

#### ON THE DR. SIDE.

*To Cash,*.....for cash paid.

*To Goods,*...for goods sold.

#### ON THE CR. SIDE.

*By Cash,*.....for cash received.

*By Goods,*...for goods bought, or

If the transaction consists of any thing else than the above, adopt that *term* at the account, and place the sum in the money column. Then insert, in the book from which you are posting, the folio of the Ledger in which you have posted the entry, and in that of the Ledger, the folio of the book where the entry stands.

The invariable Rule is, *to post from the left of the above Books to the right of the Ledger ; and from the right side of these Books, to the left side of the Ledger.*

### TO TAKE A GENERAL BALANCE.

First, credit the account of Family Expenses, *By Stock* for the amount or difference of it, and debit the Stock Account *To Family Expenses* for the same. Next, prepare a sheet ruled in the form of *Dr.* and *Cr.* upon opposite pages, and title it, *Dr. State of Affairs, Contra Cr.* Then take the difference between the *Dr.* and *Cr.* sides of every account except Stock, in the following manner.

When the *Dr.* side exceeds the *Cr.*, the difference is a debt due to you, which place on the *Cr.* side of said sheet; but when the *Cr.* side exceeds the *Dr.*, the difference is a debt due by you, and is therefore placed on the *Dr.* side of that sheet, inserting folio, name of the account, and sum at each. Having in this manner gone through all the accounts in the Ledger, add up both sides of the state. To the *Cr.* side, add the *Cash* in hand, taken from the Cash-book, and the value of the *Goods* unsold, taken by an Inventory; these constitute the debts due to you, and other property in your possession. From the amount of these, subtract that of the *Dr.* side of said sheet, which is the debts due by you; the *difference* will be equal to the balance of the Stock Account, and which compared with the original capital, will shew the *Gain* you have made since, or the *Loss* you have sustained. See page 26.

INDEX  
TO  
THE FOLLOWING LEDGER  
BY  
SINGLE ENTRY.

---

A	<i>Fol.</i>		J	<i>Fol.</i>
Armour, Richard, .....	2		Johnson, Robert, .....	3
B			K	
Balance, <i>see State of Affairs</i> , .....			Kemp, & Co. John, .....	3
D			M	
Denny, & Co. James, .....	4		Moore & Gay, .....	2
E			P	
Edmond, Joseph, .....	3		Pringle & Son, .....	4
F			R*	
Family Expenses, .....	1		Ryder, Thomas, .....	4
Fenton, George, .....	2		Risk, James, .....	4
H			S	
Howie, Richard, .....	4		Stock, .....	1
I			Shop Furniture, .....	1
Irvine, William, .....	2		Sharpe, Thomas, .....	3
			State of Affairs, .....	5

1				£	s.	d.
	<i>Fol.</i>	<i>Dr.</i>	<b>Stock</b>			
1827.						
Mar. 31	2	To Goods, Loss last 3 months,	.....	56	9	5
"	1	To Family Expenses,	.....	54	19	11
				111	9	4
Apr. 1	1	To <i>Balance</i> , my deficiency,	.....	1	9	4
		<i>Dr.</i>	<b>Family</b>			
Jan. 31	1	To Cash,	.....	15	15	—
Feb. 28	1	To do.	.....	8	17	4
Mar. 21	1	To do.	.....	1	—	—
	31	To do.	.....	17	1	7
"	2	To Goods,	.....	12	6	—
				54	19	11
		<i>Dr.</i>	<b>Shop</b>			
Jan. 26	1	To Cash,	.....	26	16	—

		Fol.		£	s.	d.
1827.			Account, <span style="float: right;"><i>Cr.</i></span>			
Jan. 1	1		By Cash, for Capital in Trade, .....	110	-	-
Mar. 31			By <i>Balance</i> , my deficiency, .....	1	9	4
				111	9	4
<hr/>						
			Expenses, <span style="float: right;"><i>Cr.</i></span>			
Mar. 31	1		By Stock, .....	54	19	11
				54	19	11
<hr/>						
			Furniture, <span style="float: right;"><i>Cr.</i></span>			

## SET I.—LEDGER, BY

2				£	s.	d.
1827.	Fol.	<i>Dr.</i>	Richard Armour,			
		<i>Dr.</i>	Moore & Gay,			
Feb. 26	1	To Cash,	.....	148	12	—
"	1	To Discount, &c.	.....	8	6	—
Mar. 28	1	To Cash, bill No. 4,	.....	40	—	—
31		To <i>Balance</i> ,	.....	135	15	—
				332	13	—
		<i>Dr.</i>	William Irvine,			
Mar. 14	1	To Cash, bill No. 1,	.....	50	—	—
26	1	To do..... 2,	.....	73	16	—
				123	16	—
		<i>Dr.</i>	George Fenton,			
Jan. 4	1	To Cash,	.....	30	—	—
Feb. 14	1	To do.....	.....	28	16	8
				58	16	8



1827.		Fol.		Cr.	£	s.	d.
			Manchester,				2
Jan.	3	1	By Goods,		170	10	—
<hr/>							
			Leeds,				
Jan.	4	1	By Goods,		156	18	—
	6	1	By do.		175	15	—
<hr/>							
					332	13	—
Apr.	1		By <i>Balance</i> ,		135	15	—
<hr/>							
			Glasgow,				
Jan.	4	1	By Goods,		123	16	—
<hr/>							
			Glasgow,				
Jan.	4	1	By Goods,		58	16	8
<hr/>							

1827.		Fol.	Dr.	Robert Johnson,	£	s.	d.
Jan. 14	1	1	To Goods,	.....	61	19	—
Feb. 26	1	1	To do.....	.....	64	5	—
					126	4	—
<hr/>							
			Dr.	Joseph Edmond,			
Feb. 3	1	1	To Goods,	.....	10	10	—
Mar. 7	2	2	To do.....	.....	12	10	—
	10	2	To do.....	.....	10	6	—
					33	6	—
Apr. 1			To Balance,	.....	22	16	—
<hr/>							
			Dr.	John Kemp & Co.,			
Feb. 5	1	1	To Goods,	.....	81	16	6
	18	2	To do.....	.....	22	—	—
Mar. 23	2	2	To do.....	.....	13	10	—
					117	6	6
Apr. 1			To Balance,	.....	35	10	—
<hr/>							
			Dr.	Thomas Sharpe,			
Feb. 17	1	1	To Cash,	.....	10	—	—
Mar. 25	1	1	To do.....	.....	10	—	—
					20	—	—
Apr. 1			To Balance,	.....	5	—	—

		<i>Cr.</i>	£	s.	d.
1827.	<i>Fol.</i>	Glasgow,			3
Feb. 26		By Cash, bill No. 1, .....	61	19	—
Mar. 24		By Cash, ..... 2, .....	64	5	—
			126	4	—
		<i>Cr.</i>			
Mar. 5	1	By Cash, .....	10	—	—
"	2	By Discount, .....	—	10	—
31		By <i>Balance</i> , .....	22	16	—
			33	6	—
		<i>Cr.</i>			
Mar. 24	1	By Cash, bill No. 5, .....	41	16	6
28	1	By Cash, ..... 4, .....	40	—	—
31		By <i>Balance</i> , .....	35	10	—
			117	6	6
		<i>Cr.</i>			
Mar. 31	2	By Salary, .....	15	—	—
"		By <i>Balance</i> , .....	5	—	—
			20	—	—

4				£	s.	d.
1827.	Fol.	<i>Dr.</i>	Richard Howie,			
Feb. 20	1	To Goods,	.....	56	7	4
Mar. 20	2	To do.....	.....	35	—	—
26	2	To do.....	.....	71	5	—
				162	12	4
April 1		To <i>Balance,</i>	.....	71	5	—
		<i>Dr.</i>	Thomas Ryder,			
		<i>Dr.</i>	Pringle & Son,			
		<i>Dr.</i>	James Risk,			
		<i>Dr.</i>	James Denny & Co.			
Mar. 28	2	To Goods, & Fanny,	.....	53	13	7

1827.				Edinburgh,		<i>Cr.</i>		£	s.	d.
Feb. 20	1	By Cash,	.....					30	—	—
Mar. 20	1	By do.	.....					60	1	—
"	2	By Discount,	.....					1	6	4
31		By <i>Balance</i> ,	.....					71	5	—
								162	12	4
				York,		<i>Cr.</i>				
Mar. 3	2	By Goods,	.....					60	5	—
				Manchester,		<i>Cr.</i>				
Feb. 10	1	By Goods,	.....					70	10	—
				Glasgow,		<i>Cr.</i>				
Mar. 28	2	By Insurance,	.....					1	8	7
				Halifax,		<i>Cr.</i>				

Cr.

## STATE OF AFFAIRS OF A. BUCHANAN, Shopkeeper, Glasgow.

Dr.

Debts due by A. B. 31st March, 1827.		Property and Debts due to A. B. 31st March, 1827.	
£	s. d.	£	s. d.
2	170 10		1 16
2	135 15		220 2 8
4	60 5		26 16
4	70 10		22 16
4	1 8 7		35 10
			5
			71 5
			53 13 7
			436 19 3
		1	1 9 4
			438 8 7

The present Set exhibits the proprietor, A. Buchanan, *insolvent*, at taking a Balance on the 31st March, of £1,094; and which corresponds with the difference of the Stock account. This was done to show the learner in the several Sets, the Stock account stated in the most usual forms; and which was caused by reducing the Capital at commencement, and making a few Losses on several of the Sales in March.

THE STOCK  
OR  
WAREHOUSE-LEDGER.

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This Book is made up, by entering, from the Invoices, the quantity of each article purchased, in the upper columns; and in the under part of the page, the quantities sold. The prices at which the several articles were *bought* are stated, in order to save trouble in affixing the *cost* of such as may remain on hand at balancing; for when these are numerous, and when several articles of a similar kind occur, it will sometimes be difficult to know the cost of each, which inconvenience is here avoided. It is not so necessary to preserve the prices of the Sales, as these can be seen by a reference to the date and page of the Day-Book; however, in the present case, they are omitted for the convenience of printing. This Book should nearly keep pace with the Day-Book.

When all the Sales have been posted, and before taking a *General Balance*, the several columns are to be added up, when the *Deficiencies*, if all are correct, will agree with the Goods remaining in the Warehouse, which may easily be known by proceeding regularly through the whole, and marking off the articles as they are examined. It is better to begin a new Stock-Book at every General Balance, to which a copious Index to each article purchased, should be annexed.

It may be observed, that a Book of this kind is only kept in Wholesale Trade, or where the quantities sold are distinctly entered, which, in a Retail Business, becomes impracticable from the minuteness of the Sales.

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INDEX TO EACH ARTICLE.

Broad Cloths, .....	Page 2
Cassimeres, .....	2, 1
Cambrics, .....	2
Calico, .....	2
Ginghams, .....	1
Linens, .....	1
Muslins, .....	2, 1
Quiltings, .....	1

		No.									
		1		2		3					
		No. 1. Linen, ..... 500 yds. at 3/.	No. 2, ditto, ..... 400 ..... 4/9.	Quilting, ..... 168 ..... 4/9.	Cassimere, ..... 360 ..... 6/6.	$\frac{4}{4}$ Muslin, ..... 360 ..... 1/1.	$\frac{6}{4}$ ditto, ..... 126 ..... 2/4.	Gingham, blue, ..... 336 ..... 1/2.	Ditto, pink, ..... 840 ..... 1/8.		
1827. INVOICES.											
	No. 1.										
Jan.	3	R. Armour, Manch.									
		No. 2.									
	4	Moore & Gay, Leeds.									
		No. 3.									
	4	W. Irvine, Glasgow.									
1827. SALES D. B. Fol.											
Jan.	26	Cash, .....	1				9				
Feb.	5	J. Kemp & Co., .....	1		36	120					
	20	R. Howie, .....	1				72	36	168		
	26	R. Johnson, .....	1	150					112		
	"	Moore & Gay, .....	1		2						
Mar.	7	J. Edmond, .....	2	50							
	10	J. Edmond, .....	2						56		
	20	R. Howie, .....	2			60					
	23	J. Kemp & Co., .....	2			180					
	26	R. Howie, .....	2	475							
	28	J. Denny & Co., .....	2			130					
	31	Family use, .....	2	25							
	"	On hand, .....	-		200		288	81	168		
				500	400	168	360	360	126	336	840



(2)

		No. 4			No. 5			No. 6	No. 7	No. 8
1827.		No. 1, Cambric,.....	200	yds. at 2/4,	No. 2, ditto,.....	100	..... 3/6.	No. 3, ditto,.....	80	..... 4/6.
INVOICES.		Mixt Cloth,.....	42	..... 14/.	Blue Cloth,.....	105	..... 17/.	Black Cloth,.....	63	..... 18/.
Jan. 4		No. 4.								
G. Fenton, London.										
6		No. 5.								
Moore & Gay, Leeds.										
Feb. 10		No. 6.								
Pringle & Son, Manch.										
Mar. 3		No. 7.								
T. Ryder, York.										
6		No. 8.								
For Cash, Glasgow.										
		7/8 Muslin,.....	840	..... 1/8.	Cassimere,.....	240	..... 5/.	Calico,.....	240	..... 1/10.

1827.	SALES.	D. B.	Fol.									
Jan. 14	R. Johnson,.....	1				42	21					
Feb. 3	J. Edmond,.....	1		60								
5	J. Kemp & Co. ....	1				21						
20	R. Howie,.....	1				21						
24	Cash,.....	1						840				
26	R. Johnson,.....	1			80							
27	Cash,.....	1				5	21 1/2					
Mar. 10	J. Edmond,.....	2		60								
18	J. Kemp & Co. ....	2								240		
20	R. Howie,.....	2							240			
28	J. Denny & Co. ....	2				21						
31	Family use,.....	2						91 1/2				
"	On hand,.....			140	40		37	30				
				200	100	80	42	105	63	840	240	240

## INVENTORY OF GOODS ON HAND.

31st March, 1827.

Taken from the preceding Stock-Book.			
Linen,.....200 yds.....No. 2,.....at 4/9.....			47 10
Muslin,.....288 ..... $\frac{3}{4}$ wide,..... 1/1.....£15 12 11 -			
81 ..... $\frac{6}{4}$ ..... 2/4..... 9 11 9 11 -			
			25 1
Gingham,.....168 .....Blue,..... 1/2..... 9 11 16 11 -			
672 .....Pink,..... 1/8.....56 11 - 11 -			
			65 16
Cambric,.....140 .....No. 1,..... 2/4.....16 11 6 11 8			
40 ..... 2..... 3/6..... 7 11 - 11 -			
			23 6 8
Broad Cloth,.....37 .....Blue,..... 17/.....31 11 9 11 -			
30 .....Black,..... 18/.....27 11 - 11 -			
			58 9
			£ 220 2 8
<i>Entered Merchandise, page 13,</i>			

N. B. In the above Inventory, the several articles are set down at *first cost*, although it is obvious this practice in actual business may often prove fallacious; for it is not the cost, but the *present* price of the article, especially if that be less than the cost, that must be taken into consideration; because the design of affixing any value is to point out the *Gain* or *Loss*; and the gain is in reality obtained as soon as the prices rise, or the loss suffered as soon as they fall.

1827.		Paid.				
		£	s.	d.		
Jan.	3	Postage from R. Armour,	-	-	9	
	5	A Stone moulded Candle,	-	14	-	
	12	Postage of 3 Letters,	-	3	3	
	26	Carriage of Linen from Manchester,	-	13	6	
	"	Carriage of Cloth from Leeds,	1	11	9	
	31	Entered $\Psi$ Cash, and Day Books,				£3 <sup>11</sup> 3 <sup>11</sup> 3
Feb.	4	Postage of 3 Letters,	-	4	8	
	"	2 Waggon of Coals,	1	1	-	
	14	Carr. of Kerseys and Quilt. from Leeds,	-	17	10	
	16	Porterage of a parcel,	-	-	6	
	18	Account Books, &c. as $\Psi$ note,	1	18	9	
	20	Postage of 2 Letters,	-	1	6	
	28	Entered $\Psi$ Cash, and Day Books,				£4 <sup>11</sup> 4 <sup>11</sup> 3
Mar.	4	Postage of 2 Letters,	-	4	9	
	12	Porterage of a Parcel,	-	-	6	
	21	Carriage of Muslin from Manchester,	-	6	9	
	"	Carriage of Cassimere from York,	-	6	6	
	24	Discount on Bills No. 2 and 5,	-	13	2	
	"	Stationery Account, $\Psi$ receipt,	2	10	6	
	"	Charges on Goods $\Psi$ Fanny,	1	11	6	
	31	Entered $\Psi$ Cash, and Day Books,				£5 <sup>11</sup> 13 <sup>11</sup> 8

The above is a specimen of a PETTY EXPENSE-BOOK, which is always found convenient for entering small incidental charges incurred in Trade, which would be improper to enter singly into the PRINCIPAL CASH-BOOK. The Petty Expense-Book is generally added up once a-month, and the amount expended carried to the credit side of the Cash-Book. Thus the sum expended in January is £3<sup>11</sup>3<sup>11</sup>3, as above, which we carry to the Cash-Book, as in page 9; and so of the other months.

When the Petty Expense-Book is kept by a separate Person, as is usual, it is ruled with columns for *Dr.* and *Cr.* On the *Dr.* side are entered the sums he *receives*, and on the *Cr.* those he *expends*. The Balance shows how much he should have in hand, and which is carried to the *Dr.* side of the succeeding month.

As some Teachers may approve of keeping a Bill-Book for Set I. at posting the Ledger, we have here given the form of one on next page. It will readily occur to the learner that in posting the entries from it, he will require to make the necessary alterations at all those bill transactions in the Cash-Book,—such as *To Bills Receivable*, *By Bills Payable*, instead of the personal account as at present. The Balances of these accounts are collected from the Bill-Book, same as that of the Cash, from the Cash-Book.

### I. BILLS RECEIVABLE.

In this part of the Bill-Book, are entered all bills you *receive*, and are therefore called *Bills Receivable*.

Here are arranged, in separate columns, the names of the parties on whose account you received the bills, on whom drawn, with the number, when due, and sum; and how they have been disposed of.

In general, only two parties are concerned in an Inland Bill—the *Drawer* and the *Acceptor*. In the Engraved *Draft*, (see Inland Bills, *Appendix*.) A. Buchanan is the *Drawer*; R. Johnson is the *Drawee*, or person on whom drawn, and when he agrees to pay it, by writing his name under that of the *Drawer*, he is also called the *Acceptor*.\*

The second form is a *Promissory Note*, granted by R. Johnson to A. Buchanan, (who is supposed to be the owner of the Books), for Goods which he had a second time purchased of him. Both forms are of equal obligation, subject to the same regulations, and are entitled to the same privileges.

#### FORM OF A DRAFT.

£65<sup>11</sup>7/.                      due *May 10th*.                      EDIN. *March 7th*, 1827.

Two months after date, pay to the order of Mr. Richard Howie, Sixty-five pounds seven shillings, value received.

Mr. WILLIAM HALL,  
Paternoster-Row, }  
No. 3. T. S. LONDON.

JOHN BAYLEY.  
Accepted WILLIAM HALL.  
Payable at Down, Thornton & Co's.

The above is a bill given to you by R. Howie, in part of Goods which he purchased. Bayley is called the *Drawer*, or person who makes out the *Draft*; Howie is called the *Payee*, or person to whose order it is made payable; and Hall is called the *Drawee*, or person on whom it is drawn, and when he accepts it, he is also called the *Acceptor*. As the bill is made payable to Howie, before he can pay it away, he must indorse it, that is, write his name upon the back of it, by which, he becomes responsible for the payment, as he is supposed to have done before he gave it to you.

\* In computing the time when the Engraved draft falls due, you reckon 17 days to run in January, and 23 days in February, which make 40 days, the term of the Bill; to which add three days of Grace, making it fall due on the 26th February. For the method of entering the above bills, see *Bills Receivable*, as numbered. *Days of Grace* are a certain number of days granted after the term mentioned in the bill is expired. These vary according to the custom of different places. In Great Britain and Ireland 3 days are allowed. Bills drawn at *Sight*, however, must be paid or protested when presented; and bills which fall due on Sunday, or any Holiday, must be paid on Saturday or the day before.

1 Dr.					Cr.												
When	fol.	Received from	No.	Drawn on	Disc.	L.	s.	d.	Sum.	When	fol.	How disposed of	No.	L.	s.	d.	Sum.
1827.										1827.							
Jan. 26		To Rob. Johnson,	1	Himself,	Feb. 26				61 19	Feb. 26		By Cash,	1				61 19
Mar. 16		To Rob. Johnson,	2	Himself,	Apr. 29				64 5	Mar. 24		By Cash,	5	41	16	6	
20		To Richard Howie,	3	W. Hall,	May 10				65 7				2	64	5		
21		To J. Kemp & Co.	4	R. Peel,	15 40												106 1 6
			5	Themselves,	23 41	16	6						4				40
April 1		To Balance,	3	in hand,				£	81 16 6			By Moore & Gay,	3				65 7
									273 7 6			By Balance,	3			£	273 7 6
									65 7								

1 Dr.					Cr.									
When	fol.	Paid.	No.	Sum.	Accepted,	fol.	Drawn by	No.	Payable to	Disc.	L.	s.	d.	Sum.
1827.					1827.									
Mar. 14		To Cash,	1	50	Jan. 29		By W. Irvine,	1	James Gray,	Mar. 15	50			
27		To Cash,	2	73 16				2	His order,	27	73	16		
31		To Balance,		306 5	Mar. 20		By R. Armour,	3	J. Yates,	April 6	100			123 16
								4	E. Jones,	16	70	10		
									Hill & Ross,	May 19	60			170 10
									Their order,	22	75	15		
					April 1		By Moore & Gay,	5						135 15
							By Balance,	6						£ 430 1
									unpaid,					306 5

It is understood that two folios are necessary for the above books.

## II. BILLS PAYABLE.

In this part of the Bill-Book, are entered all bills which you *accept*, or agree to *pay*, and which are therefore called *Bills Payable*.

Here are also arranged in separate columns, the names of the parties on whose account you accepted the bills, and to whose order they have been made payable; with the number, date, sum, when, and to whom paid.

The following specimen of a bill, drawn by W. Irvine upon, and accepted by, A. Buchanan, will show the form of, as well as how such bills are recorded in Bills Payable.

£50.	<i>due 15th March.*</i>	GLASGOW, 12th Jan. 1827.
<i>Fifty pounds sterling, value received.</i>		Two months after date, pay to the order of Mr. James Gray,
Mr. ALEX. BUCHANAN,	}	WILLIAM IRVINE.
<i>Merchant,</i>		<i>Accepted, A. BUCHANAN.</i>
No. 1, T. S. GLASGOW.		

In the above Draft, like the preceding one, there are three parties concerned—the *Drawer*, the *Payee*, and the *Drawee*, or *Acceptor*.

If the Acceptor has an account with a Banker in London, he generally makes his bills payable at the Banker's office, as in the preceding bill page 32; which form of accepting is, at the same time, an order to the Banker to pay it when due. Every bill discounted at the Bank of England must be accepted in this manner.

As the above bill is in the possession of James Gray, he is called the *Holder*, but if he disposes of it before it becomes due, he writes his name upon the back of it, which is called *Indorsing* the bill, and every Indorser is an additional security for the payment. The person to whose order a bill is drawn must be the first *Indorser*, and the person to whom it is thus made payable is called the *Indorsee*.

INDORSEMENTS are of two kinds, *Blank* and *Special*. A bill is said to be *blank*, or generally indorsed, when the Holder writes only his name upon the back of it; but when he indorses it in favour of another person, it is called a *special* indorsement; and this last kind of indorsation is always preferable in remitting bills by post, as it prevents, as far as possible, fraud or forgery; because, in the event of the bill's falling into improper hands, the name of the person to whom it was indorsed must be forged before it can be passed.

\* When a Bill is drawn at so many months, Calendar months are always understood; thus,

A bill dated on the 1st January, and made payable at one month after date, the term or month expires on the 1st February; and if a bill be dated on the 29th, 30th, or 31st January, and made payable at one month's date, the term expires on the last or 28th day of February, in common years, but on the 29th in leap years. Also, a bill dated on the 29th May at three months, the term expires on the 29th August; to which, add the three Days of Grace, which makes it fall due on the 1st September.

When bills are drawn at so many weeks after date, reckon seven days to the week, and compute the number of days from the date of the bill until it falls due.

# Part Second.

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## BOOK-KEEPING

BY

## DOUBLE ENTRY.

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### GENERAL PRINCIPLES AND RULES.

**BOOK-KEEPING**, by Double Entry, means, that for every sum entered on the one side of an account in the Ledger, the same sum or amount must be entered on the opposite side of some other account or accounts: Hence, it is a natural consequence of this method, that when these entries are made, the amounts of the Debit and Credit sides will be equal.

This method of keeping accounts is absolutely necessary in an extensive and complicated trade, in order that the Books may exhibit in a concise and satisfactory manner what debts the merchant owes, and are owing him: what property he is possessed of; and how much he has either gained or lost in trade.

In the infancy of Commerce, when trade was simple, or not so diversified as it now is with bills and other occurrences, one book, called a **WASTE-BOOK**, was considered sufficient for recording all transactions in business; but in extensive modern practice, it has been found indispensable to divide the transactions of this book, into a number of others, adapted to the kind of business carried on.

As a particular description of these Books is given in Sets IV. and V., it is unnecessary to notice them here; but we shall proceed to give an explanation of the accounts in the Ledger, which is proper before laying down rules for Journalising, as the Journal cannot be well understood until the accounts in the Ledger be explained.

## I. PARTS OF PROPERTY.

Are accounts of Persons, Money, and Goods.

1. *Accounts of Persons.*

The *Dr.* side of any *Person's* account, contains the sums by which that person has become indebted to you, or those which you have paid to him; and the *Cr.* side contains the sums by which you have become indebted to him, or those which he pays to you. The Balance shows how much is owing.

2. *Accounts of Money.*

*Cash*—contains on the *Dr.* side the sums you receive, and on the *Cr.* those sums you pay. The Balance shows the Cash in hand.

*Bills Receivable*—Contains on the *Dr.* side the bills you receive, and have not to provide for when due, and on the *Cr.* those of which you either receive payment, discount, or otherwise dispose of. The Balance consequently is the sum owing you in bills in hand.

*Bills Payable*—Contains on the *Cr.* side the bills you accept, and have to provide for when due, and on the *Dr.* those you have paid. The Balance consequently is the sum you owe in accepted bills.

3. *Accounts of Goods.*

An Account of *Goods* on the *Dr.* contains the purchases and all charges connected with the cost, and on the *Cr.* the sales or other returns. The quantity on hand is called the Balance of the account, the value of which being placed on the *Cr.* side, shows the Gain or Loss.

In general, accounts of *Ships, Houses, or Lands*, like the above, contain on the *Dr.* side the value with all charges, such as repairs, wages, taxes, &c.; and on the *Cr.* the sales or other returns arising from them, as freights, rents, or the like. The present value of the Property is the Balance of the account, which being placed on the *Cr.* side, shows the Gain or Loss.

## II. WHOLE PROPERTY

Is Stock, and Profit and Loss, with its branches and ramifications.



*Stock*—On the *Cr.* side is originally entered the amount of the property brought into trade, and afterwards the *Gain* the owner has made; and on the *Dr.* side, the amount of his Private Expenses, and the *Loss* he has sustained when that exceeds the Gain. The Balance therefore shows his Net Capital at that time.

*Profit and Loss*\*—Contains on the *Dr.* side every article of *Loss*, and on the *Cr.* every article on which there has been a *Gain*. The difference shows the Net Gain or Loss on the business, and is accordingly transferred to the proper side of the Stock account.

*House Expenses* or *Private Account*—On the *Dr.* the money or value of any thing taken for family or private use. If there be any thing entered on the *Cr.* side, it must be part of a sum already entered on the *Dr.* and not all expended at balancing the books. The amount or difference of the two sides, as it is not properly *Loss*, (although it has the same effect in diminishing the *Stock*), is either transferred to the *Dr.* side of Profit and Loss, or to that of *Stock*.

*Charges*—On the *Dr.* all sums paid for Warehouse or Counting-house Rent, Clerks' Salaries, Charges on Exportations, Postages, &c.; and on the *Cr.* the sums which you charge your employers for bill stamps, postages, &c.

*Interest*—On the *Dr.* the sums you pay for discount on bills, accounts, or interest incurred; and on the *Cr.* side, such discounts on accounts or interest, as are allowed to you.

*Commission*—On the *Cr.* the sums you receive or charge for transacting business for others. There are seldom any entries on the *Dr.*; but sometimes it contains such sums as you owe Inland Agents for transacting business for you.

The difference of the three last accounts is placed on the proper side of the Profit and Loss account.

When you have posted a few accounts into the Ledger, you will readily perceive, that every sum which is entered on the *Dr.* side of any account, is also entered on the *Cr.* side of some other account or accounts; and it follows from this, that, *if all the accounts in the Ledger be added, the amount of the sums of the Dr. side will be equal to those of the Cr. side.*

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\* In Set II. this account is divided into two, namely, one for *Profit* and another for *Loss*, and which are ultimately closed by transferring the less to the greater, and the net result to the proper side of *Stock*. See Remarks on Ledger IV. Account of Profit and Loss.

## OBSERVATIONS.

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Those who have been in the practice of teaching by the old Italian method of Double Entry only, have assigned two reasons for it. First, that it affords to the learner a more simple view of the nature of Debtor and Creditor, and therefore ought at all events to be taught as an introductory Set; and secondly, the trouble which would be experienced by pupils in general, in making the original entries in the subsidiary books, and Journalising from these according to the present practice, renders it exceedingly troublesome to be taught in Schools.

That the old Italian method affords the learner a very imperfect idea of the present practice cannot be denied; and therefore to prevent the learner from imbibing erroneous ideas as to the arrangements of the two methods, and yet retain the advantage of Journalising from one book only, the transactions of the two following Sets are here formed into a monthly series, supposed to be collected from the subsidiary books, divested of their technical terms of Debtor and Creditor, and preceded by simple Rules to Journalise them. Thus, by suppressing the arrangement of the Italian method, which is now seldom used even in those limited concerns to which it can with any propriety be applied, the numerous complex entries which exclusively apply to that method, are here entirely avoided.

The simplicity and conciseness of the Rules and arrangement here laid down, will appear striking when contrasted with the tedious and complicated forms given in the old systems of Book-keeping.

The following Set being introductory to Double Entry, the transactions are all of a simple nature, which with the assistance of the Rules on next page, it is presumed the learner will easily comprehend. In Set III. the difficulty of the transactions are gradually increased, in order to prepare him for understanding the General Merchant's or Company's Set, which contains every necessary variety.

Should the Teacher wish a complete Set of subsidiary books for Sets II. and III., he can easily form them from the following transactions; as the Cash entries belong to the Cash-Book; the Bill entries to the Bill-Book; and every other transaction to the Day-Book.

## RULES FOR JOURNALISING SET II.

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### 1. RECEIVING and PAYING CASH.

When Cash is received, or paid on several accounts in the month, say

For all sums received.....CASH.....Dr.....To each account.

For all sums paid.....CASH.....Cr.....By each account.

Specifying particulars, and classing articles of the same kind together,  
as in *Journal*, pages 41—45.

### 2. RECEIVING and ACCEPTING BILLS.

When bills are received from, or accepted to several persons in the month, say,

For all bills received.....BILLS RECEIVABLE.....Dr.....To each account.

For all bills accepted.....BILLS PAYABLE.....Cr.....By each account.

If from one person, say *Bills Receivable*, Dr. to him; or to one person, say that  
*Person Dr. to Bills payable*, as in *Journal*, pages 41—45.

### 3. PURCHASING and SELLING GOODS.

For all purchases.....GOODS.....Dr.....To each account.

For all sales.....GOODS.....Cr.....By each account.

If only one person, say *Goods Dr. to that person*; or the *Person Dr. to Goods*.

When the article bought or sold is bulky, name it instead of the term Goods,  
as in *Journal*, pages 41—43.

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In Set II. the above is the form of the Journal entry, which avoids the term *Sundries*, or *Sundry*, in that book, and which is according to the practice of some very respectable Counting-houses both in Scotland and England.

In Set III. however, the following form is adopted, as being perhaps more general.

For all sums received.....CASH.....Dr. to Sundry.....To each account.

For all sums paid.....SUNDRY.....Dr. to Cash.....Each account.

The Bills, Goods, and other entries in a similar manner.

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### General Rule.

*Whatever is received, or Person accountable to you is DEBTOR.*

*Whatever is delivered, or Person to whom you are accountable, is CREDITOR.*

## SET II.

## WHOLESALE DEALERS,

## TRANSACTIONS IN TRADE.

1		JANUARY, 1827.		
*				
1	Cash in my possession, on entering into business this day,.....	1000	—	—
1	Deposited in the Commercial Bank, Interest at 4 $\frac{1}{2}$ cent.....	980	—	—
1	Bought of Kilgour & Co. London, 955 lb Cochineal, as $\frac{1}{2}$ Invoice, .....	1408	15	6
2	Bought of James Finlay & Co. Glasgow, 35 Bags Bahia Cotton, at 1 month, .....	455	12	3
3	Sold to Morley & Co. Paisley, 250 lb Cochineal, Cash in 1 month, .....	375	—	—
3	Sold to R. Owen & Co. Glasgow, 14 Bags Bahia Cotton, at 1 month,.....	190	7	10
10	Accepted a Bill drawn by J. Finlay & Co. viz. No. 1, payable to their order, due February 5,.....	455	12	3
15	Received from R. Owen & Co. a Bill, No. 1, on themselves, due February 6,.....	190	7	10
<p>* This column refers to the day of the month. When more than <i>one</i> purchase or sale have been made to one person in the same month, these, in place of being classed together, are posted separately in the present Set, as being the practice of several respectable houses. See <i>February, Cotton</i> bought and sold.</p>				

SET II.  
JOURNAL,  
BY THE PRESENT PRACTICE.

JANUARY, 1827.

1

1	*				
2	1	CASH, <i>Dr. to Stock,</i> For Capital brought into Trade,.....	1000	—	—
1	2	COMMERCIAL BANK, <i>Dr. to Cash,</i> Deposited with them, & receipt, .....	980	—	—
1	3	COCHINEAL, <i>Dr. to Kilgour &amp; Co.</i> For 955 lb as & Invoice,.....	1408	15	6
2	3	COTTON, <i>Dr. to J. Finlay &amp; Co.</i> For 35 Bags Bahia, at 1 month,.....	455	12	3
3	4	MORLEY & Co. <i>Dr. to Cochineal,</i> For 250 lb Cash in 1 month,.....	375	—	—
3	5	R. OWEN & Co. <i>Dr. to Cotton,</i> For 14 Bags Bahia, at 1 month,.....	190	7	10
10	4	J. FINLAY & Co. <i>Dr. to Bills Payable,</i> For No. 1, due February 5, .....	455	12	3
15	2	BILLS RECEIVABLE, <i>Dr. to R. Owen &amp; Co.</i> For No. 1, due February 6, .....	190	7	10
5					

\* The outer column is for the day of the month, and the inner for the folios of the Ledger in which the accounts are posted. Thus, 2, is the folio for Cash, and 1 the folio for the Stock Account.

2		FEBRUARY, 1827.		
28	<i>Received CASH</i> this month, On account of			
1	Morley & Co.....in full,.....	369	7	6
5	Bills Receivable,.....No. 1, R. Owen & Co.....	190	7	10
6	Commercial Bank,..... $\text{\textsterling}$ order,.....	300	—	—
		859	15	4
28	<i>Paid CASH</i> this month, On account of			
1	Cochineal,.....for carriage,.....	8	10	6
"	Commercial Bank,..... $\text{\textsterling}$ receipt,.....	360	—	—
6	Bills Payable,.....No. 1, J. Finlay & Co.....	455	12	3
28	Private Account,.....for 2 months,.....	20	—	—
"	Loss,.....charges this month,.....	8	8	—
		852	10	9
28	<i>Purchased COTTON</i> this month, Of the following persons : viz. of			
1	James Finlay & Co..... 8 Georgia,.....	152	14	4
2	William Kelly,..... 20 Bahia,.....	265	13	—
3	James Finlay & Co..... 15 Orleans,.....	201	10	—
4	William Kelly,..... 21 Georgia,.....	411	12	—
5	Buchanan & Co..... 43 Orleans,.....	492	13	6
	107 Bags,.....	1524	2	10
28	<i>Sold COTTON</i> this month, To the following persons : viz. to			
8	R. Owen & Co..... 14 Georgia,.....	294	7	6
9	Monteath & Co..... 21 Bahia,.....	286	18	4
11	R. Owen & Co..... 27 Orleans,.....	352	8	4
12	Monteath & Co..... 31 Orleans,.....	396	10	—
	93 Bags,.....	1330	4	2
1	Allowed to <i>Morley &amp; Co.</i> A discount of $1\frac{1}{2}$ $\text{\textsterling}$ cent. on £375 paid,.....	5	12	6

FEBRUARY, 1827.

2

28	2	CASH, ..... <i>Dr.</i> Received this month,			
1	4	To Morley & Co. ....	369	7	6
5	2	To Bills Receivable, No. 1, .....	190	7	10
6	2	To Commercial Bank, .....	300	—	—
			859	15	4
28	2	CASH, ..... <i>Cr.</i> Paid this month,			
1	3	By Cochineal, .....	8	10	6
"	2	By Commercial Bank, .....	360	—	—
6	2	By Bills Payable, No. 1, .....	455	12	3
28	1	By Private Account, .....	20	—	—
"	1	By Loss, .....	8	8	—
			852	10	9
28	3	COTTON, ..... <i>Dr.</i> Purchased 107 Bags this month,			
1	4	To J. Finlay & Co. .... 8 Georgia, .....	152	14	4
2	4	To William Kelly, ..... 20 Bahia, .....	265	13	—
3	4	To J. Finlay & Co. .... 15 Orleans, .....	201	10	—
4	4	To William Kelly, ..... 21 Georgia, .....	411	12	—
5	4	To Buchanan & Co. .... 43 Orleans, .....	492	13	6
		107 Bags, .....	1524	2	10
28	3	COTTON, ..... <i>Cr.</i> Sold 93 Bags this month,			
8	5	By R. Owen & Co. .... 14 Georgia, .....	294	7	6
9	5	By Monteath & Co. .... 21 Bahia, .....	286	18	4
11	5	By R. Owen & Co. .... 27 Orleans, .....	352	8	4
12	5	By Monteath & Co. .... 31 Orleans, .....	396	10	—
		93 Bags, .....	1330	4	2
1	1	Loss, <i>Dr. to Morley &amp; Co.</i>			
	4	For discount allowed them, .....	5	12	6

\* At the accounts of Cash, Bills and Cotton, the last day of the month is used in the Ledger.

3		MARCH, 1827.		
<b>Received CASH this month,</b>				
On account of				
4	Commercial Bank, $\text{\textsterling}$ order,	500	—	—
12	Bills Receivable, No. 5, due 11th April, £350	—	—	—
"	" 7, 15th May, 683	8	4	
"	John Rich, on Bond,	500	—	—
		1033	8	4
		2033	8	4
<b>Paid CASH this month,</b>				
On account of				
1	Cotton, for charges,	21	3	6
4	Buchanan & Co. in full,	487	15	—
12	Loss, discount on 2 bills,	7	8	6
"	Kilgour & Co. draft on London,	900	—	—
"	Commercial Bank, $\text{\textsterling}$ receipt,	600	—	—
31	Private Account, this month,	10	—	—
"	Loss, charges this month,	6	2	5
		2032	9	5
<b>Received BILLS this month,</b>				
On account of				
2	R. Owen & Co. No. 2, due 12th May,	646	15	10
5	Morley & Co. 3, 10th April, £150	—	—	—
	" 4, 28th May, 225	—	—	—
		375	—	—
8	Henry Halset, 5, 11th April, 350	—	—	—
	" 6, 24th May, 152	10	—	—
		502	10	—
10	Monteath & Co. 7, 15th May,	683	8	4
		2207	14	2
<b>Indorsed to William Kelly, Bill,</b>				
8	No. 6, on Halset, due May 24,	152	10	—



MARCH, 1827.

3

31	2	CASH,..... <i>Dr.</i>			
		Received this month,			
4	2	To Commercial Bank,.....	500	—	—
12	2	To Bills Receivable, No. 5,.....£350 <sup>11</sup> — <sup>11</sup> —			
		7,.....683 <sup>11</sup> 8 <sup>11</sup> 4			
			1033	8	4
"	5	To John Rich,.....	500	—	—
			2033	8	4
31	2	CASH,..... <i>Cr.</i>			
		Paid this month,			
1	3	By Cotton,.....	21	3	6
4	4	By Buchanan & Co. ....	487	15	—
12	1	By Loss,.....£7 <sup>11</sup> 8 <sup>11</sup> 6			
31	1	.....6 <sup>11</sup> 2 <sup>11</sup> 5			
			13	10	11
12	3	By Kilgour & Co. ....	900	—	—
"	2	By Commercial Bank,.....	600	—	—
31	1	By Private Account,.....	10	—	—
			2032	9	5
31	2	BILLS RECEIVABLE,..... <i>Dr.</i>			
		Received this month,			
2	5	To R. Owen & Co. No. 2, due 12th May,.....	646	15	10
5	4	To Morley & Co. .... 3, .... 10th April, £150 <sup>11</sup> — <sup>11</sup> —			
		4, .... 28th May, 225 <sup>11</sup> — <sup>11</sup> —			
			375	—	—
8	5	To H. Halset,.....5, .... 11th April, £350 <sup>11</sup> — <sup>11</sup> —			
		6, .... 24th May, 152 <sup>11</sup> 10 <sup>11</sup> —			
			502	10	—
10	5	To Monteath & Co. .... 7, .... 15th —	683	8	4
			2207	14	2
8	4	WILLIAM KELLY, <i>Dr. to Bills Receivable,</i>			
	2	For No. 6, due May 24th,.....	152	10	—

4		MARCH, 1827.		
31	<i>Accepted BILLS</i> this month, On account of			
2	James Finlay & Co. .... No. 2, due May 5, .....	354	4	4
8	William Kelly, ..... 3, ..... 16, .....	524	15	—
		878	19	4
31	<i>Sold COCHINEAL</i> this month, To the following persons: viz. to			
4	Morley & Co. .... 250 lb at 2 months, .....	375	—	—
8	Henry Halset, ..... 335 ..... 2 — .....	502	10	—
	————— 585 lb.	877	10	—
4	Allowed by <i>Buchanan &amp; Co.</i> A <i>Discount</i> of 1 $\frac{1}{2}$ cent. on £492 <sup>11</sup> 13 <sup>11</sup> 6, .....		4	18 6
31	<i>Sold COTTON</i> this month, To the following persons: viz. to			
20	Monteath & Co. .... 20 Bahia, .....	228	13	6
27	R. Owen & Co. .... 15 Georgia, .....	248	4	—
	————— 35 Bags,	476	17	6
31	<i>Interest</i> due to <i>John Rich</i> , this day On £500 from March 12, .....		1	6 —
31	<i>Interest</i> due by <i>Commercial Bank</i> , at 4 $\frac{1}{2}$ cent. to this date, .....		9	17 6
<p>N. B. When the Learner has Journalised and Posted all the Entries till this date, a <i>Trial</i>, and <i>General Balance</i>, are to be taken, agreeably to the directions given in pages 50, 53, and 54. These being finished, the Accounts closed, the <i>Balance</i> of</p>				

MARCH, 1827.

4

31	2	BILLS PAYABLE,..... <i>Cr.</i> Accepted this month,			
2	4	By J. Finlay & Co.....No. 2, due May 5, .....	354	4	4
8	4	By William Kelly,..... 3, .... — 16,.....	524	15	—
			878	19	4
31	3	COCHINEAL,..... <i>Cr.</i> Sold 585 lb this month,			
4	4	By Morley & Co. ....250 lb at 2 months,.....	375	—	—
8	5	By Henry Halset,.....335..... 2 ——— .....	502	10	—
		585 lb.	877	10	—
4	4	BUCHANAN & Co. <i>Dr. to Profit,</i> For Discount allowed by them,.....	4	18	6
31	3	COTTON,..... <i>Cr.</i> Sold 35 Bags this month,			
20	5	By Monteath & Co. .... 20 Bahia,.....	228	13	6
27	5	By R. Owen & Co. .... 15 Georgia,.....	248	4	—
		35 bags,	476	17	6
31	1	Loss, <i>Dr. to John Rich.</i> For Interest due to him,.....	1	6	—
31	2	COMMERCIAL BANK, <i>Dr. to Profit,</i> For Interest due by them,.....	9	17	6

each brought down on the opposite side of the Account, and the General Extract of these Balances copied into the end of the Ledger, as in pages 84 and 85, he proceeds to construct in the same order, the following Journal of Set III.

## DIRECTIONS

## TO OPEN THE ACCOUNTS IN THE LEDGER.

*Dividing the Pages into the spaces required, viz.*

FOR

## SET II.

*In Folio 1, open*  
 Stock,  
 Private Account.

*In Folio 2,*  
 Loss,  
 Profit.

*In Folio 3,*  
 Cash,  
 Commercial Bank.

*In Folio 4,*  
 Bills Receivable,  
 Bills Payable.

*In Folio 5,*  
 Cotton,  
 Cochineal.

*In Folio 6,*  
 Kilgour & Co. *London,*  
 James Finlay & Co. *Glasgow.*  
 Morley & Co. *Paisley.*

*In Folio 7,*  
 William Kelly, *Glasgow,*  
 Buchanan & Co. *Glasgow.*  
 Robert Owen & Co. *Glasgow.*

*In Folio 8,*  
 Monteath & Co. *Glasgow,*  
 Henry Halset, *Paisley,*  
 John Rich, *Glasgow.*

## SET III.

*In Folio 9,*  
 Goods,  
 Charges,  
 Commission.

*In Folio 10,*  
 Insurance,  
 Interest,  
 James Risk, *Glasgow.*

*In Folio 11,*  
 James Denny & Co. *Halifax.*  
 George Smith, *Grenada,*  
 Sales, *per Ann.*

*In Folio 12,*  
 Dawson & Co. *Glasgow,*  
 Thomas Sharpe, *my Clerk.*

Profit and *Loss,* and Balance Ac-  
 counts in Folio 13.

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*N. B.* This Set being a continuation of the former, the learner opens its accounts in the same Ledger, in order to show him how the accounts are closed, the Balances brought down, and the business continued in the same book.

The Posting of the Ledger, is the transferring of the *Debtors* and *Creditors* of the Entries in the Journal, in order to show the state of each account, after these entries shall have been made.

1. *When the Entry contains one Dr. and one Cr.*

Turn to the account in the Ledger that stands *Dr.* in the Journal post, and Debit\* it *To the title* of the account which is *Cr.*, then turn to the account that is *Cr.* and Credit it *By the title* of the account that is *Dr.*

*Example.* In the first Journal entry, page 41, viz.

CASH, *Dr. to Stock.*

For Capital in trade,.....£1000

Here you turn to the account of Cash in the Ledger, and on the *Dr.* side say, *Jan. 1, To Stock, £1000*; then for the second part of the entry, turn to the account of Stock, and on the *Cr.* side say, *Jan. 1, By Cash £1000*; writing the page of the Journal where the entry stands; and in the marginal column of the Journal allotted for that purpose, insert the folio of the Ledger where the entry is posted.

2. *When the Entry contains one Dr. and several Crs.*

Debit the account that stands *Dr. To Sundry*, for the whole amount; then Credit the accounts that are *Crs. By the title of the Dr.* each for the sum belonging to it.

*Example.* In the first Journal entry, page 43, viz.

CASH.....*Dr.*

*To Morley & Co.*.....£369 7 6

*To Bills Receivable,*..... 190 7 10

*To Commercial Bank,*..... 300 -- -

£859 15 4

Here you turn to the *Dr.* side of the Cash account, and write *Jan. 31, To Sundry, £859 15 4*; then turn to the *Cr.* side of Morley & Co's. account, and write *Jan. 1, By Cash, £369 7 6*; next, to the *Cr.* side of Bills Receivable, and write *Jan. 5, By Cash, £190 7 10*; and lastly, to the *Cr.* of Commercial Bank, and write *Jan. 6, By Cash, £300*, inserting folios &c. as before.

3. *When the Entry contains several Drs. and only one Cr.*

Credit the account that stands *Cr. By Sundry*, for the whole amount; then Debit each of the accounts that are *Drs. To the title* of the account that is *Cr.* each for its respective sum. See the second Journal entry page 43.

\* To Debit, is here meant any thing entered on the debit or left hand page; and to Credit is meant, any thing entered on the Credit, or right hand page of the Ledger.

## COMPARING THE BOOKS.

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THE Books should be kept with the greatest correctness, and every entry in them should be examined before it be Journalised and Posted. After Journalising the Subsidiary Books, the Journal must be carefully compared with each Book, before Posting the entries into the Ledger ; for a mistake in any of them must, necessarily, run through the Journal and Ledger.

In comparing the Journal and Ledger, it will be necessary that two persons be employed. One has the Journal, and reads the Ledger-folio title of the account, and the *Drs* and *Crs.*, while the other turns to the account in the Ledger, and marks off the entry with a dot if correct. The dots in the Journal show how far the comparison is advanced, and the marks in the Ledger show what entries are compared. When all the accounts have been gone over, glance over the Ledger to observe if the mark of comparison be affixed to each entry. If not, turn to the entry in the Journal which had not been marked, and observe if it be right.

In order to know whether the Ledger has been correctly posted, or, at least, that the same amount have been entered first on the *Dr.* side, and then on the *Cr.* side of the several accounts, a *Trial Balance* should be made, similar to the following specimen. The principle on which the *Trial Balance* is founded is, that in every Journal entry posted into the Ledger, like sums are entered on the *Dr.* and *Cr.* sides ; consequently the amount of the debit of all the accounts taken together must correspond with that of the credit side.

When you have gone through all the accounts, add both sides of the *Trial Balance*, and if the amounts of these are equal, it is presumed that the Ledger has been correctly posted, or at least that you have made a *Dr.* to the amount of every *Cr.*, and *vice versa*. If the sides do not agree, some mistake has been committed, and which must be discovered before you proceed farther.

Before, however, you begin to compare the Ledger a second time, it is proper to examine if the additions of the accounts be correctly taken off, and if these in the Journal entries be right. If it be necessary to repeat the comparison before the error be discovered, either new marks may be used, or the former ones crossed.

## SET II.—TRIAL BALANCE.

The Trial Balance is a statement of the amounts of the *Debtors* and *Creditors* in the Ledger, and is used to prove the posting of that Book.

Add up the *Dr.* and *Cr.* sides of every account in the Ledger, the amounts of which place in their respective columns; and if the Journal has been correctly posted into the Ledger, the two amounts will be the same. Accounts having both sides equal, may be omitted for the purpose of abridging it.

Fol.	<i>March 31st 1827.</i>	<i>Dr.</i>			<i>Cr.</i>		
1	Stock, .....	—	—	—	1000	—	—
1	Private Account, .....	30	—	—	—	—	—
1	Loss, .....	28	17	5	—	—	—
1	Profit, .....	—	—	—	14	16	—
2	Cash, .....	3893	3	8	3865	—	2
2	Commercial Bank, .....	1949	17	6	800	—	—
2	Bills Receivable, .....	2398	2	—	1376	6	2
2	Bills Payable, .....	455	12	3	1334	11	7
3	Cotton, .....	2000	18	7	1997	9	6
3	Cochineal, .....	1387	6	—	1252	10	—
3	Kilgour & Co. ....	900	—	—	1378	15	6
5	R. Owen & Co. ....	1085	7	8	837	3	8
5	Monteath & Co. ....	912	1	10	683	8	4
5	John Rich, .....	—	—	—	501	6	—
		15041	6	11	15041	6	11

The following are the most usual mistakes committed in Posting the Ledger, without affecting the *Trial Balance*, viz.

1st. A sum entered to a wrong account, but on the same side of the Ledger as that to which it belongs.

2d. A Journal Entry wholly omitted.

3d. A Journal Entry twice entered.

At the end of the Ledger of Sets II. and III. a *Check* is given, which will discover such errors or omissions as the second and third of the above. But the most effectual remedy against the first, or indeed any other mistakes that can possibly happen, is the comparison of the Books by two persons, as already noticed.

## SET II.—LIST OF DIFFERENCES.

<p style="text-align: center;"><b>Cash.</b></p> <p><i>Dr.</i>.....£3893 3 8</p> <p><i>Cr.</i>.....   3865  - 2</p> <p><i>Effects,</i>.....<u>£ 28 3 6</u> <i>Dr. Balance.</i></p> <p style="text-align: center;"><b>Commercial Bank.</b></p> <p><i>Dr.</i>.....£1949 17 6</p> <p><i>Cr.</i>.....   800  -  -</p> <p><i>Effects,</i>.....<u>£1149 17 6</u> <i>Dr. Balance.</i></p> <p style="text-align: center;"><b>Bills Receivable.</b></p> <p><i>Dr.</i>.....£2398  2  -</p> <p><i>Cr.</i>.....   1376  6  2</p> <p><i>Effects,</i>.....<u>£1021 15 10</u> <i>Dr. Balance.</i></p> <p style="text-align: center;"><b>Bills Payable.</b></p> <p><i>Cr.</i>.....£1334 11  7</p> <p><i>Dr.</i>.....   455 12  3</p> <p><i>Debts,</i>.....<u>£878 19  4</u> <i>Cr. Balance.</i></p> <p style="text-align: center;"><b>Cotton.</b></p> <p><i>Dr. Cost</i> 147 bags, £2000 18  7</p> <p><i>Cr. sold,</i> 147     1997  9  6</p> <p><i>Loss,</i> <u>£  3  9  1</u> <i>Dr. Loss.</i></p>	<p style="text-align: center;"><b>Cochineal.</b></p> <p><i>Cr. sold,</i> 835 ½ £1252 10  -</p> <p>on hand, 120 ½   180  -  -</p> <p><i>Dr. Balance.</i></p> <p>Value, 955 ½ £1432 10  -</p> <p><i>Dr. cost,</i> 955 ½ 1387  6  -</p> <p><i>Gain,</i>    £  45  4  - <i>Cr. Profit.</i></p> <p style="text-align: center;"><b>Kilgour &amp; Co.</b></p> <p><i>Cr.</i>.....£1378 15  6</p> <p><i>Dr.</i>.....   900  -  -</p> <p><i>Debts,</i>.....<u>£ 478 15  6</u> <i>Cr. Balance.</i></p> <p style="text-align: center;"><b>R. Owen &amp; Co.</b></p> <p><i>Dr.</i>.....£1085  7  8</p> <p><i>Cr.</i>.....   837  3  8</p> <p><i>Effects,</i>.....<u>£ 248  4  -</u> <i>Dr. Balance.</i></p> <p style="text-align: center;"><b>Monteath &amp; Co.</b></p> <p><i>Dr.</i>.....£912  1 10</p> <p><i>Cr.</i>.....   683  8  4</p> <p><i>Effects,</i>.....<u>£228 13  6</u> <i>Dr. Balance.</i></p> <p style="text-align: center;"><b>John Rich.</b></p> <p><i>Debts, Cr.</i>.....<u>£501  6  -</u> <i>Cr. Balance.</i></p>
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### EXPLANATION.

**Cash.**—The balance of this account being the Cash in hand, is part of your effects.

**Commercial Bank.**—The *Dr.* side of this account contains the cash you lodged with the Bank, and the *Cr.* side all sums drawn out of it; the balance is also part of your effects.

**Bills Receivable.**—The balance of this account being the Bills in hand, is also part of your effects.

**Bills Payable.**—The balance of this account being the Bills you owe, is part of your debts.

**Cotton.**—By comparing the inner columns, we find that the Cotton is all sold, 147 bags being purchased, and the like quantity sold; the *Dr.* side which shows what it cost, being more than the *Cr.* side which shows what it sold for, the *difference* is therefore a Loss.

**Cochineal.**—Here there are 955 ½ bought, 835 ½, of which have been sold; to the sum of the latter we add the value of the remaining 120 ½ on hand, and from this sum we deduct the cost on the *Dr.* side, which being less than the *Cr.* side, the difference is Profit.

The *Personal* accounts being debited for debts due to you, or for property received from you, and credited for the reverse, the differences of these accounts are consequently either your effects or debts.



## ON BALANCING.

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The Balancing of the Ledger is the closing of all the accounts, and exhibiting a Statement of the debts owing to, and by you; the Property you have on hand, together with the Gain you have made, or the Loss you have sustained since you commenced business, or since a former Balance.

Having seen from the *Trial Balance* in page 51, that the Ledger has been correctly posted, or at least that the amounts of both sides agree, proceed in the following manner :

First, transfer the amount of the Private Account to Stock, by debiting it *To Private Account* for the sum you have taken out of the capital employed by you, and then credit the Private Account *By Stock* for the same amount.

Next, prepare two sheets of paper, ruled with money columns, in the form of *Dr.* and *Cr.*; write *Profit and Loss* as the title of the one, and *Balance* as that of the other. Pass by such accounts as are already closed; also the accounts of Stock and Profit and Loss, which are always the last of being balanced.

The Balance of an account is what is owing to, or by you at that account, and which are divided into two kinds—Effects and Debts. But if the difference is neither effects nor debts, it belongs to the account of Profit and Loss; a difference in favour of the *Dr.* side being a *Loss*; and a difference in favour of the *Cr.* side being a *Gain*.

Then take the difference between the *Dr.* and *Cr.* sides of every other account, which enter on the sheet that the nature of the article points out, and on the side of that sheet which corresponds to the greater sum of the account. More particularly

### 1. *Accounts of Persons.*

In Personal accounts, if the *Dr.* side be greater, enter the difference which is a debt owing to you on the *Dr.* side of the Balance sheet, but if the *Cr.* side be greater, enter the difference which is a debt owing by you, on the *Cr.* side of said sheet.

2. *Accounts of Money.*

In the *Cash* account, enter the difference, which is the money in hand on the *Dr.* side of the Balance sheet.

In *Bills Receivable*, enter the difference, which is the sum owing to you in bills, on the *Dr.* side ; and,

In *Bills Payable*, enter the difference, which is the sum owing by you in bills, on the *Cr.* side of the Balance sheet.

3. *Accounts of Goods.*

In accounts of *Goods* or other property, if there be nothing on hand, enter the difference, which is the Gain or Loss, on the proper side of the Profit and Loss sheet.

If the whole be still on hand, enter the present value on the *Dr.* of the Balance sheet ; and, if this be different from the prime cost, charges included, enter the difference on the proper side of the Profit and Loss sheet. If part be sold, place the value of the quantity on hand under the sum of the *Cr.* and add them. The sum is the whole return that will be obtained, if the rest of the goods be sold at the estimated value ; and this, being compared with the sum of the *Dr.* which is the whole expense, shows the Gain or Loss. Enter the same on the proper side of the Profit and Loss sheet, and enter the quantity and value on hand on the *Dr.* of the Balance sheet.\*

In accounts subsidiary to *Profit and Loss*, enter the difference on the proper side of the Profit and Loss sheet.

When you have collected all the Balances, sum up both sheets, and add to the Profit and Loss sheet the sums of the Profit and Loss account in the Ledger : then subtract the lesser sum of each sheet from the greater.

This being done, mark the sums of the Stock account on your computation paper, and add thereto the difference of the Profit and Loss sheet, on the side which corresponds with the greater sum of that account. Then subtract the lesser sum from the greater. The remainder will be equal to the difference of the sides of the Balance sheet, if the Books be correct, and the Balances exactly collected. The reason of this is given in page 89, *Remarks on the Ledger.*

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\* Observe if the quantities in the inner columns be equal on both sides, when the goods are all sold : or, if the difference when only part is sold, be equal to the quantity on hand. If they correspond, you have a just account of the goods. If the *Dr.* be greater, there is something amissing, which you must enter on the *Dr.* of the Balance sheet, and mark the cause of the deficiency, as inlake, waste or the like. If the *Cr.* be greater, there is an excess which you must enter on the *Cr.* of the Balance sheet, together with the occasion of it, as difference of measure, or the like.

## RULES FOR JOURNALISING SET III.

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The **INSURANCE** account contains on the *Dr.* side the premiums on Goods both imported and exported, effected by Brokers or Underwriters; and on the *Cr.* these premiums when charged to the respective accounts on which they were insured.\*

### INSURANCES.

1. *On Exportations* : enter,

**INSURANCE, Dr. to the Broker.**

For premium and policy on £——Goods, ₣ ——  
as in pages 57, and 65.

2. *On Importations* : enter,

**INSURANCE, Dr. to the Broker.**

For premium and policy on £——Produce, ₣ ——  
Then enter,

*The PERSON* (for whom insured) *Dr. to Sundry.*

*To Insurance* on £——for the above premium.

*To Commission*, at  $\frac{1}{2}$  ₣ cent., as in page 57.

3. *Average or total Losses.*

For all Losses sustained : enter,

*The Broker*, (less his brokerage) *Dr. to Sundry.*

*To Commission*, for 2 ₣ cent. at settling.

*To the Person*, for whom insured,  
as in page 61.

### SHIPPING GOODS.

*For all Goods exported to order* : enter,

*The PERSON*, (for whose account shipped) *Dr. to Sundry.*

*To Goods*, for amount of Goods.

*To Charges*, for Shipping Charges.

*To Commission*, for the Agent's Commission.

*To Insurance*, for premium and policy.  
as in pages 57, and 65.

### CONSIGNMENTS.

*When you sell Goods consigned to you* : enter,

*The PURCHASER, Dr. to Sales, ₣ such a ship,*  
as in page 61.

*When the Sales are made up* : enter,

**SALES, (₣ the ship's name) Dr. to Sundry.**

*To Charges*, for sums paid out, &c.

*To Interest*, for that on money advanced.

*To Commission*, for the Agent's Commission.

*To the Consigner*, for net proceeds, as in pages 61 and 65.

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\* The Rules given in page 59 with the above on *Insurances*, *Shipping Goods*, and *Consignments*, will be sufficient to enable the learner to Journalise this Set.

## SET III.

## AGENTS

## TRANSACTIONS IN TRADE.

5		APRIL, 1827.	
1	<i>Bought of Monteath &amp; Co.</i> Sundry Goods as $\text{P}$ B. P. ....	197	- 11
1	Effected an <i>Insurance</i> with <i>James Risk</i> , on £230 Goods $\text{P}$ <i>Jane</i> for Halifax, at $1\frac{1}{2}$ Guineas $\text{P}$ Cent. and policy 16/6.....	5 13	1
2	Shipped on board the <i>Jane</i> for Halifax, for account and risk of <i>James Denny &amp; Co.*</i>		
	Sundry Goods amounting to.....£202 <sup>11</sup> 5 <sup>11</sup> 2		
	Charges at shipping,.....6 <sup>11</sup> 6 <sup>11</sup> 9		
	Insurance on £230, as above, .....5 <sup>11</sup> 13 <sup>11</sup> 1		
	Commission $\frac{1}{2}$ $\text{P}$ cent on ditto. ....1 <sup>11</sup> 3 <sup>11</sup> -		
		215	8
6	<i>Insured</i> with <i>James Risk</i> on Produce Consigned me from Grenada to Clyde, £375 on 15 Hhds. Sugar, and 300 on 20 Bales Cotton.		
	£675 $\text{P}$ Ann, at 2 Guineas $\text{P}$ Cent. ....£14 <sup>11</sup> 3 <sup>11</sup> 6		
	Policy duty at 5/6. $\text{P}$ Cent.....1 <sup>11</sup> 18 <sup>11</sup> 6		
		16	2
6	Effected for account of <i>George Smith</i> , Grenada, The preceding <i>Insurance</i> £675 $\text{P}$ Ann, .....£16 <sup>11</sup> 2 <sup>11</sup> -		
	My <i>Commission</i> , .....at $\frac{1}{2}$ $\text{P}$ Cent.....3 <sup>11</sup> 7 <sup>11</sup> 6		
		19	9 6
12	Returned to <i>Morley &amp; Co. Bill</i> No. 3, on Day, unpaid, .....£150 <sup>11</sup> - <sup>11</sup> -		
	Expense of protesting ditto. ....- <sup>11</sup> 10 <sup>11</sup> -		
		150	10
* See Engraved Invoice, <i>Appendix</i> .			

SET III.  
JOURNAL,  
BY THE PRESENT PRACTICE.

APRIL, 1827.

5

1	6	GOODS, <i>Dr. to Monteath &amp; Co.</i>			
	5	For amount as $\text{£}$ B. P. ....	197	-	11
1	6	INSURANCE, <i>Dr. to James Risk.</i>			
	7	For premium and policy on $\text{£}$ 230 Goods, $\text{£}$ Jane, ....	5	13	1
2	7	JAMES DENNY & Co. <i>Dr. to Sundry,</i> For Invoice $\text{£}$ Jane, for Halifax,			
	6	To Goods, .....	202	5	2
	6	To Charges, .....	6	6	9
	6	To Insurance, .....	5	13	1
	6	To Commission, .....	1	3	-
			215	8	-
6	6	INSURANCE, <i>Dr. to James Risk,</i>			
	7	For premium and policy on $\text{£}$ 675 on Produce, consigned me $\text{£}$ Ann from Grenada, .....	16	2	-
6	7	GEORGE SMITH, <i>Dr. to Sundry,</i> For cost of insuring $\text{£}$ 675 on the above,			
	6	To Insurance, .....	16	2	-
	6	To Commission, .....	3	7	6
			19	9	6
12	4	MORLEY & Co. <i>Dr. to Sundry,</i>			
	2	To Bills Receivable,.....No. 3, unpaid, .....	150	-	-
	6	To Charges,.....protesting it, .....	-	10	-
			150	10	-

6		APRIL, 1827.					
30	<i>Received CASH</i> this month, On account of						
6	Commercial Bank, (including interest),	499	17	6			
12	Morley & Co. in lieu of Day's bill,	150	10	—			
		650	7	6			
30	<i>Paid CASH</i> this month, On account of						
6	Kilgour & Co. bank draft,	508	15	6			
12	Commercial Bank, P receipt,	120	—	—			
13	Thomas Sharpe, part salary,	10	10	—			
30	<i>Private Account</i> , this month,	10	16	—			
"	<i>Charges</i> , this month,	7	10	6			
		657	12	—			
30	<i>Received BILLS</i> this month, On account of						
6	R. Owen & Co. No. 8, due June 20,	248	4	—			
8	Monteath & Co. 9, — 30,	228	13	6			
		476	17	6			
16	<i>Accepted 2 bills</i> drawn by <i>G. Smith</i> , viz. No. 4, payable to J. West, due 10th May, £400 <sup>11</sup> — <sup>11</sup> — 5, — to W. Smith, — 29th — 150 <sup>11</sup> — <sup>11</sup> —				550	—	—

APRIL, 1827.

6

30	2	CASH, <i>Dr. to Sundry,</i> Received this month,			
6	2	To Commercial Bank, .....	499	17	6
12	4	To Morley & Co. ....	150	10	—
			650	7	6
30	2	SUNDRY, <i>Dr. to Cash,</i> Paid this month,			
6	3	Kilgour & Co. ....	508	15	6
12	2	Commercial Bank, .....	120	—	—
13	3	Thomas Sharpe, .....	10	10	—
30	1	<i>Private Account,</i> .....	10	16	—
"	6	<i>Charges,</i> .....	7	10	6
			657	12	—
30	2	BILLS RECEIVABLE, <i>Dr. to Sundry,</i> Received this month,			
6	5	To R. Owen & Co. No. 8, due June 20, .....	248	4	—
8	5	To Monteath & Co. .... 9, ——— 30, .....	228	13	6
			476	17	6
16	7	GEORGE SMITH, <i>Dr. to Bills Payable.</i>			
	2	For No. 4, due May 10, .....	£400	—	—
		5, ——— 29, .....	150	—	—
			550	—	—

7		MAY, 1827.		
6	<i>Sold Henry Halset, at 2 months, 120 lb Cochineal, at 30/.</i> .....	180	—	—
28	<i>Sold Monteath &amp; Co. at 1 month, 20 Bales Cotton, consigned P Ann, Net 3950 lb at 2/ P lb.</i> .....	395	—	—
30	<i>Bought of Monteath &amp; Co. Cotton Checks, as P B. P.</i> .....	484	6	6
31	Made up the <i>account Sales of G. Smith's</i> 20 Bales Cotton, P Ann, due June 28th,* and  <i>Charged,</i> .....for duty &c. ....£44 <sup>11</sup> 9 <sup>11</sup> — <i>Commission,</i> .....4 P Cent. on Sale,..... 15 <sup>11</sup> 16 <sup>11</sup> — <i>George Smith,</i> .....Net proceeds,..... 334 <sup>11</sup> 15 <sup>11</sup> — <hr style="width: 100%;"/>	395	—	—
31	<i>Procured by James Risk, the settlement of a total Loss of Goods P the Jane, lost on her voyage to Halifax, The sum insured being,</i> .....£230 <sup>11</sup> — <sup>11</sup> — <i>Less his brokerage ½ P Cent.</i> ..... 1 <sup>11</sup> 3 <sup>11</sup> — <hr style="width: 100%;"/> Net Recovery due June 30,..... 228 <sup>11</sup> 17 <sup>11</sup> — <hr style="width: 100%;"/>			
	<i>My Commission,</i> .....2 P Cent. at settling,.....	4	12	—
	<i>James Denny &amp; Co. for net recovery,</i> .....	224	5	—
		228	17	—
20	Received from, and discounted for <i>H. Halset, 2 bills, viz.</i> No 10, on J. Watt, due June 13, .....£150 <sup>11</sup> — <sup>11</sup> — 11, on E. Mann, ..... 30, ..... 250 <sup>11</sup> — <sup>11</sup> — <hr style="width: 100%;"/>	400	—	—
	* See Engraved Account Sales, <i>Appendix.</i>			



MAY, 1827.

7

6	5	HENRY HALSET, <i>Dr. to Cochineal,</i>			
	3	For 120 lb at 30/. at 2 months,.....	180	—	—
28	5	MONTEATH & Co. <i>Dr. to Sales &amp; Ann,</i>			
	8	For 20 Bales Cotton, at 1 month,.....	395	—	—
30	6	GOODS, <i>Dr. to Monteath &amp; Co.</i>			
	5	For Cotton Checks, as <i>&amp; B. P.</i> .....	484	6	6
31	8	SALES & ANN, <i>Dr. to Sundry,</i>			
		For proceeds &c. of 20 Bales Cotton, due June 28,			
	6	To <i>Charges,</i> .....	44	9	—
	6	To <i>Commission,</i> .....	15	16	—
	7	To George Smith,.....	334	15	—
			395	—	—
31	7	JAMES RISK, <i>Dr. to Sundry,</i>			
		For total Loss on Goods <i>&amp; Jane,</i> .....£230 <sup>11</sup> — <sup>11</sup> —			
		Less his Brokerage $\frac{1}{2}$ <i>&amp; Cent.</i> ..... 1 <sup>11</sup> 3 <sup>11</sup> —			
			228 <sup>11</sup> 17 <sup>11</sup> —		
	6	To <i>Commission,</i> .....2 <i>&amp; Cent.</i> at settling,.....	4	12	—
	7	To J. Denny & Co. ....for net recovery,.....	224	5	—
			228	17	—
20	2	BILLS RECEIVABLE, <i>Dr. to Henry Halset,</i>			
	5	For No. 10, due June 13,.....£150 <sup>11</sup> — <sup>11</sup> —			
		11, ..... 30,..... 250 <sup>11</sup> — <sup>11</sup> —			
			400	—	—

8		MAY, 1827.		
31	<i>Received CASH</i> , this month, On account of			
5	Commercial Bank,..... $\Psi$ order,.....	350	—	—
10	..... ditto. ....	400	—	—
12	<i>Bills Receivable</i> , ..... No. 2, Owen & Co.....	646	15	10
15	<i>Stock</i> , ..... Legacy from late Uncle, .....	1000	—	—
16	Commercial Bank,..... $\Psi$ order,.....	530	—	—
20	<i>Interest</i> , ..... discount on 2 bills,.....	118	—	—
28	Commercial Bank,..... $\Psi$ order,.....	220	—	—
"	<i>Bills Receivable</i> , ..... No. 4, Morley & Co.....	225	—	—
29	Commercial Bank,..... $\Psi$ order,.....	150	—	—
		3523	13	10
31	<i>Paid CASH</i> this month, On account of			
5	<i>Bills Payable</i> , ..... No. 2, Finlay & Co.....	354	4	4
10	..... 4, G. Smith, .....	400	—	—
12	Commercial Bank,..... $\Psi$ receipt,.....	650	—	—
15	..... $\Psi$ ditto, .....	1000	—	—
16	<i>Bills Payable</i> , ..... No. 3, Buchanan & Co.....	524	15	—
20	Henry Halset, ..... for 2 bills, .....	400	—	—
29	<i>Bills Payable</i> , ..... No. 5, G. Smith, .....	150	—	—
30	<i>Charges</i> , ..... duty on Cotton, $\Psi$ <i>Ann</i> , .....	16	19	—
"	Thomas Sharpe, ..... part salary, .....	5	5	—
31	<i>Private Account</i> , ..... this month, .....	12	17	6
"	<i>Charges</i> , ..... $\Psi$ <i>P. C. B.</i> .....	5	7	4
		3519	8	2

MAY, 1827.

8

31	2	CASH, <i>Dr. to Sundry,</i> Received this month,			
5	2	To Commercial Bank,.....	£350	11	—
10		.....	400	11	—
16		.....	530	11	—
28		.....	220	11	—
29		.....	150	11	—
				1650	—
12	2	To <i>Bills Receivable</i> ,..... No. 2,.....	£646	15	10
28		..... 4,.....	225	11	—
				871	15 10
15	1	To <i>Stock</i> ,.....	1000	—	—
20	7	To <i>Interest</i> ,.....	1	18	—
				3523	13 10
<hr/>					
31	2	SUNDRY, <i>Dr. to Cash,</i> Paid this month,			
5	2	<i>Bills Payable</i> ,..... No. 2,.....	£354	4	4
10		..... 4,.....	400	11	—
16		..... 3,.....	524	15	11
29		..... 5,.....	150	11	—
				1428	19 4
12	2	Commercial Bank,.....	£650	11	—
15		.....	1000	11	—
				1650	—
20	5	Henry Halset,.....	400	—	—
30	6	<i>Charges</i> ,..... <i>Ann</i> ,.....	£16	19	—
31		..... <i>P. C. B.</i> .....	5	7	4
				22	6 4
30	3	Thomas Sharpe,.....	5	5	—
31	1	<i>Private Account</i> ,.....	12	17	6
				3519	8 2

9		JUNE, 1827.		
12	<p>Effected <i>Insurance</i> with <i>James Risk</i> On £530 Goods, <math>\text{P}</math> <i>Spooner</i>, for Jamaica, at 2 Guineas <math>\text{P}</math> Cent., and policy 33/.....</p>	12	15	7
13	<p>Shipped <math>\text{P}</math> the <i>Spooner</i> for Jamaica, by order and for account and risk of <i>George Smith</i>, Grenada, and consigned by his order to W. Hanway,</p> <p>Sundry Goods, amounting to ..... £484 6 6  <i>Charges</i> at shipping, ..... 16 2 4  <i>Commission</i> <math>2\frac{1}{2}</math> <math>\text{P}</math> Cent. on goods and charges, 12 10 3  <i>Insurance</i> on £530, as above, ..... 12 15 7  <i>Commission</i> <math>\frac{1}{2}</math> <math>\text{P}</math> Cent. on ditto. .... 2 13 —</p>	528	7	8
30	<p>Sold to the following persons, this month, 15 Hhds. Sugar, <math>\text{P}</math> <i>Ann</i>,</p>			
11	Buchanan & Co. .... 5 Hhds. at 2 months, £261 14 2			
18	Dawson & Co. .... 10 — — 2 — — 573 — 4			
	— 15	834	14	6
23	<p><i>Paid Monteath &amp; Co.</i> in settlement of their Account,</p> <p><i>Bill</i> No. 12, on Morley &amp; Co. due Aug. 13, £261 14 2  <i>Discount</i> allowed by them, ..... 12 5 3</p>	273	19	5
30	<p>Made up the <i>account Sales</i> of <i>George Smith's</i> 15 Hhds. Sugar, <math>\text{P}</math> <i>Ann</i>, due Aug. 17, and</p> <p><i>Charged</i>, ..... for duty, &amp;c. .... £375 17 5  <i>Interest</i>, ..... on ditto. .... 3 8 8  <i>Commission</i>, ..... 4 <math>\text{P}</math> Cent. on Sales, 33 7 10  <i>George Smith</i>, ..... for net proceeds, ..... 422 — 7</p>	834	14	6

JUNE, 1827.

9

12	6	INSURANCE, <i>Dr. to James Risk,</i>			
	7	For premium and policy on £530, <i>℥</i> Spooner,.....	12	15	7
<hr/>					
13	7	GEORGE SMITH, <i>Dr. to Sundry,</i>			
		For Invoice, <i>℥</i> Spooner, for Jamaica,			
	6	To <i>Goods,</i> .....	484	6	6
	6	To <i>Charges,</i> .....	16	2	4
	6	To <i>Commission,</i> .....	15	3	3
	6	To <i>Insurance,</i> .....	12	15	7
			528	7	8
<hr/>					
30	8	SUNDRY, <i>Dr. to Sales ℥ Ann,</i>			
		For 15 Hhds. Sugar sold this month,			
11	4	Buchanan & Co..... 5 Hhds. at 2 months,.....	261	14	2
18	8	Dawson & Co. .... 10 ditto.....	573	-	4
		15	834	14	6
<hr/>					
23	5	MONTEATH & Co. <i>Dr. to Sundry,</i>			
		For the following settlement,			
	2	To <i>Bills Receivable,</i> .....No 12 due Aug. 13 .....	261	14	2
	7	To <i>Interest,</i> .....for discount,.....	12	5	3
			273	19	5
<hr/>					
30	8	SALES <i>℥</i> ANN, <i>Dr. to Sundry,</i>			
		For proceeds, &c. of 15 Hhds. Sugar, due Aug. 17.			
	6	To <i>Charges,</i> .....	375	17	5
	7	To <i>Interest,</i> .....	3	8	8
	6	To <i>Commission,</i> .....	33	7	10
	7	To George Smith,.....	422	-	7
			834	14	6

10		JUNE, 1827.			
30	<i>Received CASH this month,</i> On account of,				
6	Henry Halset,.....in full,.....	180	—	—	
"	Commercial Bank,..... $\text{\$}$ order,.....	150	—	—	
13	<i>Bills Receivable</i> ,.....No. 10, J. Watt, now due,.....	150	—	—	
20	.....8, Owen & Co. ditto. ....	248	4	—	
"	.....13, Dawson & Co. due Aug. 21. ....	573	—	—	
30	.....9, Monteath & Co. now due, ....	228	13	6	
"	.....11, E. Mann,.....ditto. ....	250	—	—	
"	James Risk, .....in full, .....	194	6	4	
		1974	3	10	
30	<i>Paid CASH this month,</i> On account of				
6	<i>Charges</i> ,.....duty on Sugar, $\text{\$}$ Ann,.....	302	9	3	
13	Commercial Bank, ..... $\text{\$}$ receipt,.....	100	—	—	
16	<i>Charges</i> ,.....freight on goods, $\text{\$}$ Spooner,.....	16	2	—	
20	.....freight on produce, $\text{\$}$ Ann,.....	90	4	5	
"	<i>Interest</i> , .....discount on bill No. 13,.....	4	17	4	
"	Commercial Bank, ..... $\text{\$}$ receipt,.....	600	—	—	
23	Monteath & Co. ....in full, .....	12	8	—	
30	<i>Charges</i> , .....brokerage, $\text{\$}$ Ann,.....	6	11	4	
"	James Denny & Co. ....paid Sim, $\text{\$}$ order, .....	8	17	—	
"	John Rich, .....in full, .....	507	10	8	
"	Commercial Bank, ..... $\text{\$}$ receipt,.....	300	—	—	
"	Thomas Sharpe, .....balance of Salary,.....	9	5	—	
"	<i>Private Account</i> , .....this month,.....	10	10	—	
"	<i>Charges</i> , .....as $\text{\$}$ P. C. B.....	8	3	6	
		1976	18	6	

JUNE, 1827.

10

30	2	<i>CASH, Dr. to Sundry,</i> Received this month.				
6	5	To Henry Halset, .....		180	—	—
"	2	To Commercial Bank, .....		150	—	—
13	2	To <i>Bills Receivable</i> , No. 10, .....	£150	—	—	—
20		..... 8, .....	248	4	—	—
"		..... 13, .....	573	—	—	—
30		..... 9, .....	228	13	6	—
"		..... 11, .....	250	—	—	—
				1449	17	6
"	7	To James Risk, .....		194	6	4
				1974	3	10
30	2	<i>SUNDRY, Dr. to Cash,</i> Paid this month,				
6	6	<i>Charges</i> , .....	£302	9	3	—
16		..... <i>Ann</i> , .....	16	2	—	—
20		..... <i>Spooner</i> , .....	90	4	5	—
30		..... <i>Ann</i> , .....	6	11	4	—
"		..... <i>ditto</i> , .....	8	3	6	—
		..... <i>P. C. B.</i> .....				
				423	10	6
13	2	<i>Commercial Bank</i> , .....	£100	—	—	—
20		..... <i>receipt</i> , .....	600	—	—	—
30		..... <i>ditto</i> , .....	300	—	—	—
				1000	—	—
20	7	<i>Interest</i> , .....		4	17	4
23	5	Monteath & Co. ....		12	8	—
30	7	J. Denny & Co. ....		8	17	—
"	5	John Rich, .....		507	10	8
"	3	Thomas Sharpe, .....		9	5	—
"	1	<i>Private Account</i> , .....		10	10	—
				1976	18	6

11		JUNE, 1827.		
30	<i>Received</i> BILLS this month, On account of			
12	Buchanan & Co. .... No. 12, due Aug. 13, .....	261	14	2
20	Dawson & Co. .... 13, ——— 21, .....	573	—	—
		834	14	2
30	<i>Due by George Smith,</i> As $\text{P}$ account Current to this date,*			
	For <i>Interest</i> , ..... $\text{P}$ account, ..... £— 14 1			
	<i>Commission</i> , ..... $\frac{1}{2}$ $\text{P}$ Cent. on £550 bills, 2 15 —			
	<i>Charges</i> , ..... for postages, ..... — 12 6			
		4	1	7
30	<i>Interest</i> , due to <i>John Rich</i> , On £500 from 31st March, .....	6	4	8
30	<i>Interest</i> due by <i>Commercial Bank</i> , at 4 $\text{P}$ Cent. till this date, .....	8	10	4
30	<i>Due to Thomas Sharpe</i> , my Clerk, For 3 months Salary at this date, .....	25	—	—
	* See Engraved Account Current, <i>Appendix</i> .			



JUNE, 1827.

11

30	2	BILLS RECEIVABLE, <i>Dr. to Sundry,</i> Received this month,			
12	4	To Buchanan & Co.....No. 12, due Aug. 13,.....	261	14	2
20	8	To Dawson & Co.....13,     —   21,.....	573	—	—
			834	14	2
30	7	GEORGE SMITH, <i>Dr. to Sundry,</i> As $\text{P}$ account Current, at this date,			
7		To <i>Interest,</i> .....	—	14	1
6		To <i>Commission,</i> .....	2	15	—
6		To <i>Charges,</i> .....	—	12	6
			4	1	7
30	7	INTEREST, <i>Dr. to John Rich,</i> On £500 from 31st March,.....	6	4	8
30	2	COMMERCIAL BANK, <i>Dr. to Interest,</i> For amount due by them,.....	8	10	4
30	6	CHARGES, <i>Dr. to Thomas Sharpe,</i> For 3 months Salary now due him,.....	25	—	—

TO POST THE FOLLOWING JOURNAL ENTRIES, VIZ.  
FOR SETS II. AND III.

---

- CASH, .....Dr. { Debit CASH, *To Sundry*, for the whole amount ;  
Credit the several accounts *By Cash*, each  
for its respective sum. \*
- CASH, .....Cr. { Credit CASH, *By Sundry*, for the whole amount ;  
Debit the several accounts *To Cash*, each  
for its respective sum.
- BILLS RECEIVABLE, Dr. { Debit BILLS RECEIVABLE, *To Sundry*, for the amount ;  
Credit each PERSON, from whom they were received,  
*By Bills Receivable*, for their respective amounts.
- BILLS PAYABLE, .....Cr. { Credit BILLS PAYABLE, *By Sundry*, for the amount ;  
Debit each PERSON, to whom they were accepted,  
*To Bills Payable*, for their respective amounts.
- GOODS, .....Dr. { Debit GOODS, *To Sundry*, for the amount purchased ;  
Credit each PERSON, from whom purchased,  
*By Goods*, for their respective amounts.
- GOODS, .....Cr. { Credit GOODS, *By Sundry*, for the whole amount sold ;  
Debit each PERSON, to whom these were sold,  
*To Goods*, for their respective amounts.
- SUNDRY, *Dr. to Sales,* { Credit SALES, (✓ *Ship's name,*) *By Sundry*, for amount ;  
(✓ *Ship's name.*) { Debit each PERSON, separately, *To Sales,* (✓ *Ship's name,*)  
for the respective amounts sold.
- SALES, (✓ *Ship's name,*) { Debit SALES, (✓ *Ship's name,*) *To Sundry*, for amount ;  
*Dr. to Sundry.* { Credit each ACCOUNT, *By Sales,* (✓ *Ship's name,*)  
for the sums annexed to each.

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\* Prefix to each post the date; page of the Journal in which the entry stands; and in the marginal column of the Journal, the folio of the Ledger in which you have posted it.

## INDEX TO LEDGERS

FOR

## SETS II. AND III.

*Arranged according to the Present Practice of the Counting-house.*

B		K	
Bills Receivable, .....	2	Kilgour, & Co. ....	3
Bills Payable, .....	3	Kelly, William .....	4
Buchanan & Co. ....	5	L	
Balance, .....	8	Loss, .....	1
C		M	
Cash, .....	2	Morley, & Co. ....	4
Commercial Bank, .....	2	Monteath, & Co. ....	5
Cotton, .....	3	O	
Cochineal, .....	3	Owen, Robert & Co. ....	5
Charges, .....	6	P	
Commission, .....	6	Private account, .....	1
D		Profit, .....	1
Denny, James & Co. ....	7	Profit & Loss, .....	8
Dawson, & Co. ....	8	R	
F		Rich, John .....	6
Finlay, James & Co. ....	4	Risk, James .....	7
G		S	
Goods, .....	6	Stock, .....	1
H		Smith, George .....	7
Halset, Henry .....	5	Sales & Ann, .....	8
I		Sharpe, Thomas .....	4
Insurance, .....	6		
Interest, .....	7		

1		Dr.	STOCK			
1827.						
Mar.	31	To <i>Private Account</i> , .....	1	30	—	—
"	"	To <i>Loss</i> , .....	1	2	6	6
"	"	To <i>Balance</i> , .....	8	967	13	6
				1000	—	—
June	30	To <i>Private Account</i> , .....	1	34	3	6
"	"	To <i>Balance</i> , .....	8	1996	3	6
				2030	7	—
		Dr.	PRIVATE			
Feb.	28	To Cash, .....	2	20	—	—
Mar.	31	To ditto. ....	3	10	—	—
				30	—	—
April	30	To Cash, .....	6	10	16	—
May	31	To ditto. ....	8	12	17	6
June	30	To ditto. ....	10	10	10	—
				34	3	6
		Dr.	LOSS			
Feb.	28	To Cash, .....	2	8	8	—
	1	To Morley & Co. ....	2	5	12	6
Mar.	31	To Cash, .....	3	13	10	11
"	"	To John Rich, .....	4	1	6	—
"	"	To <i>Cotton</i> , .....	2	3	9	1
				32	6	6
		Dr.	PROFIT			
Mar.	31	To <i>Transfer, to Loss</i> , .....	1	30	—	—
<p>It was preferred beginning with the first Transaction in Trade, to show the learner more clearly how the Stock account is originally stated. In the first Balance, a small <i>Loss</i> occurs, and in the second, a <i>Gain</i> is the result, which preserves every variety in stating the Stock and Profit and Loss accounts. In order to simplify Set II. as much as possible, no accounts subsidiary to Profit and Loss are given;</p>						

Account,		Cr.		1	
1827.					
Jan.	1 By Cash,.....capital, .....	1	1000	-	-
			1000	-	-
Mar.	31 By <i>Balance</i> ,.....brought down, .....	8	967	13	6
May	15 By Cash,.....legacy,.....	8	1000	-	-
June	30 By <i>Profit and Loss</i> ,...net gain, .....	8	62	13	6
			2030	7	-
Account,		Cr.			
Mar.	31 By <i>Stock</i> ,.....	1	30	-	-
			30	-	-
June	30 By <i>Stock</i> ,.....	1	34	3	6
			34	3	6
Account,		Cr.			
Mar.	31 By <i>Transfer from Profit</i> ,.....	1	30	-	-
"	By <i>Stock</i> ,.....	1	2	6	6
			32	6	6
Account,		Cr.			
Mar.	4 By Buchanan, & Co. ....	4	4	18	6
	31 By Commercial Bank,.....	4	9	17	6
"	By <i>Cochineal</i> ,.....	2	15	4	-
			30	-	-
<p>only one for <i>Profit</i>, and another for <i>Loss</i>; and which are finally closed by transferring the less to the greater, and the net result to the proper side of <i>Stock</i>. In Set III. however, the usual branches of the <i>Profit and Loss</i> account, namely, <i>Charges</i>, <i>Commission</i> and <i>Interest</i> are given; the differences of which are transferred at Balancing, to the proper sides of the former account opened in pages 86 and 87.</p>					

Dr.		CASH			
1827.					
Jan.	1	To Stock, .....	1	1000	— —
Feb.	28	To Sundry, .....	2	859	15 4
Mar.	31	To Sundry, .....	3	2033	8 4
				<hr/>	
				3893	3 8
Mar.	31	To <i>Balance</i> , .....	8	28	3 6
April	30	To Sundry, .....	6	650	7 6
May	31	To Sundry, .....	8	3523	13 10
June	30	To Sundry, .....	10	1974	3 10
				<hr/>	
				6176	8 8

Dr.		COMMERCIAL			
Jan.	1	To Cash, .....	1	980	— —
Feb.	1	To ditto, .....	2	360	— —
Mar.	12	To ditto, .....	3	600	— —
	31	To Profit, .....	4	9	17 6
				<hr/>	
				1949	17 6
Mar.	31	To <i>Balance</i> , .....	8	1149	17 6
April	12	To Cash, .....	6	120	— —
May	31	To ditto, .....	8	1650	— —
June	30	To ditto, .....	10	1000	— —
	"	To Interest, .....	11	8	10 4
				<hr/>	
				3928	7 10

Dr.		BILLS			
Jan.	15	To R. Owen & Co. No. 1, .....	1	1	190 7 10
Mar.	31	To Sundry, .....	6	3	2207 14 2
				<hr/>	
			7	2398	2 —
Mar.	31	To <i>Balance</i> , .....	3	8	1021 15 10
April	30	To Sundry, .....	2	6	476 17 6
May	20	To H. Halset, .....	2	7	400 — —
June	30	To Sundry, .....	2	11	834 14 2
				<hr/>	
			9	2733	7 6

\* This column is for inserting the number of the Bills either received, accepted, or paid; and which will more readily point out the number of those which constitute the Balances of these accounts.

Account.		Cr.				
1827.						
Jan.	1	By Commercial Bank,.....	1	980	—	—
Feb.	28	By Sundry,.....	2	852	10	9
Mar.	31	By Sundry,.....	3	2032	9	5
	"	By <i>Balance</i> ,.....	8	28	3	6
				3893	3	8
April	30	By Sundry,.....	6	657	12	—
May	31	By Sundry,.....	8	3519	8	2
June	30	By Sundry,.....	10	1976	18	6
	"	By <i>Balance</i> ,.....	8	22	10	—
				6176	8	8

BANK.		Cr.				
Feb.	6	By Cash,.....	2	300	—	—
Mar.	4	By ditto,.....	3	500	—	—
	31	By <i>Balance</i> ,.....	8	1149	17	6
				1949	17	6
April	6	By Cash,.....	6	499	17	6
May	31	By ditto,.....	8	1650	—	—
June	6	By ditto,.....	10	150	—	—
	30	By <i>Balance</i> ,.....	8	1628	10	4
				3928	7	10

RECEIVABLE.		Cr.					
Feb.	5	By Cash,.....No. 1,.....	1	2	190	7	10
Mar.	12	By Cash,.....5, 7,.....	2	3	1033	8	4
	8	By W. Kelly,.....6,.....	1	3	152	10	—
	31	By <i>Balance</i> ,.....2, 3, 4, in hand,.....	3	8	1021	15	10
			7		2398	2	—
April	12	By Morley & Co. ....	1	5	150	—	—
May	31	By Cash,.....	2	8	871	15	10
June	23	By Monteath & Co. ....	1	9	261	14	2
	30	By Cash,.....	5	10	1449	17	6
			9		2733	7	6

In the *first* Balance we have inserted the *running numbers* at the Bill accounts; although this seems in a great measure unnecessary, by the insertion of the inner column already described.

3		Dr.		BILLS							
1827.						<i>Bills.</i>					
Feb.	6	To Cash,	No. 1,			1	2	455	12	3	
Mar.	31	To <i>Balance</i> ,	2, 3, unpaid,			2	8	878	19	4	
						3		1334	11	7	
May	31	To Cash,				4	8	1428	19	4	
		Dr.		COTTON							
			<i>Purchases, &amp;c.</i>	<i>Total Bags.*</i>	<i>Orleans.</i>	<i>Georgia.</i>	<i>Bahia.</i>				
Jan.	2	To J. Finlay & Co.		35			35	1	455	12	3
Feb.	28	To Sundry,		107	58	29	20	2	1524	2	10
Mar.	1	To Cash, Charges,						3	21	3	6
				142	58	29	55		2000	18	7
		Dr.		COCHINEAL							
						<i>lb</i>					
Jan.	1	To Kilgour & Co.				955	1	1408	15	6	
Feb.	1	To Cash, Carriage,					2	8	10	6	
Mar.	31	To <i>Profit</i> ,					1	15	4	—	
						955		1432	10	—	
Mar.	31	To <i>Balance</i> ,				120	8	180	—	—	
		Dr.		KILGOUR & Co.							
Mar.	12	To Cash,				3		900	—	—	
	31	To <i>Balance</i> ,				8		508	15	6	
								1408	15	6	
April	6	To Cash,				6		508	15	6	
<p>* The several inner columns here, are for recording the specific quantities bought and sold, and a head column for the totality. This total column is extremely useful, answering the object of a Stock account, and bearing the same relation to the other columns as the Stock bears to the other accounts; for being always equal to the sum of the other columns, its entries, additions, and Balances, are a constant check on their operations.</p>											



PAYABLE.		Cr.			
1827.		<i>Bills.</i>			
Jan. 10	By J. Finlay & Co. No. 1, .....	1	1	455	12 3
Mar. 31	By Sundry, ..... 2, 3, .....	2	4	878	19 4
		3		1334	11 7
Mar. 31	By <i>Balance</i> , .....	2	8	878	19 4
April 16	By George Smith, .....	2	6	550	- -
		4		1428	19 4

Account.		Cr.					
<i>Sales, &amp;c.</i>		<i>Total Baga.</i>	<i>Orleans.</i>	<i>Georgia.</i>	<i>Bahia.</i>		
Jan. 3	By R. Owen & Co. ....	14			14	1	190 7 10
Feb. 28	By Sundry, .....	93	58	14	21	2	1330 4 2
Mar. 31	By Sundry, .....	35		15	20	4	476 17 6
"	By <i>Loss</i> , .....					1	3 9 1
		142	58	29	55		2000 18 7

Account.		Cr.			
		<i>lb</i>			
Jan. 3	By Morley & Co. ....	250	1	375	- -
Mar. 31	By Sundry, .....	585	4	877	10 -
"	By <i>Balance</i> , .....	120	8	180	- -
		955		1432	10 -
May 6	By Henry Halset, .....	120	7	180	- -

London.		Cr.			
Jan. 1	By Cochineal, .....	1		1408	15 6
				1408	15 6
Mar. 31	By <i>Balance</i> , .....	8		508	15 6
<p>The above accounts of <i>Cotton</i> and <i>Cochineal</i> afford sufficient examples of <i>Real</i> accounts, being debited for the Cost and Charges, and Credited for the amount of the Sales. The difference then of the two sides, when all is sold, as in the case of the former; or, when the value on hand is entered on the Credit side, as in that of the latter account shows the <i>Profit</i> or <i>Loss</i>—being Loss on Cotton, and Profit on Cochineal.</p>					



My Clerk.			Cr.			4
1827.						
Jan.	30	By Charges, .....	11	25	-	-
				25	-	-
Glasgow.			Cr.			
Jan.	2	By Cotton, .....	1	455	12	3
Feb.	1	By ditto. ....	2	152	14	4
	3	By ditto. ....	2	201	10	-
				809	16	7
Paisley.			Cr.			
Feb.	1	By Cash, .....	2	369	7	6
"		By Loss, .....	2	5	12	6
Mar.	5	By Bills Receivable, No. 3, 4, .....	3	375	-	-
				750	-	-
April	12	By Cash, .....	6	150	10	-
Glasgow.			Cr.			
Feb.	2	By Cotton, .....	2	265	13	-
	4	By ditto. ....	2	411	12	-
				677	5	-

5		<i>Dr.</i>		BUCHANAN & Co.	
1827.					
Mar.	4	To Cash, .....	3	487	15 —
"	"	To Profit, .....	4	4	18 6
				492	13 6
June	11	To Sales, & Ann, .....	9	261	14 2
		<i>Dr.</i>		ROBERT OWEN & Co.	
Jan.	3	To Cotton, .....	1	190	7 10
Feb.	8	To ditto. ....	2	294	7 6
	11	To ditto. ....	2	352	8 4
Mar.	27	To ditto. ....	4	248	4 —
				1085	7 8
Mar.	31	To <i>Balance</i> , .....	8	248	4 —
		<i>Dr.</i>		MONTEATH & Co.	
Feb.	9	To Cotton, .....	2	286	18 4
	12	To ditto. ....	2	396	10 —
Mar.	20	To ditto. ....	4	228	13 6
				912	1 10
Mar.	31	To <i>Balance</i> , .....	8	228	13 6
May	28	To Sales & Ann, .....	7	395	— —
	23	To Sundry, .....	9	273	19 5
"	"	To Cash, .....	10	12	8 —
				910	— 11
		<i>Dr.</i>		HENRY HALSET,	
Mar.	8	To Cochineal, .....	4	502	10 —
May	6	To Cochineal, .....	7	180	— —
	20	To Cash, .....	8	400	— —
				580	— —

Glasgow.			Cr.		
1827.					5
Feb.	5	By Cotton, .....	2	492	13 6
June	12	By Bills Receivable, No. 12, .....	11	261	14 2
Glasgow.			Cr.		
Jan.	15	By Bills Receivable, No. 1, .....	1	190	7 10
Mar.	2	By ditto. .... 2, .....	3	646	15 10
	31	By <i>Balance</i> , .....	8	248	4 -
				1085	7 8
April	6	By Bills Receivable, No. 8, .....	6	248	4 -
Glasgow.			Cr.		
Mar.	10	By Bills Receivable, No. 7, .....	3	683	8 4
	31	By <i>Balance</i> , .....	8	228	13 6
				912	1 10
April	1	By Goods, .....	8	197	- 11
	8	By Bills Receivable, No. 9, .....	6	228	13 6
May	30	By Goods, .....	7	484	6 6
				910	- 11
Paisley.			Cr.		
Mar.	8	By Bills Receivable, No. 5, 6, .....	3	502	10 -
May	20	By Bills Receivable, No. 10, 11, .....	7	400	- -
June	6	By Cash, .....	10	180	- -
				580	- -

6		<i>Dr.</i> JOHN RICH,				
1827.						
Mar.	31	To <i>Balance</i> , .....	8	501	6	—
				501	6	—
June	30	To Cash, .....	10	507	10	8
		<i>Dr.</i> GOODS				
April	1	To Monteath & Co. ....	5	197	—	11
May	30	To ditto. ....	7	484	6	6
June	30	To <i>Profit &amp; Loss</i> , .....	8	5	4	3
				686	11	8
		<i>Dr.</i> CHARGES				
April	30	To Cash, .....	6	7	10	6
May	31	To ditto. ....	8	22	6	4
June	30	To ditto. ....	10	423	10	6
	"	To Thomas Sharpe, .....	11	25	—	—
				478	7	4
		<i>Dr.</i> COMMISSION				
June	30	To <i>Profit &amp; Loss</i> , .....	8	76	4	7
				76	4	7
<p>At the above account of Goods, there appears a small Gain, arising solely from the Shipment made to J. Denny &amp; Co.; the goods being supposed to be Invoiced at a <i>higher</i> price than purchased, as no Commission is here charged; but the Shipment to G. Smith having been</p>						

Glasgow.		Cr.		
1827.				6
Mar. 12	By Cash, .....	3	500	- -
31	By Loss, .....	4	1 6	-
			501 6	-
Mar. 31	By <i>Balance</i> , .....	8	501 6	-
June 30	By Interest, .....	11	6 4 8	
			507 10 8	

Account.		Cr.		
April 2	By James Denny & Co. ....	5	202 5	2
June 13	By George Smith, .....	9	484 6	6
			686 11	8

Account.		Cr.		
April 2	By James Denny & Co. ....	5	6 6	9
12	By Morley & Co. ....	5	- 10	-
May 31	By Sales, & Ann, .....	7	44 9	-
June 13	By George Smith, .....	9	16 2	4
30	By Sales, & Ann, .....	9	375 17	5
"	By George Smith, .....	11	- 12	6
"	By <i>Profit &amp; Loss</i> , .....	8	34 9	4
			478 7	4

Account.		Cr.		
April 2	By James Denny & Co. ....	5	1 3	-
6	By George Smith, .....	5	3 7	6
May 31	By Sales & Ann, .....	7	15 16	-
"	By James Risk, .....	7	4 12	-
June 13	By George Smith, .....	9	15 3	3
30	By Sales, & Ann, .....	9	33 7	10
"	By George Smith, .....	11	2 15	-
			76 4	7

purchased on Commission, are charged at *first cost*. In general, this account in an Agency business, exhibits neither Gain nor Loss, the goods being Invoiced at *prime cost*, as in *Merchandise Account*, Set IV.

7		<i>Dr.</i>		INSURANCE			
1827.							
April	1	To James Risk,	5	5	13	1	
	6	To ditto.	5	16	2	—	
June	12	To ditto.	9	12	15	7	
				34	10	8	
		<i>Dr.</i>		INTEREST			
June	20	To Cash,	10	4	17	4	
	30	To John Rich,	11	6	4	8	
"		To Profit & Loss,	8	15	14	4	
				26	16	4	
		<i>Dr.</i>		JAMES RISK,			
May	31	To Sundry,	7	228	17	—	
				228	17	—	
		<i>Dr.</i>		JAMES DENNY & Co.			
April	2	To Sundry,	5	215	8	—	
June	30	To Cash,	10	8	17	—	
				224	5	—	
		<i>Dr.</i>		GEORGE SMITH,			
April	6	To Sundry,	5	19	9	6	
	16	To Bills Payable, No. 4, 5,	6	550	—	—	
June	13	To Sundry,	9	528	7	8	
	30	To Sundry,	11	4	1	7	
				1101	18	9	

*Note.*—By comparing George Smith's Account as above with the Engraved Account Current, they will be found to agree in every particular.



Account.			Cr.		
1827.					7
April	2	By James Denny & Co. ....	5	5 13	1
	6	By George Smith, .....	5	16 2	-
June	13	By George Smith, .....	9	12 15	7
				34 10	8

Account.			Cr.		
May	20	By Cash, .....	8	1 18	-
June	23	By Montearth & Co. ....	9	12 5	3
	30	By Sales & Ann, .....	9	3 8	8
"		By George Smith, .....	11	- 14	1
"		By Commercial Bank, .....	11	8 10	4
				26 16	4

Insurance Broker.			Cr.		
April	1	By Insurance, .....	5	5 13	1
	6	By ditto. ....	5	16 2	-
June	12	By ditto. ....	9	12 15	7
	30	By Cash, .....	10	194 6	4
				228 17	-

Halifax.			Cr.		
May	31	By James Risk, .....	7	224 5	-
				224 5	-

Grenada.			Cr.		
May	31	By Sales, & Ann, .....	7	334 15	-
June	30	By ditto. ....	9	422 -	7
"		By <i>Balance</i> , .....	8	345 3	2
				1101 18	9

8		<i>Dr.</i>		SALES,					
1827.	31	To Sundry, .....	7	395	—	—			
June	30	To Sundry, .....	9	834	14	6			
					1229	14	6		
<i>Dr.</i>		DAWSON & Co.							
June	18	To Sales & Ann, .....	9	573	—	4			
					573	—	4		
<i>Dr.</i>		PROFIT AND							
		<i>Losses.</i>							
June	30	To Charges, .....	6	34	9	4			
"	"	To Dawson & Co. ....	8	—	—	4			
"	"	To Stock, for Net Gain, .....	1	62	13	6			
					97	3	2		
<i>Dr.</i>		BALANCE							
1827.		<i>Effects.</i>							
Mar.	31	To Cash, .....	2	28	3	6			
"	"	To Commercial Bank, Glasgow, .....	2	1149	17	6			
"	"	To Bills Receivable, No. 2, 3, 4, in hand, .....	2	1021	15	10			
"	"	To Cochineal, 120 lb on hand, .....	3	180	—	—			
"	"	To Robert Owen & Co. Glasgow, .....	5	248	4	—			
"	"	To Monteath & Co. ditto, .....	5	228	13	6			
					2856	14	4		
June	30	To Cash, .....	2	22	10	—			
"	"	To Commercial Bank, Glasgow, .....	2	1628	10	4			
"	"	To George Smith, Grenada, .....	7	345	3	2			
					1996	3	6		
<p><i>Note.</i> Instead of bringing the Profit and Loss, and Balance accounts, through the Journal previous to closing these, a General Extract of each is recorded in the Ledger, which saves trouble, and yet accomplishes every thing wanted. At opening a New Set of Books, these Balances are transferred directly to the Ledger, without any intermediate process.</p>									

Dr Ann.		Cr.		8
1827.				
May 28	By Monteath & Co. ....	7	395	—
June 30	By Sundry, .....	9	834	14 6
			1229	14 6
Glasgow.		Cr.		
June 20	By Bills Receivable, No. 13, .....	11	573	—
30	By Profit & Loss, .....	8	—	— 4
			573	— 4
Loss.		Cr.		
		<i>Gains.</i>		
June 30	By Goods, .....	6	5	4 3
"	By Commission, .....	6	76	4 7
"	By Interest, .....	7	15	14 4
			97	3 2
Account.		Cr.		
		<i>Debts.</i>		
1827.				
Mar. 31	By Bills Payable, No. 2, 3, unpaid, .....	2	878	19 4
"	By Kilgour & Co. .... London, .....	3	508	15 6
"	By John Rich, .... Glasgow, .....	6	501	6 —
			1889	— 10
"	By Stock, .... Net Capital, .....	1	967	13 6
			2856	14 4
June 30	By Stock, .... Net Capital, .....	1	1996	3 6
			1996	3 6
<p>In the second Balance taken on the 3<sup>rd</sup> June, it is to be observed, that it contains only Effects, without any Debts, which very rarely happens in business. The amount therefore, of these <i>Assets</i>, show the owner's Net Capital, and which must always agree with the difference of the Stock account.</p>				

After all the Entries in the Transactions in Trade, have been made in the Journal, and thence posted into the Ledger, before taking a General Balance, it may be proper

*To Prove the Posting of the Ledger.*

For this purpose, add the amount of all the Transactions in Trade, (or, which is the same thing, the contents of all the subsidiary Books,) with the sum of such Balances as have been brought forward; and as these comprise the whole entries in the Journal, it follows that their sum, if all be correct, will correspond with the amount of the Ledger accounts. The following are checks upon Sets II. and III., and which the learner may use after posting the entry for the former 31st March, and for the latter 30th June.

FOR SET II.										FOR SET III.											
<i>From January 1st, to March 31st.</i>										<i>From April 1st, to June 30th.</i>											
page.	Transactions.			fol.	The two sides of the Ledger added.						page.	Transactions.			fol.	The two sides of the Ledger added.					
	Amounts.				Dr.			Cr.				Amounts.				Dr.			Cr.		
1	5055	15	8	1	58	17	5	1014	16	-	5	604	3	6	1	34	3	6	1967	13	6
2	4572	5	7	2	8696	15	5	7375	17	11	6	2334	17	-	2	14267	3	4	12616	3	-
3	6426	1	11	3	4318	4	7	4658	15	-	7	2083	3	6	3	713	15	6	713	15	6
4	2249	8	10	4	2729	15	1	2729	15	1	8	7043	2	-	4	412	4	2	412	4	2
				5	2499	19	6	2524	8	-	9	2484	11	8	5	2245	15	7	2245	15	7
											10	3951	2	4	6	1194	5	5	1241	4	11
											11	878	10	9	7	1566	2	9	1236	13	11
											*	2856	14	4	8	1802	14	10	1802	14	6
£	18,303	12	-	£	18,303	12	-	18,303	12	-	£	22,236	5	1	£	22,236	5	1	22,236	5	1

The above Check will detect any omission in the posting; and when any mistakes have been made, it leads to an easy discovery of them. As the two sides of the Ledger when added, either monthly or before taking a Balance, will agree with each other, and as the *Balance Check* will correspond with either side, or, in case of a mistake, with the side of the Ledger which is correct; this points out the side where the error lies, and, of course, directs the Accountant's search in examining the Books.

\* Balances 31st March, amount of Effects, page 86.

## REMARKS.

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MERCHANTS usually Balance their Books once, and sometimes twice a year. Their design in doing so is, to know whether they have *Gained* or *Lost* in trade since the former Balance, and to exhibit a concise and accurate state of their affairs at the present period. In order to explain the preceding State or Balance sheet on 31st March in pages 86 and 87, it may be observed, that

The balance of Cash in hand, is .....	£28 <sup>11</sup> 3 <sup>11</sup> 6
The balance of Cash in the Bank, .....	1149 <sup>11</sup> 17 <sup>11</sup> 6
The balance of Bills Receivable, .....	1021 <sup>11</sup> 15 <sup>11</sup> 10
The value of Cochineal on hand, .....	180 <sup>11</sup> - <sup>11</sup> -
The amount of the Debts due to you, .....	476 <sup>11</sup> 17 <sup>11</sup> 6
<hr/>	
<i>These, when added together, amount to</i> .....	£2,856 <sup>11</sup> 14 <sup>11</sup> 4
Which sum is the Gross amount of your effects, and from which you deduct the amount of your debts, being .....	1889 <sup>11</sup> - <sup>11</sup> 10
<hr/>	
The DIFFERENCE is .....	£967 <sup>11</sup> 13 <sup>11</sup> 6
<hr/> <hr/>	

And which sum is of course the *Net Property* you have employed in trade, and is the Balance of the Stock account. This compared with the money with which you commenced business, will show the *Gain* you have made, or the *Loss* you have sustained since. Thus;

You commenced business on 1st January with .....	£1000 <sup>11</sup> - <sup>11</sup> -
And as your present Stock, according to the above State, is .....	967 <sup>11</sup> 13 <sup>11</sup> 6
<hr/>	
Consequently your <i>Net Loss</i> for last three months, is .....	£32 <sup>11</sup> 6 <sup>11</sup> 6
<hr/> <hr/>	
Which includes £30 you have expended for your <i>Private Account</i> .	

It is not necessary to begin New Books after Balancing, nor to open the Accounts any, unless the present folios in the Ledger be filled up. The Balances may be brought down, and the Accounts continued in the same folios, as in the preceding Ledger: but if the present Ledger appear insufficient to contain the business till another *Balance*, a new one must be commenced, and the several Balances in the old Ledger transferred to the new one.

Though the Accounts in the Ledger must Balance, if free from error, yet it is sometimes difficult to adjust them exactly, especially when the business is extensive and the error trifling. If there be still a difference, which we do not think it worth while to investigate further, we may close the account by making Profit and Loss *Dr.* or *Cr.* for it. This introduces an article on one side of the Ledger, which has none corresponding to it on the other, but is balanced by some undiscovered error.

## REMARKS ON BALANCING SET II.

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THE *Balance Account* contains on the *Dr.* side, the Effects and Debts due to you ; and on the *Cr.* side, the Debts due by you : hence, it follows, that all the Accounts on the *Dr.* side of it, must be credited *By Balance* ; and those on the *Cr.* side, must be debited *To Balance*, each for its respective sum.

The *Profit and Loss Account* contains on the *Dr.* side your *Losses* ; and on the *Cr.* side your *Gains* : hence, all the accounts on the *Dr.* side of it, must be credited *By Profit and Loss* ; and those on the *Cr.* side must be debited *To Profit and Loss*, each for its respective sum.

The *difference* of Profit and Loss must now be transferred to the Stock Account ; and as this difference is in favour of the *Dr.* side, it is to be entered on the same side of the Stock Account by debiting Stock *To Profit and Loss*, and then crediting the account of Profit and Loss *By Stock* for it.

The Balance of the Stock account, which now shows your Net Capital, or present worth, agrees with the difference of the Balance account, and this shows that the Ledger has been correctly posted exclusive of the *Trial Balance*. The reason of this will appear from what follows :

The *Balance* account contains on the *Dr.* side every kind of Property belonging to you, and every debt due to you ; and the *Cr.* side contains every debt due by you : therefore, the *Difference of the two sides shows your present Net Stock*.

There is another method of finding your Net Stock, which is *by adding your Profits, or subtracting your Losses from your original Stock* ; and when this sum, which is your Net Stock, is put on the *Cr.* side of Balance, which is the amount of your debts, it will of course be equal to the *Dr.* side, or gross amount of your Estate, if the books be correct.

Hence the proof of Book-keeping by Double Entry, consists in two methods of ascertaining what your Net Stock or Capital is. The one from a view of your present Effects and Debts ; the other from your former Stock, allowance being made for your Gains or Losses, and they will correspond, because both must harmonize.

Thus, the State of a Person's affairs is at once exhibited to his view ; and the Balance account supplies materials for a new Inventory.\* It is most convenient to arrange all the accounts of Property, and all the Personal ones together, as is done in the above Set.

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\* See Remarks, end of Ledger, Set IV.

COMMERCIAL BANK.									
Dr.					Cr.				
Date.	Receipts.	Sums.	Days.	Interest.	Date.	Payments.	Sums.	Days.	Interest.
1827.		£			1827.		£		
Jan. 1	To Cash	980	89	11 18 11	Feb. 6	By Cash	300	53	2 3 6
Feb. 1	To ditto	360	58	2 17 2	Mar. 4	By ditto	500	27	1 17 -
Mar. 12	To ditto	600	19	1 11 3	31	By Balance	1140		12 6 10
		£ 1940		£ 16 7 4			£ 1940		£ 16 7 4

Balance of Interest due, at 5  $\frac{1}{2}$  Cent. £12<sup>n</sup> 6<sup>n</sup> 10  
 Deduct  $\frac{1}{3}$ , or 1  $\frac{1}{2}$  Cent. 2<sup>n</sup> 9<sup>n</sup> 4

Interest due by the Bank at 4  $\frac{1}{2}$  Cent. £9<sup>n</sup> 17<sup>n</sup> 6\*

Method 2d.

Method 3d.

Date.	Sums.	Days.	Products.	Date.	Dr. side.	Days.	Products.
1827.	£			1827.			
Jan. 1	To 980	31	30380	Jan. 1	To £ 980	89	87220
Feb. 1	To 360			Feb. 1	To 360	58	20880
				Mar. 12	To 600	19	11400
	1340	5	6700		£1940		119500
	By 300						
	1040	26	27040		Cr. side.		
Mar. 4	By 500			Feb. 6	By £ 300	53	15900
	540	8	4320	Mar. 4	By 500	27	13500
12	To 600				£800		29400
	1140	19	21660				
		89					9125) 90100
		9125)	90100				£9 <sup>n</sup> 17 <sup>n</sup> 6
			£9 <sup>n</sup> 17 <sup>n</sup> 6				as before.

Remarks. Of the above three methods of calculating Interest on Accounts Current, we prefer the *second*; because it is more expeditious, and exhibits the balances at the different dates; besides the number of days that intervene between the commencement and settlement, is proved, before calculating the products. The *first* method is more tedious than the third, occasioned by interest being calculated on each product separately, which requires as many divisions as there are sums in the account. In the *third* method the labour is greatly shortened by the Interest being calculated only on the difference of the products, which reduces the whole to one division.

## ACCOUNT CURRENT BOOK.

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AN Account Current contains a state of such Mercantile Transactions with Correspondents as are not separately settled for; drawn out in a plain circumstantial manner, in the form of *Dr.* and *Cr.*, showing how affairs stand between the parties at the time when the account is made up.

Accounts Current are most commonly kept by Agents with their Employers, and are generally rendered every six or twelve months. In such it is common to charge, and allow Interest on the sums on the *Dr.* and *Cr.* sides, besides  $\frac{1}{2}$  % Cent. Commission on the Cash and Bills which they pay, as well as Postages, as in the Engraved account.

There are several ways of making out an Account Current; sometimes the Interest is annexed opposite to each sum, similar to the Bank account on the preceding page, and sometimes it is subjoined at the foot, as in the Engraved one, in the *Appendix*.

In making up Accounts Current to a certain period, it may be observed that, when any of the sums on either side, are not due at the date when the account is made up, the discount on those sums on the *Dr.* side, are entered on the *Cr.* side of the Interest account: and in like manner, the discount on those sums on the *Cr.* side are brought to the *Dr.* side of that account, in order that the whole balance of the account may become due on that particular day. Thus, in the Engraved account, a sum on the *Dr.* side becomes due after the 30th June, (the date at which the account is made up,) the discount on which is carried to the *Cr.* side of the Interest account; and on the *Cr.* side, a sum becomes due after that date, the discount on which is carried to the *Dr.* side of that account accordingly. The balance of the Interest account is then transferred to the Account Current.

The best method of calculating Interest, on Bank Accounts, and Accounts Current, is that given on the preceding page, *Method 2d.* It is the most expeditious, exhibits the balances at the different dates, and reduces the computation to one division.

Although Tables of Interest, are not recommended to save the trouble of calculating Interest on Accounts, yet they may be very useful as a check, and should only be used in this manner.



## SET IV.

## PARTNERSHIP.



PARTNERSHIP is a contract entered into by two, or more persons, to carry on a certain trade or business, for which, they agree to join either their money, goods, labour and skill, or all of them; and to divide the *Gain*, or sustain the *Loss*, in proportion to the terms of Copartnership.

Merchant's Books should contain every particular which relates to their affairs. They should be so full and so well arranged as to afford ready information on every point on which they may be consulted. They should exhibit the State of all the branches of their business, the connection of the different parts, and the amount or result of the whole.

WILLIAM SIMSON, GEORGE MONTEATH, and JOHN THOMSON, form a Copartnership as General Merchants, under the *Firm* of SIMSON, MONTEATH & Co. Besides acting as Agents, they agree to embark occasionally in speculations or adventures on their own, or on joint account.

*They consider that THREE THOUSAND pounds will form a CAPITAL sufficient to enable them to carry on their business, and which they accordingly advance on the 1st July 1827 in the following proportions :*

<i>William Simson,</i>	.....	£1500 or, $\frac{3}{8}$ ths.
<i>George Monteath,</i>	.....	1000 or, $\frac{2}{8}$ ths.
<i>John Thomson,</i>	.....	500 or, $\frac{1}{8}$ th.
	<hr style="width: 10%; margin: 0 auto;"/>	
		£3,000 or, $\frac{6}{8}$ ths.
		<hr style="width: 10%; margin: 0 auto;"/>

*Each Partner holding an interest in the Concern, equal to his Capital, which is divided into six shares.*

John Thomson to keep the Books of the Company, for which he is to be allowed £100  $\text{P}$  Annum in name of Salary.

## TO MAKE THE ENTRIES WHICH OCCUR ON THE

*Dr. side, in Receiving,*

## 1. ACCOUNTS OF PERSONS, enter

*To the Person,*.....on whose account received, for the sum.\*

## 2. ACCOUNTS OF PROPERTY, enter

*To Stock,*.....for Capital in Trade, or a Legacy received.  
*To Goods,*.....for Goods bought for Cash, as  $\text{P}$  Day-Book.  
*To Debentures,*.....for drawbacks or bounties on exports.  
*To Ship,* — .....if sold for cash, or for freights, gain, &c.  
*To House in* — .....if sold for cash, rents or the like.  
*To Funded Property,*.....for sales in the Funds, or  $\text{P}$  Cents.  
*To Bills Receivable,*.....No. — and whole sum of the Bill.†

## 3. ACCOUNTS OF PROFIT AND LOSS, enter

*To Interest,*.....on money lent, discount received, &c.  
*To Commission,*.....on agency received, &c.

## TO MAKE THE ENTRIES WHICH OCCUR ON THE

*Cr. side in Paying,*

## 1. ACCOUNTS OF PERSONS, enter

*By the Person,*.....on whose account paid, for the sum.\*

## 2. ACCOUNTS OF PROPERTY, enter

*By Stock,*.....for a Legacy given away.  
*By Goods,*.....if bought for cash, or charges paid on them.  
*By Furniture,*.....if bought for Shop or Counting-house.  
*By Ship,* — .....if bought for cash, repairs, wages, &c.  
*By House in* — .....if bought for cash, repairs, &c.  
*By Funded Property,*.....for purchases in the Funds, or  $\text{P}$  Cents.  
*By Bills Payable,*.....No. — and whole sum of the Bill.  
*By Consignments,*.....for duty, &c. paid on imports consigned to you.  
*By Household Furniture,*.....if bought for cash, &c.

## 3. ACCOUNTS OF PROFIT AND LOSS, enter

*By Interest,*.....for discount paid on bills, or on cash borrowed.  
*By Promiscuous Charges,*.....for incidents in trade, exports, &c.  
*By Profit and Loss,*.....for money lost, &c.  
*By Private Account,*.....for family use, or house expenses.

\* In Set II. when you allow a *Discount* on a *Personal* Account, the *net* sum *received* is entered in the Cash-Book; and in the Day-Book the *Discount* allowed to the person. The same principle is observed, when a *Discount* is allowed to you in paying *Personal* accounts; by entering in the Cash-Book only the net sum *paid*, and in the Day-Book, the *Discount* which the person has allowed you.

In Set IV. when *Discount* is allowed by you on *Personal* Accounts, enter in the Cash-Book only; thus, on the Debit side *To A. B.* for the whole sum; then credit Cash *By Interest* for the discount. The like principle is observed in paying *Personal* Accounts on *discount* by crediting Cash *By A. B.* for the whole amount of the account; and then debiting it *To Interest* for the sum allowed by him.

† This method of entering *Discounted* bills is stated as if you received first the *whole* sum, and then returned the *discount*, by crediting Cash, *By Interest* for the same. The same principle is observed in paying bills on *discount*.

CONSTRUCT the following Transactions into a CASH-BOOK, according to the Rules given on the preceding page; and find the Balance of Cash in hand monthly, prefixing the dates on the margin.

1827.

- July 1 Cash in hand, on entering into business this day, £3000.
- Aug. 4 Paid for Furniture to Counting-house, to John Wright, £69<sup>11</sup>/<sub>6</sub>.
- 8 Paid for £1000 Stock in the *Four*  $\text{P}$  *Cents.* at  $78\frac{1}{2}$   $\text{P}$  Cent. and  $\frac{1}{8}$   $\text{P}$  Cent. for brokerage, £782<sup>11</sup>/<sub>10</sub>.
- 20 Received difference of Interest on Bills exchanged with James Thomson, £1<sup>11</sup>/<sub>10</sub>.
- " Paid William Simson for his *Private Account*, £50.
- 31 Received payment of Bill No. 1, J. Stirling, £100.
- " Paid Promiscuous Charges this month, as  $\text{P}$  *Petty Cash-Book*, £7<sup>11</sup>/<sub>10</sub>.
- " By *Balance* to next month, £
- 
- Sep. 1 To *Balance* from last month, £
- 2 Paid Duty on our 100 Bales *Cotton*  $\text{P}$  *Ann*, from Lisbon, £190<sup>11</sup>/<sub>10</sub>.
- 4 Bought *one sixth* of Ship *Mars*, and paid £450.
- 12 Paid Bill No. 1, Murray & Co. £200.
- 13 Received payment of Bill No. 4, John Stirling, £100.
- 15 Bought at public sale (jointly with J. Ramsay) 16 Chests *Spanish Indigo*, containing 1696 lb at 11/  $\text{P}$  lb and paid £932<sup>11</sup>/<sub>16</sub>.
- 20 Paid Freight, &c. on 100 Bales *Cotton*,  $\text{P}$  *Ann*, from Lisbon, £93<sup>11</sup>/<sub>2</sub>.
- " Paid George Monteath, *Private Account*, £30.
- 26 Sold £1000 Stock, in the *4*  $\text{P}$  *Cents.* at  $79\frac{3}{8}$   $\text{P}$  Cent. brokerage  $\frac{1}{8}$   $\text{P}$  Cent. and received £792<sup>11</sup>/<sub>10</sub>.
- 30 Paid Promiscuous Charges this month, as  $\text{P}$  *P. C. B.* £15<sup>11</sup>/<sub>17</sub>.
- " By *Balance* to next month, £
- 
- Oct. 1 To *Balance* from last month, £
- " Paid John Ramsay in full, £50<sup>11</sup>/<sub>9</sub>.
- 11 Paid Bill No. 2, Murray & Co. £200.
- " " " " 3, ditto. £100.
- 19 Received from Dawson & Co, in full, £1060.
- 20 Received payment of Bill No. 2, J. Thomson, £200.
- 22 Paid Bill No. 4, J. Thomson, £550.
- " " " " 7, R. Manford, £755<sup>11</sup>/<sub>6</sub>.
- 24 Received for Bill negotiated on Vanderpoole & Co. 20th, £788.
- 29 Paid Duty, &c. on Produce consigned us,  $\text{P}$  *Cuba*, from Jamaica, £374<sup>11</sup>/<sub>8</sub>.
- 30 Paid John Thomson, *Private Account*, £30.
- 31 Paid Promiscuous Charges this month, as  $\text{P}$  *P. C. B.* £15<sup>11</sup>/<sub>10</sub>.
- " By *Balance* to next month, £

1827.

- Noy. 1 To *Balance* from last month, £  
 4 Paid Freight, &c. on Goods,  $\text{₹}$  *Spoooner*, for Jamaica, £70<sup>11</sup>5<sup>11</sup>6.  
 6 Paid ditto.....  $\text{₹}$  *Aurora*, for Rotterdam, £34<sup>11</sup>6<sup>11</sup>3.  
 10 Paid James Agent, to account, £20.  
 " Paid Bill No. 5, John Ramsay, £411.  
 11 Paid William Simson, *Private* Account, £50.  
 " Paid George Monteath,.....ditto.....£30.  
 " Paid John Thomson,.....ditto.....£20.  
 " Paid Counting-house Rent for half a year, £25.  
 20 Received Drawback on Sugar,  $\text{₹}$  *Aurora*, £902.  
 " Paid Duty, &c. on Produce,  $\text{₹}$  *Cuba*, from Jamaica, £523<sup>11</sup>5<sup>11</sup>9.  
 25 Received from Edward Robinson in full, £355<sup>11</sup>5<sup>11</sup>/<sub>2</sub>.  
 " Paid for a Bill remitted Ross & Son on the 22d. £565<sup>11</sup>1<sup>11</sup>8.  
 " Received payment of Bill No. 3, J. Thomson, £350.  
 29 Paid Freight, &c. on Produce consigned to us  $\text{₹}$  *Cuba*, £317<sup>11</sup>7<sup>11</sup>7.  
 30 Received from James Risk, balance of accounts, £152<sup>11</sup>18<sup>11</sup>5.  
 " Paid Bill No. 6, Ross & Son, £545<sup>11</sup>15<sup>11</sup>10.  
 " Received from Hazard & Co. balance of accounts, £864<sup>11</sup>2<sup>11</sup>/<sub>2</sub>.  
 " Paid Promiscuous Charges this month, as  $\text{₹}$  *P. C. B.* £14<sup>11</sup>10<sup>11</sup>6.  
 " By *Balance* to next month, £
- 
- Dec. 1 To *Balance* from last month, £  
 " Paid John Ramsay, balance, £124<sup>11</sup>12<sup>11</sup>/<sub>2</sub>.  
 2 Paid Thomas Ryder, in full, £350<sup>11</sup>19<sup>11</sup>/<sub>2</sub>.  
 " Discount allowed by T. Ryder, £10<sup>11</sup>16<sup>11</sup>/<sub>2</sub>.  
 10 Paid Bill No. 8, W. Irvine, £475<sup>11</sup>1<sup>11</sup>6.  
 12 .....ditto.....9, J. Thomson, £500.  
 " .....ditto.....11, J. Ramsay, £353<sup>11</sup>17<sup>11</sup>/<sub>2</sub>.  
 13 Paid W. Gray on account of John Stirling,  $\text{₹}$  *order*, £200.  
 14 Paid Bill No. 10, J. Thomson, £500.  
 20 Discounted 2 Bills at Le Fevre & Co. as under, viz.  
     No. 9, on Rees & Co. due Jan. 30, £500.  
     10, on Curtis & Co. .... — 30, £500.  
 " Paid Discount on the above 2 bills, £5<sup>11</sup>12<sup>11</sup>4.  
 " Paid John Thomson, *Private* Account, £20.  
 25 Received our share of *Gain* of Ship Mars, £93<sup>11</sup>1<sup>11</sup>6.  
 27 Received payment of Bill No. 5, Robinson, now due, £351<sup>11</sup>8<sup>11</sup>/<sub>2</sub>.  
 30 Paid Brokerage, &c. on 15 Hhds. Sugar, 10 Tierces Coffee,  $\text{₹}$  *Cuba*,  
     £6<sup>11</sup>18<sup>11</sup>1.  
 31 Paid Promiscuous Charges this month, as  $\text{₹}$  *P. C. B.* £12<sup>11</sup>18<sup>11</sup>11.  
 " By *Balance* in hand.

The BILL BOOK records the particulars of all Bills whether *Receivable* or *Payable*, and may therefore be considered as a general index to these.

*Bills Receivable* are such as you receive in payment of some debt or contract—and

*Bills Payable* are those which are drawn upon you, and which you must pay when due.

When Bills Receivable come to hand, the particulars are entered in their respective columns of the Bill-Book; and the particulars of Bills Payable are also inserted in their proper columns as soon as accepted.\* The use of the Bill-Book will be understood by observing how the two following Bills are entered.

*Copy of a Bill of Exchange, received by us, July 9th, from John Stirling, entered in Bills Receivable, No. 1, pages 122 and 123.*

£100 Sterling. (due 31st August. †) JAMAICA, 25th May, 1827.

FIFTY days after sight, pay this my second of exchange, first and third of the same tenor and date unpaid, to the order of Messrs Simson, Monteath & Co. One hundred pounds Sterling, value received as advised.

Messrs FORSTER & Co.  
Aldermanbury,  
LONDON.  
No. 1.

}

JOHN STIRLING,  
Accepted, July 9, payable at  
Messrs. Ransom & Co.  
FORSTER & Co.

*Copy of a Bill drawn on us by James Thomson, 19th August, and entered in Bills Payable, No. 4, pages 124 and 125.*

£550. (due 22d October.) LONDON, 19th August, 1827.

Two months after date, pay to my order Five hundred and fifty pounds, value received.

Messrs. SIMSON, MONTEATH & Co.  
Merchants, Cheapside,  
LONDON.  
No. 4.

}

JAMES THOMSON,  
Accepted, payable at  
Messrs. Le Fevre & Co.  
SIMSON, MONTEATH & Co.

\* For the conveniency of printing, &c. several columns in the Bill-Book for Set IV. are omitted, such as *By whom drawn, place, to whom, and where payable*. These are given in the Bill Book for the fifth, or last Set.

The column towards the right of Bills Receivable, entitled *How disposed of*, and of Bills Payable, *When paid*, contains the page of the Journal where the bills appear either discounted, indorsed, paid, or protested. At Balancing, the *blank* spaces or lines will exhibit those bills still in hand in *Bills Receivable*; and those under acceptance in *Bills Payable*.

† For Days of Grace, and how bills drawn at so many months after date, are calculated, see Notes on pages 32 and 34.

ENTER the following Transactions into a Bill-Book, and find when each Bill becomes due according to the directions given on the preceding page; also the amount of Bills RECEIVABLE and PAYABLE each month, by adding up these monthly, and prefixing the dates on the margin.

1827.

- July 9 Received on account of John Stirling,  
 No. 1, on Forster & Co. July 9,\* at 50 days sight, £100 0 0
- 
- Aug. 9 Accepted Murray & Co's 3 drafts, viz.  
 No. 1, payable to J. Fraser, Aug. 9, at 31 days sight, £200 0 0  
 2, ——— to Williamson & Co. Aug. 9, at 60 days sight, 200 0 0  
 3, ——— to Willis & Co. Aug. 9, at 60 days sight, 100 0 0
- 20 To accommodate James Thomson, we have  
 received his 2 bills, viz.  
 No. 2, on J. Mills, July 18, at 3 months date, £200 0 0  
 3, on W. Bell, July 22, at 4 months date, 350 0 0
- 20 For which we have granted him our acceptance,  
 No. 4, payable to his order, Aug. 19, at 2 months date, £550 0 0
- 20 Accepted John Ramsay's draft,  
 No. 5, payable to his order, Aug. 7, at 3 months date, £411 0 0
- 21 Received on account of John Stirling,  
 No. 4, on Lloyd & Co. Aug. 21, at 20 days sight, £100 0 0
- 27 Accepted Ross & Son's draft,  
 No. 6, payable to R. Feild, Aug. 27, at 3 months date, £545 15 10
- 31 Received in Cash, No. 1, due this day.

- 
- Sep. 12 Paid No. 1, to Ransom & Co.  
 13 Received in Cash, No. 4.  
 20 Accepted R. Mansford's draft, No. 7, at Usance,† in favour of C. Tyson, (for the balance of our accounts) being drawn for 3021,340 Reas exchanged at 60d. Ɔ  
 Milrea, £755 6 8

\* In the Bills drawn after sight in the following Bill-Book, it may be observed that, for the purpose of abridging the number of columns, the one allotted for the date of such bills is omitted, it not being indispensable, especially in School practice. For instance, in bill No. 2, explained in page 119, the date of acceptance, namely, Aug. 9, is only noticed, and not that of the bill, which is the 15th June.

† The usance on Bills drawn from Portugal is 30 days after sight.

1827.

- Oct. 4 Accepted *William Irvine's draft*,  
 No. 8, payable to his order, Sep. 7, at 3 months date, £475<sup>11</sup> 1<sup>6</sup>  
 11 Accepted *James Thomson's 2 drafts*,  
 No. 9, payable to his order, Oct. 9, at 2 months date, £500<sup>11</sup> — —  
 10, ——— to ditto. Oct. 11, at 2 months date, 500<sup>11</sup> — —  
 11 Paid No. 2, and 3, to Denison & Co.  
 12 Accepted *John Ramsay's draft*,  
 No. 11, payable to his order, Sep. 9, at 3 months date, £353<sup>11</sup> 17<sup>—</sup>  
 20 Received in Cash, No. 2.  
 22 Paid No. 4, and 7, to Jones, Lloyd & Co.

- Nov. 10 Paid No. 5, to Ransom & Co.  
 25 Received *E. Robinson's Promissory Note*,  
 No. 5, dated Oct. 25, at 2 months date, £351<sup>11</sup> 8<sup>—</sup>  
 " Received in Cash, No. 3.  
 " Received from *Vanderpoole & Co.*  
 No. 6, on Vanderloo, Nov. 20, at 2 months sight, £500<sup>11</sup> — —  
 " Indorsed to *James Thomson*, No. 6.  
 26 Received from *Pringle & Son*,  
 No. 7, on themselves, Oct. 26, at 3 months date, £704<sup>11</sup> 10<sup>—</sup>  
 30 Paid No. 6, to Le Fevre & Co.

- Dec. 1 Received *Fenn and Parks' acceptance*,  
 No. 8, on themselves, Nov. 26, at 2 months date, £668<sup>11</sup> 4<sup>9</sup>  
 4 Received from *Vanderpoole & Co.* 3 drafts, viz.  
 No. 9, on Rees & Co. Nov. 27, at 2 months sight, £500<sup>11</sup> — —  
 10, on Curtis & Co. Nov. 27, at 2 months sight, 500<sup>11</sup> — —  
 11, on Jones & Co. Dec. 4, at 2 months sight, 345<sup>11</sup> — —  
 10 Paid No. 8, to Denison & Co.  
 12 Paid No. 9, and 11, to Le Fevre & Co.  
 14 Paid No. 10, to Jones & Co.  
 20 Discounted at Le Fevre & Co's. 2 bills, No. 9, and 10.  
 21 Settled with *James Thomson*, as under  
 " Indorsed him Bills No. 8, and 11.  
 " Accepted him Bill No. 12, dated Dec. 20, at 50 days date, £250<sup>11</sup> 10<sup>—</sup>  
 27 Received in Cash, No. 5.  
 30 Received from *John Black*,  
 No. 12, on *Caution*, Dec. 12, at 5 months date, £57<sup>11</sup> 12<sup>10</sup>

CONSTRUCT the following Transactions into a Day-Book, according to the Rules as marked by the figure at the foot of the pages, arranging each entry in the Journal form; and placing the dates in the centre of the page.

2d July, 1827.

Bought of John Ramsay,  
Sundry Cottons, as  $\text{P}$  B. P. .... £411<sup>11</sup> -<sup>11</sup> 8  
(1)

3.

Insured with James Risk,  
£440 on Goods,  $\text{P}$  Fame, for Lisbon, premium at  $1\frac{1}{2}$  Guineas  
 $\text{P}$  Cent. and policy 27/6.\* ..... £ 8<sup>11</sup> 6<sup>11</sup> 1  
(2)

4.

Shipped on board the *Fame* for Lisbon, consigned for sale to R.  
Manford, on our own account and risk, as  $\text{P}$  Invoice-Book,  
page 1.

Sundry Goods, amounting to ..... £411<sup>11</sup> -<sup>11</sup> 8  
Charges at shipping, ..... 16<sup>11</sup> 14<sup>11</sup> 6  
Insurance on £440, as above, ..... 8<sup>11</sup> 6<sup>11</sup> 1  
(3) ..... £436<sup>11</sup> 1<sup>11</sup> 3

RULES to JOURNALISE the above entries.

(1)

When you purchase Goods on credit, enter  
Merchandise, Dr. to the Seller,  
For amount of his Bill of Parcels.

(2)

When you effect Insurance on exportations, enter  
Insurance, Dr. to the Broker,  
For premium and policy specifying sum insured,  
rate, name of ship, and where bound.

(3)

When Goods are shipped on your own account, enter  
Adventure to such a place, Dr. to Sundries.  
(Here insert ship's name, to whom consigned, as  $\text{P}$  I. B. p.)  
To Merchandise, ..... for amount of the goods.  
To Promiscuous Charges, ..... for charges at shipping.  
To Insurance, ..... for premium and policy.

\* The Policies of Insurance are always charged upon even hundreds, that is, for every part of a L100 the same as L100. The Duty is 5s. per Cent., but the brokers generally charge sixpence per Cent. (or 10 per Cent. additional on it), for drawing the Policy, &c. making it in all 5s. 6d. per Cent.



18th July, 1827.

Effected an *Insurance* on £1700, on the following Produce con-  
signed to us, ₣ the Cuba, from Jamaica, viz.

On account of *John Stirling*,  
£250 on 10 Hhds. Sugar, and  
360 on 30 Puncheons Rum,

£610 at 2 Guineas ₣ Cent. ....	£12 16 2	
Policy, 5/6 ₣ Cent. ....	1 18 6	
		£14 14 8

On account of *Murray & Co.*  
£750 on 30 Hhds. Sugar,  
250 on 10 Tierces Coffee, and  
90 on 40 planks Mahogany.

£1090 at 2 Guineas ₣ Cent. ....	£22 17 10	
Policy, 5/6 ₣ Cent. ....	3 - 6	
		£25 18 4
		£40 13 -

Hazard & Co. have taken £610 of the above, ..... £14 14 8

We have Underwritten, ..... 1090 ditto. .... 25 18 4

(1)

£40 13 -

RULES to JOURNALISE the above entries.

(1)

When you effect *Insurance* on importations, enter  
*Insurance, Dr. to Sundries, viz.*

For premium, &c. on £—Produce, ₣ such a ship from such a place.

To the Brokers, ..... for premium on sum taken by them.

To Assurance, ..... for premium on sum underwrote by you.\*

\* When you act as an Underwriter, as in the above instance, an account, entitled *Assurance* must be opened. It is credited for the premiums, and debited for *average* and *total* Losses on sums which you had underwritten or insured.

When you frequently insure Personal Debts, which is called *Guarantee* or *Del-Credere*, instead of entering the premiums on these to the account of *Commission*, as is usually done, a separate account, entitled *Guarantee*, should be opened, because it is a real *Adventure*, and ought therefore to be separately recorded. Like the former account of *Assurance*, it is credited for the premiums, and debited for the *Losses*. The premiums on *Risks*, pending at taking a *General Balance*, are the balances of both accounts, after which they are closed *To or By Profit and Loss*, and which will show the *Gain* you make, or the *Loss* you sustain, by being concerned in this species of *Adventure*.

It will be observed, that no *Return* of premium for *convoy* and *arrival* occurs in the present Set on *Foreign Agency*. This takes place only in time of *war*, when the *Risk* is *greater*, and consequently the *Rate* of *Insurance* *higher*.

When any part of the premium becomes returnable, the *Person* or *Office* owing the same is *Debited to Insurance*.

Here it may be observed that the *Definition* of the *Insurance* account in the present Set, is different from that in the foregoing *Agency* Set. There the *premiums* are put to the *Personal* debtor as soon as effected; here these remain at the *Insurance* account until the *Produce* insured is sold, or, at all events, till it comes to an issue; when the *Insurance* account is credited from the *Sales-Book*. The *difference* consequently of the *Insurance* account in the present Set, is the sums owing you for *premiums*, not accounted for in the *Sales*. This method must be adopted, when the *Employer* wishes every charge on the *Sales* to come from them. See *Remarks* on *Ledger*, Set IV. *Insurance* account.

20th July, 1827.

Ordered from Robert Manford, Lisbon,  
100 Bales Cotton, which he has shipped  $\Psi$  the Ann, to London,  
as  $\Psi$  Invoice, being 4712,500 Reas, Exchange at 59½d.  $\Psi$  Mil-  
rea, ..... £1168<sup>11</sup> 6<sup>11</sup> 2

Insured with James Risk, on the above

£1200 at 1½ Guineas  $\Psi$  Cent. .... £18<sup>11</sup> 18<sup>11</sup> -

Policy, 5/6  $\Psi$  Cent. .... 3<sup>11</sup> 6<sup>11</sup> -

(1)

22<sup>11</sup> 4<sup>11</sup> -

£1190<sup>11</sup> 10<sup>11</sup> 2

20th August.

Effected an Insurance on £1200, on 25 Tons Hemp,  $\Psi$  Vrow,  
from Riga, at 1½ Guineas  $\Psi$  Cent. and policy 66/† ..... £22<sup>11</sup> 4<sup>11</sup> -

James Risk has taken, ..... £200 ..... £3<sup>11</sup> 14<sup>11</sup> -

Hazard & Co. have taken, ..... 900 ..... 16<sup>11</sup> 13<sup>11</sup> -

We have Underwritten, ..... 100 ..... 1<sup>11</sup> 17<sup>11</sup> -

£1200

£22<sup>11</sup> 4<sup>11</sup> -

1st September.

Bought of William Irvine,  
Sundry Goods, as  $\Psi$  B. P. .... £475<sup>11</sup> 1<sup>11</sup> 6

2

Bought of John Ramsay,  
Sundry Goods, as  $\Psi$  B. P. .... £283<sup>11</sup> 1<sup>11</sup> -

3

Bought of Thomas Ryder,  
Sundry Goods, as  $\Psi$  B. P. .... £350<sup>11</sup> 19<sup>11</sup> -

8

Bought of John Ramsay,  
Sundry Goods, as  $\Psi$  B. P. .... £70<sup>11</sup> 16<sup>11</sup> -

RULES to JOURNALISE the above entries.

(1)

Upon receiving the Invoice and Bill of Lading, enter  
Adventure\* from such a place, Dr. to Sundries.

To the Agent, for amount of his Invoice, inserting the foreign and Sterling  
money at his account in the Ledger.

To the Broker, (if insured) for the premium and policy on £—

When the Agent ships Goods in return, the entry is the same  
as the last; and to close the Adventure outward, enter

The AGENT, Dr. to Adventure to such a place.

For amount of the latter account.

\* If the Goods shipped by the Agent consist of one article only, as in the above instance, an account for it may at once be opened, by which an account for the Adventure is avoided.

† At those entries where no Rule to Journalise is given, an entry of the same kind has previously occurred; or the Debtor and Creditor are too obvious to require one.

12th September, 1827.

Effected an <i>Insurance</i> on £1400 on Goods $\text{£}$ <i>Spoooner</i> , for Jamaica, at 2 Guineas $\text{£}$ Cent. and policy, 77/.....	£33 5 11	-
James Risk has taken, ..... £500.....	£11 17 6	
<i>We have Underwritten</i> , ..... 900.....	21 7 6	
	<hr/>	
	£1400	£33 5 11
	<hr/>	<hr/>

13

Shipped on board the *Spoooner*, for Jamaica, by order, and for account and risk of the following persons, as  $\text{£}$  Invoice-Book, pages 2 and 3.

For John Stirling,

Sundry Goods, amounting to.....	£421 15 11	-
Charges at shipping,.....	32 18 10	
Commission on £454 13 9 at $2\frac{1}{2}$ $\text{£}$ Cent. ....	11 7 4	
Insurance on £500,.....	11 17 6	
Commission on ditto. $\frac{1}{2}$ per Cent. ....	2 10 11	-
	<hr/>	£480 8 8

For Murray & Co.

Sundry Goods, amounting to.....	£758 2 6	
Charges at shipping,.....	47 6 6	
Commission on £805 9/ at $2\frac{1}{2}$ $\text{£}$ Cent. ....	20 2 8	
Insurance on £900,.....	21 7 6	
Commission on ditto. $\frac{1}{2}$ $\text{£}$ Cent. ....	4 10 11	-
(1)	<hr/>	£851 9 2
		<hr/>
		£1331 17 10

RULES to JOURNALISE the above entries.

(1)

When you ship Goods for Sundry persons, to order, enter  
*Sundries, Drs. to Sundries.*

For Goods  $\text{£}$  (such a ship for such a place), as  $\text{£}$  *I. B.*

—*Drs.*—

Each person, (in columns as under) for his amount.

—*Crs.*—

To *Merchandise*,.....for amount of the goods.

To *Promiscuous Charges*,.....for charges at shipping.

To *Commission*,.....for your commission.

To *Insurance*,.....for premium and policy.

15th September, 1827.

Ordered on Joint account and risk with *Ross & Son*, Riga, each party *one half* concerned, 25 Tons *Hemp*, which they advise having shipped for our address  $\Psi$  the *Vrouw*, as  $\Psi$  Invoice received this day,  $\Psi$  *post*, amounting to 25559 Rubles.

Our  $\frac{1}{2}$  of which is.....12779 Rubles, 50 Copecks, at.  
 10 $\frac{1}{4}$ d  $\Psi$  Ruble,.....£545<sup>11</sup>15<sup>11</sup>10  
 (1)  
 \_\_\_\_\_ 19 \_\_\_\_\_

Sold to *Dawson & Co.* London,  
 16 Chests *Joint Spanish Indigo*, containing  
 1696lb at 12/6, *cash in 1 month*,.....£1060<sup>11</sup> - -  
 (2)  
 \_\_\_\_\_ 20 \_\_\_\_\_

Sold to *Edward Robinson*, Manchester,  
 20 Bales of our *Cotton*,  $\Psi$  *Ann*,  
 Net 2842lb at 2/6, *cash in 2 months*,.....£355<sup>11</sup> 5<sup>11</sup> -  
 (3)  
 \_\_\_\_\_ 20 \_\_\_\_\_

Received from *Robert Manford*, Lisbon,  
 An account Sales of Goods *consigned* to him,  $\Psi$  *Fame*,  
 Net Proceeds being 1691,160 Reas, at 60d.  $\Psi$  *Milrea*,.....£422<sup>11</sup>15<sup>11</sup>10  
 (4)  
 \_\_\_\_\_ 30 \_\_\_\_\_

Bought of *James Thomson*, London,  
 40 Hhds. Refined Sugar, as  $\Psi$  *B. P.*.....£3110<sup>11</sup> 1<sup>11</sup> 8

RULES to JOURNALISE the above entries.

(1)  
 When you order the Goods and the shipper is concerned,\* enter  
 The Joint article, *Dr. to the Shipper*.  
 For your share of the Invoice only.

(2)  
 When you sell Joint Goods, enter  
 The Purchaser, *Dr. to the Joint article*,  
 For the quantity, price, terms, and sum.

(3)  
 The Purchaser, *Dr. to the article sold*,  
 For the quantity, ship, and terms.

(4)  
 When the Agent, sends an Account Sales, enter  
 The Agent, *Dr. to Adventure to such a place*,  
 For the Net proceeds, inserting, at the Agent's account in the  
 Ledger, both the Foreign and Sterling money, but only the  
 Sterling at that of the Adventure.†

\* Like Adventures outward, there are two methods of stating such Transactions, but a preference is due to the above. It is more concise and satisfactory; and exhibits the extent of the interest each party has in the speculation.

† Should one Sale not include the whole Adventure, it will readily occur to the learner at taking a *General Balance*, to estimate the Goods still remaining with the Agent, the amount of which must be placed on the Credit side of the *Adventure*, being the balance of the account, after which the *difference* of the two sides will show the Gain or Loss on what has been sold.

30th September, 1827.

Finished the *Sales of Our Joint Indigo*,  
as  $\pounds$  Sales-Book, page 1, and charged for

<i>Interest</i> ,.....on the cost till due,.....	£11 6 11	
<i>Commission</i> ,.....for 2 $\pounds$ Cent. on sale,.....	21 4 -	
<i>Promiscuous Charges</i> ,.....for incidents at delivery,.....	- 15 1	
<i>John Ramsay</i> ,.....for his half of gain,.....	50 9 -	
<i>Ourselves</i> ,.....for our half of gain,.....	50 9 -	
	(1)	£127 4 -

20th October.

Shipped  $\pounds$  the *Aurora*, for *Rotterdam*, on *Joint* account and risk  
of *J. Ramsay, Vanderpoole & Co.* and *Ourselves*, each  $\frac{1}{3}$  concerned,  
as  $\pounds$  Invoice-Book, page 4.

40 Hhds. <i>Refined Sugar</i> , (less drawback),.....	£2208 1 8	
<i>Charges</i> at shipping, &c. ....	42 7 -	
<i>Commission</i> on £3152 8 8, at 2 $\pounds$ Cent. ....	63 1 -	
<i>Assured by us</i> on £2400, at 1 G. $\pounds$ Ct. and pol. 132/. ....	31 16 -	
<i>Commission</i> on ditto. at $\frac{1}{2}$ $\pounds$ Cent. ....	12 - -	
	(2)	£2357 5 8

RULES to JOURNALISE the above entries.

(1)

*The Joint article, Dr. to Sundries,*

For the following to close that account.

To *Interest*,—To *Commission*,—To *Promiscuous Charges*,  
To *Partner for his*,—and To *Profit* for our share.

(2)

When the Goods have been furnished and shipped by you,\* enter  
*Sundries, Drs. to Sundries.*

For Goods,  $\pounds$  such a ship for such a place, as  $\pounds$  I. B. p.

—*Drs.*—

*Each Partner*,.....for his share.

*Adventure to such a place*, for our share.

—*Crs.*—

To *Merchandise*,—To *Promiscuous Charges*,

To *Commission*,—and To *Insurance*.

\* There are two methods of stating such Transactions; the other is

*Joint Adventure to — Dr. to Sundries, viz.*

To *Merchandise*,—To *Promiscuous Charges*,—To *Commission*,—and To *Insurance*.

When the Agent furnishes an Account Sales on which there has been a Gain, enter

The Agent, *Dr. to Sundries*, for the Net proceeds, viz.

To *Joint Adventure to —* for amount at outfit.

To *Each Partner*,.....for his share of gain.

To *Profit & Loss*,.....for your share of gain.

Had there been a Loss on the Adventure, the necessary entry would have been,

*Sundries, Drs. to Joint Adventure to — viz.*

Agent,.....for net proceeds of the Sales.

*Each Partner*,.....for his share of the loss.

*Profit & Loss*,.....for your share of the loss.

When you are not the Manager, enter

*Adventure to — Dr. to the Manager.*

For your share of the shipment only.

When the Manager furnishes you with an Account Sales, enter

The Manager, *Dr. to Adventure to —*

For your share of the proceeds only.

20th October, 1827.

The Drawback on the Sugar, & the Aurora, is £902 11 - -  
 (1)  
 23

Charged Vanderpoole & Co. Rotterdam,  
 For postages and charges on bill negotiated on them this day,  
 being £788, £2 4 10  
 24

Sold to E. Robinson, Manchester, at 2 months,  
 20 Bales of our Cotton, & Ann,  
 Net 3012lb at 2/4. £351 11 8 - -  
 25

Sold to Pringle & Son, Manchester, at 3 months,  
 40 Bales of our Cotton, & Ann,  
 Net 5636lb at 2/6. £704 11 10 - -  
 25

Procured from the following Brokers, a settlement of a total Loss  
 on Hemp, & the Vrow, lost on her voyage from Riga to Lon-  
 don, insured by them 20th August, due in 1 month.

James Risk, (less his brokerage,) £199 11 - -  
 Hazard & Co. their ditto. 895 11 10 - -  
 Assurance, our ditto. 99 11 10 - -  
 £1194 11 - -

For the following accounts :

Insurance, for premium and policy, £22 4 - -  
 Commission, 1/2 % Cent. on insurance, £6  
 2 % Cent. at settling, 24  
 30 11 - -  
 Ross & Son, their 1/2 of net recovery, 570 11 18 - -  
 Joint Hemp, our 1/3 of ditto, 570 11 18 - -  
 (2)  
 £1194 11 - -

RULES to JOURNALIZE the above entries.

(1)

Debentures, Dr. to Merchandise.  
 For drawback, & such a vessel.

(2)

Sundries, Drs. to Sundries.

For total Loss of such an article, lost & such a ship, on her voyage  
 from \_\_\_\_\_ to \_\_\_\_\_

- Drs.—
- Each Broker, for premium deducting his brokerage.
- Cr.—
- To Insurance,—To Commission,—To Partners, and To Joint Article.\*

\* Had the Goods arrived safe, and been sold by you, enter  
 The Purchaser, Dr. to Sales of Consignments.  
 For amount of his purchase.

When the Sales are finished and made up, enter  
 Sales of Consignments, Dr. to Sundries, viz.  
 To Insurance, for premium and policy.  
 To Consignments, for freight, &c. paid by you.  
 To Commission, on insurance, and on sales.  
 To the Shipper, for his share of proceeds.  
 To Adventure from \_\_\_\_\_ for your share of proceeds.

2d November, 1827.

Sold to Fenn & Park, London, at 2 months,  
6 Puncheons Rum consigned  $\text{P}$  Cuba, as  $\text{P}$  S. B. page 2,  
Net 653 Gallons, at 4/6. ....£146<sup>11</sup>18<sup>11</sup> 6

(1)

10

Sold to Fenn & Park, London, at 3 months,  
20 Puncheons Rum consigned  $\text{P}$  Cuba, as  $\text{P}$  S. B. page 2,  
Net 2195 Gallons, at 4/9. ....£521<sup>11</sup> 6<sup>11</sup> 3

12

Sold to John Black, London, at 2 months,  
4 Puncheons Rum consigned  $\text{P}$  Cuba, as  $\text{P}$  S. B. page 2,  
Net 427 Gallons, at 4/6. ....£96<sup>11</sup> 1<sup>11</sup> 6

16

Made up the account Sales of John Stirling's 30 Puncheons Rum  
consigned  $\text{P}$  Cuba, as  $\text{P}$  Sales-Book, page 2, and charged for

Insurance,.....on £360 at 2 Guineas  $\text{P}$  Cent. ....£7<sup>11</sup>11<sup>11</sup> 2  
Policy 5/6  $\text{P}$  Cent. .... 1<sup>11</sup> 2<sup>11</sup> -

8<sup>11</sup>13<sup>11</sup> 2

Consignments,.....for Freight, &c. .... 81<sup>11</sup>17<sup>11</sup> 6  
Promiscuous Charges, &c. .... 12<sup>11</sup>18<sup>11</sup> 3

94<sup>11</sup>15<sup>11</sup> 9

Commission,.....for 2 $\frac{1}{2}$   $\text{P}$  Cent. on the Sales, ..... 19<sup>11</sup> 2<sup>11</sup> 2  
 $\frac{1}{2}$   $\text{P}$  Cent. on Insurance, ..... 1<sup>11</sup>16<sup>11</sup> -

20<sup>11</sup>18<sup>11</sup> 2

John Stirling,.....for net proceeds due Jan. 29, ..... 639<sup>11</sup>19<sup>11</sup> 2

(2)

£764<sup>11</sup> 6<sup>11</sup> 3

RULES to JOURNALISE the above entries.

(1)

When you sell Goods on Commission, enter  
The Purchaser, Dr. to Sales of Consignments,  
For the article, quantity, ship, terms, and sum.

(2)

When the Sales are finished and made up, enter  
Sales of Consignments, Dr. to Sundries.  
For proceeds, &c. of such an article,  $\text{P}$  such a ship.  
To Insurance,.....for premium and policy.  
To Consignments,.....for duty and other charges.  
To Commission,.....for yours on insurance and sales.  
To the Consigner,.....for net proceeds due him.

25th November, 1827.

Indorsed to James Thomson, Bill

No. 6, on Vanderloo, due Jan. 20th. £500 0 0  
(1)

Received from Vanderpoole & Co. Rotterdam,  
their Account Sales of Sugar, consigned them,  $\Psi$  the Aurora,  
Two-thirds of the Net proceeds being 19749 florins, 14 stivers,  
6 pennings, Exchange at 35/7½ Flemish  $\Psi$  £ Sterling.

John Ramsay, his ½ £923 18 6  
Adventure to Rotterdam, our ½ 923 18 6  
(2) £1847 17 0  
30

Charged John Ramsay, for

Interest, on £923 18 6 till Jan. 30th. £7 11 0  
Commission, at ½  $\Psi$  Cent. on ditto. 4 11 10  
£12 2 10  
30

Charged Ross & Son, Riga,

For Commission on £565 1 8, at ½  $\Psi$  Cent. £2 16 6  
Brokerage on ditto, remitted, 2 19 10  
£5 16 4

1st December.

The Loss by the Exchange on the remittance made  
by Vanderpoole & Co. is

£2 17 0

John Ramsay, his ½ £1 8 6  
Adventure to Rotterdam, our ½ 1 8 6  
£2 17 0  
11

Sold to James Thomson, London, at 3 months,  
5 Hhds. Sugar, consigned  $\Psi$  Cuba, as  $\Psi$  S. B.

Net 63cwt. 0qrs. 7lb at 83/  $\Psi$  cwt. £261 14 2  
21

Settled with James Thomson, as under :

Indorsed him Bills No. 8, & 11, £1013 4 9  
Granted him Bill No. 12, at 50 days, 250 10 0  
Discount allowed by him, 84 12 9  
£1348 7 6

RULES to JOURNALISE the above entries.

(1)

The Person to whom indorsed, Dr. to Bills Receivable.

For No. — on — when due, and sum.

(2)

When the Agent furnishes you with a Joint account Sales, enter

The Agent, Dr. to Sundries, viz.

To each Partner, for his share of proceeds.

To Adventure to — for your share of proceeds.



21st December, 1827.

Sold to Attwood & Co. London, at 2 months,  
 15 Hhds. Sugar consigned  $\text{P}$  Cuba, as  $\text{P}$  S. B. fol. 5,  
 Net 188 cwt. 1qr. 21lb. at 83/6,  $\text{P}$  cwt. £786<sup>11</sup> 14<sup>6</sup>  
 23

Sold to Dawson & Co. London, at 3 months,  
 10 Tierces Coffee consigned  $\text{P}$  Cuba, as  $\text{P}$  S. B. fol. 5,  
 Net 60 cwt. 2qrs. at 127/, £384<sup>11</sup> 3<sup>6</sup>  
 30

John Black having become insolvent, has offered his Creditors 12/  
 $\text{P}$  £, at 5 months, with security; and considering it more for  
 the interest of my employer, I have accepted of his offer, and  
 received the bill accordingly.  
 The Loss to John Stirling on £96<sup>11</sup> 6, at 8/  $\text{P}$  £ is, £38<sup>11</sup> 8<sup>8</sup>  
 (1)  
 31

Made up Account Sales of Murray & Co's 15 Hhds. Sugar, and  
 10 Tierces Coffee,  $\text{P}$  Cuba, as  $\text{P}$  Sales Book, fol. 3.

Murray & Co. for Net proceeds of  
 15 Hhds. Sugar, due 21st Feb. £393<sup>11</sup> 16<sup>10</sup>  
 10 Tierces Coffee, due 23d March, 238<sup>11</sup> 8<sup>5</sup>  
 £632<sup>11</sup> 5<sup>3</sup>  
 Insurance, for premium on £625, 15<sup>11</sup> 1<sup>11</sup>  
 Consignments, for duty, freight, &c. 486<sup>11</sup> 1<sup>2</sup>  
 Interest, on ditto 5<sup>11</sup> 2<sup>8</sup>  
 Commission, on Sales and Insurance, 32<sup>11</sup> 7<sup>11</sup>  
 £1170<sup>11</sup> 18<sup>11</sup> -  
 31

Due James Agent, as  $\text{P}$  account to this date, for  
 Consignments, on imports, £20<sup>11</sup> 2<sup>4</sup>  
 Promiscuous Charges, on exports, 12<sup>11</sup> 10<sup>6</sup>  
 £32<sup>11</sup> 12<sup>10</sup>

RULES to JOURNALISE the above entries.

(1)

The Proprietor, Dr. to the Bankrupt.  
 For loss sustained by the latter.\*

\* When the Loss is sustained by yourself, instead of the above Rule, the following must be adopted.

1. When a Total Loss is sustained, enter  
 Profit & Loss, Dr. to the Bankrupt.  
 For the whole debt lost.
2. When a Partial Loss is sustained, enter  
 Profit & Loss, Dr. to the Bankrupt,  
 For the sum lost, by his failure.

3. When the composition is known at Balancing, enter  
 Profit & Loss, Dr. to the Bankrupt,

For the sum which you will lose: after which, the difference of his account is the sum to be received.

4. Should the Bankrupt at any after period VOLUNTARILY pay up the deficiency,  
 Debit Cash To Profit & Loss,  
 For the sum received.

31st December, 1827.

Due on the following Accounts at this date, as  $\text{P}$  Account Current Book, viz.

<i>Ship Mars</i> , for interest on our <i>one-sixth</i> , .....	£7 4 3
John Stirling,	
For <i>Interest</i> $\text{P}$ Account, .....	£1 15 1
Commission $\frac{1}{2}$ $\text{P}$ Cent. on £400 paid and received, .....	2 0 0
Postage of Letters, .....	1 11 0
	£5 6 1

Murray & Co.	
For <i>Interest</i> $\text{P}$ Account, .....	£13 18 5
Commission $\frac{1}{2}$ $\text{P}$ Cent. on £500, paid, .....	2 10 0
Postage of Letters, .....	1 5 0
	£17 13 5
(1)	
	£30 3 9

Due by the Partners for *Interest* at this date on their *Private* Accounts, viz.

William Simson, .....	£1 5 0
George Monteath, .....	0 12 6
	£1 17 6
31	

Due to *John Thomson*, (Private Account).

For 6 months <i>Salary</i> , due him as managing partner, .....	£50 0 0
31	

Due for *Interest* on *Stock*,

For 6 months on Capital of £3000, .....	£75 0 0
31	

Previous to the Balancing of our Books, we have taken an Inventory of the following accounts.\*

20 Bales <i>Cotton</i> , $\text{P}$ Ann, as $\text{P}$ Valuation, .....	£315 9 4
<i>Ship Mars</i> , having been estimated, and valued at £2580,	
Our <i>one sixth</i> share is .....	£430 0 0
(See these two Accounts in the Ledger.)	

RULES to JOURNALISE the above entries.

(1)

*Sundries*, *Drs.* to *Sundries*.

(As  $\text{P}$  Account Current Book.)

—*Drs.*—

*Ship Mars*,—*John Stirling* and *Murray & Co.*

For *Interest*, *Commission*, and *Postages*.

—*Crs.*—

To *Interest*,—*Commission* and *Promiscuous Charges*,

For their respective amounts.

\* In Business there is a separate Book kept for recording such entries as the above, called the *Inventory*, where the particulars are entered.

SET IV.  
THE BOOKS  
OF  
SIMSON, MONTEATH & Co.  
GENERAL MERCHANTS, LONDON.

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1. CASH-BOOK.
  2. BILL-BOOK.
  3. DAY-BOOK.
  4. JOURNAL.
  5. LEDGER.
  6. PRIVATE LEDGER.
- 

CONCERN,.....A PARTNERSHIP.  
BUSINESS,.....COMMENCED.  
RESULT,.....PROFITABLE.

## REMARKS ON THE CASH-BOOK.

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The most important purposes for which this Book is kept, are to enable the person who keeps the Cash, to ascertain at any time the money he has *Received* and *Paid*; and also how much he ought still to have in hand: the keeping of it correct, therefore, must be of the greatest consequence.

In business, it is found necessary to shorten the Cash-Book, by keeping a petty Expense-Book, a specimen of which is given in page 31; for entering small incidents which would be inconvenient to bring separately through the principal Cash-Book, and carrying only the amount of these at stated periods to the Credit side of this Book. In the following Cash-Book, such charges are entered once a-month, which is the most general method.

It is a practice with some houses in London, to have separate columns allotted in the Cash-Book for money kept at the *Bank*, at the *Bankers'*, and at *home*. The Banker's Book is frequently found useful in checking and abridging the Cash-Book.

When money is borrowed or lent for a few days, which frequently happens in business, it is improper to carry such sums into the *Journal* and *Ledger*; it is sufficient to short extend such entries in the Cash-Book, and when paid, they, of course, balance themselves.

When one side of the Cash-Book becomes full before the end of the month, both sides must be added, the amounts placed opposite to each other, the blank side filled up with a diagonal line, and the amounts carried to the following pages. The same method, when necessary, is adopted at the end of the month.

CASH

CASH-BOOK.

1 Dr.		CASH.			
		RECEIPTS.	£	s.	d.
1827.					
July	1	To <i>Stock</i> , ..... Capital in hand, .....	3000	—	—
Aug	20	To <i>Interest</i> , ..... from J. Thomson, .....	100	10	1
	31	To <i>Bills Receivable</i> , ..... No. 1, J. Stirling, .....	100	—	—
		<i>Entered Journal, Pages 1, &amp; 2.</i>	£ 3101	10	1
Sep.	1	To Balance, ..... from last month, .....	2192	3	7
	13	To <i>Bills Receivable</i> , ..... No. 4, J. Stirling, .....	100	—	—
	26	To <i>Four ¼ Cents</i> , ..... £1000, at 79½ ¼ Cent, .....	792	10	—
		<i>Entered Journal, Page 3.</i>	£ 3084	13	7
Oct.	1	To Balance, ..... from last month, .....	1172	7	3
	19	To <i>Dawson &amp; Co.</i> , ..... in full, .....	1060	—	—
	20	To <i>Bills Receivable</i> , ..... No. 2, J. Thomson, .....	200	—	—
	24	To <i>Vanderpoole &amp; Co.</i> , ..... bill negotiated on the 20th, .....	788	—	—
		<i>Entered Journal, Page 5.</i>	£ 3220	7	3

CONTRA.

Cr. 1

1827.		PAYMENTS.	£	s.	d.
Aug.	4	By Furniture, ..... $\text{P}$ account, .....	69	6	—
	8	By Four $\text{P}$ Cents. .... £1000 Stock, at $78\frac{1}{2}$ $\text{P}$ Cent. ....	782	10	—
	20	By William Simson, ..... Private Account, .....	50	—	—
	31	By Promiscuous Charges, ..... this month, .....	7	10	6
	"	By Balance, ..... to next month, .....	2192	3	7
<i>Entered Journal, Page 2.</i>			£	3101	10 1
Sep.	2	By Cotton, ..... duty, &c. $\text{P}$ Ann, .....	190	10	8
	4	By Ship Mars, ..... $\frac{1}{8}$ share, .....	450	—	—
	12	By Bills Payable, ..... No. 1, Murray & Co. ....	200	—	—
	15	By Joint Indigo, ..... 1696lb at 11/. ....	932	16	—
	20	By Cotton, ..... freight, &c. $\text{P}$ Ann, .....	93	2	4
	"	By Geo. Monteath, ..... Private Account, .....	30	—	—
	30	By Promiscuous Charges, ..... this month, .....	15	17	4
	"	By Balance, ..... to next month, .....	1172	7	3
<i>Entered Journal, Page 3.</i>			£	3084	13 7
Oct.	1	By John Ramsay, ..... in full, .....	50	9	—
	11	By Bills Payable, ..... No. 2, Murray & Co. ....	200	—	—
	"	..... 3, ditto, .....	100	—	—
	22	By Bills Payable, ..... 4, J. Thomson, .....	550	—	—
	"	..... 7, R. Manford, .....	755	6	8
	29	By Consignments, ..... duty, &c. on Produce, $\text{P}$ Cuba, .....	374	8	8
	30	By John Thomson, ..... P. A. ....	30	—	—
	31	By Promiscuous Charges, ..... this month, .....	15	10	6
	"	By Balance, ..... to next month, .....	1144	12	5
<i>Entered Journal, Page 5.</i>			£	3220	7 3

2 Dr.		CASH.			
1827.		RECEIPTS.	£	s.	d.
Nov. 1	To Balance,.....	from last month,.....	1144	12	5
20	To <i>Debentures</i> ,.....	drawback $\frac{1}{2}$ Aurora,.....	902	—	—
25	To <i>E. Robinson</i> ,.....	in full of 20 Bales Cotton,.....	355	5	—
"	To <i>Bills Receivable</i> ,.....	No. 3, J. Thomson,.....	350	—	—
30	To <i>James Risk</i> ,.....	balance of accounts,.....	152	18	5
"	To <i>Hazard &amp; Co.</i> .....	ditto.....	864	2	—
<i>Entered Journal, Page 7.</i>			£3768	17	10
Dec. 1	To Balance,.....	from last month,.....	1141	14	9
2	To <i>Interest</i> ,.....	discount from T. R. ....	10	16	—
20	To <i>Bills Receivable</i> ,.....	No. 9, on Rees & Co. due Jan. 30,	500	—	—
"	"	10, on Curtis & Co. — 30,	500	—	—
25	To <i>Ship Mars</i> ,.....	$\frac{1}{2}$ of Gain,.....	93	1	6
27	To <i>Bills Receivable</i> ,.....	No. 5, Robinson, now due,.....	351	8	—
<i>Entered Journal, Page 9.</i>			£2597	—	3
1828.	Jan. 1	To Balance,.....	47	1	5



## CONTRA.

Cr. <sup>2</sup>

1827.		PAYMENTS.	£	s.	d.
Nov.	4	By <i>Promiscuous Charges</i> , $\text{₤}$ Spooner, for Jamaica, .....	70	15	6
	6	..... $\text{₤}$ Aurora, for Rotterdam, .....	34	6	3
	10	By <i>James Agent</i> , ..... on account, .....	20	—	—
	"	By <i>Bills Payable</i> , ..... No. 5, John Ramsay, .....	411	—	—
	11	By <i>William Simson</i> , ..... Private Account, .....	50	—	—
	"	By <i>George Monteath</i> , ..... ditto, .....	30	—	—
	"	By <i>John Thomson</i> , ..... ditto, .....	20	—	—
	"	By <i>Promiscuous Charges</i> , ..... Counting-house rent, .....	25	—	—
	20	By <i>Consignments</i> , ..... duty on produce, $\text{₤}$ Cuba, .....	523	5	9
	25	By <i>Ross &amp; Son</i> , ..... remitted them, .....	565	1	8
	29	By <i>Consignments</i> , ..... freight, &c. $\text{₤}$ Cuba, .....	317	7	7
	30	By <i>Bills Payable</i> , ..... No. 6, Ross & Son, .....	545	15	10
	"	By <i>Promiscuous Charges</i> , ..... this month, .....	14	10	6
	"	By Balance, ..... to next month, .....	1141	14	9
<i>Entered Journal, Page 7.</i>			£	3768	17 10
Dec.	1	By <i>John Ramsay</i> , ..... balance, .....	124	12	—
	2	By <i>Thomas Ryder</i> , ..... in full, .....	350	19	—
	10	By <i>Bills Payable</i> , ..... No. 8, W. Irvine, .....	475	1	6
	12	..... 9, J. Thomson, .....	500	—	—
	"	..... 11, J. Ramsay, .....	353	17	—
	13	By <i>John Stirling</i> , ..... $\text{₤}$ Gray, .....	200	—	—
	14	By <i>Bills Payable</i> , ..... No. 10, J. Thomson, .....	500	—	—
	20	By <i>Interest</i> , ..... discount on 2 bills, .....	5	12	4
	"	By <i>John Thomson</i> , ..... <i>P. A.</i> .....	20	—	—
	30	By <i>Consignments</i> , ..... brokerage, &c. on produce, $\text{₤}$ Cuba, .....	6	18	1
	31	By <i>Promiscuous Charges</i> , ..... this month, .....	12	18	11
	"	By Balance, ..... in hand, .....	47	1	5
<i>Entered Journal, Page 9.</i>			£	2597	— 3

CASH is *Dr.*.....for every sum received.

CASH is *Cr.*.....for every sum paid.

Therefore,

To JOURNALISE THE *Dr.* SIDE MONTHLY, say,  
CASH *Dr. to Sundries,\* viz.*

To *each Account* for its respective sum : and when more than one sum has been received on the same account during the month, insert these in the inner, and extend their sum into the outer column of the Journal, as in page 9, which sum post into the Ledger.

As soon as each sum is entered in the Journal, mark it off on the double line of the pound column, which will more readily direct the eye to those sums which still remain to be entered, and prevent omissions.

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To JOURNALISE THE *Cr.* SIDE MONTHLY, say,  
SUNDRIES *Drs. to Cash, viz.*

*Each Account* for its respective sum ; also classing articles of the same kind in the inner, and extending their sum into the outer column, as in Journal, page 3, which sum post into the Ledger.

If only one sum has been *received* during the month, make *Cash Dr. to the person* from whom, or the *Account* on which it was received ; and if only one sum has been *paid*, make the *person* to whom, or the *Account* on which it was paid, *Dr. to Cash*.

In Journalising both *Receipts* and *Payments*, dates, names, and sums, only are in general inserted, except at such entries as from their nature require it, particularly, *Consignments*, by naming the vessel.

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\* The *Balances* of Cash in hand, on either side of the Cash-Book, are omitted at Journalising.

At every *General Balance*, the difference between the two sides of the Cash Account in the Ledger, must always agree with the difference or *Balance* of the Cash-Book.

By the negotiation of foreign Bills of Exchange, money is remitted from one Country to another without the risk or expense of making such remittances in specie. In the following engraved specimen of a Foreign Bill in the *Appendix* there are four parties: two at Jamaica where it is drawn, namely, Murray & Co. the *drawers*, and John Ramsay the *buyer* or remitter; and two at London where it is payable, namely, Williamson & Co. the *payees*, and Simson, Monteath & Co. the *drawees*.

To explain to the learner the circumstances attending the negotiation of this bill, it may be observed that Murray & Co. having made a Consignment of West India produce to Simson, Monteath & Co. (who are supposed to be the owners of the books) upon receiving the Invoice and Bill of Lading they agree to accept for them bills to a certain amount; the form of one of which is supposed to be that exhibited on the engraved specimen. This bill, Murray & Co. sell to John Ramsay from whom they receive the value, and agreeably to his desire they make it payable to Williamson & Co. at London, to whom Ramsay remits it on account of transactions supposed to be betwixt themselves. Williamson & Co. who are called the *holders*, upon receiving the Bill, present it for acceptance to Simson, Monteath & Co. who agree, by writing their name, date, and place of payment upon it, after which they are called the *accepters*, and the former may either keep the bill until it becomes due; or they may discount or pay it away to another by indorsing it, and thus it may pass through any number of hands by successive Indorsements.

In London, Bills for acceptance are generally left until the next day, and if refused acceptance, they are put into the hands of a Notary Public, and noted for non-acceptance. If an accepted bill be refused payment, it is noted or protested accordingly, and returned to the Drawer, by which he, or any of the Indorsers, are liable to pay the Bill with all costs; but if the Holder make any unnecessary delay in returning it, he can sue the Acceptor only. Inland Bills may be kept fourteen days, but no longer. Foreign Bills should be returned with Protest in course of Post, or at all events within three Posts.

As the Julian Calendar is still in use in Russia, 12 days must be added to the date of bills drawn from Russia, to make up the difference between the old and new style. For instance, bill No. 6, which you accepted on account of Ross & Son, Riga, being dated on the 15th August, at 3 months' date, became due, including the 3 days of grace, on the 30th November. In order to prevent mistakes, the style is sometimes mentioned, and sometimes the date by both styles is expressed. Thus, in the bill in question 15th August old style, or  $\frac{1}{2}\frac{5}{7}$  August.

Bills are generally drawn in the money of the country in which they are to be paid. If the sum be expressed in the currency of the place where it is drawn, the rate of exchange is mentioned, and sometimes the sum in sterling money for which it is accepted.

## REMARKS ON THE BILL-BOOK.

When you receive another person's acceptance, or grant your acceptance, and receive the proceeds merely for your own accommodation, such bills may be stated by either of the following methods.

*First.* Enter the bill under **BILLS PAYABLE** to the account of *Bills Receivable, Private Account*, and when it is discounted it passes to the *Cr.* side of the latter account; when you pay the Bill, credit Cash *By Bills Payable*, it having originally been put to the *Cr.* side of the latter account.

*Second.* Enter the bill under **BILLS RECEIVABLE** to the account of *Bills Payable*, (as you will have to provide for this bill when it falls due,) and when it is discounted, debit Cash *To Bills Receivable*, and when you pay it, credit Cash *By Bills Payable*. By these methods an account for the acceptor in the one instance, or in the other with the person with whom the negotiation took place, is avoided in the Ledger, if his name did not formerly appear there; and although it had, it would have been improper to have entered such Transactions as originated entirely for your accommodation, to his account.

When you grant your acceptance merely to accommodate another person, it is unnecessary that such a bill should pass through the Journal and Ledger. It is sufficient to note in your Monthly Register of Bills when it falls due, because the person's obligation that he is to provide for it, is a sufficient voucher until it becomes due, when if he be unable to pay it, he is debited *To Cash* for the same, as in any proper transaction.

When two merchants draw bills on each other, and each agrees to pay his own bills, it is better to open two separate accounts, distinguished by the marks *h/a* and *m/a*, signifying *his account* and *my account*. For the bills which he draws upon me, he is debited at the former account *To Bills Payable*, and when he furnishes me with funds to retire them, he is credited *By Cash*. For the bills which I draw upon him, the latter account is credited *By Bills Receivable*, and when I furnish him with the means of payment, he is debited *To Cash*.

Merchants, whose bill Transactions are considerable, keep a *Monthly Register-Bill Book*, in which are entered all bills they receive, and those for which they become bound to pay, each day entered in separate places, in order to enable them to regulate their payments so as to meet them without embarrassment.

LIST

No.	Name	Address	City	State
1	W. H. ...	...	...	...
2	...	...	...	...
3	...	...	...	...
4	...	...	...	...
5	...	...	...	...
6	...	...	...	...
7	...	...	...	...
8	...	...	...	...
9	...	...	...	...
10	...	...	...	...
11	...	...	...	...
12	...	...	...	...
13	...	...	...	...
14	...	...	...	...
15	...	...	...	...
16	...	...	...	...
17	...	...	...	...
18	...	...	...	...
19	...	...	...	...
20	...	...	...	...

BILL-BOOK.

1						
BILLS						
Page Jour.	When Received.	On Account of.	No.	Upon.	Date and Term.	
1	1827. July 9	John Stirling.	1	Forster & Co.	July 9	50 d/s.
2	Aug. 20	James Thomson.	2	J. Mill.	July 18	3 mos.
2	" "	Ditto.	3	W. Bell.	July 22	4 mos.
2	21	John Stirling.	4	Lloyd & Co.	Aug. 21	20 d/s.
7	Nov. 25	E. Robinson.	5	Himself.	Oct. 25	2 mos.
7	" "	Vanderpoole & Co.	6	Vanderloo.	Nov. 20	2 mos.
7	26	Pringle & Son.	7	Themselves.	Oct. 26	3 mos.
9	Dec. 1	Fenn & Park.	8	Themselves.	Nov. 26	2 mos.
9	4	Vanderpoole & Co.	9	Rees & Co.	Nov. 27	2 mos.
9	" "	Ditto.	10	Curtis & Co.	Nov. 27	2 mos.
9	" "	Ditto.	11	Jones & Co.	Dec. 4	2 mos.
9	30	John Black.	12	J. Caution.	Dec. 12	5 mos.

RECEIVABLE.

1

Date.	Sum.		When and	How disposed of.	Page Jour.
1827.			1827.		
Aug. 31	100	- -	Aug. 31	In Cash, .....	2
Oct. 21	200	- -	Oct. 20	In Cash, .....	5
Nov. 25	350	- -	Nov. 25	In Cash, .....	7
Sep. 13	100	- -	Sep. 13	In Cash, .....	3
£	650	- -			
Dec. 28	351	8 -	Dec. 27	In Cash, .....	9
Jan. 23	500	- -	Nov. 25	James Thomson, .....	7
Jan. 29	704	10 -			
£	1555	18 -			
Jan. 29	668	4 9	Dec. 21	James Thomson, .....	10
Jan. 30	500	- -	20	Discounted, .....	9
Jan. 30	500	- -	"	Ditto, .....	9
Feb. 7	345	- -	21	James Thomson, .....	10
May 15	57	12 10			
£	2070	17 7			

1					
BILLS					
Page Journ.	When Accepted.	Drawn by	No.	Payable to	Date and Term.
	1827.				
2	Aug. 9	Murray & Co.	1	J. Fraser.	Aug. 9 31 d/s.
2	" "	Ditto.	2	Williamson & Co.	Aug. 9 60 d/s.
2	" "	Ditto.	3	Willis & Co.	Aug. 9 60 d/s.
2	20	James Thomson.	4	His order.	Aug. 19 2 mos.
2	" "	John Ramsay.	5	Ditto.	Aug. 7 3 mos.
2	27	Ross & Son.	6	R. Field.	Aug. 27 3 mos.
3	Sep. 20	R. Manford. <i>Ross, 8081,840 at 60d.</i>	7	C. Tyson.	Sep. 20 Usance.
5	Oct. 4	William Irvine.	8	His order.	Sep. 7 3 mos.
5	11	James Thomson.	9	Ditto.	Oct. 9 2 mos.
5	" "	Ditto.	10	Ditto.	Oct. 11 2 mos.
5	12	John Ramsay.	11	Ditto.	Sep. 9 3 mos.
10	Dec. 21	James Thomson.	12	His order.	Dec. 20 50 days.



PAYABLE.

1

<i>Due.</i>	<i>Sum.</i>			<i>When and to</i>	<i>Whom paid.</i>	<i>Page Jour.</i>
1827.				1827.		
Sep. 12	200	-	-	Sep. 12	Ransom & Co. ....	3
Oct. 11	200	-	-	Oct. 11	Denison & Co. ....	5
Oct. 11	100	-	-	11	Ditto. ....	5
Oct. 22	550	-	-	22	Jones, Lloyd & Co. ....	5
Nov. 10	411	-	-	Nov. 10	Ransom & Co. ....	7
Nov. 30	545	15	10	30	Le Fevre & Co. ....	7
£	2006	15	10			
Oct. 23	755	6	8	Oct. 22	Jones, Lloyd & Co. ....	5
Dec. 10	475	1	6	Dec. 10	Denison & Co. ....	9
Dec. 12	500	-	-	12	Le Fevre & Co. ....	9
Dec. 14	500	-	-	14	Jones, Lloyd & Co. ....	9
Dec. 12	353	17	-	12	Le Fevre & Co. ....	9
£	1828	18	6			
Feb. 11	250	10	-			

## BILLS RECEIVABLE.

BILLS RECEIVABLE is *Dr.*.....for all Bills received, and  
 BILLS RECEIVABLE is *Cr.*.....when any of these are disposed of.

Therefore,

To JOURNALISE BILLS RECEIVABLE, say  
 BILLS RECEIVABLE *Dr. to Sundries*,

when Bills have been received from more persons than one during the month. If from one person only, make *Bills Receivable Dr. to that Person*, as in Journal, page 1. After the name, add the No. and time when each Bill falls due, and insert the sum in the money column.

The first column on the left hand page of the Bill-Book, is for inserting the page of the Journal where the Bills are entered, when received or accepted; and the outer column on the right hand, contains the page of the Journal where the Bills appear either discounted, indorsed, paid, or protested.

## BILLS PAYABLE.

BILLS PAYABLE is *Cr.*.....for all Bills accepted, and  
 BILLS PAYABLE is *Dr.*.....when any of these are paid.

Therefore,

To JOURNALISE BILLS PAYABLE, say  
 SUNDRIES, *Drs. to Bills Payable*,

when Bills have been accepted to several persons during the month. If accepted for one person only, make *that Person Dr. to Bills Payable*.

When several Bills have been received or accepted for one person in one month, insert the sum of each Bill in the inner, and extend the amount to the outer column of the Journal, which sum post into the Ledger, as in Journal, page 2.\*

\* The following additional Rules for Journalising Bills, will apply to every case that can occur in business.

DRAWING BILLS,.....enter.....*Bills Receivable Dr. to the Person on whom drawn.*

REMITTING BILLS,.....*The Person for whom remitted, Dr. To Bills Receivable.*

INDORSING BILLS,.....*The Person to whom indorsed, Dr. to Bills Receivable.*

RENEWING BILLS,.....  
 { 1st, If the Bill be in your own hand, make  
*A. B. the Acceptor, Dr. to Bills Receivable, for it, and*  
*Bills Receivable, Dr. to A. B. for the new bill.*  
 2d, If the Bill has been discounted, Credit Cash  
*By A. B. for the sum you pay for him; then make*  
*Bills Receivable Dr. to A. B. for the new bill †*

PROTESTING BILLS,.....  
 { 1st, If the Bill be in your own hand, make  
*A. B. the acceptor or indorser Dr. to Sundries, viz.*  
*To Bills Receivable, for the sum of the bill;*  
*To Charges, for expense of Protest.*  
 2d, If the Bill has been disposed of, Credit Cash  
*By A. B. on whose account you pay, for the sum.*

† If Interest has been included in the new Bill for the time it is renewed, *A. B.* must be made *Dr. to Interest* for the same from the *Day-Book*, which will balance his account; but if the Interest be received in Cash, *Debit Cash To Interest*, as in the case of James Thomson, 20th August.

# DAY-BOOK.

The following are the names of the  
 persons who have been admitted to  
 the office of the Secretary of the  
 Board of Trustees of the University  
 of Chicago, since the meeting of  
 the Board on the 15th day of  
 January, 1892, to the 15th day  
 of January, 1893.

On account of absence in the  
 office of the Secretary of the  
 Board of Trustees of the University  
 of Chicago, the following persons  
 have acted as Secretaries of the  
 Board during the absence of the  
 Secretary:

1892-93.

The following are the names of the  
 persons who have been admitted to  
 the office of the Secretary of the  
 Board of Trustees of the University  
 of Chicago, since the meeting of  
 the Board on the 15th day of  
 January, 1893, to the 15th day  
 of January, 1894.

On account of absence in the  
 office of the Secretary of the  
 Board of Trustees of the University  
 of Chicago, the following persons  
 have acted as Secretaries of the  
 Board during the absence of the  
 Secretary:

1893-94.

The following are the names of the  
 persons who have been admitted to  
 the office of the Secretary of the  
 Board of Trustees of the University  
 of Chicago, since the meeting of  
 the Board on the 15th day of  
 January, 1894, to the 15th day  
 of January, 1895.

On account of absence in the  
 office of the Secretary of the  
 Board of Trustees of the University  
 of Chicago, the following persons  
 have acted as Secretaries of the  
 Board during the absence of the  
 Secretary:

1894-95.

July 2d, 1827.

(1)

1	<i>Merchandise, Dr. to John Ramsay,</i> For Cottons, as $\text{v}$ <i>B. P.</i> .....	411	—	8
	3			
1	<i>Insurance, Dr. to James Risk,</i> For premium on £440 on Goods, $\text{v}$ <i>Fame</i> , for Lisbon, at $1\frac{1}{2}$ Guineas $\text{v}$ Cent., and policy, 27/6. ....	8	6	1
	4			
1	<i>Adventure to Lisbon, Dr. to Sundries.</i> For Invoice of Goods $\text{v}$ <i>Fame</i> , consigned for Sale to R. Manford on our own account and risk, as $\text{v}$ <i>I. B.</i> page 1.			
	<i>To Merchandise,</i> .....	£411	—	8
	<i>To Promiscuous Charges,</i> .....	16	14	6
	<i>To Insurance,</i> .....	8	6	1
		436	1	3
	18			
1	<i>Insurance, Dr. to Sundries,</i> For premium and policy on £1700 on Produce con- signed us $\text{v}$ the <i>Cuba</i> , from Jamaica: viz. On account of <i>John Stirling</i> , £250 on 10 Hhds. Sugar, and 360 on 30 Puncheons Rum,  £610 at 2 Guineas $\text{v}$ Cent. ....	£12	16	2
	Policy, 5/6 $\text{v}$ Cent. ....	1	18	6
		14	14	8
1	On account of <i>Murray &amp; Co.</i> £750 on 30 Hhds. Sugar, 250 on 10 Tierces Coffee, 90 on 40 Planks Mahogany,  £1090 at 2 Guineas $\text{v}$ Cent. ....	£22	17	10
	Policy, 5/6 $\text{v}$ Cent. ....	3	—	6
		25	18	4
		40	13	—
	To Hazard & Co. on £610 insured by them,	£14	14	8
	To <i>Assurance</i> , ..... on 1090 underwrote by us,	25	18	4
	£1700	£40	13	—

2	20th July, 1827.		
	<i>Cotton, Dr. to Sundries,</i>		
	For Invoice of 100 Bales, & the Ann,		
1	To Robert Manford, Lisbon, for 4712,500 Reas at 59½d. & Milrea, £1168 <sup>n</sup> 6 <sup>n</sup> 2		
	To James Risk, for insurance on £1200, at 1½ Guineas & Ct. & policy, 22 <sup>n</sup> 4 <sup>n</sup> —		
	_____	1190	10 2
	20th August.		
	<i>Insurance, Dr. to Sundries,</i>		
	For premium on £1200 on 25 Tons Hemp, & Vrow, from Riga, at 1½ Guineas & Cent., policy 66/. due		
2	To James Risk.....on £200.....£3 <sup>n</sup> 14 <sup>n</sup> —		
	To Hazard & Co.....900.....16 <sup>n</sup> 13 <sup>n</sup> —		
	To Assurance.....100.....1 <sup>n</sup> 17 <sup>n</sup> —		
	_____	22	4 —
	£1200		
	_____		
	1st September.		
	<i>Merchandise, Dr. to William Irvine,</i>		
3	For Sundry Goods, as & B. P.....	475	1 6
	_____		
	2		
	<i>Merchandise, Dr. to John Ramsay,</i>		
3	For Sundry Goods, as & B. P.....	283	1 —
	_____		
	3		
	<i>Merchandise, Dr. to Thomas Ryder,</i>		
3	For Sundry Goods, as & B. P.....	350	19 —
	_____		
	8		
	<i>Merchandise, Dr. to John Ramsay,</i>		
3	For Sundry Goods, as & B. P.....	70	16 —

3

12th September, 1827.

*Insurance, Dr. to Sundries,*For premium on £ 1400 on Goods,  $\Psi$  Spooner, for Jamaica, at 2 Guineas  $\Psi$  Cent, policy 77/. due

3

To James Risk, ..... on £500 ..... £11 17 6

To Assurance, ..... 900 ..... 21 7 6

£1400

33 5

13

*Sundries, Drs. to Sundries,*For Goods shipped  $\Psi$  the Spooner, for Jamaica, by order of the following persons, as  $\Psi$  I. B pages 2, and 3,

## —Drs.—

John Stirling, for

Merchandise, ..... £421 15 -

Promiscuous Charges, ..... 32 18 10

Commission, ..... 13 17 4

Insurance, ..... 11 17 6

480 8 8

4

Murray &amp; Co. for

Merchandise, ..... £758 2 6

Promiscuous Charges, ..... 47 6 6

Commission, ..... 24 12 8

Insurance, ..... 21 7 6

851 9 2

1331 17 10

## —Crs.—

To Merchandise, ..... as above ..... £1179 17 6

To Promiscuous Charges, ..... ditto ..... 80 5 4

To Commission, ..... ditto ..... 38 10 -

To Insurance, ..... ditto ..... 33 5 -

£1331 17 10

15

*Joint Hemp, Dr. to Ross & Son,*

4

For 25 Tons,  $\Psi$  Vrow, from Riga, as  $\Psi$  Invoice, Our  $\frac{1}{2}$  being 12,779 Rubles, 50 Copecks, at 10 $\frac{1}{4}$ d.  $\Psi$  Ruble, .....

545 15 10

4	19th September, 1827.		
4	<i>Dawson &amp; Co. Dr. to Joint Indigo,</i> For 16 Chests containing 1696lb at 12/6, <i>Cash in one month,</i> .....	1060	-
	_____ 20 _____		
4	<i>E. Robinson, Dr. to Cotton,</i> For 20 Bales, $\text{£ Ann}$ , at 2 months, Net 2842lb at 2/6.....	355	5 -
	_____ 20 _____		
4	<i>Robert Manford, Dr. to Adventure to Lisbon,</i> For Net proceeds of Goods consigned him, $\text{£ Fame}$ , being 1691,160 Reas at 60d. $\text{£ Milrea}$ , .....	422	15 10
	_____ 30 _____		
3	<i>Merchandise Dr. to James Thomson,</i> For 40 Hhds Refined Sugar, as $\text{£ B. P.}$ .....	3110	1 8
	_____ 30 _____		
	<i>Joint Indigo, Dr. to Sundries,</i> For the following to close that account, as $\text{£ Sales Book}$ , page 1,		
4	To <i>Interest</i> ,.....on the cost till due,..... $\text{£}4$ 6 11		
	To <i>Commission</i> ,.....for 2 $\text{£ Cent}$ . on sale, 21 4 -		
	To <i>Promiscuous Charges</i> ,.....for incidents at delivery, - 15 1		
	To John Ramsay,.....for his $\frac{1}{2}$ of gain, ..... 50 9 -		
	To <i>Profit</i> ,.....for our $\frac{1}{2}$ of gain, ..... 50 9 -		
	_____	127	4 -

5	20th October, 1827.			
	<i>Sundries, Drs. to Sundries,</i>			
	For amount of 40 Hhds. Refined Sugar, $\Psi$ <i>Aurora</i> ,			
	for Rotterdam, as $\Psi$ <i>I. B.</i> page 4.			
	— <i>Drs.</i> —			
	John Ramsay,.....his $\frac{1}{3}$ .....	£785 <sup>11</sup> 15 <sup>11</sup>	2	
	Vanderpoole & Co.....their $\frac{1}{3}$ .....	785 <sup>11</sup> 15 <sup>11</sup>	2	
	<i>Adventure to Rotterdam</i> ,.....our $\frac{1}{3}$ .....	785 <sup>11</sup> 15 <sup>11</sup>	4	
6		£2357 <sup>11</sup> 5 <sup>11</sup>	8	
	— <i>Crs.</i> —			
	To <i>Merchandise</i> ,.....	£2208 <sup>11</sup> 1 <sup>11</sup>	8	
	To <i>Promiscuous Charges</i> ,.....	42 <sup>11</sup> 7 <sup>11</sup>	—	
	To <i>Commission</i> ,.....	75 <sup>11</sup> 1 <sup>11</sup>	—	
	To <i>Assurance</i> ,.....	31 <sup>11</sup> 16 <sup>11</sup>	—	
			2357	5 8
	_____ 20 _____			
	<i>Debentures Dr. to Merchandise,</i>			
5	For drawback on Refined Sugar, $\Psi$ <i>Aurora</i> ,.....		902	—
	_____ 23 _____			
	<i>Vanderpoole &amp; Co. Dr. to Promiscuous Charges,</i>			
5	For Postages and Charges on Bill negotiated on them this day, being £788,.....		2	4 10
	_____ 24 _____			
	<i>E. Robinson, Dr. to Cotton,</i>			
6	For 20 Bales, $\Psi$ <i>Ann</i> , at 2 Months, Net 3012lb, at 2/4.....		351	8
	_____ 25 _____			
	<i>Pringle &amp; Son, Dr. to Cotton,</i>			
6	For 40 Bales, $\Psi$ <i>Ann</i> , at 3 months, Net 5636lb. at 2/6.....		704	10



6	25th October, 1827.			
	<i>Sundries, Drs. to Sundries,</i> For total Loss of Hemp, $\text{V}$ <i>Vrow</i> , from Riga, insured the 20th August last, due in one month, viz.			
	— <i>Drs.</i> —			
	James Risk,.....(less his brokerage,) .....£199 <sup>11</sup> — <sup>11</sup> —			
	Hazard & Co.....their ditto..... 895 <sup>11</sup> 10 <sup>11</sup> —			
	Assurance,.....our ditto..... 99 <sup>11</sup> 10 <sup>11</sup> —			
	£1194 <sup>11</sup> — <sup>11</sup> —			
6				
	— <i>Crs.</i> —			
	To <i>Insurance</i> ,.....for premium and policy,.....	22	4	—
	To <i>Commission</i> ,.....on insuring and settling,.....	30		—
	To Ross & Son,.....their $\frac{1}{2}$ of net recovery, .....	570	18	—
	To <i>Joint Hemp</i> ,.....our $\frac{1}{2}$ of ditto.....	570	18	—
		1194		—
	2d November.			
	<i>Fenn &amp; Park, Dr. to Sales of Consignments,</i> For 6 Puncheons Rum, $\text{V}$ <i>Cuba</i> , at 2 mos. $\text{V}$ <i>S. B.</i> p. 2. Net 653 Gallons at 4/6.....	146	18	6
8				
	10			
	<i>Fenn &amp; Park, Dr. to Sales of Consignments,</i> For 20 Puncheons Rum $\text{V}$ <i>Cuba</i> , at 3 mos. $\text{V}$ <i>S. B.</i> p. 2. Net 2195 Gallons at 4/9,.....	521	6	3
8				
	12			
	<i>John Black, Dr. to Sales of Consignments,</i> For 4 Puncheons Rum, $\text{V}$ <i>Cuba</i> , at 2 mos. $\text{V}$ <i>S. B.</i> p. 2. Net 427 Gallons, at 4/6.....	96	1	6
8				

7	16th November, 1827.			
	<i>Sales of Consignments, Dr. to Sundries,</i> For proceeds, &c. of 30 Puncheons Rum, due January 29, as $\Psi$ Sales Book, page 2.			
8	To Insurance,.....premium, &c.....	£8 <sup>11</sup> 13 <sup>11</sup> 2		
	To Consignments,.....Freight, &c.....	94 <sup>11</sup> 15 <sup>11</sup> 9		
	To Commission,.....on insurance and Sales,	20 <sup>11</sup> 18 <sup>11</sup> 2		
	To John Stirling,.....Net proceeds,.....	639 <sup>11</sup> 19 <sup>11</sup> 2		
			764	6 3
	25			
	<i>Vanderpoole &amp; Co. Dr to Sundries,</i> For two thirds of proceeds of Sales, $\Psi$ Aurora,*			
8	To John Ramsay,.....his $\frac{1}{3}$ of proceeds,	£923 <sup>11</sup> 18 <sup>11</sup> 6		
	To Adventure to Rotterdam,.....our $\frac{1}{3}$ of ditto.....	923 <sup>11</sup> 18 <sup>11</sup> 6		
			1847	17
	25			
	<i>James Thomson, Dr. to Bills Receivable,</i> For No. 6, on Vanderloo, due Jan. 20th,.....		500	
	30			
	<i>John Ramsay, Dr. to Sundries,</i> For the following ; Interest to January 30th,			
8	To Interest,.....on £923 <sup>11</sup> 18 <sup>11</sup> 6, .....	£7 <sup>11</sup> 11 <sup>11</sup> —		
	To Commission,.....at $\frac{1}{2}$ $\Psi$ Cent. on ditto.....	4 <sup>11</sup> 11 <sup>11</sup> 10		
			12	2 10
	30			
	<i>Ross &amp; Son, Dr. to Sundries,</i> For the following expenses on bills remitted them,			
8	To Commission,.....on £565 <sup>11</sup> 1 <sup>11</sup> 8, at $\frac{1}{2}$ $\Psi$ Cent. £2 <sup>11</sup> 16 <sup>11</sup> 6			
	To Promis. Charges,.....brokerage on remittance,	2 <sup>11</sup> 19 <sup>11</sup> 10		
			516	4
	* The foreign money is not noticed in the present Set, but it is inserted in the Bill-Book and Ledger to Set V.			

8	1st December, 1827.			
	<i>Sundries, Drs. to Vanderpoole &amp; Co.</i>			
	For Loss by Exchange on Remittance,			
10	John Ramsay,.....his $\frac{1}{2}$ .....	£1 <sup>11</sup> 8 <sup>11</sup> 6		
	<i>Adventure to Rotterdam</i> ,.....our $\frac{1}{2}$ .....	1 <sup>11</sup> 8 <sup>11</sup> 6		
			217	—
	11			
10	<i>James Thomson, Dr. to Sales of Consignments,</i>			
	For 5 Hhds. Sugar, $\Psi$ <i>Cuba</i> , at 3 mos. as $\Psi$ <i>S. B.</i> folio*			
	Net 63cwt. 0qr. 7lb at 83/. $\Psi$ cwt. ....		261	14 2
	21			
10	<i>James Thomson, Dr. to Sundries,</i>			
	For the following settlement,			
	To <i>Bills Receivable</i> ,.....No. 8 & 11,.....	£1013 <sup>11</sup> 4 <sup>11</sup> 9		
	To <i>Bills Payable</i> ,.....No. 12 due Feb. 11..	250 <sup>11</sup> 10 <sup>11</sup> —		
	To <i>Interest</i> ,.....for discount,.....	84 <sup>11</sup> 12 <sup>11</sup> 9		
			1348	7 6
	21			
10	<i>Attwood &amp; Co. Dr. to Sales of Consignments,</i>			
	For 15 Hhds. Sugar, $\Psi$ <i>Cuba</i> , at 2 mos. as $\Psi$ <i>S. B.</i> fol. 3.			
	Net 188cwt. 1qr. 21lb. at 83/6. $\Psi$ Cwt. ....		786	14 6
	23			
10	<i>Dawson &amp; Co. Dr. to Sales of Consignments,</i>			
	For 10 Tierces Coffee, $\Psi$ <i>Cuba</i> , at 3 mos. as $\Psi$ <i>S. B.</i> fol. 3			
	Net 60cwt. 2qrs. at 127/. $\Psi$ cwt. ....		384	3 6
	30			
10	<i>John Stirling, Dr. to John Black,</i>			
	For Loss of 8/. $\Psi$ £ on his debt of £96 <sup>11</sup> 1 <sup>11</sup> 6			
	lost by the latter,.....		38	8 8
	31			
11	<i>Sundries, Drs. to James Agent,</i>			
	For amount of his accounts to this date,			
	<i>Consignments</i> ,.....on imports, .....	£20 <sup>11</sup> 2 <sup>11</sup> 4		
	<i>Promiscuous Charges</i> ,.....on exports,.....	12 <sup>11</sup> 10 <sup>11</sup> 6		
			32	12 10
	* This Sale is not entered in the Sales Book until the Consignment is completed.—See page 150, <i>Remarks on Consignments.</i>			

9	31st December, 1827.				
	<i>Sales of Consignments, Dr. to Sundries,</i> For proceeds, &c. of Produce, $\text{P}$ Cuba, as $\text{P}$ S. B. fol. 3.				
	To Murray & Co. 15 Hhds. Sugar, due Feb. 21,	£393 <sup>11</sup> 16 <sup>10</sup>			
10	10 Trces. Coffee, March 23,	238 <sup>11</sup> 8 <sup>11</sup> 5			
			632	5	3
	To Insurance, premium, &c.	15	1	—	
	To Consignments, for duty, &c.	486	1	2	
	To Interest, on ditto	5	2	8	
	To Commission, on insurance and Sales,	32	7	11	
	31				
	<i>Sundries, Drs. to Sundries,</i>		1170	18	—
	For Interest, $\frac{1}{2}$ $\text{P}$ Cent. Commission on sums paid, & received; and postages, as $\text{P}$ Account Current Book,				
	—Drs.—				
	Ship Mars, Interest,	£7 <sup>11</sup> 4 <sup>11</sup> 3			
	John Stirling, ditto,	£1 <sup>11</sup> 15 <sup>11</sup> 1			
	Commission,	2 <sup>11</sup> —			
	Postages,	1 <sup>11</sup> 11 <sup>11</sup> —			
			5 <sup>11</sup> 6 <sup>11</sup> 1		
11	Murray & Co. Interest,	£13 <sup>11</sup> 18 <sup>11</sup> 5			
	Commission,	2 <sup>11</sup> 10 <sup>11</sup> —			
	Postages,	1 <sup>11</sup> 5 <sup>11</sup> —			
			17 <sup>11</sup> 13 <sup>11</sup> 5		
				30	3 9
	—Crs.—				
	To Interest, as above,	£22 <sup>11</sup> 17 <sup>11</sup> 9			
	To Commission, ditto,	4 <sup>11</sup> 10 <sup>11</sup> —			
	To Promiscuous Charges, ditto,	2 <sup>11</sup> 16 <sup>11</sup> —			
			£30 <sup>11</sup> 3 <sup>11</sup> 9		
	31				
	<i>Sundries, Drs. to Interest,</i> On the Partner's Private Accounts,				
11	William Simson,	£1 <sup>11</sup> 5 <sup>11</sup> —			
	George Montearth,	— <sup>11</sup> 12 <sup>11</sup> 6			
			117	6	
	31				
	<i>Promiscuous Charges, Dr. to John Thomson,</i>				
11	For 6 months Salary due him as Manager,		50	—	—
	31				
	<i>Interest, Dr. to Stock,</i>				
11	For half a year's Interest on Capital,		75	—	—

## REMARKS ON THE DAY-BOOK.

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To avoid increasing the number of Subsidiary Books, which in school practice has been found very inconvenient, every Transaction (the *Cash* and *Bills* excepted) is entered in the preceding Day-Book. In an extensive trade, it is preferable to keep an Invoice-Book Inward, on which is pasted, when checked, the original Invoices, or Bills of Parcels, of all the Purchases, and which ought to be Journalised from that book alone. The pages of it should be distinctly numbered, with the addition of an alphabetical Index for the names of the Sellers, by which any single Bill of Parcels may be referred to, with as much facility as to an account in the Ledger.

The amount of each Shipment, as well as that of each Sale on Consignment, is here brought through this book, with a reference to the Invoice-Book Outward, and Sales-Book for particulars; but when these are numerous, it is usual to Journalise them from the above two books, especially the Shipments. When entries of Insurances become frequent, it will be better to enter them with the returns and settlements therewith connected, in a separate book kept for that purpose. The remaining entries of your own Goods sold by yourself (the particulars of which must here be supposed to be entered,) and the amounts of the Net-proceeds of the Sales of such as you had consigned for sale to Agents, exclusively belong to the Day-Book. When the Sales of Consignments are entered in the Day-Book, it is usual, in business, to affix such marks as are necessary to determine to whom the property belongs, as the initials of the Consigner, &c., as is done with the Imports in the Book of Commissions to Set V.

It will be observed, that the entries in the preceding Day-Book, are expressed in the Journal form, by pointing out the Debtors and Creditors of each, and in general, retaining no more by way of explanation than what appears in the Journal. This practice is now becoming more general in business, and certainly preferable to that of making the entries in common language, because, when Journalising these afterwards, an unnecessary exertion of the mind is required, to express the entries in a clear, concise manner, which is best done at the time the transaction takes place, when the circumstances must be supposed to be better understood.

## THE INVOICE-BOOK.

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AN INVOICE is an account of Goods generally sent off by sea, either in consequence of an order from the person to whom they are sent, or at his risk ; or consigned to him for sale, at the risk of the shipper.

The INVOICE-BOOK *Outward*, or Book of Shipments, contains an account of all Goods Exported, with the different Charges attending the shipment added at the foot of the Invoice.

It will be observed from the following specimens, that the title contains first, the name of the vessel, place of destination, the person to whom the Goods are sent, and at whose account and risk : next, follows an account of the quantity and value of the Goods, with the marks or numbers : lastly, the Charges attending the shipment ; and when a commission is charged for purchasing and shipping, it is usually calculated on the value of the Goods, including the charges.

When the Goods are insured by the Agent who ships them, it is also common to charge  $\frac{1}{2}$  % Cent. Commission on the sum insured ; and this sum is generally a little more than the value at risk, in order to cover expenses, in case of Loss.

In the first of the following Invoices, no commission upon the value of the Goods is charged, it being a shipment on your own account, or as it is called an Adventure.

When the Goods shipped consist of different kinds of the same articles, the Invoice is generally ruled with columns for the description, quantity, price, &c. Sometimes the seller's Bills of Parcels are not copied, but sent along with the Goods, and only the amount of each stated in the Invoice for the satisfaction of the employer.

It is usual for the shipper to add the words *Errors Excepted* before his signature at the foot of the Invoice, as in the Engraved one in the Appendix, to enable him to correct any mistake which may afterwards be discovered.

It will be found very convenient to have an Index to the Invoice-Book, pointing out the vessel, place of destination, and on whose account the Goods are shipped, similar to that annexed to the Book of Commissions to Set V., which will enable you to turn to any particular Invoice with the same ease as you turn to an account in the Ledger.

# THE INVOICE

AND

# SALES-BOOKS.

INVOICE of Cottons Shipped on board the *Fame*, John Dixon, Master, for Lisbon, consigned to Robert Manford, Merchant there, for Sale on account and risk of Simson, Monteath & Co. of London.

LONDON, 4th July 1827.

In 3 Boxes, as under :				
7	Muslin, 22 Pieces, 616 yds. at 1/8.	£51	6	8
4	ditto, 24 576	1	1	—
4	ditto, 18 162	2	4	—
No. 1. 64 Pieces, 1354 yds.		101	8	8
7	Muslin, 38 Pieces, 1064 yds. at 1/8.	£88	13	4
4	Calico, 20 480	1	10	—
4	Cambric, 14 280	2	4	—
4	ditto, 4 80	3	2	—
No. 2. 76 Pieces, 1904 yds.		178	—	—
7	Gingham, 12 Pieces, 336 yds. blue, at 1/2.	£19	12	—
8	ditto, 48 1344 pink, 1/8.	112	—	—
No. 3. 60 Pieces, 1680 yds.		131	12	—
		£	411	— 8
CHARGES.				
Boxes, Ropes and Packing,		£9	11	10
Cartage, Wharfage and Shipping,		1	18	8
Custom-house Entry and Fees,		3	2	—
Bills of Lading and Agency,		2	2	—
Insurance on £440 at 1½ Guineas, and policy 5/6 7 Cent.		16	14	6
		8	6	1
		£	436	1 3
<i>Entered Day-Book, Page 1.</i>				



(2)  
 INVOICE of Goods Shipped by *Simson, Monteath & Co. of London*, on board the *Spooner*, *Thomas Seaman, Master*, for *Jamaica*, by order and for account and risk of *John Stirling, Merchant* there, and to him consigned.

LONDON, 13th September, 1827.

20 Casks, containing each			
100 Dozen Check Shirts, at 50/. .....	£250	11	-
Cost of Casks, at 6/ each, .....	6	11	-
		256	
6 Bales, containing each			
72 Pieces Negro Blanketing, at 26/. .....	£93	12	11
Canvas and Rope, .....	1	7	11
		94	19
20 Puncheons, containing			
36 Quarters of Oats, at 26/. .....	£46	16	11
Cost of Puncheons, at 24/. .....	24	11	-
		70	16
	£	421	15
<b>CHARGES.</b>			
Cartage, Wharfage and Shipping, .....	£4	2	2
Custom-house Entry and Fees .....	1	11	6
Freight, Primage and Bills of Lading, .....	27	5	2
		32	18 10
Commission $2\frac{1}{2}$ % Cent. on £454.13.9, .....	11	7	4
Insurance on £500 at 2 Guineas, and policy, 5/6 % Cent. .....	£11	17	6
Commission on ditto. at $\frac{1}{2}$ % Cent. .....	2	10	-
		14	7 6
	£	480	8 8
<i>Entered Day-Book, Page 3.</i>			

(3)

INVOICE of Goods Shipped by Simson, Monteath & Co. of London, on board the Spooner, Thomas Seaman, Master, for Jamaica, by order and for account and risk of Murray & Co. Merchants there, and to them consigned.

LONDON, 13th September, 1827.

24 Pieces $\frac{8}{8}$ wide Bleached Russia Sheeting, at 72/.....	£86 <sup>11</sup> 8 <sup>11</sup> —		
Packing and Case, .....	1 <sup>11</sup> 5 <sup>11</sup> —		
		87	13 —
2 Casks, containing 15 doz. 10 Negro Jackets, at 81/.....	£64 <sup>11</sup> 2 <sup>11</sup> 6		
Cost of Casks and Stowage, .....	— <sup>11</sup> 15 <sup>11</sup> 6		
		64	18 —
4 Hogsheads, containing 48 Pieces Milled Kerseys, at 53/.....	£127 <sup>11</sup> 4 <sup>11</sup> —		
Cost of Hogsheads, at 16/6.....	3 <sup>11</sup> 6 <sup>11</sup> —		
		130	10 —
12 Hhds. of Bedding, as $\Psi$ B. P. enclosed, .....		226	17 —
4 Bales White and Brown Osnaburgs, as $\Psi$ B. P. ditto.....		113	8 —
6 Boxes of Saddlery, as $\Psi$ B. P. ditto. ....		134	16 6
		£ 758	2 6
CHARGES.			
Cartage, Wharfage and Shipping, .....	£5 <sup>11</sup> 6 <sup>11</sup> 8		
Custom-house Entry and Fees, .....	2 <sup>11</sup> 11 <sup>11</sup> 6		
Freight, Primage and Bills of Lading, .....	39 <sup>11</sup> 8 <sup>11</sup> 4		
		47	6 6
Commission $2\frac{1}{2}$ $\Psi$ Cent. on £805 <sup>11</sup> 9/.....		20	2 8
Insurance on £900 at 2 Guineas, and policy 5/6 $\Psi$ Cent. ....	£21 <sup>11</sup> 7 <sup>11</sup> 6		
Commission on ditto. at $\frac{1}{2}$ $\Psi$ Cent.....	4 <sup>11</sup> 10 <sup>11</sup> —		
		25	17 6
		£ 851	9 2
<i>Entered Day-Book, Page 3.</i>			

(4)  
 INVOICE of 40 Hhds. Refined Sugar, Shipped  $\Psi$  the Aurora, Captain Ford, for Rotterdam, consigned to Messrs. Vanderpoole & Co. there, for Sale, on account and risk of the said Vanderpoole & Co., John Ramsay, and the Shippers, each one third concerned.

LONDON, 20th October, 1827.

Nos.	Hhds.	Gross.	Tare.			
1 to 10	10	110 <sup>11</sup> — <sup>26</sup>	15 <sup>11</sup> — <sup>6</sup>			
11 to 20	10	100 <sup>11</sup> 3 <sup>11</sup> 2	13 <sup>11</sup> 1 <sup>11</sup> 10			
21 to 30	10	108 <sup>11</sup> 1 <sup>11</sup> 20	14 <sup>11</sup> 3 <sup>11</sup> 20			
31 to 40	10	107 <sup>11</sup> 2 <sup>11</sup> 8	14 <sup>11</sup> 1 <sup>11</sup> 26			
	40 Gross	427 <sup>11</sup> —	57 <sup>11</sup> 3 <sup>11</sup> 6			
	— Tare	57 <sup>11</sup> 3 <sup>11</sup> 6				
		369 <sup>11</sup> — <sup>22</sup>				
	Deduct for paper	3 <sup>11</sup> 1 <sup>11</sup> 6				
		Net 365 <sup>11</sup> 3 <sup>11</sup> 16		at 170/ $\Psi$ Cwt.	3110	1 8
		Drawback on 369 <sup>11</sup> — <sup>22</sup>				
	Less draft 3lb $\Psi$ Cwt.	9 <sup>11</sup> 3 <sup>11</sup> 16				
		Net 359 <sup>11</sup> 1 <sup>11</sup> 6		at 50/2 $\frac{1}{2}$ $\Psi$ Cwt.	902	— —
					£ 2208	1 8
CHARGES.						
	Promiscuous Charges at shipping,	£8 <sup>11</sup> 16 <sup>11</sup>				
	Cost of 40 Hhds. at 9/	18 <sup>11</sup> —				
	Brokerage $\frac{1}{2}$ $\Psi$ Cent. on £3110 <sup>11</sup> 1 <sup>11</sup> 8,	15 <sup>11</sup> 11 <sup>11</sup>				
					42	7 —
	Commission 2 $\Psi$ Cent. on £3152 <sup>11</sup> 8 <sup>11</sup> 8,				63	1 —
	Assurance on £2400, at 1 Guinea $\Psi$ Cent.	£25 <sup>11</sup> 4 <sup>11</sup>				
	Policy 5/6 $\Psi$ Cent.	6 <sup>11</sup> 12 <sup>11</sup>				
	Commission $\frac{1}{2}$ $\Psi$ Cent. on ditto.	12 <sup>11</sup> —				
					43	16 —
					£ 2357	5 8
Entered Day-Book, Page 5.						

## REMARKS ON THE INVOICE-BOOK.

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IN general, only such goods as are shipped to order, are entered in the Invoice-Book Outward, although it may also contain occasional consignments, made on your own, or on joint account. Should these, however, become frequent, it would be preferable to enter them in a separate Book, reserving always the opposite or right hand page for the Sales, as in the Book of Adventures to Set V.

When the articles shipped on consignment consist of pieces, yards, dozens, or the like, these, along with the prices, are frequently arranged in separate columns, by which the quantity unsold will not only be easier seen when the Sales are made partially, but likewise a comparison of the prices on certain articles—an object of no small importance to the merchant.

It will sometimes be necessary, when the articles and Sales are numerous, to trace the particular quantity of each kind remaining unsold, by a Stock-Book a form of which is given in pages 28 and 29.

When two persons mutually act as Agents and Employers to each other, and especially if they reside in countries in which different monies are used, it will be necessary to keep the transactions of each party in separate accounts, unless the settlement of the one be inseparably connected with that of the other, as in the account of Robert Manford in the following Ledger. The one is entitled *Foreign*, and the other *Sterling* account, or, as they are usually called, *his* account and *my* account. At the former, are entered the Transactions which he executes for me; and at the latter those which I execute for him; as in the accounts of Vanderpoole & Co., Rotterdam, and those of Ross & Son, Riga, in Set V.

This distinction is peculiarly useful in cases of Bankruptcy: for should one of the parties become insolvent, his creditors can claim of the other party the consignments or any balances due to the Bankrupt, although he must take such a composition on the debts due to him as the Bankrupt's Estate will pay.

## THE SALES-BOOK.

---

AN ACCOUNT SALES is an account of Goods sold on Commission, drawn out by the Agent to whom they were consigned, to be sent to his Employer, or the person who made the Consignment.

The Preamble contains the species of the Goods sold, the name of the ship by which the Consignment was received, and that of the Consigner ; then follow, the quantity and value, the charges attending the sale, the Agent's Commission, and the Net Proceeds, or what is due to the Employer.

It is proper that the Account Sales-Book contain exact Copies of the Sales, as rendered to the Employers.

The Forms of making out Account Sales are various, but the following Specimens are the most general ; and though the forms are different, all have the same object in view, that of ascertaining the Net Proceeds.

The Engraved Form in the *Appendix* comprises the Sale and Charges upon one page, and is frequently adopted in small Consignments. The Printed Form, in pages 148 and 149, is ruled in the manner of *Dr.* and *Cr.* upon opposite pages, with a Preamble over both, setting forth the description of the Goods, the name of the Ship, and party from whom the Consignment has been received. The *Dr.* side, or left-hand page, contains an account of the various Charges incurred by the sale, such as Insurance, Duty, Freight, &c. together with the Agent's Commission, which last is generally charged upon the amount of the Sales. The *Cr.* side, or right-hand page, contains the particulars of the Goods sold, with the purchasers' names, and time of payment. The difference between this amount, and the Charges on the opposite side, is called the *Net Proceeds* ; which sum the Agent enters to the Credit of his Employers.

It is customary for the Agent to affix at the foot of every Invoice and Account of Sales, the words *Errors Excepted*, with his signature or initials and date, as in the Engraved Sale, in order that he may have it in his power to rectify any mistakes which may be afterwards discovered.

An Index similar to the one recommended for the Invoice-Book, may be used to the Sales-Book with the same advantage, mentioning the species of the Goods, marks, by what vessel received, and on whose account sold, &c. similar to that annexed to the Book of Commissions to Set V.

SET IV.—SALES-BOOK.

(1) Dr. Sale of 16 Chests of Joint Indigo; John Ramsay  $\frac{1}{2}$ , and Ourselves Managers  $\frac{1}{2}$  Cr. (1)

1827. Sep. 15	To Cash, for cost of 1696 lb at public sale, at 11/.	932 16	-	1827. Sep. 19	By Dawson & Co. London, Cash in 1 month,	No. 100 110lb No. 108 99lb 101 116 109 110 102 104 110 119 103 118 111 118 104 112 112 98 105 110 113 120 106 118 114 111 107 114 115 115	-	
	CHARGES.							
30	To Interest, on cost till due,	4	6 11					
"	To Commission, 2 $\frac{1}{2}$ Cent. on Sale,	21	4					
"	To Charges, at delivery, &c.	-	15	1				
"	To John Ramsay, his $\frac{1}{2}$ of gain, £50 <sup>11</sup> 9 <sup>11</sup>	959	2	-		902lb 890lb 902		
"	To Profit, our $\frac{1}{2}$ of gain, 50 <sup>11</sup> 9 <sup>11</sup>	100	18	-		Gross, 1792lb Draft 6lb $\frac{1}{2}$ Chest, 96		
		£1060	-	-		1696lb at 12/6. £1060		

Entered Day-Book, Page 4.

Sep. 30th 1827, Errors Excepted.  
S. M. & Co.

(2)  
 SALES of 30 *Puncheons Rum* received *of the Cuba*, from *Jamaica*, and sold  
 on account of *John Stirling, Merchant* there.

1827.				
Nov. 2	Sold to Fenn & Park, London, 6 Puncheons at 2 months, Net 653 Gallons, at 4/6. ....	146	18	6
10	Sold to Fenn & Park, London, 20 Puncheons, at 3 months, Net 2195 Gallons, at 4/9. ....	521	6	3
12	Sold to John Black, London, 4 Puncheons, at 2 months, Net 427 Gallons, at 4/6. ....	96	1	6
		£ 764	6	3
CHARGES.				
	Insurance on £360, at 2 Guineas, and policy 5/6 $\frac{1}{2}$ Cent. ....	£8	13	2
	Freight on 3275 Gallons, at 6d. ....	81	17	6
	Charges at import and delivery, sampling, &c. ....	12	2	7
	Interest on Freight till in Cash, ....	1	15	8
	Commis <sup>o</sup> . 2 $\frac{1}{2}$ $\frac{1}{2}$ Cent. on the Sales, £19	2	2	
	$\frac{1}{2}$ $\frac{1}{2}$ Cent. on insurance, 1	16	—	
		20	18	2
		124	7	1
	Net proceeds for account of J. Stirling, due Jan. 29, £	639	19	2
<i>Entered Day-Book, Page 6.</i>				
<p>The particulars of the above 30 Puncheons have been purposely omitted, not to crowd the page; but they are given in the Book of Commissions to Set V.</p>				





(3)  
Cr.

*Cuba, from Jamaica, on account and risk of Murray & Co. there.*

1827				(3) Cr.
Dec. 21	By Attwood & Co. London, 15 Hds. Sugar, at 2 months,			
	<i>No. Cwt. gr. lb</i>	<i>No. Cwt. gr. lb</i>	<i>No. Cwt. gr. lb</i>	
	1. 14 <sup>n</sup> 3 <sup>n</sup> 16	6. 15 <sup>n</sup> - <sup>n</sup> 12	11. 14 <sup>n</sup> 1 <sup>n</sup> 6	
	2. 12 <sup>n</sup> 1 <sup>n</sup> 7	7. 12 <sup>n</sup> 2 <sup>n</sup> 10	12. 12 <sup>n</sup> 3 <sup>n</sup> 6	
	3. 13 <sup>n</sup> 3 <sup>n</sup> 21	8. 13 <sup>n</sup> 2 <sup>n</sup> 11	13. 13 <sup>n</sup> 2 <sup>n</sup> 4	
	4. 13 <sup>n</sup> 2 <sup>n</sup> 14	9. 15 <sup>n</sup> 1 <sup>n</sup> 1	14. 12 <sup>n</sup> 3 <sup>n</sup> 7	
	5. 12 <sup>n</sup> 3 <sup>n</sup> 25	10. 14 <sup>n</sup> 2 <sup>n</sup> 14	15. 14 <sup>n</sup> 1 <sup>n</sup> -	
	<hr/>	<hr/>	<hr/>	
	67 <sup>n</sup> 2 <sup>n</sup> 27	71 <sup>n</sup> - <sup>n</sup> 20	67 <sup>n</sup> 2 <sup>n</sup> 23	
	<hr/>	<hr/>	<hr/>	
		67 <sup>n</sup> 2 <sup>n</sup> 27		
		67 <sup>n</sup> 2 <sup>n</sup> 23		
		<hr/>		
		Gross,.....206 <sup>n</sup> 2 <sup>n</sup> 14		
		Tare, ..... 18 <sup>n</sup> - <sup>n</sup> 21		
		<hr/>		
		Net, .....188 <sup>n</sup> 1 <sup>n</sup> 21 at 83/6. $\text{\textsterling}$ Cwt. ....	786 14 6	
		<hr/>		
23	By Dawson & Co. London, 10 Tierces Coffee, at 3 months,			
	<i>No. Cwt. gr. lb</i>	<i>No. Cwt. gr. lb</i>		
	140. 6 <sup>n</sup> 2 <sup>n</sup> 17	145. 6 <sup>n</sup> 3 <sup>n</sup> 10		
	141. 6 <sup>n</sup> 3 <sup>n</sup> -	146. 7 <sup>n</sup> - <sup>n</sup> 4		
	142. 6 <sup>n</sup> 2 <sup>n</sup> 10	147. 6 <sup>n</sup> 2 <sup>n</sup> 11		
	143. 6 <sup>n</sup> 1 <sup>n</sup> 24	148. 6 <sup>n</sup> 3 <sup>n</sup> 24		
	144. 6 <sup>n</sup> 2 <sup>n</sup> 20	149. 6 <sup>n</sup> 1 <sup>n</sup> 12		
	<hr/>	<hr/>		
	33 <sup>n</sup> - <sup>n</sup> 15	33 <sup>n</sup> 3 <sup>n</sup> 5		
	<hr/>	<hr/>		
		33 <sup>n</sup> - <sup>n</sup> 15		
		<hr/>		
		Gross,.....66 <sup>n</sup> 3 <sup>n</sup> 20		
		Draft & Tare, 6 <sup>n</sup> 1 <sup>n</sup> 20		
		<hr/>		
		Net,.....60 <sup>n</sup> 2 <sup>n</sup> - at 127/. $\text{\textsterling}$ Cwt.....	384 3 6	
		<hr/>		
			£1170 18 -	
			<hr/>	
			<hr/>	
			<hr/>	

*Entered Day-Book, Page 8.*

## REMARKS ON CONSIGNMENTS.

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In order to avoid the impropriety of entering money paid upon Goods consigned to you for Sale, to the general account of CHARGES, as is usually done, an account, entitled CONSIGNMENTS, is *debited* for every sum paid, as well as for any sums on these that may be due by you at taking a General Balance; and *Credited* when these are charged to the Employer in the Account Sales.

When the Consignments are all sold, the *difference* of the two sides of this account, is transferred to the *Credit* of the account of Charges, being for such items as are frequently not a direct outlay.

But when any of these are on hand at Balancing, it will in general be found sufficiently accurate, to consider the difference between the *Dr.* and *Cr.* sides, as the Balance of the account, which is the outlay still due to you; for although the Sales may occasionally include a few trifling sums which are not a direct outlay, and consequently affect the present Balance, yet these come, when the consignments are all sold, to be easily adjusted, by closing the account, *To Charges* for the surplus of the *Cr.* side. *See Account of Consignments, folio 5.*

Another Account entitled SALES OF CONSIGNMENTS, is *credited* for the amount of the Sales; and *debited* for the Net Proceeds, and all charges from the Day-Book.

Should it however, be intended before Balancing not to enter the *Net Proceeds* of any small sale to the credit of the Employer until his Consignment be all sold, the difference of the account of Sales of Consignments will exhibit the amount of such Sales, being the Gross sum owing by you to the Employer; and which is accordingly carried to the debit of the Extract of Balances, as is done in the case of John Stirling's 5 Hhds. Sugar, sold J. Thomson on 11 December. In such cases, this is sufficiently accurate; for what is against the present Balance, will be in favour of the next.

Where the Sales of Consignments monthly are numerous, it will be found very convenient before Journalising to arrange the respective Charges in columns, such as *Insurance, Duty, Freight, Charges, Interest, & Commission*, which promotes both accuracy and dispatch, and greatly abridges these entries in the Journal and Ledger.

In consigning Manufacturer's Goods for Sale to an Agent who resides in, or near the same place with yourself, for instance, Glasgow, the charge on these, when the debts are at your own risk, is seldom more than a small *Commission* for effecting Sales and collecting Debts: and which is therefore only noted at the foot of the Account Sales without being deducted. As such Sales are often made to a number of persons in small sums, the clearest method of Journalising them is to make The AGENT *Dr. to Goods*, particularising each purchaser and sum when due, in a Memorandum-Book; which will enable you to see the debts as they fall due, and consequently direct the Agent to collect them.

## THE JOURNAL.

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THE JOURNAL contains an arrangement of the whole Transactions, collected from the Subsidiary-Books monthly,\* with the *Debtors* and *Creditors* pointed out, that they may be easily posted into the Ledger. As it therefore is made up from these, it may very properly be considered a General Index to the Subsidiary-Books, as the Ledger itself is only an Index to the Journal.

Respecting the Ruling of the following Journal, it may be observed, that the first column towards the left hand contains the date of the entry, and the next refers to the Folio of the Ledger, in which the account is posted. The inner Column, towards the right hand, is in general reserved for inserting the several sums of those accounts where more than one sum occurs for these in the month ; and the outer column for the amounts which are carried into the Ledger.

The Subsidiary Books are Journalised in the following order, agreeably to the Rules given at the end of each of these Books, viz.

The CASH BOOK, .....	Pages 114—117.
The BILL BOOK, .....	122—125.
The DAY BOOK, .....	128—136.

When the Learner has posted all the Entries till the end of December, a *Trial*, and also a *General Balance*, are to be taken agreeably to the preceding Directions. Before making the *General Balance* he should prove the Posting of the Ledger, as described at the end of Ledger, Set III.

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\* Journal, signifying a daily record, is improperly applied to a monthly abstract ; however general custom has sanctioned this title.

## RULES FOR JOURNALISING THE SUBSIDIARY BOOKS.

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### 1. TO JOURNALISE THE CASH-BOOK, say

*CASH Dr. to Sundries,*

For the sums received on the *Dr.* side, and

*SUNDRIES Drs.\* to Cash,*

For the sums paid on the *Cr.* side,

Specifying particulars, as described in page 118.

### 2. TO JOURNALISE THE BILL-BOOK, say

*BILLS RECEIVABLE Dr. to Sundries,*

For the Bills received in the month; and

*SUNDRIES Drs. to Bills Payable,*

For the Bills accepted in the month,

Specifying particulars, as described in page 126.

### 3. TO COMBINE THE ENTRIES IN THE DAY-BOOK.

The following are the only combinations in this Book :

#### 1. *MERCHANDISE Dr. to Sundries,*

When Goods are purchased from sundry persons, as in Sept. page 156.

#### 2. *SUNDRIES Drs. to Cotton,*

When Cotton is sold to several persons, as in October, page 159.

#### 3. *SUNDRIES Drs. to Sales of Consignments,*

When Consignments are sold to several persons, as in pages 161 & 163.†

\* With respect to using *Dr.* or *Drs.* after plural accounts, Book-keepers are divided in opinion. The proper way seems to be, to use it in the plural, after *Sundries* only; and in the singular, after plural titles, which stand but for one firm or account; as, *Bills Receivable Dr.*, *Profit & Loss Dr.*, *Moore & Gay Dr.*, &c. This remark sufficiently explains the seeming solecisms in pages 118 and 126, viz. *Bills Receivable is Dr.*, *Bills Payable is Cr.*, that is, the *account of Bills Receivable is Dr.*, &c.

Some Book-keepers have also objected to the word *Sundries* as being ungrammatical; but it may here be viewed as an abbreviation of *Sundry Accounts*, and its use is sufficiently sanctioned by the custom of merchants. Its propriety, too, is supported by analogy, for several other adjectives are thus converted into substantives; as, *Goods, Blacks, Whites, &c.*

† When several shipments are journalised together in columns (as in page 4 of the Journal,) the whole amounts of Merchandise, Charges, Commission and Insurance are each posted in one entry. The like method is applicable in making up the Account Current Book as in page 11. This arrangement not only saves labour and repetition in the Journal, and affords checks against error, but also greatly shortens and simplifies the Ledger.

JOURNAL.

U

I		LONDON, July 1827.		
1	2	<i>CASH Dr. to Stock,</i>		
	1	For Capital, as $\pounds$ Cash-Book, folio 1. ....	3000	— —
9	2	<i>BILLS RECEIVABLE Dr. to J. Stirling,</i>		
	8	For No. 1, due Aug. 31, as $\pounds$ B. B. fol. 1, .....	100	— —
2	3	<i>MERCHANDISE Dr. to John Ramsay,</i>		
	9	For Cottons, as $\pounds$ B. P. ....	411	— 8
3	3	<i>INSURANCE Dr. to James Risk,</i>		
	5	For premium and policy on $\pounds$ 440, $\pounds$ Fame, .....	8	6 1
4	7	<i>ADVENTURE TO LISBON Dr. to Sundries,</i>		
		For Invoice per Fame, consigned for Sale to R. Manford, as per Invoice-Book, page 1.		
	3	To <i>Merchandise,</i> .....	411	— 8
	3	To <i>Promiscuous Charges,</i> .....	16	14 6
	3	To <i>Insurance,</i> .....	8	6 1
			436	1 3
18	3	<i>INSURANCE Dr. to Sundries,</i>		
		For premium and policy on $\pounds$ 1700 Produce, per Cuba, from Jamaica, at 2 Guineas per Cent. due		
	5	To Hazard & Co. .... $\pounds$ 610 .....	14	14 8
	4	To <i>Assurance,</i> .... 1090 .....	25	18 4
			40	13 —
			$\pounds$ 1700	
20	6	<i>COTTON Dr. to Sundries,</i>		
		For Cost of 100 Bales, per Ann, as per Invoice.		
	8	To R. Manford, Lisbon, for Reas 4712,500 at 59½d. $\pounds$ Milrea, .....	1168	6 2
	5	To James Risk, insurance on $\pounds$ 1200, .....	22	4 —
			1190	10 2

LONDON, August 1827.

2

31	2	<b>CASH <i>Dr. to Sundries,</i></b> As per Cash-Book, folio 1.			
20	4	To <i>Interest,</i> .....	110	1	
31	2	To <i>Bills Receivable, No. 1,</i> .....	100	—	—
			101	10	1
31	2	<b>SUNDRIES <i>Drs. to Cash,</i></b> As per Cash-Book, folio 1.			
4	2	<i>Furniture,</i> .....	69	6	—
8	6	<i>Four ½ Cents</i> .....£1000 Stock,.....	782	10	—
20	1	William Simson, ..... <i>Private Account,</i> .....	50	—	—
31	3	<i>Promiscuous Charges,</i> .....	7	10	6
			909	6	6
31	2	<b>BILLS RECEIVABLE <i>Dr. to Sundries,</i></b> As per Bill-Book, folio 1.			
20	9	To James Thomson, No. 2, due Oct. 21, £200 <sup>11</sup> — <sup>11</sup> — 3, ..... Nov. 25, 350 <sup>11</sup> — <sup>11</sup> —	550	—	—
21	8	To John Stirling, .....4, ..... Sep. 13,.....	100	—	—
			650	—	—
31	2	<b>SUNDRIES <i>Drs. to Bills Payable,</i></b> As per Bill-Book, folio 1-			
9	8	Murray & Co. ....No. 1, due Sep. 12, £200 <sup>11</sup> — <sup>11</sup> — 2, ..... Oct. 11, 200 <sup>11</sup> — <sup>11</sup> — 3, ..... 11, 100 <sup>11</sup> — <sup>11</sup> —	500	—	—
20	9	James Thomson, .....4, ..... 22, .....	550	—	—
"	9	John Ramsay, .....5, ..... Nov. 10, .....	411	—	—
27	8	Ross & Son, .....6, ..... 30, .....	545	15	10
			2006	15	10
20	3	<b>INSURANCE <i>Dr. to Sundries,</i></b> For premium and policy on Hemp, per Vrow, from Riga, due			
5		To James Risk, .....£200.....	3	14	—
5		To Hazard & Co. ....900.....	16	13	—
4		To <i>Assurance,</i> .....100.....	1	17	—
		£1200	22	4	—

3		LONDON, <i>September, 1827.</i>		
30	2	<b>CASH <i>Dr. to Sundries,</i></b> As per Cash-Book, folio 1.		
13	2	To <i>Bills Receivable,</i> .....No. 4, .....	100	—
26	6	To <i>Four</i> $\Psi$ <i>Cents.</i> .....£1000 Stock,.....	792	10
			892	10
30	2	<b>SUNDRIES <i>Drs. to Cash,</i></b> As per Cash-Book, folio 1.		
2	6	<i>Cotton,</i> .....Duty, &c. $\Psi$ <i>Ann,</i> £190 <sup>11</sup> 8		
20		Freight, $\Psi$ ditto..... 93 <sup>11</sup> 2 <sup>11</sup> 4	283	13
4	6	<i>Ship Mars,</i> ..... $\frac{1}{2}$ share,.....	450	—
12	2	<i>Bills Payable,</i> .....No. 1, .....	200	—
15	6	<i>Joint Indigo,</i> .....1696lb, .....	932	16
20	1	George Monteath,..... <i>P. A.</i> .....	30	—
30	3	<i>Promiscuous Charges,</i> .....	15	17
			1912	6
20	8	<b>R. MANFORD, <i>Dr. to Bills Payable,</i></b> For No. 7, as $\Psi$ Bill-Book, folio 1, Reas 3021,340, due October 22d.....		755
	2		6	8
30	3	<b>MERCHANDISE <i>Dr. to Sundries,</i></b> Purchased this month.		
10		To William Irvine,.....1st, .....	475	1
9		To John Ramsay,.....2,.....£283 <sup>11</sup> 1 <sup>11</sup> —		
		8,.....70 <sup>11</sup> 16 <sup>11</sup> —	353	17
10		To Thomas Ryder,.....3,.....	350	19
9		To James Thomson,.....30,.....	3110	1
			4289	19
12	3	<b>INSURANCE <i>Dr. to Sundries,</i></b> For premium and policy on L1400 Goods, per Spooner.		
5		To James Risk,.....£500.....	11	17
4		To <i>Assurance,</i> .....900.....	21	7
		£1400	33	5



LONDON, *September 1827.*

4

		<i>Pa.</i>	<i>Merchandise.</i>	<i>Charges.</i>	<i>Commission.</i>	<i>Insurance.</i>			
		<i>I.B.</i>							
13	<b>SUNDRIES <i>Drs. to Sundries,</i></b>								
	For Goods per Spooner, for Jamaica, as per order.								
	<i>—Drs.—</i>								
8	J. Stirling,...	2	421 11 15	32 11 18	13 11 17	4 11 17	480	8 8	
8	Murray & Co	3	758 11 2	47 11 6	24 11 12	8 21 11 7	851	9 2	
	<i>—Crs.—</i>								
3	To <i>Merchandise</i>		1179 11 17						
3	To <i>Promiscuous Charges,</i>			80 11 5		4			
3	To <i>Commission,</i>				38 11 10				
3	To <i>Insurance,</i>					33 11 5			
							1331	17 10	
15	<b>JOINT HEMP <i>Dr. to Ross &amp; Son,</i></b>								
8	For 25 Tons, $\Psi$ <i>Vrow</i> , from Riga, as $\Psi$ Invoice, Our one half of which is, .....							545	15 10
19	<b>DAWSON &amp; Co. <i>Dr. to Joint Indigo,</i></b>								
6	For 1696lb at 12/6, Cash in 1 month, .....							1060	— —
20	<b>E. ROBINSON <i>Dr. to Cotton,</i></b>								
6	For 20 Bales, at 2 months, .....							355	5 —
20	<b>R. MANFORD <i>Dr. to Adventure to Lisbon,</i></b>								
7	For Net proceeds of Goods consigned him, $\Psi$ Fame, being 1691,160 Reas, at 60d. $\Psi$ Milrea, .....							422	15 10
30	<b>JOINT INDIGO <i>Dr. to Sundries,</i></b>								
	For the following as per Sales-Book, page 1.								
4	To <i>Interest,</i>						4	6 11	
3	To <i>Commission,</i>						21	4 —	
3	To <i>Promiscuous Charges,</i>						—	15 1	
9	To J. Ramsay,						50	9 —	
4	To <i>Profit,</i>						50	9 —	
							127	4 —	

5		LONDON, October 1827.		
31	2	<b>CASH <i>Dr. to Sundries,</i></b> As per Cash-Book, folio 1.		
19	10	To Dawson & Co.....	1060	—
20	2	To <i>Bills Receivable</i> , No. 2,.....	200	—
24	9	To Vanderpoole & Co.....	788	—
			2048	—
31	2	<b>SUNDRIES <i>Drs. to Cash,</i></b> As per Cash-Book, folio 1.		
1	9	John Ramsay,.....	50	9
11	2	<i>Bills Payable</i> , No. 2,..... £200	—	—
"	"	3,..... 100	—	—
22	"	4,..... 550	—	—
"	"	7,..... 755	6	8
			1605	6 8
29	5	<i>Consignments</i> ,..... P Cuba,.....	374	8 8
30	1	John Thomson,..... P. A. ....	30	—
31	3	<i>Promiscuous Charges</i> ,.....	15	10 6
			2075	14 10
31	2	<b>SUNDRIES <i>Drs. to Bills Payable,</i></b> As per Bill-Book, folio 1.		
4	10	William Irvine, No. 8, due Dec. 10,.....	475	1 6
11	9	James Thomson, 9, ..... 12, ..... £500	—	—
		10, ..... 14, ..... 500	—	—
			1000	—
12	9	John Ramsay, 11, ..... 12, .....	353	17
			1828	18 6
20	7	<b>DEBENTURES <i>Dr. to Merchandise,</i></b>		
	3	For drawback on Refined Sugar, P Aurora,.....	902	—
23	9	<b>VANDERPOOLE &amp; CO. <i>Dr. to Promiscuous Charges,</i></b>		
	3	For Postages, &c. on bill negotiated on them,.....	2	4 10

LONDON, October 1827.

6

20

SUNDRIES *Drs. to Sundries,*

For Sugar per Aurora, for Rotterdam, as per I. B. page 4.

—*Drs.*—

9	John Ramsay,.....his $\frac{1}{3}$ , .....	£785 <sup>11</sup> 15 <sup>11</sup>	2
9	Vanderpoole & Co.....their $\frac{1}{3}$ , .....	785 <sup>11</sup> 15 <sup>11</sup>	2
9	<i>Adventure to Rotterdam</i> , .....our $\frac{1}{3}$ , .....	785 <sup>11</sup> 15 <sup>11</sup>	4
		£2357 <sup>11</sup> 5 <sup>11</sup> 8	

—*Crs.*—

3	To <i>Merchandise</i> , .....	2208	1	8
3	To <i>Promiscuous Charges</i> , .....	42	7	—
3	To <i>Commission</i> , .....	75	1	—
3	To <i>Assurance</i> , .....	31	16	—
		2357	5	8

31 6

SUNDRIES *Drs. to Cotton,*

For 60 Bales, per Ann, sold this month.

24 10	E. Robinson,.....20 Bales, at 2 months,.....	351	8	—
25 11	Pringle & Son, .....40.....at 3 months,.....	704	10	—
	60 Bales.	1055	18	—

25

SUNDRIES *Drs. to Sundries,*

For total Loss of Hemp per Vrow, from Riga, insured by the following, viz.

—*Drs.*—

5	James Risk, .....	£199 <sup>11</sup> — <sup>11</sup> —
5	Hazard & Co.....	895 <sup>11</sup> 10 <sup>11</sup> —
4	<i>Assurance</i> ,.....	99 <sup>11</sup> 10 <sup>11</sup> —
		£1194 <sup>11</sup> — <sup>11</sup> —

—*Crs.*—

3	To <i>Insurance</i> , .....	22	4	—
3	To <i>Commission</i> , .....	30	—	—
8	To Ross & Son, .....	570	18	—
7	To <i>Joint Hemp</i> , .....	570	18	—
		1194	—	—

7		LONDON, November 1827.					
30	'2	CASH <i>Dr. to Sundries,</i> As per Cash-Book, folio 2.					
20	7	To <i>Debentures,</i> .....		902	—	—	
25	10	To E. Robinson, .....		355	5	—	
"	2	To <i>Bills Receivable,</i> No. 3, .....		350	—	—	
30	5	To James Risk, .....		152	18	5	
"	5	To Hazard & Co. ....		864	2	—	
				2624	5	5	
30	2	SUNDRIES <i>Drs. to Cash,</i> As per Cash-Book, folio 2.					
4	3	<i>Promiscuous Charges,</i> .....	£70 11 6				
6		<i>    </i> Spooner, .....	34 6 3				
11		<i>    </i> Aurora, .....	25 — —				
30		<i>    </i> Rent, .....	14 10 6				
		<i>    </i> <i>P. C. B.</i> .....		144	12	3	
10	2	<i>Bills Payable,</i> .....	£411 — —				
30		No. 5, .....	545 15 10				
		6, .....		956	15	10	
10	5	James Agent, .....		20	—	—	
11	1	William Simson, .....		50	—	—	
"	1	George Monteath, .....		30	—	—	
"	1	John Thomson, .....		20	—	—	
20	5	<i>Consignments,</i> .....	£523 5 9				
29		<i>    </i> Cuba, .....	317 7 7				
		<i>    </i> ditto, .....		840	13	4	
25	8	Ross & Son, .....		565	1	8	
		remitted, .....		2627	3	1	
30	2	BILLS RECEIVABLE <i>Dr. to Sundries,</i> As per Bill-Book, folio 1.					
25	10	To E. Robinson, .....	No. 5, due Dec. 28, .....	351	8	—	
"	9	To Vanderpoole & Co. ....	6, Jan. 23, .....	500	—	—	
26	11	To Pringle & Son, .....	7, .....	704	10	—	
				1555	18	—	

LONDON, *November 1827.*

8

25	9	<b>JAMES THOMSON <i>Dr. to Bills Receivable,</i></b>			
	2	For No. 6, on Vanderloo, due Jan. 23,.....	500	—	—
30	7	<b>SUNDRIES <i>Drs. to Sales of Consignments,</i></b> For Sales of 30 Puncheons Rum, per Cuba this month.			
	2 11	Fenn & Park,.....6 Pun. at 2 mos.....	£146	11 18	6
10		20 ditto..... 3 mos.....	521	11 6	3
			668	4	9
12	11	John Black,.....4 ditto..... 2 mos.....	96	1	6
		30	764	6	3
16	7	<b>SALES OF CONSIGNMENTS, <i>Dr. to Sundries,</i></b> For Proceeds &c. of 30 Puncheons Rum, per Cuba, due Jan. 29, as per Sales-Book, page 2.			
	3	To <i>Insurance</i> ,.....premium, &c. ....	8	13	2
	5	To <i>Consignments</i> ,.....freight, &c. ....	94	15	9
	3	To <i>Commission</i> ,.....on insurance & sales,.....	20	18	2
	8	To John Stirling,.....Net proceeds, .....	639	19	2
			764	6	3
30	9	<b>VANDERPOOLE &amp; Co. <i>Dr. to Sundries,</i></b> For two thirds of proceeds of Sales per Aurora, viz.			
	9	To John Ramsay,.....his $\frac{1}{3}$ proceeds,.....	923	18	6
	9	To <i>Adventure to Rotterdam</i> ,.....our $\frac{1}{3}$ ditto. ....	923	18	6
			1847	17	—
30	9	<b>JOHN RAMSAY <i>Dr. to Sundries,</i></b> For the following; Interest to Jan. 30.			
	4	To <i>Interest</i> ,.....	7	11	—
	3	To <i>Commission</i> , .....	4	11	10
			12	2	10
30	8	<b>ROSS &amp; SON <i>Dr. to Sundries,</i></b> For the following expenses on bill remitted them.			
	3	To <i>Commission</i> , .....	2	16	6
	3	To <i>Promiscuous Charges</i> ,.....	2	19	10
			5	16	4

9		LONDON, December 1827.			
31	2	<b>CASH <i>Dr. to Sundries,</i></b> As per Cash-Book, folio 2.			
	2	4	To <i>Interest</i> ,.....	10	16
20	2	To <i>Bills Receivable</i> , No. 9, £500" --" --			
"			10, 500" --" --		
27			5, 351" 8" --		
				1351	8
25	6	To <i>Ship Mars</i> ,.....		93	1 6
				1455	5 6
31	2	<b>SUNDRIES <i>Drs. to Cash,</i></b> As per Cash-Book, folio 2.			
	1	9	John Ramsay,.....	124	12
	2	10	Thomas Ryder,.....	350	19
10	2	<i>Bills Payable</i> , No. 8, £475" 1" 6			
12			9, 500" --" --		
"			11, 353" 17" --		
14			10, 500" --" --		
				1828	18 6
13	8	John Stirling, ..... <sup>£</sup> Gray, .....		200	-- --
20	4	<i>Interest</i> ,.....discount,.....		5	12 4
"	1	John Thomson,..... <i>P. A.</i> .....		20	-- --
30	5	<i>Consignments</i> , ..... <sup>£</sup> Cuba,.....		6	18 1
31	3	<i>Promiscuous Charges</i> , .....this month,.....		12	18 11
				2549	18 10
31	2	<b>BILLS RECEIVABLE <i>Dr. to Sundries,</i></b> As per Bill-Book, folio 1.			
	1	11	To Fenn & Park, No. 8, due Jan. 29,.....	668	4 9
4	9	To Vanderpoole & Co. 9, 30, £500" --" --			
			10, 30, 500" --" --		
			11, Feb. 7, 345" --" --		
				1345	-- --
30	11	To John Black, 12, May 15,.....		57	12 10
				2070	17 7

LONDON, December 1827.

10

1	9	<b>SUNDRIES <i>Drs. to Vanderpoole &amp; Co.</i></b> For Loss by Exchange on Remittance.			
	9	John Ramsay,.....his $\frac{1}{2}$ ,.....	1	8	6
	9	<i>Adventure to Rotterdam</i> ,.....our $\frac{1}{2}$ ,.....	1	8	6
			2	17	—
31	7	<b>SUNDRIES <i>Drs. to Sales of Consignments,</i></b> For Sales per the Cuba this month.			
11	9	Jas. Thomson,.....5 Hhds. Sugar, at 3 mos. ....	261	14	2
21	11	Attwood & Co. ....15 ..... ditto. .... 2 mos. ....	786	14	6
23	10	Dawson & Co.,.....10 Tierces Coffee, .... 3 mos. ....	384	3	6
			1432	12	2
21	9	<b>JAMES THOMSON <i>Dr. to Sundries,</i></b> For the following Settlement :			
	2	To <i>Bills Receivable</i> ,.....No. 8 and 11, .....	1013	4	9
	2	To <i>Bills Payable</i> ,.....12, due Feb. 11, .....	250	10	—
	4	To <i>Interest</i> ,.....for discount, .....	84	12	9
			1348	7	6
30	8	<b>JOHN STIRLING <i>Dr. to John Black,</i></b> For Loss of 8/ $\text{P}$ £ on £96 <sup>11</sup> 6, lost by the latter,.....	38	8	8
31	7	<b>SALES OF CONSIGNMENTS <i>Dr. to Sundries,</i></b> For Proceeds, &c. of Produce per Cuba, as per Sales-Book, folio 3.			
	8	To Murray & Co. 15 Hhds. Sugar, due Feb. 21, £393 <sup>11</sup> 16 <sup>11</sup> 10 10 Trces. Coffee, ..... Mar. 23, 238 <sup>11</sup> 8 <sup>11</sup> 5	632	5	3
	3	To <i>Insurance</i> ,.....premium, &c. ....	15	1	—
	5	To <i>Consignments</i> ,.....for duty, &c. ....	486	1	2
	4	To <i>Interest</i> , .....on ditto.....	5	2	8
	3	To <i>Commission</i> ,.....on insurance & sales,.....	32	7	11
			1170	18	—

11		LONDON, December 1827.																																														
31	5	<b>SUNDRIES <i>Drs. to James Agent,</i></b> For amount of his account to this date.																																														
	5	<i>Consignments,</i> .....on imports, .....				20	2	4																																								
	3	<i>Promiscuous Charges,</i> ..on exports, .....				12	10	6																																								
						32	12	10																																								
31		<b>SUNDRIES <i>Drs. to Sundries,</i></b> As per Account Current Book.																																														
		<table border="1"> <thead> <tr> <th><i>Drs.—</i></th> <th>Page.</th> <th>Interest.</th> <th>Commission.</th> <th>Postages.</th> </tr> </thead> <tbody> <tr> <td>6 <i>Ship Mars,</i>.....</td> <td></td> <td>7 4 3</td> <td></td> <td></td> </tr> <tr> <td>8 John Stirling, .....</td> <td></td> <td>1 15 1</td> <td>2 0 0</td> <td>1 11 0</td> </tr> <tr> <td>8 Murray &amp; Co.....</td> <td></td> <td>13 18 5</td> <td>2 10 0</td> <td>1 5 0</td> </tr> <tr> <td><i>Crs.—</i></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4 To <i>Interest,</i> .....</td> <td></td> <td>22 17 9</td> <td></td> <td></td> </tr> <tr> <td>3 To <i>Commission,</i>.....</td> <td></td> <td></td> <td>4 10 0</td> <td></td> </tr> <tr> <td>3 To <i>Promiscuous Charges,</i> .....</td> <td></td> <td></td> <td></td> <td>2 16 0</td> </tr> </tbody> </table>				<i>Drs.—</i>	Page.	Interest.	Commission.	Postages.	6 <i>Ship Mars,</i> .....		7 4 3			8 John Stirling, .....		1 15 1	2 0 0	1 11 0	8 Murray & Co.....		13 18 5	2 10 0	1 5 0	<i>Crs.—</i>					4 To <i>Interest,</i> .....		22 17 9			3 To <i>Commission,</i> .....			4 10 0		3 To <i>Promiscuous Charges,</i> .....				2 16 0			
<i>Drs.—</i>	Page.	Interest.	Commission.	Postages.																																												
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3 To <i>Promiscuous Charges,</i> .....				2 16 0																																												
						30	3	9																																								
31	4	<b>SUNDRIES <i>Drs. to Interest,</i></b> On the Partners' Private Accounts.																																														
	1	William Simson, .....				1	5	0																																								
	1	George Monteath, .....				12	6	0																																								
						1	17	6																																								
31	3	<b>PROMISCUOUS CHARGES <i>Dr. to J. Thomson,</i></b>																																														
	1	For 6 months Salary due him, as manager, .....				50	0	0																																								
31	4	<b>INTEREST <i>Dr. to Stock,</i></b>																																														
	1	For half a year's interest on Capital, .....				75	0	0																																								



## REMARKS ON THE PRECEDING JOURNAL.

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The time most convenient for taking a General Balance, must either be when business with the Merchant is flat, or when most of the branches of trade in which he is concerned come to an issue.

Before Balancing, it is proper to pay off as many petty debts and small charges as possible, which will considerably abridge the labour; to affix a moderate value to the Goods on hand, according to the current prices at which the Owner would be willing to purchase; to draw out and transmit all Foreign Accounts, and to examine and check those at home as opportunity offers.

Interest is charged upon every Account on which it was supposed to be due.\* This is absolutely necessary before the merchant can determine his actual Profits: for if this be not attended to, the Gain upon certain articles will appear more than it really is.

On the Dissolution of a Copartnership, or the like, it is obvious, that unless Interest were charged upon every Account respectively, and the Balances of these properly estimated, the most erroneous statement would in most cases be produced, either for, or against the Partner who withdraws from the Concern.

To Balance accounts of Property, such as Houses, Estates, Ships, or the like, the best plan is, to charge Interest on the Property up to the period intended, and after leaving a Balance equal to its present estimated value, the difference of the two sides of the account will show the Gain or Loss. See the account of *Ship Mars* in the following Ledger, fol. 6.

It will be observed, that no Entries of Profit and Loss, arising at Balancing, have been brought through the Journal, these being closed as simple *Transfers* from one account to another, in the Ledger only.

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\* In Business, it is usual to make an allowance for *Tear* and *Wear* at the account of *Counting-house Furniture*, or any other account whose value is considered of a decreasing nature. This may be done by making *Loss Dr. to Counting-house Furniture*, for the supposed *Tear* and *Wear*; but if it be intended to keep the account entirely distinct, such allowance may be made at *Suspense Account*, in the same manner as an allowance upon *Doubtful Debts*.

## INDEX TO MERCHANT'S LEDGER,

## SET IV.

*Arranged according to the Present Practice of the Counting-house.*

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<b>F</b>		Stock, .....	1
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*Note.*—The Learner should put only *three* instead of *four* accounts in the folios of his Ledger to this Set, with the exception of the first folio.

1895

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**LEDGER.**

UNIVERSITY OF CHICAGO

1895

1		<i>Dr.</i>	STOCK			
1827.						
Dec.	31	To <i>William Simson</i> ,.....	Transfer, .....	1	101	5 -
"	"	To <i>George Monteath</i> , .....	Ditto. ....	1	60	12 6
"	"	To <i>John Thomson</i> ,.....	Ditto. ....	1	20	- -
"	"	To <i>Balance</i> ,.....	Net Capital,.....		3569	6 6
					<u>3751</u>	<u>4 -</u>

		<i>Dr.</i>	WILLIAM SIMSON,			
1827.						
Aug.	20	To Cash, .....		2	50	- -
Nov.	11	To Cash, .....		7	50	- -
Dec.	31	To Interest,.....		11	1	5 -
					<u>101</u>	<u>5 -</u>

		<i>Dr.</i>	GEORGE MONTEATH,			
1827.						
Sep.	20	To Cash, .....		3	30	- -
Nov.	11	To Cash, .....		7	30	- -
Dec.	31	To Interest,.....		11	-	12 6
					<u>60</u>	<u>12 6</u>

		<i>Dr.</i>	JOHN THOMSON,			
1827.						
Oct.	30	To Cash, .....		5	30	- -
Nov.	11	To Cash, .....		7	20	- -
Dec.	20	To Cash, .....		9	20	- -
					<u>70</u>	<u>- -</u>

Account.		Cr.		1
1827.				
July	1 By Cash, ..... Capital, .....	1	3000	- -
Dec.	31 By Interest, ..... $\frac{1}{2}$ a year, .....	11	75	- -
"	By Profit, ..... Net-Gain, .....	4	676	4 -
			<u>3751</u>	<u>4 -</u>
1828.				
Jan.	1 By Balance, .....		3569	6 6

Private Account.		Cr.	
1827.			
Dec.	31 By Stock, .....	1	101 5 -
			<u>101 5 -</u>

Private Account.		Cr.	
1827.			
Dec.	31 By Stock, .....	1	60 12 6
			<u>60 12 6</u>

Private Account.		Cr.	
1827.			
Dec.	31 By Promiscuous Charges, .....	11	50 - -
"	By Stock, .....	1	20 - -
			<u>70 - -</u>

2		Dr.		CASH			
1827.							
July	1	To Stock,	1	3000	—	—	
Aug.	31	To Sundries,	2	101	10	1	
Sep.	30	To Sundries,	3	892	10	—	
Oct.	31	To Sundries,	5	2048	—	—	
Nov.	30	To Sundries,	7	2624	5	5	
Dec.	31	To Sundries,	9	1455	5	6	
				10121	11	—	
1828.							
Jan.	1	To Balance,		47	1	5	

Dr.		BILLS				
1827.						
July	9	To J. Stirling,	Bills. 1 1	100	—	—
Aug.	31	To Sundries,	3 2	650	—	—
Nov.	30	To Sundries,	3 7	1555	18	—
Dec.	31	To Sundries,	5 9	2070	17	7
				12	4376	15 7
1828.						
Jan.	1	To Balance,	2	762	2	10

Dr.		BILLS				
1827.						
Sep.	12	To Cash,	Bills. 1 3	200	—	—
Oct.	31	To Cash,	4 5	1605	6	8
Nov.	30	To Cash,	2 7	956	15	10
Dec.	31	To Cash,	4 9	1828	18	6
	"	To Balance,	1	250	10	—
				12	4841	11

Dr.		FURNITURE				
1827.						
Aug.	4	To Cash,	2	69	6	—
1828.						
Jan.	1	To Balance,		69	6	—

Account.				Cr.		2
1827.						
Aug.	31 By Sundries, .....	2	909	6	6	
Sep.	30 By Sundries, .....	3	1912	6	4	
Oct.	31 By Sundries, .....	5	2075	14	10	
Nov.	30 By Sundries, .....	7	2627	3	1	
Dec.	31 By Sundries, .....	9	2549	18	10	
	" By <i>Balance</i> , .....		47	1	5	
			10121	11	-	

RECEIVABLE.				Cr.	
1827.					
Aug.	31 By Cash, .....	<i>Bills.</i> 1 2	100	-	-
Sep.	13 By Cash, .....	1 3	100	-	-
Oct.	20 By Cash, .....	1 5	200	-	-
Nov.	25 By Cash, .....	1 7	350	-	-
	" By J. Thomson, .....	1 8	500	-	-
Dec.	31 By Cash, .....	3 9	1351	8	-
	21 By J. Thomson, .....	2 10	1013	4	9
	31 By <i>Balance</i> , .....	2	762	2	10
			12	4376	15 7

PAYABLE.				Cr.	
1827.					
Aug.	31 By Sundries, .....	<i>Bills.</i> 6 2	2006	15	10
Sep.	20 By R. Manford, .....	1 3	755	6	8
Oct.	31 By Sundries, .....	4 5	1828	18	6
Dec.	21 By J. Thomson, .....	1 10	250	10	-
			12	4841	11 -
1828.					
Jan.	1 By <i>Balance</i> , .....	1	250	10	-

in Counting-house.				Cr.	
1827.					
Dec.	31 By <i>Balance</i> , .....		69	6	-

3		Dr. MERCHANDISE			
1827.					
July	2	To John Ramsay, .....	1	411	8
Sep.	30	To Sundries, .....	3	4289	2
				4700	10
		Dr. PROMISCUOUS			
1827.					
Aug.	31	To Cash, .....	2	7	6
Sep.	30	To Cash, .....	3	15	4
Oct.	31	To Cash, .....	5	15	6
Nov.	30	To Cash, .....	7	144	3
Dec.	31	To Cash, .....	9	12	11
"		To J. Agent, .....	11	12	6
"		To J. Thomson, .....	11	50	-
				259	-
		Dr. COMMISSION			
1827.					
Dec.	31	To Profit, .....	4	229	5
				229	5
		Dr. INSURANCE			
1827.					
July	3	To James Risk, .....	1	8	6
	18	To Sundries, .....	1	40	-
Aug.	20	To Sundries, .....	2	22	4
Sep.	12	To Sundries, .....	3	33	5
				104	1
1828.					
Jan.	1	To Balance, .....		16	10



Account.		Cr.		
1827.				3
July	4 By Adventure to Lisbon,.....	1	411	— 8
Sep.	13 By Sundries $\text{P}$ Spooner,.....	4	1179	17 6
Oct.	20 By Debentures $\text{P}$ Aurora,.....	5	902	— —
"	By Sundries $\text{P}$ Aurora, .....	6	2208	1 8
			<u>4700</u>	<u>19 10</u>

CHARGES.		Cr.		
1827.				
July	4 By Adventure to Lisbon,.....	1	16 14	6
Sep.	13 By Sundries $\text{P}$ Spooner,.....	4	80 5	4
	30 By Joint Indigo,.....	4	— 15	1
Oct.	20 By Sundries $\text{P}$ Aurora, .....	6	42 7	—
	23 By Vanderpoole & Co. ....	5	2 4	10
Nov.	30 By Ross & Son,.....	8	2 19	10
Dec.	31 By Sundries, .....	11	2 16	—
"	By Loss, .....	4	110 17	5
			<u>259</u>	<u>— —</u>

Account.		Cr.		
1827.				
Sep.	13 By Sundries $\text{P}$ Spooner,.....	4	38 10	—
	30 By Joint Indigo,.....	4	21 4	—
Oct.	20 By Sundries $\text{P}$ Aurora,.....	6	75 1	—
	25 By Sundries $\text{P}$ Vrow, .....	6	30	— —
Nov.	16 By Sales of Consignments,.....	8	20 18	2
	30 By John Ramsay, .....	8	4 11	10
"	By Ross & Son,.....	8	2 16	6
Dec.	31 By Sales of Consignments,.....	10	32 7	11
"	By Sundries, .....	11	4 10	—
			<u>229</u>	<u>19 5</u>

Account.		Cr.		
1827.				
July	4 By Adventure to Lisbon,..... $\text{P}$ Fame, .....	1	8 6	1
Sep.	13 By Sundries, .....	4	33 5	—
Oct.	25 By Sundries, .....	6	22 4	—
Nov.	16 By Sales of Consignments,..... $\text{P}$ Cuba,.....	8	8 13	2
Dec.	31 By Ditto,..... $\text{P}$ Cuba,.....	10	15 1	—
"	By Balance, .....		16 18	10
			<u>104</u>	<u>8 1</u>



		4			
Our Subscriptions.			Cr.		
1827.					
July 18	By Insurance,..... $\Psi$ Cuba, .....	1	25	18	4
Aug. 20	By Ditto..... $\Psi$ Vrow, .....	2		117	-
Sep. 12	By Ditto..... $\Psi$ Spooner, .....	3	21	7	6
Oct. 25	By Sundries,..... $\Psi$ Aurora, .....	6	31	16	-
Dec. 31	By Loss, .....	4	18	11	2
				99	10
Account.			Cr.		
1827.					
Aug. 10	By Cash, .....	2	1	10	1
Sep. 30	By Joint Indigo, .....	4	4	6	11
Nov. 30	By J. Ramsay, .....	8	7	11	-
Dec. 2	By Cash, .....	9	10	16	-
21	By J. Thomson, .....	10	84	12	9
31	By Sales of Consignments, .....	10	5	2	8
"	By Sundries, .....	11		117	6
"	By Sundries, .....	11	22	17	9
				138	14
					8
Account.			Cr.		
1827.					
Dec. 31	By Transfer to Profit, .....	4	152	10	8
				152	10
					8
Account.			Cr.		
1827.					
Sep. 30	By Joint Indigo, .....	4	50	9	-
Dec. 31	By Commission, .....	3	229	19	5
"	By Interest, .....	4	58	2	4
"	By Four $\Psi$ Cents. ....	6	10	-	-
"	By Cotton, .....	6	252	9	2
"	By Ship Mars, .....	6	65	17	3
"	By Joint Hemp.....	7	25	2	2
"	By Adventure to Rotterdam, .....	9	136	14	8
"	By John Ramsay, .....	9	-	-	8
				828	14
					8

5		<i>Dr.</i> JAMES RISK,				
1827.	Oct. 25	To Sundries, loss $\text{\$}$ Vrow, .....	6	199	-	-
				<u>199</u>	<u>-</u>	<u>-</u>
<i>Dr.</i>		HAZARD & Co.				
1827.	Oct. 25	To Sundries, loss $\text{\$}$ Vrow, .....	6	895	10	-
				<u>895</u>	<u>10</u>	<u>-</u>
<i>Dr.</i>		CONSIGNMENTS				
1827.	Oct. 29	To Cash, $\text{\$}$ Cuba, .....	5	374	8	8
	Nov. 30	To Cash, .....	7	840	13	4
	Dec. 30	To Cash, .....	9	6	18	1
	31	To James Agent, .....	11	20	2	4
				<u>1242</u>	<u>2</u>	<u>5</u>
1828.	Jan. 1	To <i>Balance</i> , .....		661	5	6
<i>Dr.</i>		JAMES AGENT,				
1827.	Nov. 10	To Cash, .....	7	20	-	-
	Dec. 32	To <i>Balance</i> , .....		12	12	10
				<u>32</u>	<u>12</u>	<u>10</u>

London.		Cr.		
1827.				5
July 3	By Insurance, ..... ₧ Fame, .....	1	8 6	1
20	By Cotton, ..... ₧ Ann, .....	1	22 4	—
Aug. 20	By Insurance, ..... ₧ Vrow, .....	2	3 14	—
Sep. 12	By Ditto. .... ₧ Spooner, .....	3	11 17	6
Nov. 30	By Cash, ..... balance, .....	7	152 18	5
			199	—
				—

London.		Cr.		
1827.				
July 18	By Insurance, ..... ₧ Cuba, .....	1	14 14	8
Aug. 20	By Ditto. .... ₧ Vrow, .....	2	16 13	—
Nov. 30	By Cash, ..... balance, .....	7	864 2	—
Dec. 31	By <i>Loss</i> , .....	4	—	4
			895 10	—
				—

Account.		Cr.		
1827.				
Nov. 16	By Sales of Consignments ₧ Cuba, .....	8	94 15	9
Dec. 31	By Ditto. ....	10	486 1	2
"	By <i>Balance</i> , .....		661 5	6
			1242 2	5
				—

London.		Cr.		
1827.				
Dec. 31	By Sundries, .....	11	32 12	10
			32 12	10
1828.				
Jan. 1	By <i>Balance</i> , .....		12 12	10

6		<i>Dr.</i>		FOUR $\frac{1}{2}$ CENT.			
1827.				<i>Stock.</i>			
Aug.	8	To Cash,	.....	1000	2	782	10
Dec.	31	To Profit,	.....		4	10	—
				1000		792	10
				1000		792	10

<i>Dr.</i>		COTTON					
1827.				<i>Bales.</i>			
July	20	To Sundries $\frac{1}{2}$ Ann,	.....	100	1	1190	10
Sep.	30	To Cash,	.....		3	283	13
Dec.	31	To Profit,	.....		4	252	9
				100		1726	12
1828.				100		1726	12
Jan.	1	To Balance,	.....			315	9
						315	9

<i>Dr.</i>		SHIP MARS,					
1827.							
Sep.	4	To Cash,	.....		3	450	—
Dec.	31	To Sundries,	.....		11	7	4
	"	To Profit,	.....		4	65	17
						523	1
1828.						523	1
Jan.	1	To Balance,	.....			430	—
						430	—

<i>Dr.</i>		JOINT					
1827.				<i>lbs.</i>			
Sep.	15	To Cash,	.....	1696	3	932	16
	30	To Sundries,	.....		4	127	4
				1696		1060	—
				1696		1060	—

Funds.				6		
				Cr.		
1827.						
Sep.	26	By Cash,.....	<i>Stock.</i> 1000 3	792	10	-
			1000	792	10	-

Account.				Cr.		
1827.						
Sep.	20	By E. Robinson,.....	<i>Bals.</i> 20 4	355	5	-
Oct.	31	By Sundries,.....	60 6	1055	18	-
Dec.	31	By <i>Balance</i> ,.....	20	315	9	4
			100	1726	12	4

Our One sixth.				Cr.		
1827.						
Dec.	25	By Cash, .....	9	93	1	6
	31	By <i>Balance</i> ,.....		430	-	-
				523	1	6

Indigo.				Cr.		
1827.						
Sep.	19	By Dawson & Co. ....	<i>lbs.</i> 1696 4	1060	-	-
			1696	1060	-	-

7		<i>Dr.</i>		SALES OF	
1827.					
Nov.	16	To Sundries,.....	₧ Cuba,.....	8	764 6 3
Dec.	31	To Sundries,.....	Ditto. ....	10	1170 18 —
"		To <i>Balance</i> ,.....			261 14 2
					2196 18 5
					=====
<i>Dr.</i>		ADVENTURE			
1827.					
July	4	To Sundries ₧	Fame,.....	1	436 1 3
					436 1 3
					=====
<i>Dr.</i>		JOINT HEMP			
1827.					
Sep.	15	To Ross & Son, our	$\frac{1}{2}$ share, .....	4	545 15 10
Dec.	31	To <i>Profit</i> , .....		4	25 2 2
					570 18 —
					=====
<i>Dr.</i>		DEBENTURES			
1827.					
Oct.	20	To Merchandise ₧	Aurora,.....	5	902 — —
					=====





8		<i>Dr.</i>		ROBERT MANFORD,	
1827.					
Sep.	20	To Bills Payable, .....	<sup>Milreas.</sup> 3021,340	3	755 6 8
"		To Adventure to Lisbon, .....	1691,160	4	422 15 10
			<u>4712,500</u>		<u>1178 2 6</u>

<i>Dr.</i>		JOHN STIRLING,		
1827.				
Sep.	13	To Sundries & Spooner, .....	4	480 8 8
Dec.	13	To Cash, .....	9	200 — —
	30	To John Black, Lost by him, .....	10	38 8 8
	31	To Sundries, .....	11	5 6 1
"		To <i>Balance</i> , .....		115 15 9
				<u>839 19 2</u>

<i>Dr.</i>		MURRAY & Co.		
1827.				
Aug.	9	To Bills Payable, .....	2	500 — —
Sep.	13	To Sundries & Spooner, .....	4	851 9 2
Dec.	31	To Sundries, .....	11	17 13 5
				<u>1369 2 7</u>
1828.				
Jan.	1	To <i>Balance</i> , .....		736 17 4

<i>Dr.</i>		ROSS & SON,		
1827.				
Aug.	27	To Bills Payable, .....	3	545 15 10
Nov.	25	To Cash, .....	7	565 1 8
	30	To Sundries, .....	8	5 16 4
				<u>1116 13 10</u>

Lisbon.				Cr.			8
1827.							
July	20	By Cotton, .....	<i>Milreas.</i> 4712,500	1	1168	6	2
Dec.	31	By <i>Loss</i> , .....		4	9	16	4
			<u>4712,500</u>		<u>1178</u>	<u>2</u>	<u>6</u>
Jamaica.				Cr.			
1827.							
July	9	By Bills Receivable, .....		1	100	-	-
Aug.	21	By Ditto, .....		2	100	-	-
Nov.	16	By Sales of Consignments & Cuba, .....		8	639	19	2
					<u>839</u>	<u>19</u>	<u>2</u>
1828.							
Jan.	1	By <i>Balance</i> , .....			115	15	9
Jamaica.				Cr.			
1827.							
Dec.	31	By Sales of Consignments & Cuba, .....		10	632	5	3
	"	By <i>Balance</i> , .....			736	17	4
					<u>1369</u>	<u>2</u>	<u>7</u>
Riga.				Cr.			
1827.							
Sep.	15	By Joint Hemp & Vrow, our $\frac{1}{2}$ , .....		4	545	15	10
Oct.	25	By Sundries, Net Recovery & Vrow, .....		6	570	18	-
					<u>1116</u>	<u>13</u>	<u>10</u>

9		<i>Dr.</i> ADVENTURE TO ROTTERDAM,				
1827.						
Oct.	20	To Sundries $\text{₤}$ Aurora,.....Our $\frac{1}{3}$ proportion, .....	6	785	15	4
Dec.	1	To Vanderpoole & Co.....Loss by Exchange, .....	10	1	8	6
	31	To <i>Profit</i> , .....	4	136	14	8
					923	18 6

		<i>Dr.</i> VANDERPOOLE & Co.				
1827.						
Oct.	20	To Sundries $\text{₤}$ Aurora, their $\frac{1}{3}$ proportion, .....	6	785	15	2
	23	To Promiscuous Charges, .....	5	2	4	10
Nov.	30	To Sundries, $\frac{2}{3}$ proceeds $\text{₤}$ Aurora, .....	8	1847	17	—
					2635	17 —

		<i>Dr.</i> JOHN RAMSAY,				
1827.						
Aug.	20	To Bills Payable, .....	2	411	—	—
Oct.	1	To Cash, .....	5	50	9	—
	12	To Bills Payable, .....	5	353	17	—
	20	To Sundries $\text{₤}$ Aurora, his $\frac{1}{3}$ proportion, .....	6	785	15	2
Nov.	30	To Sundries, .....	8	12	2	10
Dec.	1	To Cash, .....	9	124	12	—
	"	To Vanderpoole & Co.....Loss by Exchange, .....	10	1	8	6
	31	To <i>Profit</i> ,.....oddpence, .....	4	—	—	8
					1739	5 2

		<i>Dr.</i> JAMES THOMSON,				
1827.						
Aug.	20	To Bills Payable, .....	2	550	—	—
Oct.	11	To Bills Payable, .....	5	1000	—	—
Nov.	25	To Bills Receivable, .....	8	500	—	—
Dec.	11	To Sales of Consignments, .....	9	261	14	2
	21	To Sundries, .....	10	1348	7	6
					3660	1 8



10		<i>Dr.</i>		DAWSON & Co.					
1827.									
Sep.	19	To Joint Indigo,	4	1060	—	—			
Dec.	23	To Sales of Consignments,	9	384	3	6			
							1444	3	6
1828.									
Jan.	1	To <i>Balance</i> ,		384	3	6			
		<i>Dr.</i>		EDWARD ROBINSON,					
1827.									
Sep.	20	To Cotton,	4	355	5	—			
Oct.	24	To Cotton,	6	351	8	—			
							706	13	—
		<i>Dr.</i>		THOMAS RYDER,					
1827.									
Dec.	2	To Cash,	9	350	19	—			
		<i>Dr.</i>		WILLIAM IRVINE,					
1827.									
Oct.	4	To Bills Payable,	5	475	1	6			

London.		Cr.		10
1827.				
Oct. 19	By Cash,.....	5	1060	—
Dec. 31	By <i>Balance</i> ,.....		384	3 6
			<u>1444</u>	<u>3 6</u>
Manchester.		Cr.		
1827.				
Nov. 25	By Cash,.....	7	355	5 —
"	By Bills Receivable,.....	7	351	8 —
			<u>706</u>	<u>13 —</u>
Manchester.		Cr.		
1827.				
Sep. 3	By Merchandise,.....	3	350	19 —
Glasgow.		Cr.		
1827.				
Sep. 1	By Merchandise,.....	3	475	1 6







## REMARKS ON THE PRECEDING LEDGER.

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Is now deemed proper to make a few observations on such Accounts as require some explanation.

*Folio 1.* Contains the Stock and Partners' *Private* Accounts ; for a particular explanation of these, the learner is referred to page 194.

*Fol. 3.* Contains the INSURANCE Account, the definition of which is different from that given in Set III. There the personal account is debited when effected ; here Insurance is also debited when effected, but credited only from the Account Sales-Book when the Sales are finished. The difference therefore of this Account at every General Balance is the sums still owing you not accounted for in the Sales.

*Fol. 4.* Contains an account entitled ASSURANCE, which receives the premiums on sums where the partners act as Underwriters. It is credited for the premiums and debited for average or total losses on goods which had been insured by them. The premiums on risks, pending at taking a Balance (had there been any), would have been the Balance ; this account is closed "To Profit" or "By Loss" for the gain or loss. See page 101, *Note*.

*Fol. 4.* Contains also accounts for LOSS and PROFIT. Profit & Loss have been so universally united in one account, that the object of their division here will naturally be inquired. That object is perspicuity. The combination of Profit and Loss occasions in the results of business an indistinctness which perplexes the inexperienced accountant. Whether an adventure terminates favourably or unfavourably, it is always closed by a transfer to "Profit & Loss;" the expression itself does not determine if the result be profitable or losing, and it is only after attentive reflection or habitual association, that the compound term "Profit & Loss" is perceived to signify profit on the debtor side of an adventure, and loss on the creditor side. In the "Profit & Loss" account itself, the same reflection or habit is required to understand, by the reversed signification of the entries, that those on the debtor side are losses, and those on the creditor side profits. By allotting separate accounts to Profit and Loss, all this confusion is removed. Each adventure is closed by an entry "To Profit" or "By Loss," which distinctly expresses its real result. The least of these two accounts being transferred to the greater, the *Net Result* of trade is then passed to the Stock with a clear and unequivocal expression, "By Profit" or "To Loss."\*

*Fol. 8.* Contains the account of ROBERT MANFORD of Lisbon. It will be observed that you make him a Consignment of goods, and about the same time he

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\* It is acknowledged that by the compound term "Profit and Loss," the intelligent Accountant does not apprehend a confused combination of the two opposite things, but the variations of capital generally, without the specific notions of these variations, that is, whether they be augmentations or diminutions. In this sense, the union of Profit and Loss is perfectly correct ; but it is surely too abstract a signification for common use, always requiring an exertion of the mind to surmount the apparent ambiguity and contradiction of the term.

ships for your account a quantity of Cotton, for the value of which he is credited in Portuguese, as well as Sterling money at the rate of exchange when the Invoice was received. Soon after the arrival of your goods, he furnishes you with an Account Sales, for the *Net Proceeds* of which you debit him in the currency of the country, as well as in Sterling, at the present exchange; at which he draws a bill on you for the difference betwixt his Cotton and the Proceeds of your Consignment, and for which he is debited. As the present rate of Exchange happens to be a little higher than the former, a small loss by it is sustained, and the account is finally closed "By Loss" for the difference of the Sterling money. In all accounts of foreign money, when the inner columns on both sides are equal, the account is then settled, and the difference of the outer columns is carried to Profit or Loss. Had there been a Balance either due to, or by you, it would have been estimated on the difference between the *Dr.* and *Cr.* sides of the inner columns.

*Fol.* 8, and 9. Contain the accounts of Ross & Son, Riga, and VANDERPOOLE & Co. Rotterdam. From the nature of these transactions two accounts in business would have been opened for each party, as is done in Set V. entitled *Sterling* and *Foreign* Accounts, in order to keep the transactions of each party clear and distinct. See *Remarks on Ledger to Set V.*

To obviate every difficulty in stating Adventures, the Joint Adventure to Rotterdam is illustrated from the commencement till a final settlement after the Account Sales for the whole is received.

The several partners in said Adventure are debited for their proportions at outfit; and Vanderpoole & Co. (to whom the consignment is made) are credited for the proceeds of the bill you draw on them for their proportion, they being charged with the expenses attending the negotiation.

Vanderpoole & Co. on handing you the Account Sales of the whole, are debited for *two-thirds* of the Net Proceeds of the Sales, and credited for the remittances they make; and J. Ramsay and Adventure to Rotterdam are each credited *one-third*. A small difference betwixt the Remittances and Proceeds arising on the exchange, is observed; and as this difference is *Loss*, the account of Vanderpoole & Co. is credited for it, and John Ramsay and Adventure to Rotterdam debited, each one-half.

In extensive Trade, it is found most convenient to place, contiguous to each other, accounts of a similar description, and which may easily be done, by a proper disposition of these at opening the Ledger.

The same method of Ruling the Ledger is not universally observed. Some Counting-houses prefer having the *Dr.* and *Cr.* upon opposite pages, while others comprise both upon the same page (similar to folio 11. of the preceding Ledger); but as the Ledger should be considered only as a general Index to the Journal, as that Book is to the Subsidiary Books, it ought, for that reason, to be comprised in as small a compass as possible; and, therefore, the latter form is recommended.

<i>Dr.</i>		THE JOINT ESTATE OF					
		<i>For Balances due by them at this date.</i>		<i>Fol.</i>	<i>£</i>	<i>s.</i>	<i>d.</i>
1827.							
Dec.	31	To Bills Payable,.....	<i>Under acceptance,</i> .....	2	250	10	—
"		To James Agent,.....	<i>London,</i> .....	5	12	12	10
"		To Sales of Consignments,.....	<i>(Gross sum,)</i> .....	7	261	14	2
"		To John Stirling,.....	<i>Jamaica,</i> .....	8	115	15	9
					640	12	9
"		To Stock,.....	<i>Our Net Capital,</i> .....	1	3569	6	6
					£ 4209	19	3
					=	=	=

*Remarks.*—As the above General Extract belongs neither to the Subsidiary Books nor to the Ledger, it must be recorded in a separate book, called the *Inventory*, in which may also be entered the Valuation of goods on hand requisite to obtain the Balance of the Merchandise Account in every business excepting the Merchant's.

In the Italian system, the General Extract is recorded in the Ledger under the title of *Balance Account*; but this attempt to include the Inventory in the system of the Books, is founded on wrong principles, and is evidently inconsistent. Prior to the extract of the Balances, the Books record, in their several Accounts, the entire Capital, and each of its component parts. If it is required to exhibit, in another account, an enumeration of the component parts, this is merely a repetition, and occasions several irregularities.

The Balance, being once transferred to the opposite column of its Account, is fully disposed of; and it is contrary to all rule and method to make a second transfer of it to the Balance Account; or, being first deposited in the latter, it cannot be methodically restored to its Account, excepting by the circuitous route already complained of.

SIMSON, MONTEATH, & Co. London.

Cr.

		<i>For Balances due to them at this date.</i>			Fol.	£	s.	d.
1827.								
Dec.	31	By Cash, .....	<i>in hand,</i> .....	2	47	1	5	
	"	By Bills Receivable,.....	<i>in hand,</i> .....	2	762	2	10	
	"	By Furniture,.....	<i>valued at,</i> .....	2	69	6	—	
	"	By Insurance,.....	<i>premiums outstanding,</i> .....	3	16	18	10	
	"	By Consignments,.....	<i>in advance on Produce,</i> .....	5	661	5	6	
	"	By Cotton,.....	<i>on hand,</i> .....	6	315	9	4	
	"	By Ship Mars, .....	<i>our <math>\frac{1}{8}</math> share,</i> .....	6	430	—	—	
	"	By Murray & Co.....	<i>Jamaica,</i> .....	8	736	17	4	
	"	By Dawson & Co.....	<i>London,</i> .....	10	384	3	6	
	"	By Attwood & Co.....	<i>Ditto.</i> .....	11	786	14	6	
					£	4209	19	3

Besides the reason of propriety which requires a separate Book for the Inventory, there is another of expediency, which deserves to be mentioned. In extensive concerns, there may be several hundreds of Balances, and when we add the Valuations of goods necessary to obtain the Merchandise Balance in many businesses, we shall find ample materials for a separate Book.

We may therefore safely conclude, that the Balance of every Account ought immediately to be carried to its opposite column; and that the Inventory, or General Extract of the Balances, being extraneous to the system of the Accounts, ought to be entered in a separate Book. It must also be observed that the entries in the Inventory are not transfers from other Accounts, but simply copies or extracts: the Inventory harmonizes with the other Books, but it is not in dependent connexion with them.

## REMARKS ON THE PRIVATE LEDGER.

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At the commencement of a Copartnery, it is only necessary to Debit Cash, To *Stock* for the Capital brought into trade, without particularising the Shares; or at opening a New Set of Books where the business has been Continued, to Credit the *Stock* account, *By Balance* for Net Capital. The share which each Partner holds in the concern, is entered in a Private or Partnership Ledger, as the following, to which only the Partners, or at most their confidential Clerk, have access.

Hence, in the Ledger in daily use, the General *Stock* account contains on the *Cr.* side, the extent of the Company's original Capital, the *Interest* on it, with the *Profit*; and on the *Dr.* side, the *Loss*, if that exceed the Profit, with the amount of each of the Partners' Private Accounts, transferred at every General Balance; consequently the difference then exhibits the amount of the Company's present Capital, as in the preceding Ledger.

The *Private* account of each Partner, contains on the *Dr.* side, the money or any thing else which he withdraws from the concern, the amount of which at every General Balance, is transferred to the *Dr.* side of *Stock*, as has already been observed. And

### THE PRIVATE LEDGER

*Contains the following Accounts :*

1. *JOINT STOCK*, which contains on the *Dr.* side, the amount of the Company's Capital, the *Interest* on it, and the *Net Profit*; and on the *Cr.* the amount withdrawn by the Partners, as stated in the following Partnership Ledger, page 196. Hence, *Joint Stock* in the Private Ledger, is just the *Stock* account in the other Ledger reversed, and like it exhibits the Capital employed in trade, but in an opposite point of view. The reason of this inversion will appear, when it is considered that *Joint Stock* is only an account of Property, and is therefore debited for the amount possessed.

2. *Interest*, contains on the *Cr.* the *Interest* due on the *Joint Stock*; and on the *Dr.* the particular proportions of that, due to each partner.

3. *Profit*, contains on the *Cr.* the *Net Gain* on the *Joint Stock*; and on the *Dr.* the particular shares of it due to the partners. This account and that of *Interest*, are closed by transferring the same to the Partners' Accounts.

4. The *PARTNERS' ACCOUNTS*, contain on the *Cr.* the amount of their respective shares, with the *Interest* and *Profit* due to each; and on the *Dr.* the amount each Partner has withdrawn from the concern. These Accounts show the particular Balances belonging to each Partner, and when added, are equal to the *Joint Stock*, as in page 196.

It is to be understood that a whole folio should be left for each Account in the Private Ledger, to which an Index should be added.



1		Dr.		JOINT CAPITAL,			
1827.							
July	1	To Cash,	2	3000	—	—	
Dec.	31	To Interest,	1	75	—	—	
	"	To Profit,	1	676	4	—	
				<u>3751</u>	4	—	
1828.							
Jan.	1	To <i>Balance</i> ,		3569	6	6	

		Dr.		INTEREST,			
1827.							
Dec.	31	To William Simson,	2	37	10	—	
	"	To George Monteath,	2	25	—	—	
	"	To John Thomson,	2	12	10	—	
				<u>75</u>	—	—	

		Dr.		PROFIT,			
1827.							
Dec.	31	To William Simson, his $\frac{2}{3}$ share,	2	338	2	—	
	"	To George Monteath, his $\frac{1}{3}$	2	225	8	—	
	"	To John Thomson, his $\frac{1}{3}$	2	112	14	—	
				<u>676</u>	4	—	



CONTRA,		Cr.				
1827.					1	
Dec.	31	By William Simson,.....withdrawn,.....	2	101	5	—
	"	By George Monteath,.....ditto. ....	2	60	12	6
	"	By John Thomson,.....ditto. ....	2	20	—	—
	"	By <i>Balance</i> ,.....		3569	6	6
				<u>3751</u>	<u>4</u>	<u>—</u>

CONTRA,		Cr.				
1827.						
Dec.	31	By Joint Capital,.....	1	75	—	—
				<u>75</u>	<u>—</u>	<u>—</u>

CONTRA,		Cr.				
1827.						
Dec.	31	By Joint Capital,.....	1	676	4	—
				<u>676</u>	<u>4</u>	<u>—</u>



CONTRA,		Cr.		
1827.				2
July	1	By Cash, .....	1	1500
Dec.	31	By Interest, .....	1	37 10
"	"	By Profit, .....	1	338 2
				<u>1875 12</u>
1828.				
Jan.	1	By <i>Balance</i> , .....		1774 7

CONTRA,		Cr.		
1827.				
July	1	By Cash, .....	1	1000
Dec.	31	By Interest, .....	1	25
"	"	By Profit, .....	1	225 8
				<u>1250 8</u>
1828.				
Jan.	1	By <i>Balance</i> , .....		1189 15 6

CONTRA,		Cr.		
1827.				
July	1	By Cash, .....	1	500
Dec.	31	By Interest, .....	1	12 10
"	"	By Profit, .....	1	112 14
				<u>625 4</u>
1828.				
Jan.	1	By <i>Balance</i> , .....		605 4

## DOCQUET.

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AT LONDON, the 10th day of January, One thousand, eight hundred and twenty-eight years. We, William Simson, George Monteath, and John Thomson, General Merchants, and partners of a West India Business carried on here, under the FIRM of SIMSON, MONTEATH & Co., HAVING this day met to take into CONSIDERATION the STATE of OUR AFFAIRS, as contained in pages 192 & 193 of this our Ledger, and which after a careful examination of It, and the Books which compose it, WE declare to be a JUST and TRUE State thereof. And Find,

That on the thirty-first *ultimo*, OUR JOINT CAPITAL was Three thousand five hundred and sixty-nine pounds six shillings and sixpence, Sterling, and which belong to the Partners in the following proportions, *viz.*

To William Simson, £1774<sup>11</sup> 7<sup>11</sup> -, Or, One thousand, seven hundred and seventy-four pounds, seven shillings, Sterling.

To George Monteath, £1189<sup>11</sup> 15<sup>11</sup> 6, Or, One thousand, one hundred and eighty-nine pounds, fifteen shillings and sixpence, Sterling.

To John Thomson, £ 605<sup>11</sup> 4<sup>11</sup> -, Or, Six hundred and five pounds, four shillings, Sterling.

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£3569<sup>11</sup> 6<sup>11</sup> 6, As in the two preceding folios.

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That in case any of the Events mentioned in Article VI. should unfortunately take place, the HEIRS or CREDITORS of the deceased or insolvent Partner, are to be paid off and settled with according to this State, and not otherwise, agreeably to our Contract of Copartnery, Article XII. IN CONSIDERATION whereof, WE have subscribed this Docquet, and MUTUALLY RELEASE and DISCHARGE one another of all, and every intromiss relating to this CONCERN, excepting those recorded in the above, and preceding state.

WILLIAM SIMSON.  
GEORGE MONTEATH.  
JOHN THOMSON.

# Part Third.

SET V.

BEING THE PRECEDING TRANSACTIONS ARRANGED BY

A NEW METHOD,

*Obtaining the same Result by Two Entries, as the Present Practice by Four.*

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EXEMPLIFIED IN THE BOOKS OF

**SIMSON MONTEATH & Co.**

GENERAL MERCHANTS, LONDON.

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1. CASH.
2. BILLS RECEIVABLE.
3. BILLS PAYABLE.
4. COMMISSIONS.
5. ADVENTURES.
6. LEDGER.
7. INVENTORY.
8. PRIVATE LEDGER.

## EXPLANATION OF THE NEW METHOD.

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The New Method consists in keeping all the Day-Books by Debtor and Creditor, and in posting them directly to the Ledger, without any intermediate process. In the following Set, five Subsidiary Books are required, each recording a particular branch of property.

1st, The *Cash*, containing all Cash transactions.

2d, The *Bills Receivable*, containing all bills, whether received or drawn by the proprietors, which they have not to pay or provide for when due.

3d, The *Bills Payable*, containing all bills which the proprietors accept, and have to pay or provide for when due.

4th, The *Commissions*, containing all imports consigned for sale to the merchants, and exports shipped by them to order.

5th, The *Adventures*, containing all speculations, whether Individual or Joint.

The LEDGER, containing the personal accounts, the Stock account and its ramifications, the accounts of immoveable and funded property, and occasional abstracts of merchandise accounts.

Each of these Books is divisible into two or more, according to the nature and extent of the business, and the number of Clerks employed.

The first five are called Day-Books, from their recording the transactions immediately as they occur. In general, these Books receive the primary entries, from which the secondary are posted to the Ledger. In some transactions, however, the entry and counter-entry are both recorded in the Day-Books; and in others both occur in the Ledger. Payments of due bills, purchases, or sales for Cash, and transfers between Ledger accounts, are the principal entries of this nature; but in all, the distinctions of primary and secondary cease to obtain.

The Book of Merchandise admits various divisions and appellations, according to the nature of the business which it records. In all concerns, where there is a continuous stock of goods, the Merchandise Account must be continuous also. If the business extend to various commodities, Merchandise will be an appropriate general title: if it be limited to one commodity, that commodity will supply a specific denomination. Hence, by the woolstapler this book may be termed the *Wool-Book*; by the cotton-vender, the *Cotton-Book*; by the wine-merchant, the *Wine-Book*, &c. &c. When the business consists of two or more very distinct branches, each may be allowed a separate Book of Merchandise, with an appropriate designation. In mercantile concerns, the Book of Merchandise is divisible into separate Accounts for each particular lot or cargo of goods. According to the extent of the business, and the number of Clerks employed, these accounts may be comprised in one or more books. When a separation is required, commissions and adventures may be recommended as divisions; imports and exports, as subdivisions.\*

In the New method, the Ledger may be posted daily or weekly, according to convenience; but it is desirable to avoid long arrears. When the entry and counter-entry both occur in the Day-Books, they arise simultaneously; so that, in this case, the posting is reduced to the mere entry of the reference figure. The entry and counter-entry must always indicate each other by this figure, and also by the name of the account, when specific, immediately after the introductory preposition "To" or "By." The only exception is; the Merchandise of retailers, wholesale dealers, or manufacturers, which being a general account of trade, the counter-entries to this book are rendered more clear, by referring to the specific subjects of its entries.

---

\* The term Merchant is applied rather indiscriminately to persons on a large scale of business; but, in a strict sense, it is limited to those who keep no continuous stock of goods. This is the real distinction between Merchants and Wholesale Dealers or Manufacturers, who equally trade in whole masses, but are always presumed to hold stocks of their peculiar articles. On the other hand, the Merchant differs from an Agent in not being limited to particular or general agencies; and in embarking in speculations and adventures on his own account.

## REMARKS ON CASH ENTRIES.

---

The harmony of Debtors and Creditors is evident in the very nature of posting, the constant rule of which is to transfer from the left side to the right, and from the right side to the left.

In buying or selling Goods for ready money, the first or original entry containing particulars, is made in the Book of Adventures; and the second or counter-entry at same time, in the Cash Account. For example, in the account of Indigo, purchased on joint account with John Ramsay, on 15th September, the particulars are then entered on the Debit of Joint Indigo, *To Cash*, and at same time, on the Credit of the Cash Account, *By Joint Indigo*, as in pages 242 and 207.

In paying money on importations either as Consignments made to you, or on Adventures, the first entry containing particulars is made in the Commissions, or Adventures accordingly; and then the Cash account is credited *By the title* of the account on which the sum was paid, in one line, inserting the aggregate sum, initial, and folio of the Book referred to.\*

Bill Entries are so fully explained on that Book, in page 210, that the learner is referred thither: all other entries in the Cash-Book being made exactly similar to those on the preceding Set, it is unnecessary to repeat them here.

The accounts which appear in the Subsidiary or Day-Books only, and not in the Ledger, are those expressed by the titles. Hence, when taking a general extract of the Balances, such of the above accounts as then have balances, are collected from these Books, and not from the Ledger. Thus, the Cash in hand is taken from the Cash-Book; the amount of bills due to you from Bills Receivable; the amount of Bills due by you from Bills Payable; the value of Cotton unsold from Adventures; and the balance of the money advanced, &c. upon Consignments made to you, is collected from the Book of Commissions.

---

\* The initial letter used at some of the Entries is  
 A, which refers to Adventures.  
 C, ..... Commissions.



CASH.

Dr.		CASH.				
1827.		RECEIPTS, &c.		£	s.	d.
July 1	1	To Stock,	Capital in hand,	3000	—	—
Aug. 20	2	To Interest,	from J. Thomson,	1	10	1
31	1	To Bills Receivable,	No. 1, now due,	100	—	—
				£	3101	10 1
Aug. 31		To Balance,		2192	3	7
Sep. 13	1	To Bills Receivable,	No. 4, now due,	100	—	—
26	3	To Four $\frac{1}{2}$ Cents,	£1000 at $79\frac{1}{2}$ Cent,	792	10	—
				£	3084	13 7
Sep. 30		To Balance,		1172	7	3
Oct. 19	6	To Dawson & Co.	in full,	1060	—	—
20	1	To Bills Receivable,	No. 2, now due,	200	—	—
24	1	To Bills Receivable,	No. 5, sold,	788	—	—
				£	3220	7 3

		CONTRA.		Cr. <sup>1</sup>	
1827.		PAYMENTS, &c.		£	s. d.
Aug.	4	3	By Furniture, ..... J. Wright, $\text{₹}$ account,.....	69	6 -
	8	3	By Four $\text{₹}$ Cents,.....£1000 Stock, at $78\frac{1}{8}\text{₹}$ Cent.	782	10 -
	20	4	By William Simson, ..... Private Account,.....	50	- -
	31	2	By Promiscuous Charges,.....this month,.....	7	10 6
	"		By <i>Balance</i> ,.....	2192	3 7
				£	3101 10 1
<hr/>					
Sep.	2	A 2	By Cotton $\text{₹}$ Ann, ..... Duty, &c.....	190	10 8
	4	3	By Ship Mars, ..... $\frac{1}{8}$ share,.....	450	- -
	12	1	By Bills Payable, ..... No. 1,.....	200	- -
	15	A 4	By Joint Spanish Indigo,.....1696lb at 11/.....	932	16 -
	20	A 2	By Cotton $\text{₹}$ Ann, ..... Freight, &c.....	93	2 4
	"	4	By Geo. Monteath, ..... Private Account,.....	30	- -
	30	2	By Promiscuous Charges,.....this month,.....	15	17 4
	"		By <i>Balance</i> ,.....	1172	7 3
				£	3084 13 7
<hr/>					
Oct.	1	5	By John Ramsay, ..... in full.....	50	9 -
	11	1	By Bills Payable, ..... No. 2, 3,.....	300	- -
	22	1	By Bills Payable, ..... No. 4, 7,.....	1305	6 8
	29	C 1	By Sugar M $\text{₹}$ Cuba, ..... Duty,.....	282	13 1
	"	C 3	By Coffee $\text{₹}$ Cuba, ..... Duty, &c.....	91	15 7
	30	4	By John Thomson, ..... P. A.....	30	- -
	31	2	By Promiscuous Charges,.....this month,.....	15	10 6
	"		By <i>Balance</i> ,.....	1144	12 5
				£	3220 7 3

<sup>2</sup> Dr.		CASH.	
1827.		RECEIPTS, &c.	£ s. d.
Oct. 31		To <i>Balance</i> , .....	1144 12 5
Nov. 20	3	To Debentures, ..... Drawback $\frac{1}{2}$ Aurora, .....	902 — —
" 25	7	To E. Robinson, ..... in full of 20 Bales Cotton, .....	355 5 —
" "	1	To Bills Receivable, ..... No. 3, now due, .....	350 — —
30	5	To James Risk, ..... balance of accounts, .....	152 18 5
" "	5	To Hazard & Co. .... ditto. ....	864 2 —
			£ 3768 17 10
Nov. 30		To <i>Balance</i> , .....	1141 14 9
Dec. 1	2	To Interest, ..... discount from T. R. ....	10 16 —
20	1	To Bills Receivable, ..... No. 9, 10, discounted, .....	1000 — —
25	3	To Ship Mars, ..... $\frac{1}{2}$ of gain, .....	93 1 6
27	1	To Bills Receivable, ..... No. 5, now due, .....	351 8 —
			£ 2597 — 3
Dec. 31		To <i>Balance</i> , .....	47 1 5

		CONTRA.		Cr. <sup>2</sup>	
1827.		PAYMENTS, &c.		£	s. d.
Nov.	4 2	By Promiscuous Charges, $\text{£}$ Spooner, .....	70	15	6
	6 2	By Promiscuous Charges, $\text{£}$ Aurora, .....	34	6	3
	10 3	By James Agent, .....	20	—	—
	" 1	By Bills Payable, .....	411	—	—
	11 4	By William Simson, .....	50	—	—
	" 4	By George Monteath, .....	30	—	—
	" 4	By John Thomson, .....	20	—	—
	" 2	By Promiscuous Charges, .....	25	—	—
	20 C 6	By Sugar $\text{£}$ Cuba, .....	196	10	—
	" C 4	By Mahogany $\text{£}$ Cuba, .....	42	6	6
	" C 2	By Sugar B $\text{£}$ Cuba, .....	284	9	3
	25 1	By Bills Receivable, .....	565	1	8
	29 C 6	By Sugar $\text{£}$ Cuba, .....	42	11	6
	" C 5	By Rum $\text{£}$ Cuba, .....	81	17	6
	" C 4	By Mahogany $\text{£}$ Cuba, .....	20	6	9
	" C 3	By Coffee $\text{£}$ Cuba, .....	32	9	9
	" C 1	By Sugar M $\text{£}$ Cuba, .....	69	16	8
	" C 2	By Sugar B $\text{£}$ Cuba, .....	70	5	5
	30 1	By Bills Payable, .....	545	15	10
	" 2	By Promiscuous Charges, .....	14	10	6
	"	By Balance, .....	1141	14	9
				£ 3768	17 10
Dec.	1 5	By John Ramsay, .....	124	12	—
	2 6	By Thomas Ryder, .....	350	19	—
	10 1	By Bills Payable, .....	475	1	6
	12 1	By Bills Payable, .....	853	17	—
	13 8	By John Stirling, .....	200	—	—
	14 1	By Bills Payable, .....	500	—	—
	20 2	By Interest, .....	5	12	4
	" 4	By John Thomson, .....	20	—	—
	30 C 3	By Coffee $\text{£}$ Cuba, .....	2	19	5
	" C 1	By Sugar M $\text{£}$ Cuba, .....	3	18	8
	31 2	By Promiscuous Charges, .....	12	18	11
	"	By Balance, .....	47	1	5
				£ 2597	— 3

## REMARKS ON BILL ENTRIES.

---

In receiving and accepting Bills, the entries are the same as those in the preceding Set, only that the prepositions *To* and *By* are here used.

In receiving payment of, or discounting Bills, the first entry is made on the credit of Bills Receivable, expressing only *date*, *By Cash*, *No.* and *sum* of each bill in the inner, and extending their sum to the outer column, and which sum is at same time carried to the Debit of the Cash account in one line, expressing *date*, *To Bills Receivable*, *No.* and *amount*, inserting the reference figure of each book, by which such entries are completed.

In paying Bills, we debit the account of Bills Payable *To Cash*, *No.* and *sum*, crediting at same time the Cash account, *By Bills Payable*, *No.* and *sum* accordingly, inserting *date*, and *folios* as before.

When we draw Bills, we debit Bills Receivable, *To the Person* on whose account drawn, and when we sell these bills for Cash, we of course credit Bills Receivable *By Cash*, specifying *No.* and *sum*, transferring the same to the debit of Cash, viz. *To Bills Receivable*, sold *No.* —, as in the example of John Vanderpoole, Rotterdam, *October 24*.

When Bills are purchased for Cash to remit our correspondents, we debit Bills Receivable, viz. *To Cash*, registering the particulars as before, inserting the sum in the money column, and crediting Cash, *By Bills Receivable*, *No.* —, for the sum paid. We next credit Bills Receivable, *By the Person* on whose account we remit it, as in the instance of George Ross & Son, Riga, *Nov. 25*.

When we indorse a bill to another person, we credit Bills Receivable *By that Person*, and that sum we carry to the debit of the person's account in the Ledger at conveniency.

**BILLS.**

1 Dr.		BILLS RECEIVABLE,					
When Received.	fol.	How Obtained.	No.	Drawn by	Upon.	Order of	Place.
1827.							
July 9	8	To John Stirling.	1	Himself.	Forster & Co.	Ourselves.	Jamaica.
Aug. 20	5	To James Thomson.	2	Himself.	J. Mills.	J. Thomson.	London.
			3	Himself.	W. Bell.	Ditto.	Ditto.
	21	To John Stirling	4	John Smith.	Lloyd & Co.	Ourselves.	Jamaica.
Oct. 20	9	To Vanderpoole & Co.	*5	Ourselves.	Himself.	Schmidt & Co.	London.
Nov. 25	7	To E. Robinson.	6	Himself.	Himself.	Ourselves.	Manch.
"	9	To Vanderpoole & Co.	7	J. Lepper.	Vanderloo & Co.	Ourselves.	Rotterdam.
"	2	To Cash.	*8	Liddel & Co.	R. Fairley.	Ourselves.	London.
26	7	To Pringle & Son.	9	Themselves.	Themselves.	Ourselves.	Manch.
Dec. 1	7	To Fenn & Park.	10	Ourselves	Themselves.	Ourselves.	London.
	4	To Vanderpoole & Co.	11	Veres & Co.	Rees & Co.	Vanderpoole & Co.	Rotterdam.
		<i>Ex. at 35/7½ flen. per L. Stg.</i>	12	Vos & Co.	Curtis & Co.	Vanderloo & Co.	Ditto.
		<i>14374 F. 14s. 6 pen.</i>	13	Ditto.	Jones & Co.	Schmidt & Co.	Ditto.
	30	To John Black.	14	Himself.	J. Caution.	Ourselves.	London.
Dec. 31		To Balance, .....					

\* Those two Bills marked with an asterisk (\*) are in the preceding Set entered simply as Cash.





1 <i>Dr.</i>		BILLS PAYABLE,						
<i>When Paid, fol.</i>		<i>No.</i>	<i>L.</i>	<i>s.</i>	<i>d.</i>	<i>Sum.</i>		
						£	<i>s.</i>	<i>d.</i>
1827.								
Sep. 12	1	To Cash,	1			200	—	—
Oct. 11	1	To Cash,	2	200	—			
			3	100	—			
						300	—	—
	22	1	To Cash,	4	550			
				7	755	6	8	
						1305	6	8
Nov. 10	2	To Cash,	5			411	—	—
30	2	To Cash,	6			545	15	10
Dec. 10	2	To Cash,	8			475	1	6
12	2	To Cash,	9	500	—			
			11	353	17			
						853	17	—
14	2	To Cash,	10			500	—	—
31		To Balance,	12			250	10	—
						4841	11	—
						£		



**INDEX**  
TO  
**THE COMMISSIONS.**

---

Folio	1, Sugar M ₣ Cuba,	.....on Account of Murray & Co.
	2, Sugar B ₣ Cuba,	.....on Ditto of Ditto.
	3, Coffee ₣ Cuba,	.....on Ditto of Ditto.
	4, Mohogany ₣ Cuba,	.....on Ditto of Ditto.
	5, Rum ₣ Cuba,	.....on Ditto of John Stirling.
	6, Sugar ₣ Cuba,	.....on Ditto of Ditto.
	7, Goods ₣ Spooner,	.....on Ditto of Murray & Co.
	8, Ditto. ....	.....on Ditto of John Stirling

COMMISSIONS.

1 Dr.		FIFTEEN HDS. SUGAR M $\Psi$ CUBA, CONSIGNED BY				
1827.						
July 18	4	To Assurance, viz.				
		On £375 at 2 Gunicas $\Psi$ Cent.....	£7 11 6			
		Policy duty 5/6 $\Psi$ Cent.....	1 2 -			
				8 19	6	
Oct. 29	1	To Cash, Duty on 188 Cwt. 1 qr. 21 lb at 30/ $\Psi$ Cwt.		282	13	1
Nov. 29	2	To Cash, Freight on the above at 6/6. $\Psi$ Cwt.	£6 1 4			
		Dock rate on ditto. at 9d. $\Psi$ Cwt.	7 1 4			
		Primage, Pierage and Trade.....	1 10 6			
				69	16	8
Dec. 30	2	To Cash, Brokerage on Sale at $\frac{1}{2}$ $\Psi$ Cent.....		3	18	8
"	2	To Promiscuous Charges, viz.				
		Entry and Fees.....	£ 10 6			
		Insurance from Fire, &c.....	1 17 6			
				2	8	-
"	2	To Interest, on £283 Duty for 2 $\frac{1}{2}$ mos. ....	£2 18 11			
		on £72 Freight for 2 mos. ....	- 12 -			
				3	10	11
"	2	To Commission, 2 $\frac{1}{2}$ $\Psi$ Cent on Sale.....	£19 13 4			
		$\frac{1}{2}$ $\Psi$ Cent. on £375 Insurance.....	1 17 6			
				21	10	10
				392	17	8
"	8	To Murray & Co. Net Proceeds due Feb. 21. ....		393	16	10
				£	786	14 6

MURRAY & Co. JAMAICA, FOR SALE ON THEIR ACCOUNT.

Cr. 1

1827.

Dec. 21 6

By Attwood & Co. London,

15 Hhds. at 2 months.

No.	Cwt.	qr.	lb.	No.	Cwt.	qr.	lb.
M 1	14	3	16	9	15	1	1
2	12	1	7	10	14	2	14
3	13	3	21	11	14	1	6
4	13	2	14	12	12	3	7
5	12	3	25	13	12	3	6
6	15	-	12	14	13	2	4
7	12	2	10	15	14	1	-
8	13	2	11				

	97	2	10
109	-	4	109
	-		4

Gross,.....206 2 14  
Tare,.....18 - 21

Net,.....188 1 21 at 83/6.  $\frac{1}{2}$  Cwt. £ 786 14 6

£ 786 14 6

2 Dr.		FIFTEEN HHDS. SUGAR, B $\Psi$ CUBA, CONSIGNED BY	
1827.			
July 18	4	To Assurance, viz.	
		on £375 at 2 Guineas $\Psi$ Cent.....	£7 <sup>11</sup> 17 <sup>11</sup> 6
		Proportion of Policy duty,.....	— <sup>11</sup> 16 <sup>11</sup> 6
			8 14 —
Nov. 20	2	To Cash, Duty on 189 Cwt. 2 qr. 16 lb at 30/. $\Psi$ Cwt...	284 9 3
29	2	To Cash, Freight on ditto, at 6/6 $\Psi$ Cwt.....	£61 <sup>11</sup> 12 <sup>11</sup> 8
		Dock rate on ditto, at 9d. $\Psi$ Cwt. ....	7 <sup>11</sup> 2 <sup>11</sup> 3
		Primage, Pierage and Trade,.....	1 <sup>11</sup> 10 <sup>11</sup> 6
			70 5 5
			£ 363 8 8

*Note.*—As the prices of the Imports in pages 218 to 228, and following Exports, and Charges on these, are liable to continual change, it was deemed unnecessary to make any alteration on these—the present rates being equally proper to show the forms of Sales and Invoices.

The Charge called *Dock Rate*, comprehends those heretofore made for Lighterage, Wharfage, Landing, and Weighing, Housing, Cooperage, and Warehouse Rent; because, since the West India Docks have been opened, all West India Produce must be landed and housed there.



MURRAY & Co. JAMAICA, FOR SALE ON THEIR ACCOUNT.

Cr. <sup>2</sup>

*[Faint, illegible text, likely bleed-through from the reverse side of the page.]*

It seems scarcely necessary to observe, that the above, and page 225, exhibit the Consignments unsold; and the opposite pages on the left of which, show the sums advanced on these for Insurance, Duty, Freight, &c. Hence, at taking a General Balance, these, as was formerly noticed, are collected from the present Book of Commissions, the amount of which in Set IV. appears in the Ledger.

When the Sales of the Produce stated on the above pages take place, they are of course entered on the *Cr.* side, and the subsequent Charges and Net Proceeds being added to the *Dr.* side, they become finished.

3		Dr.		TEN TIERCES COFFEE ☞ CUBA, CONSIGNED BY			
1827.							
July 18	4	To Assurance, viz.					
		on £250 at 2 Guineas ☞ Cent. ....	£5	5	—		
		Policy duty 5/6. ☞ Cent. ....	—	11	6		
						6	1 6
Oct. 29	1	To Cash, Duty on 60Cwt. 2 qrs. at 28/☞ Cwt. ....	£84	14	—		
		Dock rate on ditto at 2/2 ☞ Cwt. ....	6	11	1		
		Entry and Fees, .....	—	10	6		
						91	15 7
Nov. 29	2	To Cash, Freight on 60 Cwt. 2 qrs. at 10/6	£31	15	3		
		Pierage, Primage and Trade, .....	—	14	6		
						32	9 9
Dec. 30	2	To Cash, Brokerage on Sale ½ ☞ Cent. ....	£1	18	5		
		Advertising, .....	1	1	—		
						2	19 5
"	2	To Interest, on £127, Duty, Freight, &c. for 3 mos. ....				1	11 9
"	2	To Commission, 2½ ☞ Cent. on Sale, .....	£9	12	1		
		½ ☞ Cent. on £250 Insurance, .....	1	5	—		
						10	17 1
"	8	To Murray & Co. Net Proceeds due March 23, .....				145	15 1
						238	8 5
						£	384 3 6

MURRAY & Co. JAMAICA, FOR SALE ON THEIR ACCOUNT.

Cr. 3

1827.

Dec. 23 6

By Dawson & Co. London,

10 Tierces at 3 months.

No.	Cwt.	qr.	lb.	No.	Cwt.	qr.	lb.
140	6	2	17	145	6	3	10
141	6	3	10	146	7	11	4
142	6	2	10	147	6	2	11
143	6	1	14	148	6	3	24
144	6	2	20	149	6	1	12

33	11	15	33	3	5
			33		11

Gross, .....	66	3	20
Draft and Tare, ..	6	1	20

Net, .....	60	2	11	- at 127/.	Ɔ	Cwt.	£	384	3	6
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£	384	3	6
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SET V.—COMMISSIONS,

1827.		Dr.		FORTY PLANKS MAHOGANY $\Psi$ CUBA, CONSIGNED BY		
July 18	4	To Assurance, viz.				
		on £90 at 2 Guineas $\Psi$ Cent. ....	£1	17	10	
		Policy duty 5/6. ....	-	5	6	
						2 3 4
Nov. 20	2	To Cash, Duty, .....				42 6 6
29	2	To Cash, Freight, .....	£19	11	4	
		Pierage, &c. ....	-	15	5	
						20 6 9
			£	64	16	7



5 Dr.		THIRTY PUNCHEONS RUM & CUBA, CONSIGNED BY			
1827.					
July 18	5	To Hazard & Co. London, Insurance on £360 at 2 Gs. $\frac{1}{2}$ Cent. £7 <sup>11</sup> 11 <sup>2</sup> Policy duty 5/6. $\frac{1}{2}$ Cent. .... 1 <sup>11</sup> 2 <sup>11</sup> -		813	2
Nov. 29	2	To Cash, Freight on 3275 Gallons at 6d. ....		8117	6
"	2	To Promiscuous Charges, viz. At Import, 5/ $\frac{1}{2}$ Puncheon, ..... £7 <sup>11</sup> 10 <sup>11</sup> - Delivery, Sampling, &c. .... 4 <sup>11</sup> 12 <sup>11</sup> 7		12	2 7
"	2	To Interest on Freight till in Cash, .....		-15	8
"	2	To Commission, 2 $\frac{1}{2}$ $\frac{1}{2}$ Cent. on the Sales, ... £19 <sup>11</sup> 2 <sup>11</sup> 2 $\frac{1}{2}$ $\frac{1}{2}$ Cent. on £360 Insurance, ..... 1 <sup>11</sup> 16 <sup>11</sup> -		2018	2
"	8	To John Stirling, Net Proceeds due Jan. 29, .....	£	124	7 1
				639	19 2
			£	764	6 3

JOHN STIRLING, JAMAICA, FOR SALE ON HIS ACCOUNT.

Cr. 5

1827.							
Nov. 27	By Fenn & Park, London,						
	6 Puncheons at 2 months.						
	R No. 11.	112 Gall.	No. 15.	106 Gall.			
		12. 104		16. 109			
		13. 110					
		14. 112					
		<u>438 Gall.</u>		<u>438</u>			
				653 Gallons at 4/6.	146	18	6
10 7	By Fenn & Park, London,						
	20 Puncheons at 3 months.						
	S No.21.	110 Gall.	No.28.	111 Gall.	No.34.	110 Gall.	
		22. 112		29. 110		35. 112	
		23. 110		30. 111		36. 104	
		24. 109		31. 112		37. 109	
		25. 111		32. 107		38. 111	
		26. 110		33. 110		39. 105	
		27. 109				40. 112	
		<u>771</u>		<u>661</u>		<u>763</u>	
				763			
				2195 Gallons at 4/9.	521	6	3
12 7	By John Black, London,						
	4 Puncheons at 2 months.						
	R No. 17.	105 Gall.					
		18. 109					
		19. 107					
		20. 106					
		<u>427 Gallons at 4/6.</u>					
					96	1	6
					£ 764	6	3

6		Dr.		TEN HHDS. SUGAR, $\Psi$ CUBA, CONSIGNED BY	
1827.					
July 18	5	To Hazard & Co. London,			
		Insurance on £250 at 2 Guin. $\Psi$ Cent. £5 <sup>11</sup> 5 <sup>11</sup> —			
		Policy Duty 5/6 $\Psi$ Cent. ....	-11 6		
				6	1 6
Nov. 20	2	To Cash...Duty on 131 Cwt. at 30/. $\Psi$ Cwt. ....		196	10 —
	29	2 To Cash...Freight on Ditto. at 6/6. $\Psi$ Cwt. ....		42	11 6
Dec. 31	2	To Promiscuous Charges, at Import &c. ....		4	16 1
				£	249 19 1

*Note.*—The above Sale not being finished at taking a General Balance, the difference only of the two sides is carried to the *Dr.* of the Estate Account, page 266.



JOHN STIRLING, JAMAICA, FOR SALE ON HIS ACCOUNT.

Cr. 6

1827.

Dec. 11 5

By James Thomson, London,

5 Hhds. at 2 months.

No.	Cwt.	qr.	lb.
S 11	13	1	12
12	12	1	20
13	12	3	-
14	14	1	6
15	15	2	16

Gross, 68 1 26

Tare, 5 1 19

Net, 63 11 7 at 83/ 8 Cwt. 261 14 2

7		Dr.		GOODS SHIPPED $\Psi$ SPOONER TO MURRAY & CO.			
1827.							
Sep.	1 6	To William Irvine, Glasgow,					
		12 Hhds. of Bedding,.....	£226	11 17	—		
		4 Bales White Osnaburgs,.....	113	11 8	—		
		6 Boxes Saddlery,.....	134	11 16	6		
						475	1 6
	2 5	To John Ramsay, London,					
		24 Pieces $\frac{3}{8}$ wide Bleached Sheeting,.....	£87	11 13	—		
		15 doz. & 10 Negro Jackets,.....	64	11 18	—		
		4 Hhds. Milled Kerseys,.....	130	11 10	—		
						283	1 —
			£	758	2 6		
	13 2	To Promiscuous Charges, at shipping,.....	£ 7	11 18	2		
		Freight, Primage, &c.....	39	11 8	4		
						47	6 6
	" 4	To Assurance,					
		on £900 at 2 Guineas $\Psi$ Cent.....	£18	11 18	—		
		Policy duty 5/6. $\Psi$ Cent.....	2	11 9	6		
						21	7 6
	" 2	To Commission,					
		$2\frac{1}{2}$ $\Psi$ Cent. on £805 11 9/.....	£20	11 2	8		
		$\frac{1}{2}$ $\Psi$ Cent. on Insurance,.....	4	11 10	—		
						24	12 8
			£	851	9 2		

*Note.*—It may here be observed, that the Exports per the Spooner being charged at the prices *bought*, each Furnisher gets credit immediately from the shipment, instead of these sums being put to the account of Merchandise as in Set IV.

JAMAICA, ₧ THEIR ORDER AND ACCOUNT.		Cr. 7
1827.		
Sep. 13	2 By Interest,.....3 months on £758 <sup>11</sup> / <sub>16</sub> ,.....	9 9 6
"	8 By Murray & Co.,.....amount of Invoice,.....	841 19 8
		£ 851 9 2

8		Dr.		GOODS SHIPPED $\Psi$ SPOONER TO JOHN STIRLING,	
1827.					
Sep.	3 6	To Thomas Ryder, York,			
		Invoice Enclosed,			
		20 Casks Check Shirts,.....	£256 <sup>11</sup> - <sup>11</sup>		
		6 Bales Negro Blanketing,.....	94 <sup>11</sup> 19 <sup>11</sup>		
				350	19
	8 5	To John Ramsay, London,			
		20 Puncheons, containing,			
		36 Quarters of Oats at 26/.....	£46 <sup>11</sup> 16 <sup>11</sup> -		
		Cost of 20 Puncheons at 24/.....	24 <sup>11</sup> - <sup>11</sup>		
				70	16
			£	421	15
	13 2	To Promiscuous Charges, at shipping,.....	£ 5 <sup>11</sup> 13 <sup>11</sup> 8		
		Freight, Primage, &c.....	27 <sup>11</sup> 5 <sup>11</sup> 2		
				32	18 10
	" 5	To James Risk, London,			
		on £500 at 2 Guineas $\Psi$ Cent.....	£10 <sup>11</sup> 10 <sup>11</sup> -		
		Policy Duty 5/6. $\Psi$ Cent.....	1 <sup>11</sup> 7 <sup>11</sup> 6		
				11	17 6
	" 2	To Commission,			
		2½ $\Psi$ Cent. on £454 <sup>11</sup> 13 <sup>11</sup> 9,.....	£11 <sup>11</sup> 7 <sup>11</sup> 4		
		½ $\Psi$ Cent. on Insurance,.....	2 <sup>11</sup> 10 <sup>11</sup> -		
				13	17 4
			£	480	8 8

JAMAICA,  $\text{V}$  HIS ORDER AND ACCOUNT.

Cr. 8

1827.					
Sep. 13	2	By Interest,.....3 months on £421 <sup>n</sup> 15/.....		5	5 6
"	8	By John Stirling,.....amount of Invoice,.....	475	3	2
			£	480	8 8

INDEX  
TO  
ADVENTURES.

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- Folio 1. Consignment & Fame, to Lisbon.
2. Cotton & Ann, from Lisbon.
3. Joint Hemp & Vrow, from Riga.
4. Joint Spanish Indigo.
5. Joint Sugar & Aurora, to Rotterdam.

ADVENTURES.

1 Dr.		CONSIGNMENT $\Psi$ FAME,		£	s.	d.
1827.						
July	2 5	To John Ramsay, London,				
		In 3 Boxes, as under :				
		<i>Pieces.</i>	<i>Yds.</i>			
$\frac{7}{8}$		Muslin, 22	616 at 1/8.	£51	6	8
$\frac{4}{4}$		Ditto 24	576 .. 1/1.	31	4	-
$\frac{4}{4}$		Ditto 18	162 .. 2/4.	18	18	-
		No. 1.	64 ps. 1354 yds.	£101	8	8
$\frac{7}{8}$		Muslin, 38	1064 at 1/8.	£88	13	4
$\frac{4}{4}$		Calico, 20	480 .. 1/10.	44	-	-
$\frac{4}{4}$		Cambric, 14	280 .. 2/4.	32	13	4
$\frac{4}{4}$		Ditto 4	80 .. 3/2.	12	13	4
		No. 2.	76 ps. 1904 yds.	178	-	-
$\frac{7}{8}$		Gingham, 12	336 at 1/2.	£19	12	-
$\frac{4}{4}$		Ditto 48	1344 .. 1/8.	112	-	-
		No. 3.	60 ps. 1680 yds.	131	12	-
				411	-	8
4	2	To Promiscuous Charges for the following:				
		Boxes, Ropes and Packing,	£9	11	10	
		Cartage, Wharfage and Shipping,	1	18	8	
		Custom-house Entry and Fees,	3	2	-	
		Bills of Lading and Agency,	2	2	-	
				16	14	6
4	5	To James Risk, London,				
		Premium on £440 at 1½ Guins. $\Psi$ Ct.	£6	18	7	
		Policy Duty at 5/6. $\Psi$ Cent.	1	7	6	
				8	6	1
				£	436	1 3



TO ROBERT MANFORD, LISBON.

Cr. 1

£. s. d.

1827.  
Sep. 20 8

By Robert Manford, Lisbon,  
Net Proceeds of 3 Boxes,  
as  $\text{P}$  his Account Sales, viz.

Pieces	Reas.	Milreas.
60 $\frac{7}{30}$	Muslin, at 12,000.....	720,000
24 $\frac{4}{4}$	Ditto.....	144,000
18 $\frac{4}{4}$	Ditto.....	90,000
20 $\frac{4}{4}$	Calico.....	10,250
18 $\frac{4}{4}$	Cambric, ..	11,000
60 $\frac{4}{4}$	Gingham, ..	12,500
<hr/>		
200 pieces.		2107,000

CHARGES.

Duties and Custom-house Charges,	240,812
Postages and Petty Expenses, .....	80,214
Warehouse Rent $\frac{3}{4}$ $\text{P}$ Cent. ....	10,534
Commission $\frac{4}{4}$ $\text{P}$ Cent. ....	84,280
	<hr/>
	415,840

Net Proceeds,.....

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1691,160

At the Exchange of 60d.  $\text{P}$  Milrea,.....

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422 15 10

20 1 By Loss,.....

---

13 5 5

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£ 436 1 3

2 Dr.		COTTON ₪ ANN,		£	s.	d.
1827.						
July 20	8	To Robert Manford, Lisbon, 100 Bales as ₪ Invoice.				
		<i>Nos.</i>	<i>Bales.</i>	<i>Arrobas. lbs.</i>	<i>Reas.</i>	<i>Milrea.</i>
		1 to 20	20	Net 95,16	at 8,000	764,000
		21 to 40	20	Net 91, -	at 8,500	773,500
		41 to 60	20	Net 92,16	at 9,000	832,500
		61 to 80	20	Net 94,24	at 9,500	900,124
		81 to 100	20	Net 99, 8	at 1,000	992,500
				100 Bales. 473 -		4262,624
						CHARGES,.....449,876
						4712,500
				At the Exchange of 59½d. ₪ Milrea,.....		1168 6 2
"	5	To James Risk, London, Insurance on £1200 at 1½ Guin. ₪ Cent. £18 11 8 - Policy Duty on ditto at 5/6 ₪ Cent. 3 6 -				22 4 -
Sep.	2 1	To Cash, Duty on 14402 lb at 2¼d. ₪ lb.....£165 11 - 4 Landing, weighing, &c..... 25 10 4				190 10 8
	20 1	To Cash, Freight on 473 Arrobas, at 3/9.....£88 13 8 Primage, 5 ₪ Cent..... 4 8 8				93 2 4
Dec.	31 1	To Profit, .....		£	1474	3 2
					252	9 2
				£	1726	12 4
Dec.	31	To Balance,.....20 Bales on hand, .....			315	9 4



3 Dr.		JOINT HEMP, ₴ VROW FROM		£	s.	d.
1827.						
Aug. 20	5	To Hazard & Co. London, Insurance on £900 at $1\frac{1}{2}$ Gs. ₴ Cent. £14 3 6 Policy duty on ditto, at $5/6$ ₴ Cent. 2 9 6		16	13	—
"	5	To James Risk, London, Insurance on £200 at $1\frac{1}{2}$ Gs. ₴ Cent. £3 3 — Policy duty on ditto, at $5/6$ ₴ Cent. — 11 —		3	14	—
"	4	To Assurance, Our Subscription, Premium on £100 at $1\frac{1}{2}$ Gs. ₴ Cent. £1 11 6 Policy duty on ditto, at $5/6$ ₴ Cent. — 5 6		1	17	—
Sep. 15	9	To Ross & Son, Riga, 25 Tons as ₴ Invoice, amounting to, ..... <sup>Rubles.</sup> 25559 Our $\frac{1}{2}$ is 12779 Rubles, 50 Copecks At the Exchange of $10\frac{1}{4}$ ₴ Ruble, .....		545	15	10
Oct. 25	2	To Commission, for 2 ₴ Cent. on £1200 at settling, ..... £24 — — $\frac{1}{2}$ ₴ Cent. on ditto Insured, ..... 6 — —		30	—	—
"	9	To Ross & Son, for their $\frac{1}{2}$ Net recovery, ..... £570 18 —		1141	16	—
"	—	To Transfer to Account below, our $\frac{1}{2}$ , ..... 570 18 —		£	1739	15 10
Oct. 25	—	To Transfer from Account above, our $\frac{1}{2}$ of Invoice, ..... 545 15 10				
"	1	To Profit, ..... 25 2 2		£	570	18 —



1827.		JOINT SPANISH INDIGO,				£	s.	d.		
4	Dr.									
Sep. 15	1	To Cash, paid for 16 chests,								
		at Public sale, viz.								
		No.	lbs.	No.	lbs.					
		L. 100	110	108	99					
		101	116	109	110					
		102	104	110	119					
		103	118	111	118					
		104	112	112	98					
		105	110	113	120					
		106	118	114	111					
		107	114	115	115					
			902 lb		890					
					902					
			Gross,		1792					
			Draft 6 lb $\Psi$ chest,		96					
					1696 lb at 11/.	932	16			
19	2	To Interest,..... on cost till in cash,.....				4	6	11		
"	2	To Commission,..... 2 $\Psi$ Cent. on sale,.....				21	4			
"	2	To Promiscuous Charges,..... at delivery &c. ....					15	1		
						959	2			
"	5	To J. Ramsay,..... his $\frac{1}{2}$ of gain,.....		£50 <sup>11</sup> 9 <sup>11</sup> -						
"	1	To Profit,..... our $\frac{1}{2}$ of gain,.....		50 <sup>11</sup> 9 <sup>11</sup> -						
						100	18			
						£	1060			

JOHN RAMSAY,  $\frac{1}{2}$ ; AND OURSELVES, MANAGERS,  $\frac{1}{2}$ .

Cr. <sup>4</sup>

1827.  
Sep. 19 6

By Dawson & Co. London,

Cash in 1 month,

No.	Cwt.	qr.	lb.	No.	Cwt.	qr.	lb.
100.	—	3	26	108.	—	3	15
101.	1	—	4	109.	—	3	26
102.	—	3	20	110.	1	—	7
103.	1	—	6	111.	1	—	6
104.	1	—	—	112.	—	3	14
105.	—	3	26	113.	1	—	8
106.	1	—	6	114.	—	3	27
107.	1	—	2	115.	1	—	3
<hr/>				<hr/>			
8				7			
—				3			
—				22			
<hr/>				<hr/>			

Gross,..... 16—11 —  
Draft,..... —13—12

Net,..... 15—11 16 or 1696 lb at 12/6..... 1060

£ 1060 — —

5 Dr.		JOINT SUGAR $\text{P}$ AURORA TO VANDERPOOLE, & Co. ROTTERDAM;		£	s.	d.
1827.						
Sep. 30	5	To James Thomson, London,				
		40 Hhds. Refined Sugar at 3 months,				
		Marked V. 1 to 40.				
		<i>Nos.</i>	<i>Hhds.</i>	<i>Gross.</i>	<i>Tare.</i>	
		1 to 10	10	110 11 26	15 11 6	
		11 to 20	10	100 3 2	13 1 10	
		21 to 30	10	108 1 20	14 3 20	
		31 to 40	10	107 2 8	14 1 26	
				<u>40 Gross, 427 11 -</u>	<u>57 3 6</u>	
				Tare, 57 3 6		
				<u>369 11 22</u>		
		Deduct for Paper,		3 1 6		
				<u>Net, 365 3 16</u>		
				at 170/ $\text{P}$ Cwt.	3110	1 8
Oct. 20	4	To Assurance on £2400 at 1 Guinea $\text{P}$ Cent. £25 4 -				
		Policy duty 5/6 $\text{P}$ Cent. ....		6 12 -		
					31	16
"	2	To Promiscuous Charges, at shipping, .....		£ 8 16 -		
		Cost of 40 Hhds. at 9/ each, .....		18 - -		
		Brokerage $\frac{1}{2}$ $\text{P}$ Cent. ....		15 11 -		
					42	7
"	2	To Commission 2 $\text{P}$ Cent. on £3152 8 8, .....		£63 1 -		
		$\frac{1}{2}$ $\text{P}$ Cent. on Insurance, .....		12 - -		
					75	1
					£ 3259	5 8





# INDEX TO LEDGER,

## SET V.

*Arranged by a NEW METHOD of Double Entry by Single.*

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Interest, .....	2		
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L			
Loss, .....	1		

*Note.*—The following Entries are made in the Ledger, without being previously recorded in the Subsidiary or Day-Book, being simple Transfers between these accounts; and as a distinction, these are put in *italics*; for the particulars of which, reference may be made to the Journal of Set IV. at the dates here annexed. When an account is said to be either *Debited* or *Credited*, the reverse operation is always understood to be implied; that is, if debited, the other account is credited, and if credited, the other is debited.

1827.

- Oct. 23 Vanderpoole & Co. are debited To Promiscuous Charges.  
 Nov. 30 John Ramsay is debited To Interest and To Commission.  
 " Vanderpoole & Co. are debited To J. Ramsay and To Adventure per Aurora.  
 " Ross & Son are debited To Commission and To Promiscuous Charges.  
 Dec. 1 Vanderpoole & Co. are credited By John Ramsay and By Adventure per Aurora.  
 21 James Thomson is debited To Interest.  
 30 John Stirling is debited To John Black.  
 31 James Agent is credited By Promiscuous Charges.  
 " William Simson is debited To Interest.  
 " George Monteath is debited To Interest.  
 " Promiscuous Charges is debited To John Thomson.  
 " Ship Mars is debited To Interest.  
 " John Stirling is debited To Interest, To Commission, and To Promiscuous Charges.  
 " Murray & Co. are debited To Interest, To Commission, and To Promiscuous Charges.  
 " Interest is debited To Stock.

LEDGER.

1827.		Dr.		STOCK			
Dec. 31	4	To William Simson, .....		101	5	-	
"	4	To George Monteath, .....		60	12	6	
"	4	To John Thomson, .....		20	-	-	
"		To <i>Balance</i> , .....		3569	6	6	
				<u>3751</u>	<u>4</u>	<u>-</u>	

1827.		Dr.		Loss			
Sep. 20	A 1	To Consignment $\forall$ Fame, .....		13	5	5	
"	8	To <i>Robert Manford</i> , .....		9	16	4	
Dec. 31	2	To <i>Promiscuous Charges</i> , .....		112	18	7	
"	4	To <i>Assurance</i> , .....		18	11	2	
"	5	To <i>Hazard &amp; Co.</i> .....		-	-	4	
				<u>154</u>	<u>11</u>	<u>10</u>	

1827.		Dr.		PROFIT			
Dec. 31	1	To <i>Transfer from Loss</i> , .....		154	11	10	
"	1	To <i>Stock, for Net Gain</i> , .....		676	4	-	
				<u>830</u>	<u>15</u>	<u>10</u>	

CONTRA		Cr.		1
1827.				
July 1	1	By Cash, .....	3000	- -
Dec. 31	2	By Interest, .....	75	- -
"	1	By Profit, .....	676	4 -
			<u>3751</u>	<u>4 -</u>
Dec. 31		By Balance, .....	3569	6 6

CONTRA		Cr.	
1827.			
Dec. 31	1	By Transfer to Profit, .....	154 11 10
			<u>154 11 10</u>

CONTRA		Cr.	
1827.			
Sep. 19	A 4	By Joint Spanish Indigo, .....	50 9 -
26	3	By Four $\frac{1}{2}$ Cent. Funds, .....	10 - -
Oct. 25	A 3	By Joint Hemp $\frac{1}{2}$ Vrow, .....	25 2 2
Nov. 25	8	By Adventure $\frac{1}{2}$ Aurora, .....	136 14 8
Dec. 31	A 2	By Cotton $\frac{1}{2}$ Ann, .....	252 9 2
"	2	By Interest, .....	60 3 6
"	2	By Commission, .....	229 19 5
"	3	By Ship Mars, .....	65 17 3
"	5	By John Ramsay, .....	- - 8
			<u>830 15 10</u>

2		Dr.		PROMISCUOUS			
1827.							
Aug. 31	1	To Cash,	.....	7	10	6	
Sep. 30	1	To Cash,	.....	15	17	4	
Oct. 31	1	To Cash,	.....	15	10	6	
Nov. 4	2	To Cash,	.....	70	15	6	
6	2	To Cash,	.....	34	6	3	
11	2	To Cash,	.....	25	-	-	
30	2	To Cash,	.....	14	10	6	
Dec. 31	2	To Cash,	.....	12	18	11	
"	3	To <i>J. Agent,</i>	.....	32	12	10	
"	4	To <i>J. Thomson,</i>	.....	50	-	-	
				279	2	4	

Dr.		INTEREST				
1827.						
Sep. 13	C 7	To Goods $\Psi$ Spooner,	.....	9	9	6
"	8	To Ditto,	.....	5	5	6
Dec. 20	2	To Cash,	.....	5	12	4
31	1	To <i>Stock,</i> Interest on it,	.....	75	-	-
"	1	To <i>Profit,</i>	.....	60	3	6
				155	10	10

Dr.		COMMISSION				
1827.						
Dec. 31	1	To <i>Profit,</i>	.....	229	19	5
				229	19	5

CHARGES		Cr.	2
1827.			
July 4	A 1 By Consignment $\text{\textcircled{F}}$ Fame, .....	16	14 6
Sep. 13	C 7 By Goods $\text{\textcircled{F}}$ Spooner, .....	47	6 6
"	8 By Goods $\text{\textcircled{F}}$ Spooner, .....	32	18 10
19	A 4 By Joint Spanish Indigo, .....	-	15 1
Oct. 20	5 By Joint Sugar $\text{\textcircled{F}}$ Aurora, .....	42	7 -
23	9 By <i>Vanderpoole &amp; Co.</i> .....	2	4 10
Nov. 29	C 5 By Rum $\text{\textcircled{F}}$ Cuba, .....	12	2 7
30	9 By <i>Ross &amp; Son</i> , .....	2	19 10
Dec. 30	C 1 By Sugar $\text{\textcircled{F}}$ Cuba, .....	2	8 -
31	6 By Sugar $\text{\textcircled{F}}$ Cuba, .....	4	16 1
"	8 By <i>John Stirling</i> , .....	-	15 6
"	8 By <i>Murray &amp; Co.</i> .....	-	15 -
"	1 By <i>Loss</i> , .....	112	18 7
		279	2 4

CONTRA		Cr.	
1827.			
Aug. 20	1 By Cash, .....	1	10 1
Sep. 19	A 4 By Joint Spanish Indigo, .....	4	6 11
Nov. 29	C 5 By Rum $\text{\textcircled{F}}$ Cuba, .....	-	15 8
30	5 By <i>John Ramsay</i> , .....	7	11 -
Dec. 1	2 By Cash, .....	10	16 -
20	5 By <i>James Thomson</i> , .....	84	12 9
30	C 1 By Sugar $\text{\textcircled{F}}$ Cuba, .....	3	10 11
"	3 By Coffee $\text{\textcircled{F}}$ Cuba, .....	1	11 9
31	4 By <i>William Simson</i> , .....	1	5 -
"	4 By <i>George Monteath</i> , .....	-	12 6
"	3 By <i>Ship Mars</i> , .....	7	4 3
"	8 By <i>John Stirling</i> , .....	7	16 1
"	8 By <i>Murray &amp; Co.</i> .....	23	17 11
		155	10 10

CONTRA		Cr.	
1827.			
Sep. 13	C 7 By Goods $\text{\textcircled{F}}$ Spooner, .....	24	12 8
"	8 By Goods $\text{\textcircled{F}}$ Spooner, .....	13	17 4
19	A 4 By Joint Spanish Indigo, .....	21	4 -
Oct. 20	5 By Joint Sugar $\text{\textcircled{F}}$ Aurora, .....	75	1 -
25	3 By Joint Hemp $\text{\textcircled{F}}$ Vrow, .....	30	- -
Nov. 29	C 5 By Rum $\text{\textcircled{F}}$ Cuba, .....	20	18 2
30	5 By <i>John Ramsay</i> , .....	4	11 10
"	9 By <i>Ross &amp; Son</i> , .....	2	16 6
Dec. 30	C 1 By Sugar $\text{\textcircled{F}}$ Cuba, .....	21	10 10
"	3 By Coffee $\text{\textcircled{F}}$ Cuba, .....	10	17 1
31	8 By <i>John Stirling</i> , .....	2	- -
"	8 By <i>Murray &amp; Co.</i> .....	2	10 -
		229	19 5

3			<i>Dr.</i> FURNITURE		
1827.					
Aug. 4	1	To Cash, .....	69	6	—
<i>Dr.</i> FOUR $\Psi$ CENT.					
1827.					
Aug. 8	1	To Cash,.....£1000 Stock at $78\frac{1}{2}$ & $\frac{1}{8}$ $\Psi$ Cent.....	782	10	—
Sep. 26	1	To Profit,.....	10	—	—
			792	10	—
<i>Dr.</i> SHIP MARS,					
1827.					
Sep. 4	1	To Cash, .....	450	—	—
Dec. 31	2	To Interest, .....	7	4	3
"	1	To Profit,.....	65	17	3
			523	1	6
Dec. 31		To Balance,.....	430	—	—
<i>Dr.</i> DEBENTURES					
1827.					
Oct. 20	A 5	To Joint Sugar $\Psi$ Aurora,.....	902	—	—
<i>Dr.</i> JAMES AGENT,					
1827.					
Nov. 10	2	To Cash, .....	20	—	—
Dec. 31		To Balance,.....	12	12	10
			32	12	10



in Counting-house.		Cr.	3
Funds.		Cr.	
1827. Sep. 26	1 By Cash, £1000 Stock at $79\frac{1}{2}$ & $\frac{1}{8}$ Cent.	792 10	-
		<u>792 10</u>	-
One sixth.		Cr.	
1827. Dec. 25 31	2 By Cash,	93 1 6	
		430 - -	
		<u>523 1 6</u>	
CONTRA		Cr.	
1827. Nov. 20	2 By Cash,	902 - -	
		<u>902 - -</u>	
London.		Cr.	
1827. Dec. 31	2 By Promiscuous Charges, Account,	32 12 10	
Dec. 31	By Balance,	<u>12 12 10</u>	

4		<i>Dr.</i> WILLIAM SIMSON,				
1827.						
Aug. 20	1	To Cash, .....		50	-	-
Nov. 11	2	To Cash, .....		50	-	-
Dec. 31	2	To Interest, .....		1	5	-
				<u>101</u>	<u>5</u>	<u>-</u>
<i>Dr.</i> GEORGE MONTEATH,						
1827.						
Sep. 20	1	To Cash, .....		30	-	-
Nov. 11	2	To Cash, .....		30	-	-
Dec. 31	2	To Interest, .....		-	12	6
				<u>60</u>	<u>12</u>	<u>6</u>
<i>Dr.</i> JOHN THOMSON,						
1827.						
Oct. 30	1	To Cash, .....		30	-	-
Nov. 11	2	To Cash, .....		20	-	-
Dec. 20	2	To Cash, .....		20	-	-
				<u>70</u>	<u>-</u>	<u>-</u>
<i>Dr.</i> ASSURANCE						
1827.						
Oct. 25	A 3	To Joint Hemp & Vrow, .....		99	10	-
				<u>99</u>	<u>10</u>	<u>-</u>

Private Account.			Cr.		
1827.					4
Dec. 31	1	By <i>Stock</i> ,.....	101	5	-
			101	5	-

Private Account.			Cr.		
1827.					
Dec. 31	1	By <i>Stock</i> ,.....	60	12	6
			60	12	6

Private Account.			Cr.		
1827.					
Dec. 31	2	By <i>Promiscuous Charges</i> ,.....	50	-	-
"	1	By <i>Stock</i> ,.....	20	-	-
			70	-	-

Our Subscriptions.			Cr.		
1827.					
July 18	C 1	By Sugar ☞ Cuba,.....	8	19	6
"	" 2	By Sugar ☞ Cuba,.....	8	14	-
"	" 3	By Coffee ☞ Cuba,.....	6	1	6
"	" 4	By Mahogany ☞ Cuba,.....	2	3	4
Aug. 20	A 3	By Joint Hemp ☞ Vrow,.....	1	17	-
Sep. 13	C 7	By Goods ☞ Spooner,.....	21	7	6
Oct. 20	A 5	By Joint Sugar ☞ Aurora,.....	31	16	-
Dec. 31	1	By <i>Loss</i> ,.....	18	11	2
			99	10	-

5		Dr. HAZARD & Co.			
1827.					
Oct. 25	A 3	To Joint Hemp & Squirrel, .....	895	10	-
			895	10	-
		Dr. JAMES RISK,			
1827.					
Oct. 25	A 3	To Joint Hemp & Squirrel, .....	199	-	-
			199	-	-
		Dr. JOHN RAMSAY,			
1827.					
Aug. 20	1	To Bills Payable, .....	411	-	-
Oct. 1	1	To Cash, .....	50	9	-
12	1	To Bills Payable, .....	353	17	-
20	A 5	To Joint Sugar & Aurora, his $\frac{1}{2}$ share, .....	785	15	2
Nov. 30	2	To Interest, .....	7	11	-
"	2	To Commission, .....	4	11	10
Dec. 1	2	To Cash, .....	124	12	-
"	9	To Vanderpoole & Co. $\frac{1}{2}$ loss by Exchange, .....	1	8	6
"	1	To Profit, .....	-	-	8
			1739	5	2
		Dr. JAMES THOMSON,			
1827.					
Aug. 20	1	To Bills Payable, .....	550	-	-
Oct. 11	1	To Ditto, .....	1000	-	-
Nov. 25	1	To Bills Receivable, .....	500	-	-
Dec. 11	C 6	To Sugar & Cuba, .....	261	14	2
21	1	To Bills Receivable, .....	1013	4	9
"	1	To Bills Payable, .....	250	10	-
"	2	To Interest, .....	84	12	9
			3660	1	8

London.		Cr.	5
1827.			
July 18	C 5	By Rum & Cuba,	8 13 2
"	6	By Sugar & Cuba,	6 1 6
Aug. 20	A 3	By Joint Hemp & Vrow,	16 13 -
Nov. 30	2	By Cash,	864 2 -
Dec. 31	1	By Loss,	- - 4
			<u>895 10 -</u>

London.		Cr.	
1827.			
July 18	A 1	By Consignment & Fame,	8 6 1
20	2	By Cotton & Ann,	22 4 -
Aug. 20	3	By Joint Hemp & Squirrel,	3 14 -
Sep. 13	C 8	By Goods & Spooner,	11 17 6
Nov. 30	2	By Cash,	152 18 5
			<u>199 - -</u>

London.		Cr.	
1827.			
July 2	A 1	By Consignment & Fame,	411 - 8
Sep. 2	C 7	By Goods & Spooner,	283 1 -
8	8	By Ditto,	70 16 -
19	A 4	By Joint Spanish Indigo,	50 9 -
Nov. 30	9	By Vanderpoole & Co., their $\frac{1}{2}$ proceeds & Aurora,	923 18 6
			<u>1739 5 2</u>

London.		Cr.	
1827.			
Aug. 20	1	By Bills Receivable,	550 - -
Sep. 30	A 5	By Joint Sugar & Aurora,	3110 1 8
			<u>3660 1 8</u>

6		<i>Dr.</i> DAWSON & Co.				
1827.						
Sep. 19	A 4	To Joint Spanish Indigo, .....	1060	—	—	
Dec. 23	C 3	To Coffee & Cuba, .....	384	3	6	
			1444	3	6	
Dec. 31		To <i>Balance</i> , .....	384	3	6	
<hr/>						
		<i>Dr.</i> ATTWOOD & Co.				
1827.						
Dec. 21	C 1	To Sugar & Cuba, .....	786	14	6	
<hr/>						
		<i>Dr.</i> THOMAS RYDER,				
1827.						
Dec. 2	2	To Cash, .....	350	19	—	
<hr/>						
		<i>Dr.</i> WILLIAM IRVINE,				
1827.						
Oct. 4	1	To Bills Payable, .....	475	1	6	
<hr/>						

London.		Cr.	6	
1827.				
Oct. 19	1	By Cash, .....	1060	-
Dec. 31		By Balance, .....	384	3 6
			1444	3 6
London.		Cr.		
York.		Cr.		
1827.				
Sep. 3	C 8	By Goods & Spooner, .....	350	19 -
Glasgow.		Cr.		
1827.				
Sep. 1	C 7	By Goods & Spooner, .....	475	1 6

7		<i>Dr.</i>		E. ROBINSON,		
1827.						
Sep. 20	A 2	To Cotton	Ann,	355	5	-
Oct. 24	2	To Cotton	Ann,	351	8	-
				706	13	-

		<i>Dr.</i>		PRINGLE & SON,		
1827.						
Oct. 25	A 2	To Cotton	Ann,	704	10	-

		<i>Dr.</i>		FENN & PARK,		
1827.						
Nov. 2	C 5	To Rum	Cuba,	146	18	6
10	5	To Ditto,		521	6	3
				668	4	9

		<i>Dr.</i>		JOHN BLACK,		
1827.						
Nov. 12	C 5	To Rum	Cuba,	96	1	6



Manchester.		Cr.	7
1827.			
Nov. 25	2 By Cash, .....	355	5
"	1 By Bills Receivable, .....	351	8
		706	13
Manchester.		Cr.	
1827.			
Nov. 26	1 By Bills Receivable, .....	704	10
London.		Cr.	
1827.			
Dec. 1	1 By Bills Receivable, .....	668	4 9
London.		Cr.	
1827.			
Dec. 30	1 By Bills Receivable, .....	57	12 10
"	8 By <i>J. Stirling</i> , loss by Composition, .....	38	8 8
		96	1 6

8

*Dr.* ROBERT MANFORD,

1827.			<i>Milrea.</i>			
Sep. 20	1	To Bills Payable,.....	3021,340	755	6	8
"	A 1	To Consignment $\Psi$ Fame, .....	1691,160	422	15	10
			<u>4712,500</u>	<u>1178</u>	<u>2</u>	<u>6</u>

*Dr.* JOHN STIRLING,

1827.						
Sep. 13	C 8	To Goods $\Psi$ Spooner,.....		475	3	2
Dec. 13	1	To Cash paid Gray,.....		200	—	—
30	7	To <i>J. Black</i> , loss by Composition, .....		38	8	8
31	2	To <i>Interest</i> , .....		7	16	1
"	2	To <i>Commission</i> ,.....		2	—	—
"	2	To <i>Promiscuous Charges</i> , .....		—	15	6
"		To <i>Balance</i> ,.....		115	15	9
				<u>839</u>	<u>19</u>	<u>2</u>

*Dr.* MURRAY & Co.

1827.						
Aug. 9	1	To Bills Payable,.....		500	—	—
Sep. 13	C 7	To Goods $\Psi$ Spooner, .....		841	19	8
Dec. 31	2	To <i>Interest</i> ,.....		23	17	11
"	2	To <i>Commission</i> ,.....		2	10	—
"	2	To <i>Promiscuous Charges</i> , .....		—	15	—
				<u>1369</u>	<u>2</u>	<u>7</u>
Dec. 31		To <i>Balance</i> ,.....		736	17	4

*Dr.* ADVENTURE  $\Psi$  AURORA

1827.						
Oct. 20	A 5	To Joint Sugar $\Psi$ Aurora,..... Our $\frac{1}{2}$ share,.....		785	15	4
Dec. 1	9	To <i>Vanderpoole &amp; Co.</i> ..... Loss by Exchange, .....		1	8	6
Nov. 25	1	To <i>Profit</i> ,.....		136	14	8
				<u>923</u>	<u>18</u>	<u>6</u>

Lisbon.			Cr.		
1827.					8
July 20	A 2	By Cotton $\text{₤}$ Ann, .....	4712,500	1168	6 2
Sep. 20	1	By Loss, .....		9	16 4
			4712,500	1178	2 6
Jamaica.			Cr.		
1827.					
July 9	1	By Bills Receivable, .....		100	- -
Aug. 21	1	By Ditto, .....		100	- -
Nov. 29	C 5	By Rum $\text{₤}$ Cuba, .....		639	19 2
				839	19 2
Dec. 31		By Balance, .....		115	15 9
Jamaica.			Cr.		
1827.					
Dec. 30	C 1	By Sugar $\text{₤}$ Cuba, .....		393	16 10
"	3	By Coffee, $\text{₤}$ Cuba, .....		238	8 5
Dec. 31		By Balance, .....		736	17 4
				1369	2 7
to Rotterdam.			Cr.		
1827.					
Nov. 30	9	By Vanderpoole & Co. our $\frac{1}{2}$ Proceeds $\text{₤}$ Aurora, .....		923	18 6



Russia Account.

Cr.

1827.								
Sep. 15	A 3	By Joint Hemp & Vrow,	<i>Rubles, Copecks.</i> 12779,50	545	15	10		

Sterling Account.

Cr.

1827.								
Oct. 25	A 3	By Joint Hemp & Vrow, Net recovery,		570	18			

Sterling Account.

Cr.

1827.								
Oct. 20	1	By Bills Receivable,		788				

Holland Account.

Cr.

1827.			<i>Florins.</i>	<i>Stiv.</i>	<i>Pen.</i>	<i>Exch.</i>			
Nov. 25	1	By Bills Receivable,	5375	-	-	35/10	500	-	-
Dec. 4	5	By Bills Receivable,	14374	14	6	35/7½	1345	-	-
"	8	By <i>John Ramsay</i> , Loss by Exch.					1	8	6
"	1	By <i>Adventure &amp; Aurora</i> , ditto,					1	8	6
			19749	14	6		1847	17	-

<i>Dr.</i>		THE JOINT ESTATE OF			
<i>Fol.</i>	31st December, 1827.		£	s.	d.
B 1	To Bills Payable,.....	Under acceptance, viz. No. 12, due Feb. 11,.....	250	10	—
C 6	To Sugar & Cuba,.....	(diff. of Sale unfinished,.....)	11	15	1
L 3	To James Agent,.....	Due to him,.....	12	12	10
8	To John Stirling,.....	Due to him,.....	115	15	9
			390	13	8
1	To Stock,.....	Our Net Capital,.....	3569	6	6
			£ 3960	—	2

*N. B.* The *Private Ledger* to this Set will of course be the same as that to Set IV. it is therefore unnecessary to repeat it.

SIMSON, MONTEATH & Co. London. Cr.

31st December, 1827.		£	s.	d.
C 1	By Cash, Balance in hand,	47	1	5
B 1	By Bills Receivable, for the following in hand, viz.			
	No. 9, due Jan. 29, £704 <sup>11</sup> 10 <sup>11</sup> -			
	14, due May 15, 57 <sup>11</sup> 12 <sup>11</sup> 10			
		762	2	10
C 2	By Sugar & Cuba, Duty, &c. on 15 Hhds. £363 <sup>11</sup> 8 <sup>11</sup> 8			
4	By Mahogany & Cuba, Ditto on 40 planks, 64 <sup>11</sup> 16 <sup>11</sup> 7			
		428	5	3
A 2	By Cotton & Ann, Value of 20 Bales on hand,	315	9	4
L 3	By Furniture, in Counting-house,	69	6	-
3	By Ship Mars, $\frac{1}{6}$ , Valued at	430	-	-
6	By Dawson & Co. Due by them,	384	3	6
6	By Attwood & Co. Due by them,	786	14	6
8	By Murray & Co. Due by them,	736	17	4
		£ 3960	-	2

## R E M A R K S.

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It only remains to make the following remarks on the present Ledger.

Ross & Son's *Russia Account*, or as it is sometimes called *their Account*, is credited for your half of the cost of the Joint Hemp, which they shipped for you, both in Russian and Sterling money; and debited for the bill which they drew on you, upon your receiving the Invoice and Bill of Lading agreeable to the supposed conditions.\*

As this Bill was drawn at the time for your share of the Invoice only, it was not indispensable to notice the foreign money in the Journal and Ledger; but it would have been so, had either the Draft been drawn or remitted partially, in order to have shown, with the least trouble, how the account actually stood.

Ross & Son's *Sterling Account*, or as it may be called *our Account*, is credited for their half of the Net recovery of the Hemp (which is supposed to have been lost) after a settlement with the Underwriters has been obtained †; and it is debited for the remittance which you made them, including expenses for negotiating the bill.

The *Sterling Account* of VANDERPOOLE & Co. is debited for their *one-third* share of the Joint Invoice of the Aurora; and credited for the amount of the bill which you drew on them—they being charged with the expenses of negotiating it.

The *Holland Account* of Vanderpoole & Co. is debited for the other *two-thirds* (which belong to John Ramsay and Yourself,) of the Net proceeds of the Sales in Dutch currency and in Sterling money; and credited for the bills which they remit, in the like currencies.

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\* No entry is made for their half of the Hemp until it arrives and is sold, or at least till it comes to an issue.

† The Underwriters in London pay such Losses in one month, from the date of settlement.



A  
**COMPARISON**

BETWEEN THE  
 DISADVANTAGES AND ADVANTAGES OF  
 THE PRESENT PRACTICE OF DOUBLE ENTRY ;  
 AND THE  
 ADVANTAGES AND DISADVANTAGES OF  
 THE NEW METHOD OF DOUBLE ENTRY BY SINGLE.

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IN order to form the most impartial opinion of these two rival Systems, the preceding Transactions are arranged by each Method, as in Sets IV. and V.

To the Disadvantages attributed to the Present Practice, by Mr. Cronhelm, we shall here oppose our Advantages derived from it; and to the Advantages derived from the New Method, by Mr. Cronhelm, we shall oppose the Disadvantages which we attribute to it, leaving the reader to judge which preponderates.

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**DISADVANTAGES ATTRIBUTED TO THE PRESENT PRACTICE,**  
*By Mr. Cronhelm.*

The whole month must be closed before the Journal entries can commence; and, before they can be completed, a considerable part of the next month will elapse: then follows all the double posting, so that the arrears of the Ledger will be never less than five or six weeks, and probably often seven or eight.\* Thus the state of an account can seldom be ascertained from the Ledger alone, but must be traced through the Journal, and all the Subsidiary Books. This is a serious inconvenience.

The whole month's similar transactions relating to one account, are classed together in the Journal, and posted in one sum to the Ledger. Hence the latter deals too much in generals; and the particular information which it ought to give, is too frequently buried in "Sundries upon Sundries." To remedy this inconvenience, Book-keepers are actually driven to the necessity of repeating many of the personal accounts in a separate book, called the Account-Current-Book, which is merely a Ledger of particulars. This tedious repetition is a sufficient comment on the impolicy of generalizing the Ledger.

It is a process of much time and labour to repeat the record of a transaction

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\* Heavy as Mr. Cronhelm has thought proper to state these arrears, he ought to have added, but then they are soon repaid to the Ledger by the concise plan of Journalising and Posting.—M.

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*Disadvantages attributed to the Present Practice, by Mr. Cronhelm.*

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so many times : once it appears in the Waste, or Subsidiary Book, once in the Journal, and twice in the Ledger ; making in whole four entries. It is due to the modern Italian method to observe, that it curtails in some of the accounts, part of the double posting to the Ledger : thus, the receipts and payments for the whole month, are equilibrated by collective counter-entries. Other transactions, however, have not this facility ; and whatever may thus be saved from the fourth, will be lost in the fifth repetition in the Account-Current-Book. This frequent repetition increases the liability to error ; and it must be noticed, that, in general, there is no systematic check between the Journal and the Subsidiary Books.

The process of Journalizing is frequently intricate and perplexing, on account of the various methods of arranging the debtors and creditors in equilibrium. In the search of judicious arrangement, ingenious writers have wandered far from simplicity, as may be seen in those complicated combinations, entitled, "Sundries Drs. to Sundries."\* In fact, the more ingenious the accountant, the more will he be distracted with the various methods suggested by his fertile invention ; and the more frequently will he find himself in the situation of the traveller, embarrassed by a multitude of roads to his destination, and hesitating which to choose.

In Book-keeping, brevity and simplicity are objects anterior to masterly combinations. From the best constructed set of Books, it would be easy to make extracts, that, for some particular objects, might exhibit arrangements superior to any thing in the books themselves : but such arrangements are not therefore entitled to be inwoven into their regular system, by the ever prohibitable means of repetition.

After enumerating the defects of the Italian system, candour must acknowledge, that, notwithstanding its slow and intricate operations of Journalizing and Double Posting, notwithstanding its want of simplicity and of determinate rules, it is founded on the just and beautiful principles of Equilibrium and Additions ; and that it accomplishes a systematic, self-verifying record of Accounts. The name of its inventor is unknown, but the applauses of four centuries have justly been bestowed upon his art ; and, unless a shorter and more simple method be devised for obtaining the same results, it will continue to deserve the preference of the commercial world.

*Vide Mr. Cronhelm's Remarks on the Modern Italian Method.*

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\* No more than four such Entries as the above occur in Set IV. by the Present Practice, pages 130, 132, and 133, 136 ; for the last of which, Mr. Cronhelm has no such entries in any of his Subsidiary Books ! How far this is proper, experience will show ; and respecting the three former, it is sufficient to say, that they are as clearly stated, and as easily understood as any entry by Mr. C.'s New Method.—M.

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*Advantages derived from the Present Practice.*

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## ADVANTAGES DERIVED FROM THE PRESENT PRACTICE.

The apparent inconvenience, in the first instance, of keeping a Journal, occasioned by the delay in posting, is amply compensated by the advantages obtained in the subsequent stages of the process. By such an arrangement of the Journal as is exhibited in Sets II. III. & IV., which is formed by Rules, not only determinate, but simple, we are enabled to accomplish with ease and certainty, what is most irksome and difficult in the process of Book-keeping,—namely, the Posting and Balancing of the accounts in the Ledger. Independent of these advantages, the Journal becomes to the Owner a valuable Abstract of his mercantile transactions, by thus bringing them into a concise form; which abstract, in the unavoidable absence of any, or all of the Subsidiary Books, is of double value.

So far from considering the classing of each month's similar transactions in the Journal as a disadvantage, we rather choose to place it in the opposite scale. It affords an excellent check on the Cash received and paid, the Bills received, accepted and paid; and which may easily be done with the transactions in general, as the amounts are thus all proved before being posted,—an advantage of which the New Method is destitute. Hence, the Ledger is so abridged, that no more than twelve lines yearly will in general be required at the accounts, though the transactions be ever so numerous. Thus the labour of Balancing (otherwise a most troublesome process) is reduced to a comparative amusement.

The Present Practice curtails in most of its accounts, part of the Double posting, by reducing one of the entries in the Ledger to the fraction of a collective counter-entry. Thus, the amounts of the Cash received and paid; the Bills received and accepted; the Goods bought and sold; the Shipments; Consignments, &c. are all posted by a counter-entry.\* The important advantages derived from this concise arrangement of the Subsidiary Books, by combining the entries of each in one amount in the Journal, and thence posting these in one line to the Ledger, as exemplified in the Journals and Ledgers of Sets II. III. & IV. amply compensates for the trouble.

It is admitted that the frequent repetition of the entries in one point of view, increases the liability to error, but it has been shown that this liability is guarded against by a proof of the accuracy of the Subsidiary Books, before carrying their

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\* As the phrase *To or By Sundries*, chiefly occurs in posting the counter-entry of the above Transactions, being the monthly amounts of each, this is surely sufficient in the Ledger. Hence, the above accounts are brought into a concise point of view, and are easily examined and added, without fatiguing the eye with a multiplicity of figures. It is due to the New Method, that it curtails the above accounts in the Ledger, but it is shown in the Remarks on that method, that this is attended with other inconveniences.

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*Advantages derived from the Present Practice.*

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contents into the Ledger.\* Thus, what the Present Practice has in the Journal with the advantage of a proof or check on the amounts, the New Method has in the Ledger without any such check; in consequence of entering each sum singly into that book: by which the liability to error will not only be increased in proportion to the number of entries, but by swelling the accounts in the Ledger with lines, as by the old Italian Method, the Balancing of that book becomes a laborious, and in most cases, a difficult task.

Except in very limited, or those particular Concerns, where a Journal may be dispensed with, it will be found on experience, that the only way to prevent the posting of the Books falling behind, and to render the Balancing of the Ledger easy, is to keep it in such a concise form, as that it may be considered a general Index to the Journal, as that book is to the Subsidiary Books. To make the Ledger supply the place of an Account-Current-Book, can only be practicable in very limited concerns: for in those of any magnitude, we contend that such a Book becomes absolutely necessary to prevent that additional trouble which the absence of it would occasion, by adopting the general principle of carrying each sum separately into the Ledger. "The Book-keeper who aims at it, (says Mr. Booth, after thirty years' experience,) will make himself a slave to no purpose, without ever having the satisfaction of seeing his Books kept up: and instead of Balancing them in two or three days, may spend as many months before it is effected; which I have frequently known to be the case." As the Ledger contains the pages of the Journal where the particulars of the entries should appear, with such a ready reference to these, the Book-keeper is thus enabled in an easy and expeditious manner to make out an Account-Current for those persons whose Transactions require it.—M.

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\* With the exception of the Day-Book, a systematic check upon the accuracy of the Subsidiary Books is here obtained; and which could easily have been made on that Book, by the division of its entries into one or more books, had such an arrangement fallen within our plan of a School-Book.

To show that the contents of the Subsidiary Books have been carried through the Journal and Ledger, a check is exhibited in page 88; when any mistakes have been made, it leads to an easy discovery of them.

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*Advantages derived from the New Method, by Mr. Cronhelm.*

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## ADVANTAGES DERIVED FROM THE NEW METHOD,

*By Mr. Cronhelm.*

The New Method consists in keeping all the Day Books by Debtor and Creditor, and in posting them directly to the Ledger, without any intermediate process.

In common Single Entry, the Day Books (excepting the Cash) are mere memoranda of personal transactions; but in the New Method, by altering the arrangement of the same entries, the Day Books become also regular accounts of property. Thus it requires no additional labour in the Books; and yet, by this simple means, it obtains every result of the Italian System; for it observes the great law of Equilibrium in the clearest manner, every entry having a distinct counter-entry, and the harmony of Debtors and Creditors being evident in the very nature of the posting, the constant rule of which is to transfer from the left side to the right, and from the right side to the left.

In the Italian Method, all the Personal Debtors are equipoised by a single counter-entry to the credit of Cash, and all the Personal Creditors by a single counter-entry to the debit of Cash; but in the shorter method, each individual Debtor in the Cash Book has a corresponding Creditor in the Ledger, and each individual Creditor a corresponding Debtor. The Complex Method maintains the Equilibrium merely in the whole collectively: the Simple Method has, besides this general harmony, a particular equilibration of each individual entry; and, consequently, it more definitely, if not more completely, observes the great fundamental law of Accounts.

The New Method is superior in the prevention and detection of error. Suppose a payment of £300 to be erroneously posted £200, the equality of Debtors and Creditors would be destroyed in the Simple Method, and the error detected by calling over, or comparing the Ledger with the Cash Book. If the Journal entry be correct in the Italian Method, the conformity will be equally destroyed, and the error similarly detected; but if the error originate in the Journal itself,\* it will no longer disturb the harmony of Debtors and Creditors, and its discovery will become more remote and contingent. By avoiding the repetition that occasions it, this liability to error does not exist in the shorter method.

We have, therefore, discovered a Method of Single Entry, which supersedes the circuitous and laborious processes of Journalising and Double posting, hitherto supposed to be the only means of equilibrating Accounts. In this New Method, the Day Books are assimilated to each other and to the Ledger, being all kept by Debtor and Creditor: while the Ledger records the Stock, the Personal, and a few other Accounts, the Day Books record the remaining parts of the property: the Cash Book shews the Cash in hand; the Bill Books shew the amount of Bills Payable running, and of Bills Receivable in hand; the Book of Merchandise shews the stock of Goods. †

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\* How could this happen when the Journal entries are proved from the Cash Book before being posted?

† Whether is this plan, or that by which the Ledger exhibits the same information, preferable?—M.

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*Advantages derived from the New Method, by Mr. Cronhelm.*

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The scientific accountant will discern much beauty and simplicity in this general assimilation of the Books. He will perceive the great process of equilibration regularly and uniformly carried on, commencing in every primary, and completed in every secondary entry: he will observe it easily and naturally emanating from the arrangement and method; whereas, in the Italian System, it is superinduced by an artificial and laborious contrivance. Here the Equilibrium flows on continuously through the whole mass of accounts; there it is obtained only by breaking them up, and equipoising them in detached fragments; as may be seen at a glance in the endless preambles and intersections of the Journal. The general practicability of the New Method, is another criterion of its merits which ought not to be overlooked. Its principles and its forms apply with equal facility to the minutest Retail, and the most extensive Mercantile Transactions; to the deversified Accounts of Chartered Companies, and the still more complicated Finances of the State.

It must also be observed that the New Method is very different from the plan of entering into the Ledger the periodical additions of the Day-Books.\* Each of these Books becomes a complete Account in itself, recording some particular branch of property. Its additions are not transferred to any other Account; and, though it is convenient to carry forwards the distinct amounts of its Debtors and Creditors to the regular periods of proving the Books, yet this mode of continuation is not necessary; for its Balance may at any time be taken, as that of a Ledger Account, without deranging the system of the Books.

*Vide Mr. Cronhelm's Explanation of his New Method.*

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\* It is not by entering these periodical additions into the Ledger that our principal faults to the *Retailer's*; *Wholesale Dealer's*, and *Manufacturer's Sets*, are attributed,—M.

*Disadvantages attributed to the New Method.*

## DISADVANTAGES ATTRIBUTED TO THE NEW METHOD.

Passing over minor objections, such as copying the particulars of the Purchases, (which in many a business would be more than equivalent to the writing of the Journal,) and which to preserve uniformity at least with those of the Sales, becomes in some degree necessary—that of having both Purchases and Sales in one book, by which only one person could at the same time be employed in making the entries—and that of Posting from a number of Subsidiary Books, as being more liable to omissions, &c. we shall proceed to state what we conceive to be defects of greater magnitude, and which exclusively belong to the New Method.

In *Retail, Wholesale, and Manufacturing Concerns*, the New Method requires that the Book of Merchandise be either added up monthly, and the *difference* betwixt the Purchases and Sales set down on both sides as a *Balance*; or that the amount of each page be carried forward from one General Balance to another, as is done in Set. I.; which in the former case would be very awkward; and in the latter surely both a very troublesome and uncertain operation.

In the above three Concerns, the general *Result* of the business, namely, the whole *Gain or Loss* unavoidably appearing in the book of Merchandise, is thus exposed in one view to the subordinate clerks, whose office is to keep that book. This with most mercantile men would certainly be an objection of no ordinary magnitude.\*

Posting each sum singly into the Ledger, according to the New Method, is both slovenly and tedious, and unnecessarily swells the Personal and other Accounts with lines, like the old Italian Method, which greatly augments the labour and difficulty at Balancing:—Thus the several items of each Invoice and Sale would in the course of twelve months, in a very ordinary Commission Business, extend each of the accounts of Charges, Interest, Commission, and the like, to some folios, which would be both awkward and inconvenient, and the chance of errors in posting would be in proportion to the number of entries. The above three Accounts in Sets IV. and V., pages 172, 173, and 250, 251, being compared, the Ledger in the latter, will be found to be too much particularized.

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\* See Day-Book to *Retailer's Set*, page 15, where the *Result* appears. In the arrangement of the Book of Merchandise to the Sets of *Wholesale Dealers, and Manufacturers*, the whole result is expressed in a clear and unequivocal manner, "To Profit," or "By Loss." From this, and similar objections, the *Present Practice* is entirely exempt. The General Result of the business appearing as it ought in the Ledger alone, the subordinate clerks and others are thus very properly kept ignorant of it—having in general, no access either to Journal or Ledger.

Besides increasing the chance of errors and omissions, considerable inconvenience would be felt in making the entry and counter-entry at one time, as must be done by the New Method, when both of these belong to the Subsidiary or Day-Books. To remedy this, and to prevent Errors and Frauds, Mr. Cronhelm recommends, "that in concerns of any magnitude, it be an inviolable rule, that the entry and counter-entry be never both made by the same clerk."

*Disadvantages attributed to the New Method.*

By the New Method, it will be difficult, not to say impossible, to post the articles in the order of their dates, especially the Sales and entries connected with the Net-proceeds in making up an account; because as the articles lie promiscuously throughout the Book of Commissions, an article that stands first there may be sold last, and even in different months; so that it would require a constant turning backwards and forwards to know what entries are already posted, and those still to post. Similar objections apply to the Adventures and Invoices in general, as a reference to the Books of Adventures and Commissions must convince every one.\* By limiting his Sets to one month only, Mr. Cronhelm either overlooked, or did not foresee the inconvenience complained of; the only way to avoid which, would be, as soon as the original entry is made in the Subsidiary or Day-Book, to post it; but how far this in the hurry of business would be practicable, we leave those who are so circumstanced to say. Besides a very awkward expedient must be resorted to, when in Commission Invoices the merchant does not charge the same prices as he gave for the goods provided for the order, as the whole Invoice rendered must then be entered on the Creditor side, and the resulting difference be equilibrated by an entry of Profit or Loss.

By the New Method, a number of Promiscuous Entries, which belong to none of its Subsidiary Books, as well as those which always occur before taking a General Balance, namely, Interest, Commission, and Postages, on certain personal accounts, must be entered as simple transfers betwixt these accounts, without any Subsidiary or Day-book entry whatever!! For such Entries as occur in Set V., see Note, page 246.—M.

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\* The arrangement of the Invoices and Sales by the New Method, besides consuming nearly a double quantity of paper, would create no small inconvenience in transcribing these to the parties, as neither the preamble nor form, especially of the Invoices, are ever so rendered. In speaking of these, Mr. Cronhelm says, "though an Account Sales be kept by Debtor and Creditor in the Books, the document is never transmitted in this form." This is a mistake, as many Sales of West India produce of any extent, are often so rendered, especially in Scotland.

Here it must likewise be observed, that when making up an Invoice, or Account Sales, it seldom happens that all charges, such as duty, freight, &c. are paid either on the day of shipment, or last day of Sale, as Mr. Cronhelm has invariably assumed, with the evident view of favouring his arrangement.

By the New Method, neither the amounts of the Sales of Consignments, nor Shipments monthly, are shown.



## APPENDIX.

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 CHAP. I.

 ON THE PRINCIPLES AND PRACTICE OF BOOK-KEEPING.
 

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1. Q. *What is BOOK-KEEPING ?*  
A. Book-keeping is the art of recording Mercantile property so as to show at all times, the value of the whole Capital, and of each component part.
2. Q. *By how many METHODS may Books be kept on separate principles ?*  
A. By two ;—Single and Double-Entry.
3. Q. *What is meant by SINGLE-ENTRY ?*  
A. When each sum or amount is entered only *once* in the Ledger—and being more simple than Double-Entry, is generally adopted by Retailers and others who deal in a great variety of articles, for whom it is best adapted.
4. Q. *What is meant by DOUBLE-ENTRY ?*  
A. When each sum or amount is entered *twice* in the Ledger ; (hence Double-Entry) namely on the *Debtor* side of one account, and on the *Creditor* side of some other account or accounts ; whence it naturally follows, that when these entries are made, the amount of the *Dr.* and *Cr.* sides will be equal—this method is generally used by Merchants and others.
5. Q. *How many Subsidiary Books are generally used in business ?*  
A. The number depends on the nature of the business carried on, and plan of keeping the books ; but the most usual are the seven following :—namely, A Cash-Book ;—Bill-Book ;—Invoice-Book, Inward, or Purchase-Book ;—Invoice-Book, Outward, or Export-Book ;—an Account-Sales-Book ;—Day-Book ;—and an Account-Current-Book.
6. Q. *What does the CASH-Book contain ?*  
A. All Receipts and Payments of money.
7. Q. *What does the BILL-Book contain ?*  
A. All Bills received and accepted.
8. Q. *What does the INVOICE-Book, Inward, contain ?*  
A. All Goods purchased at home or imported.
9. Q. *What does the INVOICE-Book, Outward, contain ?*  
A. All Goods shipped off or exported.
10. Q. *What does the Account SALES-Book contain ?*  
A. The Sales of all Goods consigned to you.
11. Q. *What does the DAY-Book contain ?*  
A. Generally the amounts of the Purchases, with the particulars of the Sales or disposal of such Goods as the merchant has on his own account ; as well as the amounts of the Shipments and Consignments with a reference to these Books for particulars, and in short every other transaction which cannot be entered with propriety in any of the other Books.
12. Q. *What does the Account-CURRENT-Book contain ?*  
A. It contains duplicates of the accounts as they stand in the Ledger, with the particulars of every article as they are expressed in the Journal, arranged according to their dates, being always an exact copy of the account transmitted or delivered to the party, whose name it bears.\*

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\* Besides the above Books, there are the *Order-Book*, in which are entered all orders received and executed by the merchant ;—the *Letter-Book*, in which are copied all Letters on business written by him ;—the *Debiture-Book*, in which are entered all Bounties and Drawbacks on Goods exported ;—the *Memorandum-Book*, &c.

*Definition of the Ledger Accounts.*

CHAP. II.  
OF THE LEDGER AND ITS ACCOUNTS.

1. Q. *What is the use of the LEDGER?*

A. The Ledger collects together articles of the same kind, under their respective heads; and for this purpose it is divided into several accounts, the *Debtor* and *Creditor* of which are opposite, in order to show how each account has been affected after these entries have been made.

2. Q. *What are meant by the terms DEBTOR and CREDITOR?*

A. These terms are used to denote the increase or decrease of an account.

3. Q. *Explain more particularly the meaning of the terms Debtor and Creditor?*

A. Any thing entered on the *Debtor* or left hand page *increases* the account; and any thing entered on the *Creditor* or right hand page, *diminishes* it.

4. Q. *What may Mercantile Property be considered?*

A. It may be considered as a whole composed of various parts: whence the simple principle on which Book-keeping is founded, is the *equality* of the whole, to the sum of all its parts.

5. Q. *How many kinds of Mercantile Property are there?*

A. Two: *additive* property, consisting of Cash, Goods, Bills, and Debts Receivable; and *subtractive* property, consisting of Bills and Debts Payable; and these two kinds of property being directly contrary to each other, the Stock or whole property must always be equal to the difference between them.

6. Q. *What are the PARTS OF PROPERTY?*

A. Accounts of Persons, Money, Goods, or other property.

7. Q. *What accounts constitute the WHOLE PROPERTY?*

A. The accounts of Stock, and Profit & Loss, with its branches.

8. Q. *How many KINDS of Accounts does the Ledger contain?*

A. Three:—Accounts of Persons—Property—and Profit & Loss.

*Accounts of Persons.*

9. Q. *What do Accounts of PERSONS contain on the Dr. and Cr. sides?*

A. On the *Dr.* the sums by which that person has become indebted to you; and on the *Cr.* the sums by which you have become indebted to him.

*Accounts of Property.*

10. Q. *What do Accounts of PROPERTY contain on the Dr. and Cr. sides?*

A. On the *Dr.* the Cash, Bills, Goods or other property which you *receive*; and on the *Cr.* the Cash, Bills, Goods or other property which you *deliver*.

*Accounts of Profit & Loss.*

11. Q. *What do Accounts of PROFIT & LOSS contain on the Dr. and Cr. sides?*

A. On the *Dr.* all Losses which you sustain; and on the *Cr.* all Gains which you obtain.\*

12. Q. *How do you find the DEBTORS and CREDITORS?*

A. By observing in every transaction whether a Person has become indebted to you, or you to him—whether Property has been received or delivered, and if you have gained or lost upon any other account than the purchase and sale of goods;—the foregoing Rules being applied to the result of these observations, the Debtors and Creditors will clearly appear.†

\* For a more particular definition of these three preceding accounts see pages 56 & 57.

† From the mutual relations of *Debtors* and *Creditors*, it appears that every simple transaction in busi-

*Of the Journal and Rules for Journalising.*

## CHAP. III.

## OF THE JOURNAL AND RULES FOR JOURNALISING.

1. Q. *What is the use of the JOURNAL?*

A. The Journal contains an arrangement of the whole Transactions collected monthly from the Subsidiary Books, with the *Debtors* and *Creditors* pointed out, that they may be easily posted into the Ledger.

*General Rule.*

2. Q. *What is the GENERAL Rule for Journalising?*

A. Whatever is *received*, or *Person* accountable to you is *Debtor*; and whatever is *delivered* or *Person* to whom you are accountable is *Creditor*.

3. Q. *Combine the tenth and ninth of the preceding Rules, and what are obtained?*

A. *First*: when Cash, Bills, Goods or other property are *received*, the *Account* opened for these is *Dr.* to the *Person* from whom, or on whose account they are received.

*Second*: when Cash, Bills, Goods or other property are *delivered*, the *Person* receiving, or on whose account they are delivered is *Dr.* to these accordingly.

4. Q. *Combine the ninth and eleventh of the preceding Rules, and what are obtained?*

A. *First*: when a *Person* becomes indebted to you, on account of either *Charges*, *Interest*, or *Commission*, he is *Dr.* to that particular *Profit* or *Loss* account.

*Second*: when you become indebted to a *Person* on either of the above accounts, that particular *Profit* or *Loss* account is *Dr.* to him.

5. Q. *Are there any exceptions to these combinations?*

A. *Yes*: there are several, the principal of which are the following: namely, when money is received or paid on account of *Bills Receivable*, *Bills Payable*, *Goods*, *Funded Property*, *Charges*, or *Interest*, not already entered to a personal account, Cash is *Dr. To* or *Cr. By* those accounts, instead of *To* or *By* the persons receiving or paying.

ness belongs to two accounts, and must be entered on the *Debtor* of the one, and on the *Creditor* of the other. Thus, when a *Person* becomes indebted to you, the article he owes must be entered on the *Dr.* side of his account; and if it be for money paid him, it is also entered on the *Cr.* side of Cash; if for goods sold, it is entered on the account of Merchandise; or in whatever way the debt arises, it is entered on the *Cr.* of some other account as well as on the *Dr.* of the person's account who owes it. Thus, when you become indebted to any person, the article you owe must be entered on the *Cr.* side of his account; if it be for money received, it is also entered on the *Dr.* side of Cash; and if for goods bought, it is entered on the *Dr.* of the account of Merchandise. Thus, every article in any account, corresponds to some other article on the opposite side of a different account; the same sum is entered on the *Dr.* of one account, and on the *Cr.* of the other; and it follows from this, that, *if all the accounts in the Ledger be added, the amount of the sums of the Dr. will be equal to those of the Cr.*

The Equality of the parts to the whole, or the equilibration of *Debtors* and *Creditors* in the General Extract, is the great systematic proof of Book-keeping. It sufficiently protects the accounts from accidental error; and it affords to all supplementary checks against intentional error, a basis without which they would be entirely ineffectual. This Proof, however, is of a negative nature: *without it*, the Books cannot be correct; but *with it*, they may be incorrect. It merely shows the general correspondence of the post entries with the original, and the general accuracy of the additions; or, in other words, that there is no uncompensated error in the counter entries, or in the additions. It affords no check whatever on the primary entries, nor against compensated errors in the secondary. By compensated errors we mean such as are neutralized by counter-errors, so as not to disturb the equilibrium of *Debtors* and *Creditors*; and this neutralisation of errors, being a very remote chance, generally originates in design and fraud.

*Journalising the Subsidiary Books.*

1. *Cash-Book.*

1. Q. *How is the CASH-BOOK Journalised monthly ?*  
 A. For all money received,.....CASH *Dr. to Sundries.*  
 For all money paid,.....SUNDRIES *Drs. to Cash.*  
 Specifying particulars, and classing articles of the same kind together.

2. *Bill-Book.*

2. Q. *How is the BILL-BOOK Journalised monthly ?*  
 A. For all bills received,.....BILLS RECEIVABLE *Dr. to Sundries.*  
 For all bills accepted,.....SUNDRIES *Drs. to Bills Payable.*  
 Specifying names, numbers, and other necessary particulars.

3. *Invoice-Book, Inward.*

3. Q. *How is the INVOICE-BOOK, or Book of PURCHASES Journalised ?*  
 A. By making, MERCHANDISE *Dr. to Sundries, viz.*  
*To each Seller for his Invoices during the month.*

4. *Invoice-Book, Outward.*

4. Q. *How is the INVOICE-BOOK, or Book of EXPORTS Journalised ?*  
 A. The PERSON on whose account shipped *Dr. to Sundries, viz.*  
*To Merchandise,.....for amount of goods.*  
*To Promiscuous Charges,..for charges at shipping.*  
*To Commission,.....for your commission.*  
*To Insurance,.....for premium and policy.*

5. *Account Sales-Book.*

5. Q. *When you sell Goods on Commission, how are they Journalised ?*  
 A. Enter.....SUNDRIES *Drs. to Sales of Consignments, viz.*  
*Each purchaser for his respective amount.*
6. Q. *When the Sales are finished, what is the Journal entry ?*  
 A. Enter.....SALES OF CONSIGNMENTS *Dr. to Sundries, viz.*  
*To Insurance,.....for premium and policy.*  
*To Consignments,.....for duty, &c. paid by you.*  
*To Interest,.....for that on duty and freight.*  
*To Commission,.....for yours on insurance and sales.*  
*To the Consigner,.....for net proceeds due him.*

6. *Day-Book.*

7. Q. *How are Insurances on exports or imports Journalised ?*  
 A. By entering...INSURANCE *Dr. to Sundries, viz.*  
*To the Broker or Office, where underwritten, or*  
*To Assurance,.....for the sums underwrote by yourselves.*  
 Specifying premium, policy, name of ship, and where bound.
8. Q. *When average or total Losses occur, how are they Journalised ?*  
 A. By entering...SUNDRIES *Drs. to Sundries, viz.*  
*The Drs. are Each Broker, for premium dedusting his brokerage.*  
*The Crs. are To Insurance,—To Commission,—and To Proprietors.*

*On Posting and Comparing the Books.*

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CHAP. IV.

ON POSTING AND COMPARING THE BOOKS.

1. Q. *What is meant by POSTING or Ledgerising ?*  
 A. Posting is the transferring the *Debtors* and *Creditors* of the several entries in the Journal into the Ledger, in order to show the state of each account, after these entries have been made.
2. Q. *What is the GENERAL Rule for Posting ?*  
 A. Debit the account that is *DEBTOR* To the title of that which is *CREDITOR* ; and credit the *Creditor*, By the title of the *Debtor*.
3. Q. *When the Entry is finished, what do you do next ?*  
 A. Mark on the marginal column of the Journal the folio of the Ledger where the entry is made, and in the Ledger the page of the Journal.
4. Q. *In what way should the reference figures be marked ?*  
 A. In a fractional form : for example, if the *Dr.* entry be in the fifth folio, and the *Cr.* entry on the eighth, the reference is marked  $\frac{5}{8}$ . These figures show how far the posting is advanced, and are useful in comparing the Books.
5. Q. *What is meant by COMPARING the Books ?*  
 A. Examining every entry before it be Journalised or posted ; because a mistake in any of the Subsidiary Books must necessarily run through the Journal and Ledger.
6. Q. *How is this accomplished ?*  
 A. After Journalising the Subsidiary Books, the Journal must be carefully compared with each book, before posting the entries into the Ledger.
7. Q. *What is the best plan to compare the Journal and Ledger ?*  
 A. By two persons :—one has the Journal and reads the Ledger folio, the title of the account, and the *Debtors* and *Creditors*, while the other turns to the account in the Ledger, and marks off the entry with a dot if correct.
8. Q. *What do the dots represent ?*  
 A. The dots in the Journal show how far the comparison is advanced, and the marks in the Ledger show what entries are compared.
9. Q. *How is it known when the Comparison is finished ?*  
 A. By glancing over the Ledger and observing if the mark of comparison be affixed to each entry ; if not, turn to the entry in the Journal which had not been marked, and observe if it be right.
10. Q. *What is the best plan to rectify omissions ?*  
 A. By inserting the entry omitted under the last article when you discover the omission, and marking a cross X against it on the margin, and another at the place where it should have been ; and if a mistake is discovered immediately when committed, by correcting it without any cancelling, for example, (*To Cash,*) say *To Bills Receivable*.
11. Q. *If you have written a line entirely wrong, or in a wrong place, how do you proceed ?*  
 A. Write the word *Error* at the end, prefix a cross, and omit or cancel the sum.
12. Q. *How should Errors be cancelled ?*  
 A. By drawing a line lightly through them, so that the old writing may still be legible ; by which, it will be evident the book has not been vitiated for a fraudulent purpose ; and the same method should be followed in correcting errors in the Journal.

*On Balancing the Ledger.*

CHAP. V.  
ON BALANCING THE LEDGER.

1. Q. *What is meant by BALANCING ?*  
A. It is the equilibrating of, or making equal all the Accounts.
2. Q. *What is the design of Balancing the Books ?*  
A. It is to collect the various branches of your business diffused through the Ledger, into a concise abstract of the debts owing to and by you, the property which you have on hand ;—together with the Gain you have made, or the Loss you have sustained since you began business, or since a former balance.
3. Q. *How often do Merchants Balance their Books ?*  
A. Generally once, and sometimes twice a-year.
4. Q. *What is meant by the BALANCE of an Account ?*  
A. The difference between the *Dr.* and *Cr.* sides ; and which must either be the sum due to, or by you at that account.\*
5. Q. *Into how many kinds are the Balances divided ?*  
A. Into Debts and Effects.

1. *Accounts of Persons.*

6. Q. *How are Accounts of Persons Balanced ?*  
A. *First*, If the *Dr.* side be greater, credit the Account *By Balance* for the difference, being a debt due to you.  
*Second*, If the *Cr.* side be greater, debit it *To Balance* for the difference being a debt due by you ; carrying down the *Balance* on the opposite side of the account, and which is done in the same manner with every one that has a Balance, whether Accounts of Persons or Property.
7. Q. *Are there no exceptions to this Rule ?*  
A. The only exception to this, are Accounts with *Foreign* money, as it is only on the difference of the foreign money, that the balance is estimated, after which the difference of the Sterling money is closed *To Profit* or *By Loss*.

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\* When an Account is added, the two sides either will be equal without farther entry, or must be rendered equal by transferring the difference or balance to the opposite column. In the former case, the account is closed ; in the latter, it is merely equilibrated, but continues open. Preparatory to the General Extract all the accounts must be equilibrated ; and in those which are unclosed, the Balances must be transferred to the opposite column ; for it is solely on condition and by virtue of this equilibrating transfer that the Balance can be entered at all. To avoid equivocal expressions, the term *Balance* is restricted in the present system to the sum thus entered, to make the two sides equal ; and therefore by *Balance*, the learner will always understand the *make weight* or result of the account. For the same reason the term *Closed* is applied to accounts, only when they equilibrate without entering any balance. The only exception to this, are such accounts as have any entry of Profit or Loss. In speaking of these, we use the term *Closed To Profit* or *By Loss*.

The promiscuous use of the word *Balance* for things so different as the equilibration, the result, and the close of an account, has occasioned much indistinctness and confusion. For instance, " When there is no Balance to bring down, there is a balance of the account, for it balances without entering any Balance."

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*On Balancing the Ledger.*

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*2. Accounts of Property.*

8. Q. *How is the CASH-Account balanced ?*  
 A. Credit it *By Balance*, for the *difference* being the cash in hand.
9. Q. *How is the account of BILLS RECEIVABLE balanced ?*  
 A. Credit it, *By Balance*, for the *difference* being the bills in hand.
10. Q. *How is the account of BILLS PAYABLE balanced ?*  
 A. Debit it *To Balance*, for the *difference* being the bills owing by you.
11. Q. *How is an account of FUNDED PROPERTY balanced ?*  
 A. Credit it *By Balance*, for the *difference* of the inner columns (if any) being the value of the funds in hand.
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12. Q. *How is an account of MERCHANDISE balanced when the whole are ON HAND ?*  
 A. Credit it *By Balance*, for the whole amount.\*
13. Q. *How is an account of MERCHANDISE balanced when the whole ARE SOLD ?*  
 A. *First*, If the *Cr.* side be greater, the *difference* is *Gain*, which is entered on the *Dr.* side of the account of Merchandise *To Profit*.  
*Second*, If the *Dr.* be greater, the *difference* is *Loss*, and is therefore entered on the *Cr.* side of the same account, *By Loss*; transferring at same time the sum to the proper sides of the *Profit* or *Loss* accounts.
14. Q. *How is an account of MERCHANDISE balanced, when only a part is SOLD ?*  
 A. Credit it *By Balance*, for the value on hand; after which, the *difference* of the two sides will exhibit the *Gain* or *Loss*; and then the account is finally closed, *To Profit*, or *By Loss* accordingly, transferring the same to the proper side of these accounts.
15. Q. *How is the account of DEBENTURES balanced ?*  
 A. Credit it *By Balance* for the *difference*, being the debentures on hand.
16. Q. *How are ADVENTURES either Outward or Inward Balanced ?*  
 A. They are Balanced in a similar manner as the preceding Accounts of Merchandise.
17. Q. *How is the account of CONSIGNMENTS balanced ?*  
 A. Credit it *By Balance*, for the *difference* being the sums in advance.†
18. Q. *How is the account of INSURANCE balanced ?*  
 A. Credit it *By Balance*, for the *difference* being the premiums still due to you.
19. Q. *How are accounts of SHIPS, HOUSES, LANDS, or the like balanced when the property is sold ?*  
 A. The Interest is calculated and placed on the *Dr.* side of the property; the *difference* then is *Profit* or *Loss*; and the account is closed *To Profit* or *By Loss*, transferring the same to these accounts accordingly.
20. Q. *How are such accounts balanced, when the PROPERTY is on hand ?*  
 A. By calculating the Interest, and placing it as before; and Crediting the Property, *By Balance* for the present value; the *difference* then is *Profit* or *Loss*, which is accordingly entered as before.
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\* For a farther explanation of Balancing Accounts of Goods, See page 54.

† The method of Balancing this account of *Consignments* and that of the following one of *Insurance*, is understood to apply to the stating of these accounts in Set IV. the former of which is more fully explained in page 150.



*On Balancing the Ledger.*

3. *Accounts of Profit & Loss.*

1. Q. *How is the PRIVATE Account closed?*  
 A. By transferring the amount to the *Dr. side of the Stock Account*, writing *To Private Account*, transfer, inserting folios and sum.
2. Q. *How are the accounts of PROMISCUOUS CHARGES, INTEREST, and COMMISSION, closed?*  
 A. Debit or Credit them *To Profit or By Loss* as the differences happen either to be in favour of, or against you; and transfer the sums to the proper sides of these accounts accordingly.
3. Q. *How is the account of ASSURANCE closed?*  
 A. If there be any risks pending or outstanding, at taking a General Balance, Credit the account *By Balance* for the sum of these, the difference of the two sides then, is *Profit or Loss*; and is closed *To Profit*, or *By Loss*, transferring the sums to these accounts accordingly.\*
4. Q. *How are the accounts of PROFIT & LOSS closed?*  
 A. By transferring the less to the greater; and the net result to *Stock*; if *Gain* to the *Cr. side*, but if *Loss* to the *Dr. side*. †
5. Q. *When these entries are made, what does the difference of Stock exhibit at this period?*  
 A. Your *Net Stock* or *Deficiency*.
6. Q. *How is the STOCK account closed?*  
 A. *To Balance* for *Net Capital*, or *By Balance* for *Net Deficiency*.
7. Q. *Which two accounts will show your Net Capital, or Deficiency, when the accounts are balanced?*  
 A. The *Stock* and *Balance Accounts*.

GENERAL EXTRACT AND PROOF.

8. Q. *How is a STATEMENT of your AFFAIRS made out?*  
 A. By collecting all the Balances of the accounts in the *Ledger*, being your *Debts and Effects*, and arranging them in the form of *Debtor and Creditor*.
9. Q. *Explain more particularly, how this EXTRACT is to be arranged?*  
 A. A sheet of paper is *Ruled* in the form of *Dr. and Cr.* with money columns, on which the following title is written.  
*Dr.....The Estate of A. B. & Co. (meaning yourselves).....Cr.*  
 On the *Cr. side* place the Balances of all those accounts due to, or belonging to you; and on the *Dr. side* place the Balances of those accounts due by you—the *Difference* will then exhibit your *Net Capital, or Deficiency*, and which must always agree with the *Balance of the Stock Account*.
10. Q. *Why ought the DIFFERENCE of the STOCK Account to agree with that of the General EXTRACT of BALANCES at closing the Ledger?*  
 A. The *Balance of the Stock Account* shows the *Net Capital*, and the other balances show its component parts. If therefore an *Extract* be made of the latter, their sum must be equal to the balance of *Stock*; in which equality consists the great proof of *Book-keeping*. By the law of *Equilibrium*, the sum of the *Debtors* in the *General Extract* will be equal to the sum of the *Creditors*.

\* This account of *Assurance* is placed under *Profit & Loss*, because sooner or later it comes to be absorbed into that account. See *Note*, page 101.

† The case of a fixed invariable *Joint Capital* is an exception to this, the transfer of *Profit & Loss*, being then made to the *Private Accounts*; which carry down and retain their own balances.

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*Supplement.—Definition of Partnership Accounts.*

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SUPPLEMENT.

ON PARTNERSHIP.

1. Q. *What is PARTNERSHIP ?*

A. It is a Contract entered into by two or more persons, to carry on a certain Trade or Business, for which they agree to join either their money, labour, or skill, or all of them ; and to divide the *Gain* or sustain the *Loss* in proportion to the terms of the Copartnery.

2. Q. *What does the Stock Account contain on the Dr. and Cr. sides ?*

A. In the Ledger in daily use, the General Stock Account contains on the *Cr.* side the extent of the Company's original Capital, the Interest due on it, with the *Profit* ; and on the *Dr.* side the *Loss*, if that exceeds the *Gain*, with the amount of each of the Partner's *Private* Accounts transferred at every General Balance ;— the *difference* or Balance of which will consequently be the amount of the Company's present Capital.

3. Q. *At beginning a NEW Concern what does the Stock contain ?*

A. Cash is Debited to it for the whole Capital without particularising the shares ; and on transferring the Balances to a New Ledger the Stock Account is Credited only *By Balance* for the Net Capital.

4. Q. *What does the PRIVATE Account of each Partner contain ?*

A. On the *Dr.* side the money or any thing else, which he withdraws from the Concern, the amount of which at every General Balance is transferred to the Debit side of Stock.

5. Q. *Where are the PARTNER's shares to be particularised ?*

A. In a separate Book kept for the purpose ; called the *Private*, or *Partnership Ledger*.

6. Q. *How many Accounts does the PRIVATE Ledger contain ?*

A. It contains one for *Joint Stock*, *Interest*, *Profit* or *Loss*, and one for each Partner.

7. Q. *What does the Account of JOINT STOCK contain on the Dr. and Cr. sides ?*

A. On the *Dr.* side the amount of the Company's Capital, the interest on it and the *Net Profit* ; and on the *Cr.* side the amount withdrawn by the partners ; hence, *Joint Stock* in the *Private Ledger* is just the *Stock* account in the other Ledger reversed, and like it exhibits the Capital employed in Trade, but in an opposite view. The reason of this inversion will appear, when it is considered that *Joint Stock* is only an account of property, and which is therefore Debited for the amount possessed.

8. Q. *What does the Account of INTEREST contain on the Dr. and Cr. sides ?*

A. On the *Cr.* the *Interest* due on the *Joint Stock* ; and on the *Dr.* the particular proportions of that due to each partner.

9. Q. *What does the Account of PROFIT contain on the Dr. and Cr. sides ?*

A. On the *Cr.* the *Net Gain* on the *Joint Stock* ; and on the *Dr.* the particular shares of it due to the partners. These accounts show the particular balances belonging to each partner, and when added are equal to the *Joint Stock*.

*Exercises in Book-Keeping.*

EXERCISES.

1. In a Set of Books I find the *Dr.* side of Stock is £77<sup>11</sup>/<sub>6</sub>, and the *Cr.* side £1997<sup>11</sup>/<sub>13</sub><sup>11</sup>/<sub>6</sub>; the *Dr.* side of Profit and Loss £87<sup>11</sup>/<sub>5</sub>, and the *Cr.* side £595<sup>11</sup>/<sub>9</sub><sup>11</sup>/<sub>9</sub>; the *Dr.* side of the Owner's Estate £4593<sup>11</sup>/<sub>9</sub><sup>11</sup>/<sub>6</sub>; and the *Cr.* side £7022<sup>11</sup>/<sub>1</sub><sup>11</sup>/<sub>9</sub>. I wish to know the Net Gain or Loss on the business; and the amount of his former and present Capital.

*Answer.* Net Gain £508<sup>11</sup>/<sub>4</sub><sup>11</sup>/<sub>9</sub>, former Stock £1920<sup>11</sup>/<sub>7</sub><sup>11</sup>/<sub>6</sub>, present £2428<sup>11</sup>/<sub>12</sub><sup>11</sup>/<sub>3</sub>.

2. Adam Bow and Charles Dun, balance their Books on the 30th June 1828, and find that the Balance of the Stock-Account in their favour was £1997<sup>11</sup>/<sub>13</sub><sup>11</sup>/<sub>6</sub>; that they had gained £619<sup>11</sup>/<sub>12</sub><sup>11</sup>/<sub>7</sub> and lost £86<sup>11</sup>/<sub>7</sub><sup>11</sup>/<sub>10</sub>; that they had withdrawn for their Private accounts, viz. A. Bow, £77<sup>11</sup>/<sub>6</sub>, and C. Dun, £25. Required their present Net Capital?

*Answer.* £2428<sup>11</sup>/<sub>12</sub><sup>11</sup>/<sub>3</sub>.

3. In Bow and Dun's Private Ledger I find that A. Bow's Capital is £997<sup>11</sup>/<sub>13</sub><sup>11</sup>/<sub>6</sub>, Interest on it £12<sup>11</sup>/<sub>9</sub><sup>11</sup>/<sub>5</sub>; and that of C. Dun, £1000, Interest on it £6<sup>11</sup>/<sub>5</sub>. A. Bow has withdrawn £77<sup>11</sup>/<sub>6</sub>, and C. Dun, £25; and their Net gain was £514<sup>11</sup>/<sub>10</sub><sup>11</sup>/<sub>4</sub>. The latter holds one third share, and the former two thirds of the Concern. Required a State of their Company Accounts in the above proportion, and that of the present Joint Capital, with Interest and Profit arranged according to the Definitions of the Private Ledger in page 286?

*Answer.* £2428<sup>11</sup>/<sub>12</sub><sup>11</sup>/<sub>3</sub>.

4. There are three Partners in a Concern, of which A. holds  $\frac{7}{12}$ , B.  $\frac{1}{4}$ , and C.  $\frac{1}{6}$ . A. becomes insolvent, by which there is a Loss of £296<sup>11</sup>/<sub>15</sub><sup>11</sup>/<sub>5</sub>, sustained by the other partners. What proportion of this sum belongs to each; and what are the necessary entries in the *Journal*, in order to bring the shares to the proper Accounts in the Ledger? *Answer.* B. sustains, £178<sup>11</sup>/<sub>15</sub><sup>11</sup>/<sub>3</sub>, C. £118<sup>11</sup>/<sub>14</sub><sup>11</sup>/<sub>2</sub>.

*Journal entry, Sundries Drs. to A.—Lost by him, viz.*

B. share of loss, £178<sup>11</sup>/<sub>15</sub><sup>11</sup>/<sub>3</sub>  
C. ditto. 118<sup>11</sup>/<sub>14</sub><sup>11</sup>/<sub>2</sub>

£296<sup>11</sup>/<sub>15</sub><sup>11</sup>/<sub>5</sub>

5. A Merchant balances his Books on the 31st December 1827, and finds that his affairs stand thus: His Debts amount to £69,289<sup>11</sup>/<sub>14</sub><sup>11</sup>/<sub>9</sub>, and his Assets or Effects to £87,902<sup>11</sup>/<sub>10</sub><sup>11</sup>/<sub>4</sub>. On the 30th June following he again makes out a State of his affairs, when he calls a meeting of his Creditors, before whom he exhibits it; from which it appears that his Losses for the last six months amount to £25,279<sup>11</sup>/<sub>16</sub><sup>11</sup>/<sub>4</sub>. He offers them a Composition of 12/  $\text{p}$  £ with security, and which they accept. Their claims amount to £45,364<sup>11</sup>/<sub>11</sub><sup>11</sup>/<sub>11</sub>. On the 31st December following he again Balances, and finds that he has lost including his Private account £862<sup>11</sup>/<sub>9</sub><sup>11</sup>/<sub>11</sub>. Required his Net Capital or Deficiency at each Balance?

*Answer.* First Balance, Capital, £18,612<sup>11</sup>/<sub>5</sub><sup>11</sup>/<sub>7</sub>  
Second Do. Deficiency, 6667<sup>11</sup>/<sub>11</sub>  
Third Do. Capital, 10,616<sup>11</sup>/<sub>2</sub><sup>11</sup>/<sub>6</sub>

6. John Hall and Charles Sim, General Merchants, London, take a Balance on 30th June 1827, and find that their Joint Capital was £55,415<sup>11</sup>/<sub>5</sub><sup>11</sup>/<sub>1</sub>—J. Hall's share, £30,547<sup>11</sup>/<sub>11</sub><sup>11</sup>/<sub>7</sub>, and C. Sim's share, £24,867<sup>11</sup>/<sub>13</sub><sup>11</sup>/<sub>6</sub>. During the next six months they Gain £3632<sup>11</sup>/<sub>9</sub><sup>11</sup>/<sub>9</sub>, but during the same period they also lose £412<sup>11</sup>/<sub>3</sub><sup>11</sup>/<sub>1</sub>. They have withdrawn for their Private accounts including Interest—J. Hall, £104<sup>11</sup>/<sub>10</sub><sup>11</sup>/<sub>11</sub>, and C. Sim, £327<sup>11</sup>/<sub>12</sub><sup>11</sup>/<sub>1</sub>. Now, allowing six months Interest on the original Joint Capital, Required the Net Stock on the 31st December following, and that of the Partners Company Accounts, with the Interest and Profit stated in the Private Ledger, agreeably to the Queries on Partnership in page 286.

*Answer.* John Hall's Capital is, £31,879<sup>11</sup>/<sub>17</sub><sup>11</sup>/<sub>9</sub>  
Charles Sim's Do. is, 26,771<sup>11</sup>/<sub>18</sub><sup>11</sup>/<sub>7</sub>

Joint Capital, £58,651<sup>11</sup>/<sub>16</sub><sup>11</sup>/<sub>4</sub>

*Bills of Parcels.*

## CHAP. VI.

## ON MERCHANTS' ACCOUNTS.

## I. BILLS OF PARCELS.

1. A BILL OF PARCELS is a particular account of Goods sold, given by the Seller to the Buyer, containing the description, quantity, and price of each article; and the amount sold, with the place, date, and terms of credit.\*
2. In making out such accounts, the expression "Bought of," is always used; but for work done, money lent, or the like, the phrase *Dr. To*, or *To Richard Armour, Dr.* is substituted, as well as in General Accounts.
3. If a settlement takes place at, or soon after the date of purchase, it is marked at the foot; when it is deferred till the beginning of the succeeding month, as is more usual, the Buyer is furnished with a general note, stating only the place of residence,—the names or firms of the parties,—the date of each purchase, and referring for particulars to the Invoice which accompanied the Goods when sold. [*See Engraved Form* here annexed, and which is called *A General Account.*]
4. When the Account is settled by Bill, we write the date and say *By your Acceptance* at — months; or *By your Promissory Note*, as it may happen.†
5. When the Goods are sold at the risk of the Employer, the Agent makes out the Invoice or Bill of Parcels—thus,

GLASGOW, 3d Jan. 1827.

MR. A. BUCHANAN,

BOUGHT OF R. ARMOUR, (*the proprietor*),By C. D. (*the Agent*).

6. By mentioning the name of the Proprietors it shows the Purchasers to whom they are accountable for the debt; and when they grant their Bill they make it payable to the proprietors accordingly.

\* See Engraved Form here annexed. When the Buyer and Seller reside in the same place, it is called a *Bill of Parcels* in England, but in Scotland it is invariably named an *Invoice*.

† When the Account is settled by Cash, we write the date, and say *By Cash*, or Received payment per Stamp, if the sum be two pounds or upwards. When a partial payment is made, it is placed under the account, and subtracted; and when there are more than one, they are short extended, and their sum subtracted.

A. Buchanan Esq<sup>r</sup> Manchester 3 Jan<sup>y</sup> 1827  
 Bought of Richard Arnour  
 N<sup>o</sup> 1. 20 Pieces Linen each 25 Yards... 500 yds @ 4..... £75. - - -  
 2..... 400 " " 4/9..... 95. - - -  
 Box & Packing..... 10. - - -  
 £170. 10. - - -  
 (Bill @ 3 mos.)

A. Buchanan Esq<sup>r</sup> Manchester  
 1827  
 To Richard Arnour Dr<sup>s</sup>  
 January 3 To Linen, Bill @ 3 Mos. as p Account..... £170. 10. - - -  
 March 20<sup>th</sup> By my draft in favor of Wats due 6<sup>th</sup> April 1800..... - - -  
 " 9<sup>o</sup>..... 70. 10. - - -  
 " 16<sup>o</sup>..... 170. 10. - - -  
 Richard Arnour



*Exercises in Bills of Parcels.*

*Exercises in Bills of Parcels.*

*The FORMS of the following Bills of Parcels are to be given in writing.\**

1. A. Buchanan buys of William Irvine, Glasgow, 4th Jan. 1827; 29 pieces Muslin, viz. 15 pieces  $\frac{3}{4}$  wide, each 24 yds. at 1/1; 14 pieces  $\frac{5}{8}$  wide, each 9 yds. at 2/4; 42 pieces Gingham, viz. 12 pieces blue, each 28 yds. at 1/2, and 30 pieces pink, each 28 yds. at 1/8.—*Amount, £123<sup>n</sup>16/.*
2. Glasgow, 4th Jan. 1827. A. Buchanan buys of George Fenton, 19 pieces Cambric, viz. No. 1.—10 pieces, each 20 yds. at 2/4; No. 2.—5 pieces, each 20 yds. at 3/6; No. 3.—4 pieces, each 20 yds. at 4/6. At same time he pays £30 in part, and the balance 14th Feb. Required the said balance, and discharge the account.—*Answer, £28<sup>n</sup>16<sup>n</sup>8.*
3. Leeds, 4th Jan. 1827. Moore & Gay sell to A. Buchanan, Glasgow, 14 pieces Quilting, each 12 yds. at 4/9; and 12 pieces Cassimere, each 30 yds. at 6/6. The account was paid 26th Feb. and 5  $\frac{1}{2}$  Cent. discount allowed for Cash; and 2 yds. of the Quilting was short. State the net sum paid and discharge the account.—*Answer, £148<sup>n</sup>12/.*
4. Richard Howie of Edinburgh buys of A. Buchanan, Glasgow, 20th Feb. 1827; 3 pieces  $\frac{3}{4}$  Muslin, each 24 yds. at 1/6; 4 pieces  $\frac{5}{8}$  ditto, each 9 yds. at 2/7; 6 pieces  $\frac{3}{8}$  Gingham, blue, each 28 yds. at 1/6; 4 pieces ditto, pink, each 28 yds. at 2/1; and 1 piece Superfine Cloth, 21 yds. blue, at 21/, for which he pays in part £30; give a Bill of parcels, and tell the balance due by R. Howie.—*Answer, £26<sup>n</sup>7<sup>n</sup>4.*
5. Morley & Co. Paisley, buy of A. Buchanan, Glasgow, 3d Jan. 1827; 250 lb Cochineal, at 30/  $\frac{1}{2}$  lb, for which they are to be allowed 1  $\frac{1}{2}$   $\frac{1}{2}$  Cent. discount for Cash in 1 month. Write the form of the Bill of parcels, and discharge it.—*Answer, £369<sup>n</sup>7<sup>n</sup>6.*
6. John Smith, as Agent for Gordon and Forbes, sell to Thomas Hamilton & Co. 2d Feb. 1828—200 pieces  $\frac{3}{8}$  Muslin, each 28 yds. at 9d, & 100 pieces  $\frac{3}{4}$  Cambric, each 24 yds. at 10  $\frac{1}{2}$ d. at the risk of his employers. Give the form.—*Answer, £315.*

QUERIES.

1. What is a *Bill of Parcels*?
2. How are such accounts made out?
3. How are such accounts settled?
4. How is an account settled by *Bill* expressed?
5. When the Agent does *not insure* the debts, how is the account expressed?
6. For what purpose is this done?

\* The amounts of the following *Bills of Parcels—Invoices—Account Sales—and Accounts Current* are here given; but the *Forms* of these must be made out from the Engraved Specimens here exhibited.

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*Invoices.*

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## II. INVOICES.

1. AN INVOICE is an account of Goods sent off generally by sea, either in consequence of an order from the Person to whom they are sent, and at his risk ; or consigned to him for Sale at the risk of the Shipper ; with the different charges attending the shipment added to the value of the goods ; the sum of which is called the amount of the Invoice.\*
2. The Commission for purchasing Goods shipt is generally  $2\frac{1}{2}\%$  Cent. and which is charged on the value of the goods, including the charges.
3. If the Goods are insured, the Agent charges  $\frac{1}{2}\%$  Cent. for his Commission, and the sum insured is generally a little more than the value at risk, in order to cover expenses in case of loss.
4. When an Agent or shipper of goods charges what is called the *Long Price*, he either deducts the Drawback from the sum of the Invoice, or gives his correspondent credit for the same when he receives it ; but when he charges only the *Short Price*, he keeps these Debentures or drawbacks to himself. When he receives a Certificate of the landing of the goods at the destined port, he is entitled to receive the drawback.
5. Sometimes, for the satisfaction of the Employers, the Seller's Bills of Parcels are not copied, but sent along with the goods, and only the amount of each bill stated in the Invoice, with a reference for particulars to the Bill of Parcels.
6. Merchants usually subjoin the words " Errors Excepted," to their signature on every account which they subscribe, in order that they may have it in their power afterwards to correct *Errors*, should any be discovered.

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\* See *Engraved Form* annexed.



## 2. An Invoice

Page 290.

Invoice of Goods shipped on board the Tine  
Wm Collins for Halifax N.S. on account & Risk  
of Mess<sup>rs</sup> James Denny & Co Merchants there,  
and to them consigned

Irish Linen 19 ps 475 yds @ 3/4.....	79..	3..	4
Ditto..... 8..... 200 .. .. 5/2.....	51..	13..	4
No. 1. <u>27 ps. 675 yds.</u>		130	16 8
S.f. Blue Cloth 2 ps 37 yds... 20/6.....	37..	18..	6
.. Black Do- 2..... 30..... 22/4.....	33..	10..	
No. 2. <u>4 ps. 67 yds.</u>		71	8 6
J. D & C <sup>o</sup> Halifax.	£	202	5 2

### Charges

Boxes Ropes & Packing.....	£	1..	19..
Entry Bond Fees & Certificate.....	1..	11..	6
Bills of Lading & Agency.....	2..	16..	2
Insurance on £220 @ 2 Guineas p Cent & Policy 16/6.....	5..	8..	10
Commission on ditto 2 p Cent.....	1..	2..	-
At the Debit of J Denny & Co due July 2 <sup>d</sup>	£	215	2 8

Glasgow 2<sup>d</sup> ap<sup>l</sup> 1827

Errors Accepted

A.B.



*Exercises in Invoices.*

*Exercises in Invoices.*

The FORMS of the following Invoices are to be given in writing.

1. INVOICE of Goods shipped by A. Buchanan of Glasgow, on board the *Fanny*, Lucas, for Halifax, N. S. by order and for account and risk of Messrs. James Denny & Co. Merchants there. 28th March, 1827.  
11 Pieces Quilting, containing 130 yds. at 4/, and 1 piece Broad Cloth, 21 yds. mixt, at 23/6; Charges till on board, £1111<sup>11</sup>/<sub>6</sub>; Insurance on £55 at 2 Guineas 3/ Cent; policy 5/6. Required the amount of the Invoice? £53113<sup>11</sup>/<sub>7</sub>.
2. INVOICE of 5 Bags of Cochineal purchased by A. Buchanan, Esq. Merchant, Glasgow, and shipped by Kilgour & Co. London, 3/ the *Streamer*, Capt. Ford, for his account and risk. 3d. Jan. 1827.  
No. 1, 192 lb.; No. 2, 201 lb.; No. 3, 186 lb.; No. 4, 176 lb.; No. 5, 200 lb.; at 29/3 3/ lb.; cost of Bags, and sundry charges till on board, £2110<sup>11</sup>/<sub>9</sub>; Insurance on £1450 at 10/6 3/ Cent.; Policy, 1/3 3/ Cent. Answer, £1408115<sup>11</sup>/<sub>6</sub>.
3. INVOICE of sundry Goods shipped on board the *Spooner*, Thomas Seaman, Master, for Jamaica, by order of George Smith, Merchant, Grenada, for his account and risk, and consigned by his order to William Hanway of Jamaica. Glasgow, 13th June, 1827.  
Box, No. 1, containing 50 peices  $\frac{3}{4}$  Cotton Checks at 17/; 20 peices  $\frac{3}{4}$  Cotton Bengals at 18/6 3/ piece; Box and Packing 22/6.  
Boxes, No. 2, to 4—3 Boxes, each containing a repetition of the above; Box, No. 5, containing 40 peices  $\frac{3}{4}$  Platillas, each 34 yds. at 48/6 3/ piece; Box 18/6; Rope, &c. 6/; Box, No. 6, containing 10 peices  $\frac{5}{8}$  Allover Harness Shawls, 60 at 7/ each; 50 peices  $\frac{5}{8}$  plain Harness Robes, 62 at 13/6; 4 peices  $\frac{5}{8}$  Rich All-over Harness Spanish Sleeves, 78 at 3/9; 70 peices  $\frac{5}{8}$  Rich Harness with fronts, 80 at 14/6; Trunk, 35/; Sheet, &c. 7/6. CHARGES, Cartage, wharfage, and shipping, £1115<sup>11</sup>/<sub>4</sub>; Custom-house Entry and Fees, £2112<sup>11</sup>/<sub>6</sub>; Freight, Primage, and Bills of Lading, £1114<sup>11</sup>/<sub>6</sub>; Commission on £500118<sup>11</sup>/<sub>10</sub> at 2 $\frac{1}{2}$  3/ Cent.; Insurance on £530 at 2 Guineas, and Policy 5/6 3/ Cent. Commission on ditto  $\frac{1}{2}$  3/ Cent. Answer, £528117<sup>11</sup>/<sub>8</sub>.

QUERIES.

1. What is an *Invoice*?
2. What 3/ Centage is generally charged by Agents at shipping Goods, and on what sum is it charged?
3. What 3/ Centage is charged for effecting *Insurance*?
4. What is understood by the *Long* and *Short* price?
5. Are the *particulars* of the Invoice always copied?
6. For what purpose is the clause "*Errors Excepted*" subjoined to Invoices and other documents?

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*Account Sales.*

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## III. ACCOUNT SALES.

1. AN ACCOUNT SALES is a particular account of Goods sold on Commission by the Agent who made the Sales, transmitted by him to his Employer who consigned the goods; containing the name of the vessel by which they were received, and for whose account and risk they have been sold; with the particular charges attending the sale deducted from the amount of the whole.\*
2. There are two ways of making out an Account Sales. The one as in the Engraved form exhibited, the other in the form of *Debtor and Creditor*, with a preamble over both, giving a description of the Goods, the name of the ship, and party from whom they were received †; but though the Forms are different, both have the same object in view, that of ascertaining the *Net proceeds*.
3. The amount of the Sales, with that of the Charges attending these deducted, is called the *Net proceeds*, or sum due to the Owner of the goods.
4. When the Debts are at the *Risk* of the Employer, the Agent should state the Buyers' names, and subjoin the phrase "*Errors and Bad Debts Excepted*," at the foot of the Account Sales; otherwise, he becomes in strictness accountable for the same.
5. When the Agent guarantees or insures the Debts, though it is not indispensable to mention the names of the purchasers, yet it is generally done in the Account Sales with which he furnishes his Employer.
6. The Duty of an Agent, is to procure the best intelligence of the state of Trade at the place where he resides—of the quantity and quality of the goods in the market—their present prices, and the probability of their rising and falling—to pay exact obedience to the orders of his Employers—to consult their interest in all matters referred to his discretion—to execute their business with all the dispatch of which circumstances will admit.

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\* See *Engraved Form* annexed.

† See pages 148 and 149.

### 3. An Account Sales

Sale of 20 Bales Cotton, received of the  
Ann from Grenada, and sold on account  
of George Smith Esq<sup>r</sup> there.

1827

May 28<sup>th</sup> Sold to Robinson @ 1 Month

N <sup>o</sup>	Cwt <sup>s</sup>	q <sup>rs</sup>	lb <sup>s</sup>	N <sup>o</sup>	Cwt <sup>s</sup>	q <sup>rs</sup>	lb <sup>s</sup>	N <sup>o</sup>	Cwt <sup>s</sup>	q <sup>rs</sup>	lb <sup>s</sup>
1.	1.	2.	6	8.	1.	2.	1	14.	2.	-	20
2.	1.	2.	4	9.	2.	1.	-	15.	1.	3.	27
3.	2.	1.	2	10.	2.	-	2	16.	2.	-	16
4.	2.	-	10	11.	2.	-	6	17.	1.	2.	19
5.	2.	-	6	12.	1.	3.	24	18.	1.	-	20
6.	1.	2.	2	13.	2.	-	10	19.	1.	2.	8
7.	1.	1.	12	11.	3.	15		20.	2.	1.	7
	12.	1.	14	12.	1.	14		13.	-	-	5
				13.	-	5					
				37.	1.	6					

20 Draft  
 37 - - - 14  
 1 - 3 - 12 Fare 5<sup>lb</sup> p 100 lb  
35. 1. 2 Net @ 2/4<sup>lb</sup> £395 .. ..

### Charges

Duty on 3950 lbs @ 7 <sup>3</sup> / <sub>100</sub> p lb .....	£16. 19.		
Freight on ditto @ 1 <sup>1</sup> / <sub>2</sub> p lb .....	24. 13. 9		
Landing Charges 15 <sup>1</sup> / <sub>2</sub> p Shed dues 3/10 .....	18. 10		
Store Rent 12/6, Agency 10/6 .....	1. 3. -		
Sampling & Carriage of Samples .....	" 10. 6		
Interest on duty & freight till due .....	" 3. 11		
Commission & Guarantee 1/4 p Cent .....	15. 16. -	60	5 ..
Net proceeds at G. Smith's Credit due June 28 <sup>th</sup> .....	£334. 15 ..		

C. E. Glasgow 31<sup>st</sup> May 1827  
 at B.



*Exercises in Account Sales.*

*Exercises in Account Sales.*

The FORMS of the following Account Sales are to be given in writing ; arranged on one page ; and on opposite pages in the form of Debtor and Creditor.

ACCOUNT SALES of Fifteen Hogsheads Sugar received of the Ann, from Grenada, and sold on account of George Smith there.

1827.

June 11, Sold Buchanan & Co. 5 Hhds. at 2 months, viz.

No. 11. 13 Cwt. 1 qr. 12 lb.	No. 12. 12 Cwt. 1 qr. 20 lb.
13. 12 ..... 3 ..... - ..	14. 14 ..... 1 ..... 6 ..
15. 15 ..... 2 ..... 16 ..	Tare. 5 ..... 1 ..... 19 ..
at 83/ Net of Cwt.	

June 18, Sold Dawson & Co. 10 Hhds. at 2 months. viz.

No. 1. 15 Cwt. 2 qr. 11 lb.	No. 2. 14 Cwt. 1 qr. 10 lb.
3. 13 ..... 2 ..... 7 ..	4. 16 ..... 1 ..... - ..
5. 17 ..... - ..... 9 ..	6. 14 ..... 2 ..... 14 ..
7. 14 ..... 2 ..... 7 ..	8. 15 ..... 2 ..... - ..
9. 15 ..... 3 ..... - ..	10. 16 ..... 1 ..... 2 ..
Tare, 16 ..... 1 ..... 4 ..	at 83/6. Net of Cwt.

*Charges.*

Duty on 201 Cwt. 2 qr. 16 lb. King's beam, at 30/ of Cwt.  
 Freight on ditto.....ditto.....at 6/6 of ditto.  
 Promiscuous Charges at Import.....at 5/ of Hhd.  
 Expenses at delivery, 2/6 of Hhd. ; Celler rent 30/; Agency 15/.  
 Interest on Duty, Freight, &c. £3118118 ; Commission and Guarantee 4 of Cent.  
 Net proceeds due George Smith, due 17th August, £42211-117.

QUERIES.

1. What is an *Account Sales* ?
2. How many *ways* may an *Account Sales* be made out ?
3. What is meant by the *Net Proceeds* ?
4. When the *Debts* are at the *Risk* of the *Employer*, how should the *Account Sales* be rendered ?
5. When the *Agent* *guarantees* the *Debts*, is it necessary to state the *purchasers'* names in the *Sales* ?
6. What is the *Duty* of an *Agent* ?

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*Accounts Current.*


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## IV. ACCOUNTS CURRENT.

1. AN ACCOUNT CURRENT contains a statement of the mercantile transactions of one person with another, as are not separately settled for; disposed in the form of *Debtor* and *Creditor*. The word *Current* may here farther imply the present state of an account in its course, or continued progression.
2. Accounts Current are most commonly kept by Agents with their Employers, and are generally rendered every six or twelve months. In such it is common to charge, and allow Interest on the sums on the Debtor and Creditor sides, besides  $\frac{1}{2}$   $\frac{1}{4}$  Cent. Commission on the Cash and Bills which they pay, as well as Postages.\*
3. There are two ways in which an Account Current may be arranged. In the one, the Interest due on each sum is placed opposite to it as in the Bank account in page 91, *Method 2*. In the other, the Interest due is subjoined at the foot of the page, as in the Engraved form, and the difference between the Debtor and Creditor sides is carried to the proper side of the Account Current.
4. It requires a knowledge of the principles of Book-keeping to understand fully the nature of an Account Current. In making out the Engraved one, it will be observed all the particulars are expressed as in the Journal or Subsidiary Books; and, instead of the collective term *Sundries*, every article is specified.
5. The best method of computing Interest on Bank Accounts, or Accounts Current, is that given in page 91, formerly alluded to. It is the most expeditious,—exhibits the balances at the different dates,—and reduces the computation to one division.
6. A person is said to have an *Account Current* with a Bank, when he occasionally lodges and draws his own money; he is said to have a *Deposit Account* with a Bank, when he lodges money in it either to bear interest, or for the sake of security or convenience; and he is said to have a *Cash Account* with a Bank, when, in consequence of giving security for a certain sum, he is entitled to draw to that amount without lodging any money.

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\* See *Engraved Form* annexed. This account is transmitted by A. Buchanan of Glasgow, to George Smith of Grenada, which is called his Account Current, and shows how affairs stand between the parties at the Current or present time when made out.

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For a more extensive variety of the different documents used in the Counting-house, and to improve the Penmanship of the learner, see a work just published in post quarto, entitled "A Series of Mercantile Precedents," written by Geo. Morrison, and finely engraved in a *fac simile*, by Mr. Swan of Glasgow.





# Account

Dr Geo. Smith Esq<sup>r</sup> Grenada in

1827					
April	6	To Insurance on £675 p ann @ 2 Gr p C <sup>t</sup> policy 3/46 Com. 2 p C <sup>t</sup> .....	19	9	6
	16	To Your Draft fav. West due May 10.....	400	-	-
	"	Ditto..... Smith..... 29	150	-	-
June	13	To Goods p Spooner consigned to Mr Hanway Jamaica due Sep. 13	528	7	8
	30	To Commission on £550 p <sup>t</sup> @ 2 p C <sup>t</sup> .....	2	15	-
	"	To Postage of Letters.....	-	12	6
	"	To Interest p account annexed.....	-	14	1
<i>L</i>			1101	18	9

## Dr Interest -

			days	Products
May	10	On £400 till 30 <sup>th</sup> June.....	51	20400
	29	" 150.....	32	4800
June	30	" 422 " 0.7 17 <sup>th</sup> aug <sup>r</sup> off.....	48	20250
				45450

Errors Excepted

# Current

A. Hewish & A. Buchanan Glasgow Cr.

1827				
May 31	By Net Proceeds of 20 Bales Cotton Pann due June 28 <sup>th</sup> .....	334	15	-
June 30	By ditto of 15 Hhds. Sugar Pann due August 17 <sup>th</sup> .....	422	-	7
..	By Balance in my favor at this date carried to your Debit in New Account.....	345	3	2
L		1101	18	9

## Account Cr.

June 28	On L334.15 <sup>th</sup> till 30 <sup>th</sup> June...2 <sup>day</sup>		Products 670
30	" 528.7.8 <sup>th</sup> 13 Sept off. 75 <sup>th</sup>	39	600
..	Balance carried to A/c as above being equal to 14/1.....	5186	
		45456	

Glasgow June 30<sup>th</sup> 1827  
A. Buchanan.



*Exercises in Accounts Current.*

*Exercises in Accounts Current.*

The FORMS of the following Accounts Current are to be given in writing.\*

1. Dr. .... JOHN STIRLING, Esq. Jamaica, his Account Current,  
with SIMSON, MONTEATH & Co. London. .... Cr.

1827.

July 9	Received from him a Bill on Forster & Co. at 50 days sight, .....	£100	11	-	-
Aug. 21	Received from him a Bill on Lloyd & Co. at 20 ditto, .....	100	11	-	-
Sep. 13	Shipped Goods $\mathcal{P}$ Spooner by his order, due in 3 mos. ....	480	11	8	8
Nov. 29	Net Proceeds of his 30 Puncheons Rum $\mathcal{P}$ Cuba, due 29 Jan. ...	639	11	19	11
Dec. 13	Paid William Gray $\mathcal{P}$ his order, .....	200	11	-	-
	30 Lost by Composition of John Black's debt of £96 11 6, at 40 $\mathcal{P}$ Cent. ....				
	31 Interest on this account till this date, .....				
	" Commission on £400 paid, and received $\frac{1}{2}$ $\mathcal{P}$ Cent. ....				
	" Postage of letters from him, .....				1 11 -
	" Required the Balance, and to whom due? .....				

2. Dr. .... Messrs. MURRAY & Co. Jamaica, in Account Current,  
with SIMSON, MONTEATH & Co. London. .... Cr.

1827.

Aug. 9	Accepted their 3 Drafts drawn on us, viz. Bill in favour of J. Fraser, at 31 days sight, .....	£200	11	-	-
	Ditto. .... of Williamson & Co. at 60 ditto, .....	200	11	-	-
	Ditto. .... of Willis & Co. at 60 ditto, .....	100	11	-	-
Sep. 13	Shipped Goods $\mathcal{P}$ Spooner by their order, due in 3 mos. ....	851	11	9	11
Dec. 30	Net Proceeds of their 15 Hhds. Sugar $\mathcal{P}$ Cuba, due 21 Feb. ....	393	11	16	11
	" Ditto of their 10 Tierces Coffee $\mathcal{P}$ Cuba, due 23 March, .....	238	11	8	11
	31 Interest on this account till this date, .....				
	" Commission on £500 paid by us, at $\frac{1}{2}$ $\mathcal{P}$ Cent. ....				
	" Postage of Letters from them, .....				1 11 5 -
	" Required the Balance at this date ? .....				

QUERIES.

- 1 What is an Account Current ?
- 2 With whom are Accounts Current usually kept ?
- 3 How many ways may an Account Current be arranged ?
- 4 Does it require a knowledge of Book-keeping to understand an Account Current ?
- 5 What is the best method of calculating Interest on these ?
- 6 What is the difference between an Account Current, a Deposit Account and a Cash Account ?

\* Calculate the Interest till 31 December, and place it opposite to each sum in the first, as explained in the 3d Article; and subjoin it at foot in the second, as in the Engraved Form. The Balances of the above accounts will be seen at these in the Ledger.

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*Receipts.*


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## V. RECEIPTS.

1. A RECEIPT is a written acknowledgment for having received a certain sum of money or goods. Receipts are expressed in different ways according to circumstances.
2. All sums above Two pounds require to be written on stamped paper.
3. Though acknowledgments for money or other value are generally given in the form of a letter, yet it is an evasion of the Stamp Act which extends to all writings whatever, that either express, import, or signify, that "any debt, sum of money, debt or demand, or any part thereof has been paid, settled or balanced, or otherwise discharged, or satisfied," even though the same should not be signed by the party granting said acknowledgment.
4. The same Act requires that a Receipt containing a general acknowledgment without specifying the amount, or that expresses to be "in full of all demands, shall be written upon a stamp value ten shillings."

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*Exercises in Receipts.*


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*The FORMS of the following Receipts are to be given in writing.*

1. John Wright receives from Alex. Buchanan, £26<sup>11</sup>16/, Glasgow, 26th Jan. 1827, in full of furniture for shop, as *Ψ Engraved Form* annexed.
2. William Tenant owes James Laird, £50 for half a year's rent of a house in Queen Street, Glasgow, which he pays him 15th May, 1827, as *Ψ Engraved Form*.
3. Hay & Simpson pay Ralph Kelly £21, the 15th May 1828, for rent of a Warehouse in Wilson Street, Glasgow, subset by him.
4. Charles Cuming owes William Wright, £250<sup>11</sup>12/. for Furniture to his Dwelling-house at Paisley, as *Ψ Invoices*, dated the 15th and 28th May, 1828.
5. Richard Brown receives from Robert Cowan £32<sup>11</sup>15<sup>11</sup>6, in full. Glasgow, 10th June, 1828.
6. *Glasgow, 2d Feb. 1828.* William Hill pays John Unwin, £37 to account.
7. *Edinburgh, 6th May, 1828.* George Brown pays John Johnston £29<sup>11</sup>15<sup>11</sup>9, in full of Clothes.
8. Peter Paywell sends John Grocer, Glasgow, 18th Sep. 1828, by the hands of Thomas Carrier, £20 Sterling. Required two forms of a receipt for it; that is, the one on account of a third person?

For Furniture

Glasgow 26<sup>th</sup> January 1827 Received from Mr Mac<sup>r</sup>  
 Buchanan Twenty six Pounds sixteen shillings in  
 Full of Furniture for Shop as p<sup>r</sup> Account  
 £26..16/ John Wright

For House Rent

Received 15<sup>th</sup> May 1827 from William Tennant Esquire  
 Fifty Pounds 5s. being half a Year's Rent of a House  
 in Queen's Street Glasgow proposed by him due at this  
 term  
 James Laird  
 £50-







£61. 19/-

A Draft

Glasgow 14<sup>th</sup> January 1827

Forty days after date, pay to my order

Mr Robert Johnson

Mark Buchanan

£61 19/-

Glasgow

Robert Johnson

£64. 9/-

A Promissory Note

Two Months after date, I promise to

Glasgow 26<sup>th</sup> Feb'y 1827

pay Mr Alex<sup>r</sup> Buchanan or order Sixty four pounds four shillings  
Value received.

Robert Johnson

N<sup>o</sup> 2 9/8.

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*On the Nature and Negotiation of Inland Bills.*

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## VI. BILLS.

1. A **BILL** is an obligation written on stamped paper, by which one party binds himself to pay a certain sum to another party at a specified time.  
Bills are divided into two kinds—Inland and Foreign.

## 2. INLAND BILLS.

An *Inland Bill* is one payable in the same country in which it is drawn; such bills are distinguished into Drafts and Promissory notes; the former containing an *order*, and the latter a *promise*; both being of equal obligation, and entitled to the same privileges.

## 3. A Draft.

An Inland Draft is a written order from a party called the *Drawer*, addressed to another party called the *Drawee*, both in the same country, requiring the latter to pay a certain sum to his order, within a specified time.

## 4. A Promissory Note.

A Promissory Note is a written promise from a party called the *Acceptor*, to another party called the *Payee* or holder, to pay a certain sum to his order within a specified time.\*

## 5. Requisites of Bills.

In a regular Bill the following *four* particulars are necessary.—1st, The sum, place, and date.—2d, The time of payment.—3d, The person to whose order it is payable.—4th, The address and subscription.

## 6. Term of Bills.

When a Bill is drawn at so many months after date, calendar months are always understood. Thus, a Bill dated on the 1st January, and made payable at one month after date, the term or month expires on the 1st February; and if a Bill be dated on the 29th, 30th, or 31st January, and made payable at one month's date, the term expires on the last or 28th day of February, in common years, but on the 29th in leap years. Also, a Bill dated on the 29th May at 3 months, the term expires on the 29th August, to which add the three days of *Grace*, which makes it fall due on the 1st September.

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\* For the form of a Draft, see the first, and for that of a Promissory Note, see the second of the *Engraved Inland Bills*, annexed.

When a Bill is made out by the party who is to receive the value, it is generally made a *Draft*. It is designated a *draft* till after acceptance, when it very properly becomes a regular Bill. Acceptance is generally performed on Inland Bills, by the acceptor writing his name only under that of the drawer; by which he binds himself to pay the contents of the Bill, in conformity to its tenor. When a Bill is made out by the party who is to pay the value, it is generally drawn a *Promissory Note*. The party to whose order it is made payable is called the *Payee*, and who must always be the first Indorser.

Generally every person capable of managing his own affairs, is a competent party to a Bill; but married women and young men under age, and not in business, and all persons who are *non compos mentis*, are incompetent parties.

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*On the Nature and Negotiation of Inland Bills.*

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7. *Parties generally concerned on Inland Bills.*

The Drawer—Drawee—Acceptor—Payee—Indorser—and Indorsee.

8. *The Drawer.*

The party who makes out the Draft, or to whose order it is made payable, and who receives the sum or value when due.

9. *The Drawee.*

The party on whom the Bill is drawn, and who, when he accepts it, is also called the Acceptor.

10. *The Acceptor.*

The party on whom the Bill is drawn, and who by subscribing it, becomes bound to pay its value when due.\*

11. *The Payee.*

The party to whose order the Draft is made payable, and who must always be the first Indorser.

12. *The Indorser.*

The party who writes his name on the back of the Bill—the drawer of it, if the bill has been made payable to his order, and every person afterwards who may have occasion to pay it away.

13. *The Indorsee.*

The holder or party to whom the Bill is last Indorsed, or he who holds possession of it at the time of payment.

14. *Discounting Bills.*

To discount a Bill means to procure Cash for it, before it becomes due; and a Bill is therefore said to be discounted, when it is indorsed to any person or banking company, who pays the *Proceeds*, that is the Net sum you receive, deducting the discount for the time the bill has to run.

15. *Incidents to which Bills are subject.*

The Incidents to which Bills are subject after delivery are, Acceptance—Indorsements—Payment—and Protest.

16. *Indorsements.*

A *General* or blank Indorsement is when the name only is written on the back of the bill, across the stamp, and against the end of the line, being in effect a promise to pay (if the bill be regularly presented) should the acceptor, or any of the preceding Indorsers fail.

A *Special* indorsement is when the holder names the party to whose order he indorses it; and this form is preferable to *blank* in remitting bills, in point of security, because it prevents as much as possible fraud or forgery, as the person's name, to whom it is indorsed, must be *forged* before it can be passed.

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\* On Inland Bills acceptance is generally performed by writing only your signature under that of the Drawer; but on Foreign Bills it is usual to write this across the Bill with red ink; and frequently, to prevent the sum from being increased, the Acceptor writes it in words.

A Bill drawn or accepted per *Procuracion*, means that a party duly authorised has drawn or accepted a bill for another; and which is done by a letter or other writing in *any form*, in which he is distinctly authorised to draw or accept a bill, or bills, for the party by whom he is empowered.

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*On the Nature and Negotiation of Inland Bills.*

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17. *Payment.*

A Bill ought to be presented for payment on the last day of grace, within Bank hours, that is, before 3 o'Clock afternoon. Bills which fall due on Sunday or any holiday, must be paid the day before the holiday.\*

18. *Days of Grace.*

Days of Grace are a certain number of days granted after the term mentioned in the bill is expired. These vary according to the usage of different countries. In Great Britain and Ireland 3 days are allowed. Bills drawn at *sight* however, must be paid or protested when presented.

19. *Protesting.*

If a Bill is refused acceptance when presented, or payment when due, it must be protested. For this purpose, it is necessary to cause a Notary-public call that evening on the party drawn upon, in the former case, or at the place where it is made payable in the latter case, and demand acceptance or payment (as the case may be), by which he secures his right of recourse against the Drawers and Indorsers, jointly and severally, for payment, interest and damages. It is not necessary to protest the Note or Bill on the last day of Grace; it may lie over without being protested for any length of time less than six months.

20. *Noting a Bill*

Is the Notary marking on the Bill the date of protesting with his initials, which is legal evidence of the Protest.

21. *Neglecting to Protest.*

A Bill neglected to be protested loses its privileges and becomes only a simple document on which an action may be raised against the acceptor for payment of the Debt, but this is attended with numerous disadvantages, and ought if possible to be prevented by keeping the Bill in force by record, as before stated.

22. *The time a Bill may lie over with the Notary's marking on it.*

A Bill with Indorsers may lie over with the Notary's marking on it for six months, and then to protest and record the bill without Indorsers; and in the other case of Indorsers, cause the Notary to extend his Protest, and get it recorded in the Books of a Court of Law.

23. *Payment may be enforced when protested.*

In case the parties liable to pay do not reside within one shire, a Horning must be sent for to Edinburgh, and on receiving it a charge is given to the parties to pay within six days; at the end of which time, a Caption is sent for, and the parties apprehended on it, or if their Property only is wished to be attached, a Poinding may be executed without raising a Caption. If the parties live within one shire, a charge can be given upon a Sheriff's Precept, and at the end of six days a poinding may be executed.

24. *The length of time a Bill is in force.*

A Bill continues effectual for six years, although diligence has not been used; and forty years if diligence has been executed in due time.

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\* When no place of payment is named in the Bill, it is understood to be payable at the office or place of business of the Acceptor. When the Acceptor is not generally known, the omission of a particular place of payment on the bill, may not only be an obstacle to its negotiation, but likewise cause much trouble to the Holder after it has been negotiated: a place of payment on such bills is therefore necessary.

In the case of the Acceptor's death, or when he has left the Country, or cannot be found, application must be made to the Acceptor's nearest surviving relative, or legal representative, or at the place where he last resided.

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*Exercises in Inland Bills.*


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*Exercises in Inland Bills.*


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The FORMS of the following *Inland Drafts and Promissory Notes* are to be given in writing, and the time when they fall due stated on the bills.

1. A Buchanan sells Robert Johnson goods to the value of £61<sup>11</sup>/<sub>19</sub>, for which the former draws on the latter at 40 days from 14 Jan. 1827, and which Johnson accepts, by writing his name under that of the drawer Buchanan, as in the first of the Engraved forms.
2. Robert Johnson owes A. Buchanan £64<sup>11</sup>/<sub>5</sub>, for which he sends him his Promissory Note at 2 months date from 26 Feb. 1827, as in the second of the Engraved forms.
3. Richard Armour, Manchester, draws on A. Buchanan, Glasgow, (for goods which he purchased) 14 March 1827, at 20 days ₧ £100, payable to J. Yates; and at 30 days ₧ £70<sup>11</sup>/<sub>10</sub>, payable to E. Jones.
4. Monteath & Co. Glasgow, owe A. Buchanan, there, £683<sup>11</sup>/<sub>8</sub><sup>11</sup>/<sub>4</sub>; and send him their Promissory Note, dated 12 March 1827, at 2 months.
5. James Finlay & Co. Glasgow, draw on A. Buchanan, there, for £455<sup>11</sup>/<sub>12</sub><sup>11</sup>/<sub>3</sub>, 2d March 1827, at 2 months, (for Cotton which he purchased,) and for which he accepts.
6. A. Buchanan, Glasgow, draws on Dawson & Co. there, 18th June 1827, at 2 months, ₧ £573 for 10 Hhds. Sugar, sold them, and which they accept.
7. Robert Owen & Co. Glasgow, owe A. Buchanan, there, £646<sup>11</sup>/<sub>15</sub><sup>11</sup>/<sub>10</sub>, for which he draws on them 9th March 1827, at 2 months after date.
8. John Kemp & Co. Glasgow, indorse to A. Buchanan their draft on, and accepted by R. Peel, 12th March, at 2 months for £40; and also send him their Promissory Note 20th March, at 2 months, ₧ £41<sup>11</sup>/<sub>16</sub><sup>11</sup>/<sub>6</sub>.
9. Morley & Co. Paisley, owe A. Buchanan, Glasgow, £375, for which they send him their draft on John Day, 7 Jan. 1827, at 3 months, ₧ £150 and their own Note, dated 25 March at 2 months, ₧ £225, payable at A. Buchanan's house in Glasgow.
10. A. Buchanan, Glasgow, owes William Kelly £677<sup>11</sup>/<sub>5</sub>, and sends him his Note, 13th March 1827, at 2 months, ₧ £524<sup>11</sup>/<sub>15</sub>, and indorses him Henry Halset's acceptance to himself, dated Paisley, 21st March 1827, at 2 months, ₧ £152<sup>11</sup>/<sub>10</sub>, payable in Glasgow.
11. Simson Monteath & Co. London, value on Pringle & Son, Manchester, ₧ £704<sup>11</sup>/<sub>10</sub>, 26 October, at 3 months date, for Cotton which the latter purchased of them, and which they accept, payable at their Bankers, Le Fevre & Co.
12. To accommodate Henry Halset, Paisley, I have discounted for him the two following bills, 20 May 1827, viz. his draft on and accepted by J. Watt, 10 April, at 2 months date, ₧ £150; his indorsation of J. Bow on E. Mann, 27 April, at 2 months date, ₧ £250. Required the form of both bills, and the Net proceeds or sum paid Halset

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*On the Nature of, and Queries on Inland Bills.*


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QUERIES.

1. What is a Bill ?
2. What is an Inland Bill ?
3. What is an Inland Draft ?
4. What is a Promissory Note ?
5. What are the requisites of a regular Bill ?
6. When a Bill is drawn at months after date, are these Calendar or Lunar months ?
7. How many parties may be concerned in an Inland Bill ?
8. Who is meant by the Drawer ?
9. Who is meant by the Drawee ?
10. Who is meant by the Acceptor ?
11. Who is meant by the Payee ?
12. Who is meant by the Indorser ?
13. Who is meant by the Indorsee ?
14. What is meant by Discounting a Bill ?
15. What Incidents are Bills subject to, after they are delivered by the Drawer ?
16. What is an Indorsement ?
17. When ought a Bill to be presented for payment ?
18. What are meant by Days of Grace ?
19. What is meant by protesting a Bill ?
20. What is meant by Noting a Bill ?
21. What is the consequence of neglecting to Protest ?
22. How long may a Bill with Indorsers lie over with the Notary's marking on it ?
23. When can payment be enforced, after it is protested and recorded ?
24. For what length of time is a Bill in force ?

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DIRECTIONS FOR WRITING OUT BILLS.

1. Every Bill must be written on stamped paper, of such value as Law requires. If, by mistake, a Bill should be written on a stamp of *less* value than required, it will affect its validity ; although, on the contrary, a stamp of *higher* value will not.
2. In drawing a Bill, the impression of the Stamp should be completely written through, and no empty space left either at the beginning or end of the lines, by which the sum might be increased, or the Bill vitiated in any shape whatever ; as serious consequences from this negligence have sometimes arisen to the Acceptor. Signing *blank* stamps, also, is a practice which cannot be too severely censured.
5. Erasures and alterations on Bills are always dangerous, and particularly so, if either in the *date*, *term*, or *sum* ; and unless made with the consent of parties, and authenticated on the Bill with the initials of the party by whom they are made, they completely destroy its validity.
4. Want of a Date, or *scoring* the Acceptance of a Bill, renders it null.
5. The forms and expressions which the custom of Merchants, and the practice of the Country have sanctioned, should be strictly adhered to, and never deviated from without a sufficient reason. For instance, in drawing Bills, it is common to use the words—pay “ to the order ” of such a person, or, to such a person “ or his order,” and to conclude with the words “ value received,”\* although the Bill is by Statute transferable without the *first*, and valid without the *latter* clause ; yet they ought never to be omitted, as they are more agreeable to the general object for which Bills were originally intended.
6. In Joint Bills it may also be observed, that the clause “ Jointly and Severally ” does not relieve any of the Accepters, individually, from paying the *full* contents of the Bill to the Holder, should he demand it.

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\* It may be remarked, that the words “ value received,” are essential to obtain the benefit of the Statute giving *Interest*.

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*On the Nature and Negotiation of Foreign Bills of Exchange.*

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VII. FOREIGN BILLS.

1. A *Foreign Bill* is a written order from a party in one country, addressed to another party in a different country, requiring him to pay a certain sum to his order, or to a third, or fourth party, at a specified time.\*

2. *Parties generally concerned in a Foreign Bill.*

There are generally three parties concerned in a foreign Bill—the *Drawer*, or party who makes out the Bill—the *Drawee*, or party on whom it is drawn—the *Payee*, or party to whom it is payable; but, sometimes only two are concerned, especially in bills drawn from Scotland on London, namely, the *Drawer*, and the *Acceptor*.

3. *A Set of Exchange*

Are two or three Bills drawn at the same time, at so many days or months after sight, and all of the same tenor and date. As a security against accidents and delays they are forwarded by different ships or posts. The first accepts against the second and third; the second against the first and third; and the third against the first and second: consequently when one of them is accepted and paid, the others are of no use.

4. *Time of fixing payment on Bills drawn after sight.*

The Acceptor marks the date of *his acceptance* on the Bill, and the *term* is only computed from *it*, and not from the *date* of the Bill.

5. *Usance and Double Usance.*

Bills are sometimes drawn at *Usance*, and sometimes at *Double Usance*. *Usance* is the usual time at which Bills are drawn between certain places, such as one, two, or three months after date or sight; and *Double* or *Treble Usance* means twice or thrice the usual time. If the *Usance* be one month, fifteen days are allowed for half *Usance*.

6. *Negotiation of Foreign Bills*

Consists in the diligent and due performance of the several duties which the Law and practice of the Country require of the several parties.

7. *Duty of the Drawer.*

The duty of the *Drawer* is to furnish the *Payee* with a good and unexceptionable *Draft* on a *Drawee*, with whom he has sufficient credit, or funds in his hands; because in the event of non-acceptance, or non-payment, the *Payee* or holder can sue the *Drawer* for the contents of the *Draft* and damages.

8. *Duty of the Drawee.*

The duty of the *Drawee* is to be punctual in returning any Bill transmitted to him for acceptance by the *first post*, whether accepted or not, otherwise he is answerable for the sum of the Bill, unless he give due intimation, by letter, of his non-acceptance.

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\* See *Engraved Form* annexed, and explanation of it, page 119. In this Bill there are four parties: two at Jamaica where it is drawn, namely, Murray & Co. the *Drawers*, and John Ramsay the *Buyer* or remitter; and two at London where it is payable, namely, Williamson & Co. the *Payees*, and Simson, Monteath & Co. the *Drawees*, and afterwards the *Accepters*.



Jamaica 15<sup>th</sup> June. 1827

£200 Stg

Sixty days after sight of this our second of Exchange / First & third of the same tenor & date un-  
paid / pay to the order of Mess<sup>rs</sup> Williamson & Co Two hundred  
Pounds Stg value of John Ramsay Esq; which place to  
account of as p advice from Murray & Co

To Mess<sup>rs</sup> Simson, Montenth & Co Esq<sup>rs</sup>  
Merchants  
Cheapside  
London

Accepted 9<sup>th</sup> Augt 1827

Simson, Montenth & Co  
Payable at Mess<sup>rs</sup> L. Ferris & Co

A. D. 2. 1827

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*On the Nature and Negotiation of Foreign Bills of Exchange.*

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9. *Time allowed for Acceptance.*

The Drawee in general ought either to accept in twenty-four hours, or to signify to the Payee or Holder that it will not be accepted. If it be a Bill drawn after *sight*, and which he means to accept, he is bound to date his acceptance on the day it was presented, or at all events the day following.

10. *Should the Drawee refuse to accept.*

Should the Drawee refuse to accept Bills when he has effects in his hands, the Drawer can recover damages; and although the Holder cannot by Summary diligence molest the Drawee, yet by virtue of the assignation which the Draft contains, he can insist by an ordinary action for these effects.

11. *When the Drawee is bound to accept.*

The Drawee is bound to accept only to the amount of the Funds which he may have in his hands belonging to the Drawer; unless he has come under an obligation to accept to a certain amount unconditionally; but he is bound to give due intimation by letter of his non-acceptance, otherwise he is liable for the sum of the Bill.\*

12. *Summary Diligence.*

Summary diligence is a privilege which entitles the Holder of a regularly negotiated Bill to enforce immediate payment, or at least to molest the party liable much more effectually than if the sentence of a court in an ordinary action had been obtained.

13. *Accepting and paying "Supra Protest."*

A *Supra Protest* or acceptance upon honour, is a collateral acceptance, by first allowing the Bill to be protested, and then for the honour of the Drawer or Indorser immediately to accept it; by which means should the Acceptor not afterwards be put in possession of funds, he will secure his right of recourse.

14. *How to take a "Supra Protest."*

The Drawee must write on the Bill to this effect, "Accepted *Supra Protest* in honour of A. B." and subscribe his name; after which he should immediately send the Protest and information of the acceptance to the party for whose honour it was accepted.

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\* When it happens that the Drawer is uncertain whether the Drawee may come under more obligations, or in case of his failure, the Drawer writes on a small piece of paper attached to the Bill, "*In case of need, apply to D. & Co.;*" suppose his correspondents at the place of payment, and if they wish to accommodate him, they accordingly accept "*Supra Protest,*" which prevents the expense and loss of credit that would arise from a dishonoured bill.

When the *Drawer* advises the Drawee, that he has drawn on him, he generally adds, "as advised," or "as per advice," and when he wishes the Drawee to honour the Draft *at all events*, he annexes to the bill, "*with, or without further advice;*" besides, if he wishes the contents to be charged to any particular account, a clause is added, directing the Drawee to place it accordingly.

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*On the Nature and Negotiation of Foreign Bills of Exchange.*

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15. *Duty of the Holder.*

The Duty of the Holder is to use proper exertions to procure acceptance and payment; and if these are not obtained, to protest for non-acceptance or non-payment accordingly; and to give due intimation of the dishonour of the Bill to the Drawer and Indorsers; that is, that no unnecessary loss of time has taken place.

16. *Why the Drawer should get early notice of non-acceptance.*

To enable him to take the necessary steps for recovering any Effects which he may have in the hands of the Drawee, as well as to furnish the Holder with another Bill, or providing for payment of the dishonoured one by the time it falls due.

17. *Dishonoured Bills*

Are when acceptance or payment is refused, by which a protest becomes necessary as soon as the Drawee refuses to accept or pay. When a Bill is dishonoured for non-payment, it generally, at least in the way of courtesy, returns successively in the way it advanced, until it reaches the Drawer; although the Holder may take any of the preceding Indorsers he chooses, for the sum of the Bill for interest and expenses.

18. *Due Intimation to the several Parties.*

That is, that no delay has taken place, which the Holder by the diligent performance of his duty could have prevented; and this must be given to the parties by letter copied into the Holder's *Letter-Book*. Intimation must be given to each of the Indorsers, when there are more than one, because recourse is lost upon such Indorser, as may not have been duly advised, as well as any Indorser's after him. \*

19. *The consequences should the Holder neglect to Protest.*

Should the Holder either neglect to Protest in due time, or to give intimation of non-acceptance or non-payment, he forfeits all claim against the Drawer and Indorsers, because by this neglect of his duty, he puts it out of their power to take legal steps for their relief; even although he can show from the failure of the Acceptor or any other circumstances that no loss has in point of fact, ensued from his neglect.

20. *Intimation must be given within a fixed time.*

In ordinary cases, intimation of the dishonour of a Foreign Bill must be forwarded by the first post, or at all events within three posts; and if an Inland Bill, within fourteen days at farthest.

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\* Should it happen that only the last Indorser is known to the Holder, of course he can only intimate to him; and he, for his own interest, is bound to intimate to the prior Indorser, and thus in succession to the Drawer. If the credit of the last Indorser be doubtful, the Holder encloses to him notes of intimation to some of the intermediate Indorsers, and requests him to address them.

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*Exercises in, and Queries on Foreign Bills.*


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*Exercises in Foreign Bills.*


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The FORMS of the following Foreign Bills are to be given in writing, and the time when they fall due stated on the bills.

1. A. Buchanan, Glasgow, buys at the Royal Bank, John Thomson's draft, at 20 days date, 12th March 1827, per L.900, on Pole, Thornton, & Co. Bankers, London, payable to Kilgour & Co. there, and to whom he remits it.
2. A. Buchanan, Glasgow, remits Kilgour & Co. London, M. Rowand's draft on Smith Payne & Co. London, at 20 days date, 6th April 1827, per L.508, 15s. 6d. payable to A. Buchanan's order, and which he indorses.
3. John Stirling, Jamaica, remits his draft (second of exchange first and third of the same tenor and date unpaid) on Forster & Co. Aldermanbury, London, 25th May, at 50 days after sight, per L.100, payable to Simson, Monteath & Co.; and which was accepted 9th July, payable at their Banker's, *Le Fevre & Co's*.
4. Murray & Co. Jamaica, draw on Simson, Monteath & Co. London, per L.200 sterling, 15th June, at 60 days sight, in favour of Williamson & Co. for value of John Ramsay, and which S. M. & Co. accept, 9th Aug. 1827, payable at their Bankers, *Le Fevre & Co's*. (See Engraved Form, page 302.)
5. Ross & Son, Riga, draw on Simson, Monteath & Co. London, in favour of R. Field, August 15th, (old style) at 5 months date, for 12779 Roubles, 50 Copecks, at the exchange of 10½d. per Rouble, and which they accept, payable at *Le Fevre & Co's*.
6. William Irvine, Glasgow, values on Simson, Monteath & Co. London, 7th September, at 3 months after date, payable to his order, and which they accept, payable at *Le Fevre & Co's*.
7. Robert Manford, Lisbon, values on Simson, Monteath & Co. London, 28th August 1827, at *Usance*, for 5021,540 Reas, payable to C. Tyson, for value of Moses Milroy, at the exchange of 60d. per Milrea, which they accept, 20th September, payable at *Le Fevre & Co's*.
8. Vanderpoole & Co. Rotterdam, remit to Simson, Monteath & Co. London, their draft on Vanderloo, London, 10th November, at 2 months Sight, for 5375 Florins, at the exchange of 35/10 Flemish per £ Sterling, and which he accepts, 20th November, payable at *Vos & Co's*.

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 QUERIES.
 

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1. What is a Foreign Bill ?
2. How many parties are generally concerned ?
3. What is a Set of Exchange ?
4. How is the time of payment fixed on bills drawn after sight ?
5. What is *Usance* and Double *Usance* ?
6. Wherein does the proper Negotiation of a Bill consist ?
7. What is the Duty of the Drawer ?
8. What is the Duty of the Drawee ?
9. What time is allowed for acceptance for bills drawn after sight ?
10. Should the Drawee refuse to accept Bills when he has effects in his hands belonging to the Drawer, what is the consequence ?
11. Is the Drawee bound to accept every Bill drawn on him ?
12. What is meant by " Summary Diligence ?"
13. What is meant by accepting and paying " *Supra Protest* ?"
14. How is a " *Supra Protest*" taken ?
15. What is the Duty of the Holder ?
16. Why is it necessary that the Drawer should get early notice of non-acceptance ?
17. What is meant by a Bill being Dishonoured ?
18. What is meant by due intimation ?
19. What are the consequences should the Holder neglect to protest in due time, or to give intimation of non-acceptance or non-payment ?
20. What time does the Law allow to give intimation ?

A SERIES OF  
MERCANTILE LETTERS.

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RECEIVING ORDERS TO INSURE.

*Grenada, 10th February, 1827.*

SIR,

I return you my best thanks for furnishing me with the State of your Market, which appears so favourable that I intend to make you a small Consignment by the Ann, Captain Glen, expected to sail by the first proximo.

I will, therefore, thank you to get insured for me L 675 Sterling, on 15 Hhds. Sugar, at L.25,—and on 20 Bales Cotton, at L.15.

Hoping that this produce will arrive safe, and meet with a good and ready market,

I am, SIR,

Yours very respectfully,

GEORGE SMITH.

P. S. The Bill of Lading is enclosed.

~~~~~  
EFFECTING INSURANCE.

*Glasgow, 6th April, 1827.*

SIR,

In obedience to the instructions contained in your esteemed letter of 10th February, I have this day effected Insurance on the Consignment per the Ann, as under, which you have had the goodness to make me. For this mark of your friendship I tender you my best thanks, and beg to assure you, that in the disposal of your Property, your interest shall ever be my first care. In the interim, I remain,

SIR,

Yours very respectfully,

A. BUCHANAN.

GEORGE SMITH, Esq.

*Grenada.*

Prem. on L.675, at 2Gs. per Ct. L.14 : 3 : 6

Policy & Duty, ...5s.6d. per Ct. 1 : 18 : 6

Commission,..... $\frac{1}{2}$  per Ct..... 3 : 7 : 6

*At your Debit,.....L.19 : 9 : 6*

*See Transactions, page 56.*

SHIPPING GOODS TO ORDER.

*Glasgow, 2d April, 1827.*

GENTLEMEN,

Agreeably to the kind order contained in your esteemed favour of the 12th February, I have now the pleasure to hand you Invoice, amount L.215 : 8 : 0, due July 2d, at your Debit. The Goods are of such a quality, and at such moderate prices, as I trust will ensure your future favours. The Brig is called the JANE, William Collins, Master, and is expected to sail in a day or two at most.

The Bill of Lading is enclosed. Waiting your further commands,

I remain, GENTLEMEN,

Yours most respectfully,

A. BUCHANAN.

Messrs. JAMES DENNY & Co.

*Halifax.*

*For Invoice, see Appendix, Engraved Form.*

~~~~~  
ADVISING OF GOODS BEING LOST.

*Glasgow, 31st May, 1827.*

GENTLEMEN,

I regret exceedingly to have to announce to you the unpleasant intelligence of the loss of the Jane, on board of which were your Goods.

I am happy, however, to say, that the Underwriters by whom they were insured are honourable men, who without any trouble, have agreed to pay the amount on the 24th proximo; and, by the 30th, your Account-Current will be made up, and transmitted to you; meantime I am,

GENTLEMEN,

Yours very truly,

A. BUCHANAN.

Messrs. J. DENNY & Co.

*Halifax.*

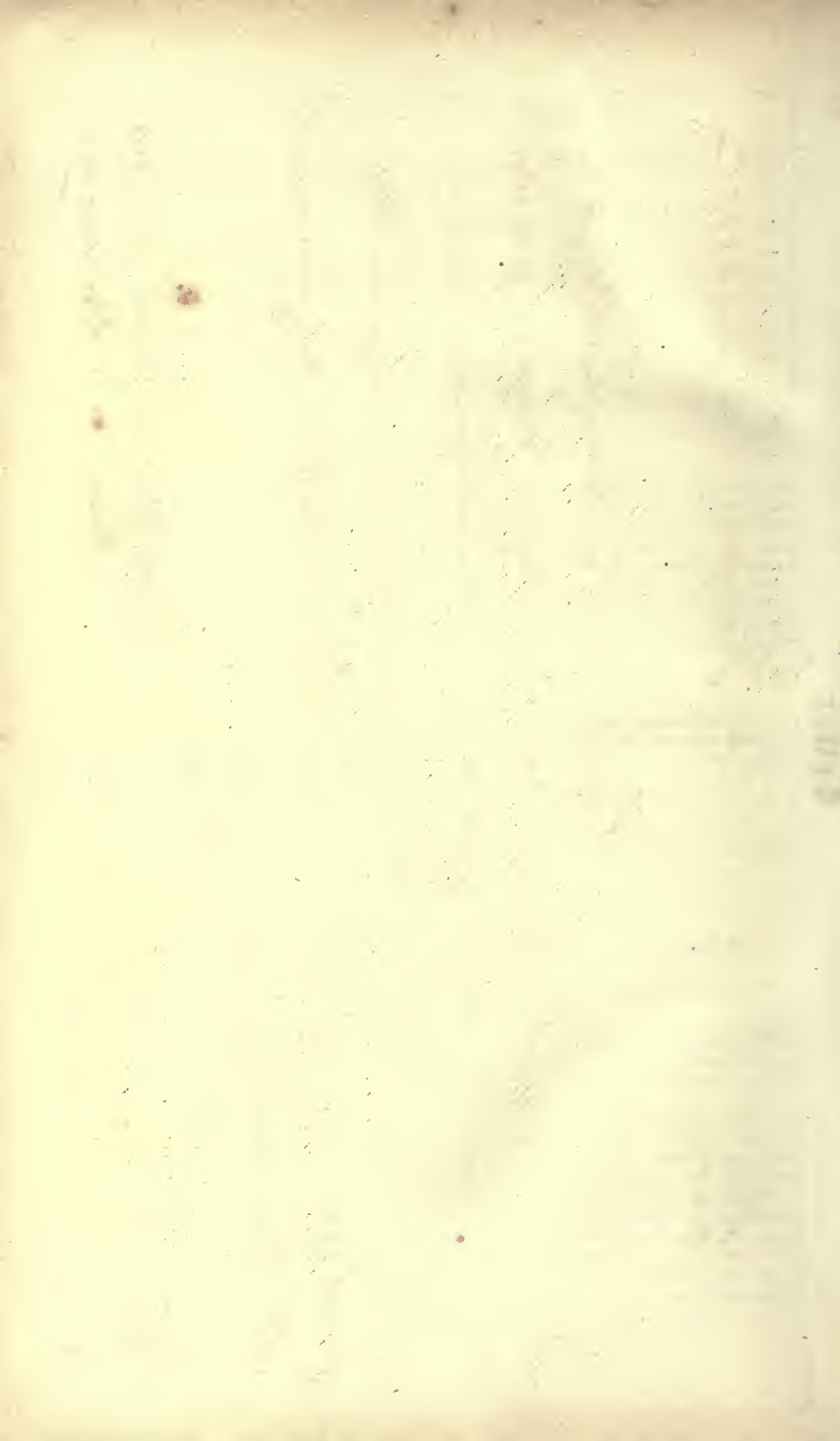
Glasgow 3<sup>d</sup> August 1827 -

Gentlemen

Enclosed you have Marshall's Draft on Smith & Co. @ 45 days date for £1000 to retire our Draft on you due the 7<sup>th</sup> instant, the receipt of which please acknowledge in course. -

We have this day valued on you @ 3 Mos. for £500 in favour of Cumming & Kofs, to which we beg your usual attention, and are -

Gentlemen, Your Most obedient Servants  
 Messrs Speoner & Sons  
 London }  
 Simson & Thomson.





DRAWING BILLS, &c.

Grenada, 1st March, 1827.

SIR,

I had this pleasure on the 10th ult. to which I beg to refer you; and now advise that I have this day drawn on you, in favour of John West, per L.400, and that of William Smith, per L.150 Sterling, the former at 21, and the latter at 40 days' sight, to which I request your well known attention.

I need scarcely add, that future Consignments will depend on the result of that already made to you; meantime

I am, SIR,

Your most obedt. Servant,  
GEO. SMITH.

A. BUCHANAN, Esq.  
London.

ACCEPTING BILLS, &c.

Glasgow, 16th April, 1827.

SIR,

The Drafts mentioned in yours of the 1st ult. have just been presented, and which I have this day accepted, viz.

To John West at 21 days per L.400

To Wm. Smith at 40 ——— 150

At your Debit, .....L.550 Ster.

You will observe from the enclosed PRICES CURRENT that Sugars are on the rise; it will therefore be for your interest to make me an early, and as large a Consignment as possible. I remain,

SIR,

Your most obedt. Servant,  
A. BUCHANAN.

GEO. SMITH, Esq.  
Grenada.

See Transactions, page 58.

RECEIVING ORDERS TO SHIP GOODS.

Grenada, 2d April, 1827.

SIR,

Please purchase for me the articles as noted below, of a good quality and tasteful patterns, and ship the same in 6 packages by the first vessel for Jamaica, effecting Insurance on the lowest terms.

You will consign them to Mr. Wm. Hanway, Merchant in Jamaica, to whom you will enclose the Invoice and Bill of Lading, with duplicates to me.

Expecting soon to receive an Account Sales of the whole of my Sugar and Cotton consigned to you per the Ann, I am,

SIR,

Your most obedt. Servant,  
GEO. SMITH.

A. BUCHANAN, Esq.  
London.

EXECUTING THESE ORDERS.

Glasgow, 13th June, 1827.

SIR,

In conformity to your favour of the 2d April, I have shipped for your account and risk, on board the Spooner, Thos. Seaman, Master, for Jamaica, consigned by your order to Mr. Wm. Hanway, Merchant there, Goods, amounting, with Charges and Insurance, to L.528:7:8, as per Invoice annexed, at your debit due September 13th.

As every attention has been paid to the quality, and selection of new and tasteful patterns in this shipment, I cannot doubt of their giving satisfaction. Waiting your further orders, I remain,

DEAR SIR,

Your most obedt. Servant,  
A. BUCHANAN.

GEO. SMITH, Esq.  
Grenada.

See Transactions, page 64.

CONSIGNING GOODS ABROAD.

London, 4th July, 1827.

SIR,

Annexed you have Invoice of Goods shipped per the Fame, amount L.436:1:3, consigned to you for Sale on our account.

As the articles are all fashionable patterns, and of a superior quality, I trust you will find little difficulty in procuring both a good and a ready market for them. I leave the sale to you, convinced that you will use your best exertions for my interest.

We have just received your Invoice of the Cotton per the Ann, and hope that she will arrive safe in a few days. We are,

SIR,

Your most obedt. Servants,  
SIMSON, MONTEATH & Co.

R. MANFORD, Esq.  
Lisbon.

See Invoice-Book, page 140.

## RECEIVING ACCOUNT-SALES.

Lisbon, 4th Sept. 1827.

GENTLEMEN,

I am happy to have it in my power to transmit you herewith Account-Sales of your Goods per the Fame, Net proceeds 1691,160 Rees.

I considered it better for your interest to effect a Sale of the whole at the present prices, than to keep the Goods for an uncertain time on the slender probability of obtaining more—the market being completely overstocked with most kinds of British manufacture.

I have this day valued on you at Usance in favour of C. Tyson, for 3021,340 Rees, at the Exchange of 60d. to Balance our Accounts, as noted below. I remain,

GENTLEMEN,

Yours respectfully,  
ROB. MANFORD.

Dr. Cotton per Ann,.....4712,500 Rees.  
Cr. Proceeds per Fame,...1691,160

Balance in Draft, .....3021,340

See pages 129, 131, and 124, 125.

## FURNISHING ACCOUNT-SALES, &amp;c.

Glasgow, 31st May, 1827.

SIR,

My last was of date 16th ult. to which I refer you.—I have now the pleasure to hand you an Account-Sales of your 20 Bales Cotton per the Ann, at such a price as I trust will meet your approbation. The Net proceeds, being L.334:15, due 28th proximo, is placed to your credit, which, if correct, please state in conformity.

Sugars of a good quality have lately experienced an advance of 4s. per Cwt. and as there are little in the market, a further rise must soon take place. I am,

SIR,  
Your most obedt. Servant,  
A. BUCHANAN.

GEO. SMITH, Esq.  
Grenada.

For Account-Sales, see Appendix,  
Engraved Form.

## RENDERING ACCOUNTS-CURRENT, &amp;c.

Glasgow, 30th June, 1827.

SIR,

I refer you to my respects of the 15th current, accompanying Invoice of Goods per the Spooner, Seaman, for Jamaica, since which I am without any of your favours.

I now hand you an Account-Sales of your 15 Hhds. Sugar per the Ann, Net proceeds, L.422:-:7, due 17th August, at your Credit; and a copy of your Account-Current, Balance in my favour, due at this date, L.345:3:2, placed to your Debit in New account, both of which I hope you will find correct, and if so, please pass in conformity. I remain,

SIR,  
Your most obedt. Servant,  
A. BUCHANAN.

GEO. SMITH, Esq.  
Grenada.

For Account-Current, see Appendix,  
Engraved Form.

## ON A BILL BEING DISHONOURED.

London, 23d July, 1828.

MR. JOHN MURRAY.

SIR,

We are sorry to inform you that your Draft on Kinnear & Co. for L.500, due the 20th, is returned to us under Protest for non-payment, and amounts with Expenses to L.508:3s.

Be assured we have used every exertion to procure payment, but without success. We will thank you to remit us for the same by return of post, and are,

SIR,  
Your most obedt. Servants,  
JAMES DOW & Co.

Principal and Protest,.....L.500: 8:0  
Com. & Re-exchange, 1½ per Ct. 7:10:0  
Postages,..... 0: 5:0

L.508: 3:0

REMITTING FOR A DISHONOURED BILL.

Glasgow, 27th July, 1828.

GENTLEMEN,

I am just favoured with yours of the 23d, informing me that my Draft on Kinnear & Co., due the 20th, has been returned you for non-payment.

I rest satisfied that you have done every thing in your power for my interest, although unavailing.

Enclosed you have Cabbell on Ransom & Co. at 20 days, for L.508 : 3s. which covers the amount, and I remain,

GENTLEMEN,  
Your most obedt. Servant,  
JOHN MURRAY.

~~~~~

RESPECTING BANKRUPTCY.

London, 1st Sept. 1828.

DEAR SIR,

After a minute investigation of the affairs of Kinnear & Co. I am sorry to inform you that more than 1s. 6d. per £ will not be obtained, and it is even doubtful when this small composition will be realized.

I regret that you are so deeply concerned in this Failure. Any service that I can render you here, you may freely command it, and I remain,

DEAR SIR,  
Yours very truly,  
J. Dow, Jun.

~~~~~

LETTER OF RECOMMENDATION.

Glasgow, 8th Sept. 1828.

DEAR SIR,

I beg leave to introduce to your respectable House, my particular friend Mr. William Watson, of this place, who is the bearer.

He visits Manchester in the way of business, and as his Credit is unquestionable and extensive, I shall be glad to hear that you have opened an account with him—fully assured that it will be for your mutual interests. I am,

DEAR SIR,  
Your most obedt. Servant,  
A. B.

HENRY SMITH, Esq.  
Manchester.

RESPECTING BLANK CREDIT.

Hamburgh.

GENTLEMEN,

Although it is impossible to entertain the slightest doubt of the solidity of your House, after the recommendation given me by Messrs L. and A., yet I have always had the strongest aversion to granting any one that dangerous facility, a *Blank Credit*; and I therefore am unwilling to agree to the proposal contained in your letter of the 20th.

It is true, that in every extensive Concern, there must inevitably occur some exchange operations. But it is an established rule in my business, that no Bill of Exchange is entered in my Books without being connected with some real mercantile transaction. If I ever permit a Correspondent to draw on me, I must not only know, but be concerned in, the object of his Draft; besides being perfectly assured of reimbursement coming to cover the engagement; and when the Draft is paid, the affair extends no further.

It is sincerely to be wished that all merchants acted on the same grounds. Commerce would gain inconceivably thereby, as there would be no dread of misplaced confidence.

But in order to give you a proof of my opinion of your House, I am about to open my account by a very considerable commission.

Have the goodness to procure me the best information respecting the prices, and the different qualities of Coffee, which are offered for sale at your markets. I know that formerly, by giving commissions to your market, we might gain something by a subsequent rise in price; but as it is a considerable time since I have been accustomed to trade in this article, I am unacquainted with your present mode of purchasing, and the abilities of your Brokers, who I remember to have been completely ignorant of the article they professed to purchase. I have therefore to request you will send me by the Post, small samples of all sorts of Coffee, the prices to be quoted on board: also to inform me of what shipping opportunities you have, to enable me to give you directions accordingly. I am,

GENTLEMEN,  
Yours respectfully,  
JACQUES DE ORVILLE.

Messrs. M. & S.  
Copenhagen.

A SHORT  
**EXPLANATION**  
OF  
**COMMERCIAL TERMS OR EXPRESSIONS.**

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*Accommodation*, when applied to Bills or Notes, are those for which no value has been given; that is, when the Drawee only lends his name; and that the Drawer engages to provide him with the means of payment when the bill falls due.

*Adventure*, when a merchant exports goods to, or from a foreign market on his own account and risk, it is called an individual speculation, or adventure to, or from that place.

*Advice*, mercantile intelligence; to advise a bill is to describe the amount, date, term, to whom payable, &c. and request the person on whom drawn to accept it.

*Affidavit*, signifies an oath in writing, sworn before some person who is authorised to take the same.

*Agent*, a person duly empowered to do business for another.

*Arbitration*, the determination of a cause by persons mutually chosen by the parties.

*Assignee*, a person deputed by another to manage the subject of a bankrupt.

*Average*, a contribution made for losses at sea, which falls upon the proprietors or insurers in a just proportion.

*Balance, of Trade*, the difference between the commercial exports and imports of one country with respect to another.

*Bank Bill*, a bill drawn on and accepted by a banking house or banker.

*Bankrupt*, a trader whom misfortune or extravagance has rendered unable to pay his debts.

*Barter*, the trucking or exchanging of one commodity for another.

*Bill of entry*, a list of the particulars of goods entered at the Custom-house.

*Bill of Lading*, a printed agreement between the shipper of goods and the Captain of a ship, binding the latter to deliver them "in good order and well conditioned," on payment of a certain freight. It is usual to make out three bills, one to the shipper, the second to be held by the captain, and the third to be sent to the person to whom the goods are consigned, by which he can claim them on their arrival.

*Bill of Sale*, is a solemn contract, under seal, whereby a person conveys the right and interest which he has in goods and chattels.

*Bill of Store*, is a license granted by the Custom-house to merchants, to carry such stores and provisions as are necessary for a voyage, free of duty,

*Blank Credit*, the permission which one house gives to another to draw on it to a certain extent, at any time, for their own accommodation.

*Broker*, an agent employed by merchants in buying and selling; who, for a trifling charge, finds the merchant buyers in one case, and sellers in the other. There are several kinds of Brokers, such as Ship Brokers, Insurance Brokers, Exchange Brokers, Stock Brokers, &c.

*Bonded Goods*, are certain articles which, on being landed, are warehoused upon bond being given by the owner for the payment of duties, &c.

*Bottomry*, is a contract in the nature of a mortgage of a ship, when the owner of it borrows money, to enable him to carry on a voyage, and pledges the keel or bottom of the ship, as a security for the repayment; and it is understood, that if the vessel be lost, the lender loses his money.

*Bounty*, is a premium paid by Government to the exporters of certain British commodities, for foreign parts, &c. See *Deben-ture*.

*Brokerage*, is a commission or per Centage paid by merchants to brokers, either for the sale or purchase of goods, bills of exchange, stock, &c.

*Capital or Stock*, the effects of a house in money or wares, by means of which it carries on trade and supports its credit.

*Charter Party*, the engagement between the owner of a ship and the merchant, who engages the whole ship to go from one port to another with goods, for a certain sum.

*Chevisance*, a composition between Debtor and Creditor.

*Circulating Medium*, cash, bank notes, or other paper money payable on demand.

*Circular Letter*, the printed notice of the

establishment or dissolution of a house, or alteration in the firm, &c. *See Firm.*

*Cocket*, a Custom-house warrant given on the entry of goods for exportation, to signify they have paid the duty.

*Commission*, an allowance given to agents or factors for transacting the business of others, always so much per Cent.

*Commission of Bankruptcy*, an order under the great seal, directing five or more Commissioners to inquire into the affairs of a bankrupt.

*Composition*, part of a debt taken in lieu of the whole.

*Compromise*, to adjust a dispute by mutual concessions.

*Consignment*, goods sent by one house to another to sell for their account, allowing them so much per Cent. for their trouble. *See Commission.*

*Contraband Trade*, that which is prohibited by law.

*Contingent*, the proportion that falls to the share of a person concerned in any business or advantage.

*Convoy*, ships of war sailing with other ships in order to protect them.

*Counter-Order*, an order sent to revoke a former one, either for the sale or purchase of any commodity.

*Credit*, in general, the confidence which one house reposes in another; more particularly the reverse of *Debit*.

*Currency*, the money in circulation, as distinguished from bank paper, &c.

*Current*, a term used to express the present time. Hence the *price current* of any merchandise is the known or ordinary price at the time it is published.

*Custom-house*, where entries are made on goods exported or imported, and the duties imposed by law paid.

*Debenturè*, a certificate given by the proper officers of the customs on certain goods exported, on which the exporter or seller is entitled to a drawback or bounty.

*Del Credere*, a per centage made by merchants in selling goods for guaranteeing the solidity of the purchaser.

*Demurrage*, a penalty incurred by merchants for delaying a ship beyond the time specified in her charter-party.

*Deviation*, is a departure without legal cause from the regular course of a voyage, which deviation incapacitates the insured from recovering, in case of loss.

*Dishonour*, an expression made use of when bills of exchange, &c. are refused acceptance or payment.

*Dividend*, a share of any capital, debt, or profit; also the interest in the stocks.

*Drawback*, a premium allowed on exportations. *See Debenture.*

*Dubious-paper*, means Bills drawn on houses of little credit.

*Due Protection*, regular acceptance or payment of a draft or bill.

*Duty*, the tax imposed by government upon the import or export of goods.

*Effects*, monies, goods, or moveables in the hands of one person belonging to another.

*Embargo*, an arrest on ships or merchandise by public authority.

*Emporium*, a principle place for the importation and sale of merchandise.

*Excise*, is an inland charge or imposition on various commodities.

*Factorage*, called also commission, is an allowance to factors by those who employ them.

*Finances*, a term generally applied to the public revenues.

*Firm*, the mercantile appellation of a house engaged in commerce.

*First-rate-paper*, bills drawn or accepted by a good house, such as has always paid its bills regularly.

*Flat*, an article of merchandise is said to be flat when there are few buyers.

*Freight*, the sum paid for transporting merchandise by sea, &c.

*Gazatte*, a paper published by government, containing, among other things, notices of the dissolution of partnerships, commissioners of bankruptcy, suspension or continuance of bounties, embargoes, &c.

*Government*, "for your government" is an expression adopted from the French, signifying, "in order to give you better information, and rules for acting by, in the purchase or sale of any merchandise."

*Guarantee*, a person who undertakes that certain stipulations shall be fulfilled.

*Honour*, to honour a draft is to accept it on presentation.

*Impost*, a certain tax or duty levied on merchandise imported.

*Insolvent*, a tradesman who has not a capital adequate to the payment of his debts is said to be insolvent.

*Instalments*, payments of a debt in certain proportions and at stipulated times.

*Insurance or Assurance*, is a contract of indemnity, by which one party engages for a stipulated sum, to insure another against a risk, to which he is exposed. The party who takes upon him the risk, is called the *Insurer*, or *Underwriter*; and the party protected by the insurance is called the *Insured*; the sum paid is called the *Premium*; and the instrument containing the contract is called the *Policy*.

*Interest*, a premium paid for the use or loan of money. To guard a person's interest, is to protect his property, and watch over his concerns.

*Landwaiter*, an officer belonging to the Custom-house, whose duty it is to take an account of goods imported.

*Letter of Advice*, a letter giving notice of any transaction.

*Letter of Attorney*, or power of Attorney, a writing which empowers one person therein named to act for another.

*Letter of Credit*, a letter by which one person can receive money on the credit of another.

*Letter of License*, is a written permission granted to a person under embarrassment, allowing him to conduct his affairs for a certain time without molestation.

*Letters of Marque*, a power granted by the Lords of the Admiralty to ships fitted out by individuals to act against the common enemy.

*License*, a privilege from government for carrying on a trade or business, on which a certain duty is laid.

*Lieu*, a claim, or attachment on any property which a person has in his possession, for a debt due to him from the owner of the property.

*Lighterage*, a charge for carrying goods to and from a ship in a lighter.

*Liquidation*, is the winding up of a business, such as paying and receiving all debts, &c.

*Manifest*, a list of a ship's cargo, which paper must be signed by the master of the vessel, before any of the goods can be landed.

*Maturity*, in bills, is when they become due.

*Maximum*, the highest price of any article, as fixed by some law or regulation.

*Nonclaim*, is where a creditor neglects to make his claim within a proper time, in which case he cannot enforce his demand.

*Notary Public*, is a person legally empowered to attest deeds and other writings; also to note and protest bills, drafts, or notes, when refused or returned.

*Order*, a direction from one house to another to effect certain purchases, &c. upon limited or unlimited conditions.

*Pass in Conformity*, or to state in conformity, is to acknowledge that an account transmitted is correct.

*Pierage*, money paid for the support of an established pier.

*Primage*, so much per cent. generally al-

lowed to the captain of a ship on the amount of freight.

*Prime Entry*, the first or original entry made at the custom-house on goods imported or exported.

*Price Current*, a list of the articles in the market, with the present prices annexed to each, and which is generally furnished every month.

*Procuration*, the power of using the signature of a house on letters and bills.

*Quarantine*, the time a ship suspected of infection, is restricted from intercourse with the shore; also certain duties imposed on ships.

*Quoted on board*, means the price for which a merchant agrees to put goods on board, free of expenses of shipping to the buyer.

*Remittance*, a sum of money sent either in bills of exchange, or otherwise, from one house to another.

*Renewal of a Bill*, is the cancelling a bill or promissory note due, and accepting another at a given date in lieu thereof.

*Salvage*, a certain allowance due to those, through whose instrumentality property is saved from the perils of the seas, enemies, &c.

*Solidity*, the character which a house bears as to property.

*Tidewaiters*, officers employed to see the loading and unloading of ships, in order to prevent contraband trade.

*Tonnage*, the admeasurement of a ship, by which she pays the tonnage duty; or it is her actual capacity for stowage, and is in that case not unfrequently called per burthen.

*Tunnage*, an impost of so much per tun on liquors imported or exported.

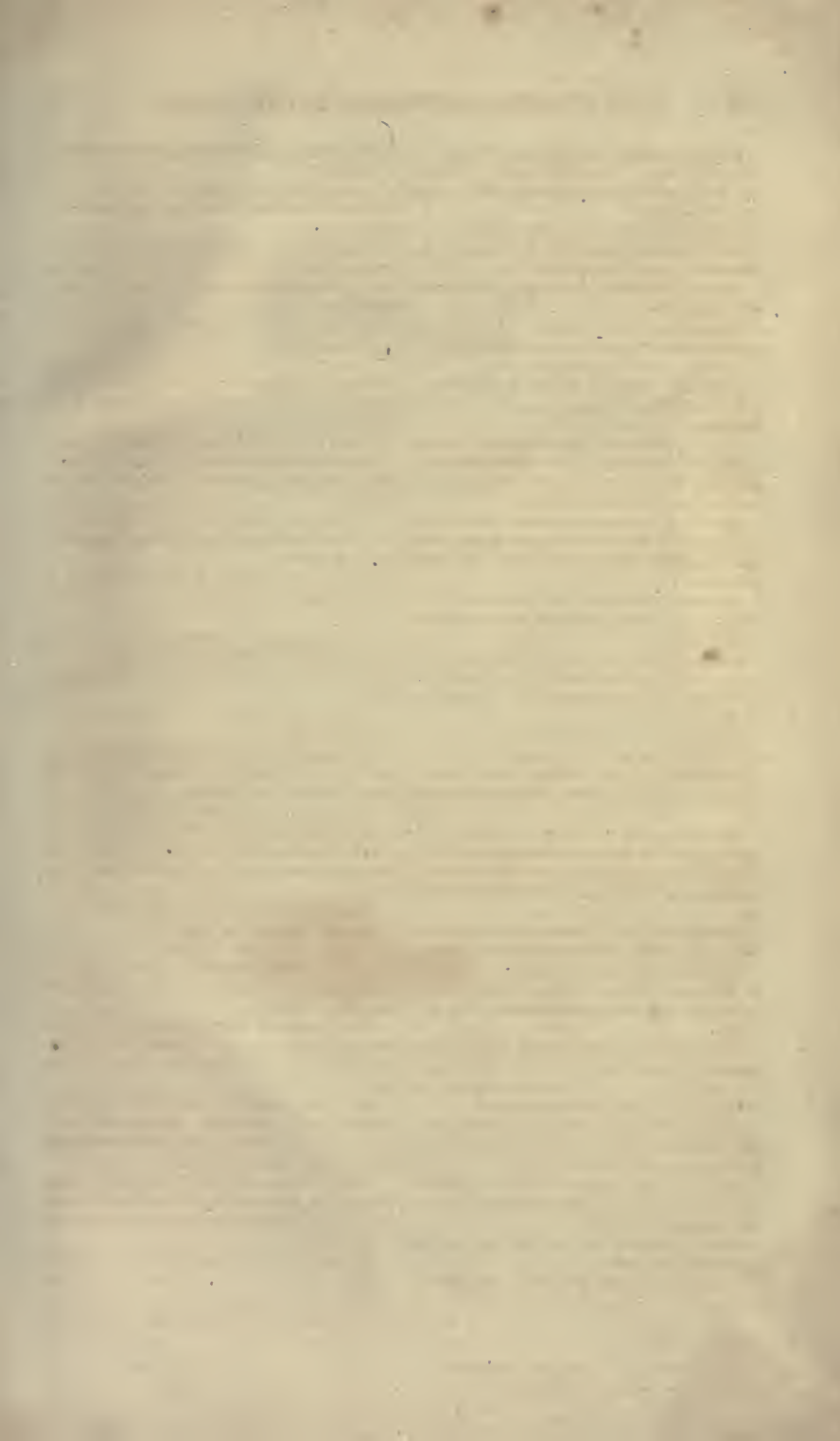
*Umpire*, when two arbitrators cannot agree in settling a dispute, a third person is named, who is called an *umpire*, and whose decision is binding.

*Usury*, consists in taking more than five per cent. which is called legal interest for the loan of money, when the obligation to repay is absolute.

*Value*, to value, in a mercantile sense, is to draw a bill; the words "value received," or "value in account," are always mentioned in every bill of exchange.

*Underwriters*, persons who insure ships, cargoes, or other risks, which is performed by writing their names under a policy of Insurance.

*Wharfage*, money paid for the use of a wharf.









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THIS BOOK ON THE DATE DUE. THE PENALTY  
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