
**A Practical System of Book-Keeping by Single and Double
Entry ...**

Mayhew Ira

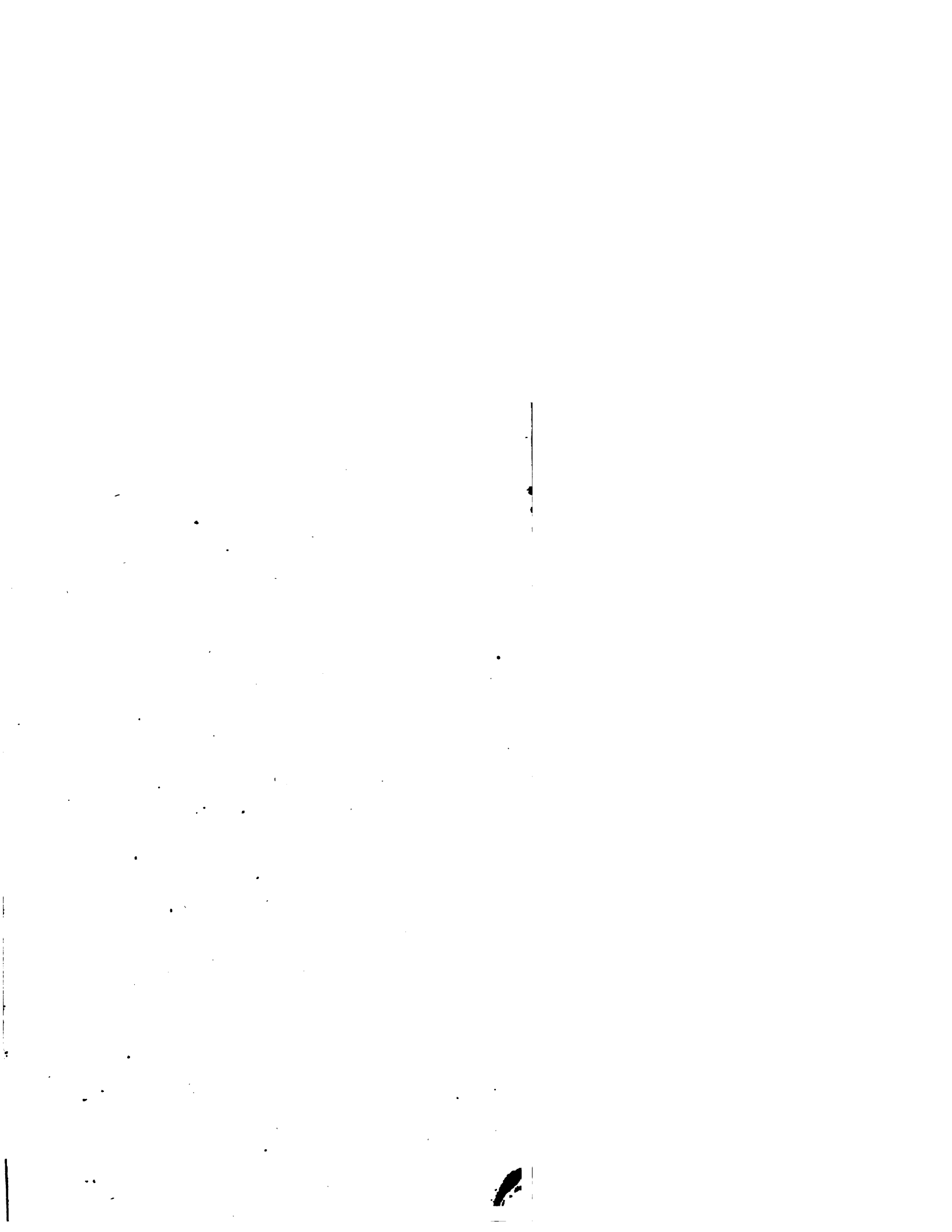
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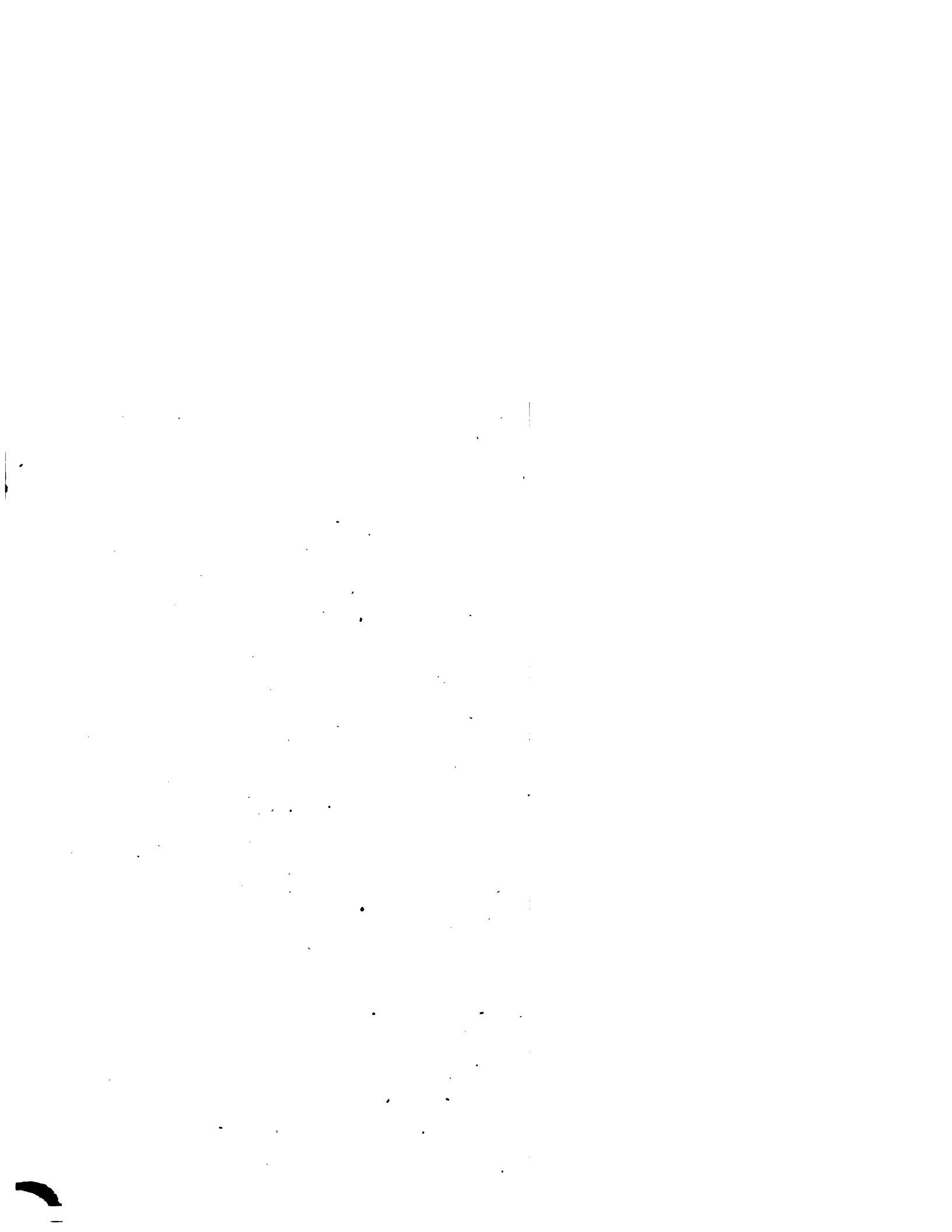
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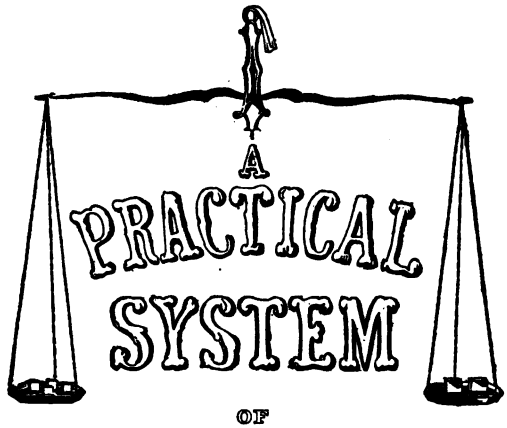
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**A
PRACTICAL
SYSTEM**

OF

BOOK-KEEPING

BY

SINGLE AND DOUBLE ENTRY.

Deliver all things in number and weight, and put all in writing that
thou givest out or receivest in.—ECCLESIASTICUS xlii. 7

BY IRA MAYHEW, A. M.,

Superintendent of Public Instruction of the State of Michigan, and
Author of the Means and Ends of Universal Education.

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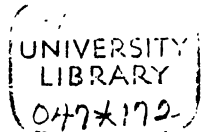
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A SET of Account Books has been prepared to accompany this volume, of sufficient size for entering all the Examples for Practice it contains, consisting of

- I. A LEDGER FOR THE FIRST FORM OF ACCOUNTS. One Book.
- II. A LEDGER FOR THE SECOND FORM OF ACCOUNTS. One Book.
- III. A DAY-BOOK AND LEDGER FOR THE THIRD FORM OF ACCOUNTS. Two Books.
- IV. A JOURNAL AND LEDGER FOR DOUBLE ENTRY. Two Books.

These Account Books have been prepared expressly to accompany this volume, are of convenient size and properly ruled, and cost but little more than the same amount of common paper.

Entered according to Act of Congress,
in the year one thousand eight hundred and fifty-one, by
IRA MAYHEW,
in the Clerk's Office of the District Court of the United States for the District of
Michigan.

MAYHEW ON UNIVERSAL EDUCATION:

A NEW NATIONAL WORK
FOR THE USE OF PARENTS AND TEACHERS
AND FOR
YOUNG PERSONS OF BOTH SEXES.

See notices of this work on Universal Education at the 143d page of the Book-keeping; also, notices of the Book-keeping at the 144th page.

STEREOTYPED BY
RICHARD C. VALENTINE,
17 Dutch st

FROM PREFACE TO FIRST EDITION.

AGESILAUS, king of Sparta, being asked what things he thought most proper for boys to learn, very appropriately replied, Those things which they should *practice* when they become men. Ever since it was said to Adam, In the sweat of thy face shalt thou eat bread, there has been a necessity laid upon man not only to *labor*, but to *exchange* with others the products of his industry, in order to secure a comfortable support. "Deliver all things in number and weight, and put all in writing that thou givest out or receivest in," is a precept of universal application; and there is a special necessity for its observance in all business transactions between debtor and creditor. Considerations are presented in the Introduction to this work, to show some of the many advantages that would result to individuals and to the community from making Book-keeping a common study in all our schools. The design of this work is to furnish a practical system of popular Book-keeping which shall meet the wants of the great majority of the American people.

MONROE, Mich., Sept., 1851.

I. M.

PREFACE TO THE TWENTIETH EDITION.

Since the first publication of this work, in 1851, the author and publishers have received many testimonials in its favor, the strongest and most cordial of which have been from *teachers who have used it*. These testimonials are from primary and select school teachers, from the principals and teachers of academies and ladies' seminaries, from professors and teachers in state normal schools, from presidents and professors of colleges, both literary and commercial, and from city and state superintendents of schools, to whom,—and especially to a few who have kindly suggested slight modifications in the text—the author would render grateful acknowledgments for their efforts to increase its usefulness, and to make Book-keeping a more common branch of study.

I. M.

ALBION, Mich., 1856.

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INTRODUCTION.

BOOK-KEEPING, which is the art of keeping accounts in such a manner that a person may at any time know the true state of his business, is necessary for every person engaged in the ordinary pursuits of life—for the day-laborer, the farmer, and the mechanic, as well as for professional men and persons engaged in mercantile pursuits.

If persons generally would keep correct accounts, they would be less likely to run into debt beyond their ability to pay; temptations to dishonesty would be diminished; there would be far less litigation among neighbors and those who have occasion to transact business with one another; habits of industry, frugality, and integrity would become more general; and in these and various other ways the social and moral virtues would be cultivated, and individuals generally, composing the community, would become more fraternal and humane.

As an illustration of the *moral* benefits that would result from keeping an exact account of one's personal expenses, it is sufficient to refer to the fact that individuals sometimes excuse themselves from keeping such an account, by saying it is not always pleasant to see, afterward, for what they have foolishly paid their money. This is doubtless true of more persons than have the frankness to make the confession. Others are unwilling to let their books show how, or for what, money or property has come into their possession. It can hardly be set down as uncharitable to infer that such love darkness rather than light, because their deeds are evil, and fear the light of correct entries, lest their deeds should be reprov'd. It must be apparent to every one, that all such persons need the *restraints* imposed by keeping an exact account of receipts and disbursements. Book-

• INTRODUCTION.

keeping, then, should be studied in every common school in the country, (as well as in all our higher seminaries of learning,) by young persons of both sexes.

Heretofore Book-keeping has rarely been studied except by young men who have expected to engage in mercantile pursuits. But if it was understood and practiced by women as well as by men, it would in many cases (and very properly, too,) render them more frugal in their personal and domestic expenses; prevent vast accumulations of indebtedness; diminish greatly the number of bankruptcies in the country; and secure to families generally the benefits resulting from living within their means. It would, moreover, exert a healthful influence upon the mind, and afford rational employment for many upon whom time hangs heavily, or is worse than thrown away in idleness and thoughtless dissipation.

While upon the husband, father, or brother, rests the duty of providing for the necessities, comforts, and conveniences of the family—upon the wife, daughter, or sister, devolves the scarcely less responsible office of judiciously expending the means furnished, in so far at least as the well-being of the household requires. This is by common consent regarded as coming within her appropriate sphere. It is then properly a part of the housewife's business to keep an account of all moneys expended by her for the benefit of the family, or on its behalf. When she does this, she becomes more fully a *help meet* for man, than it is possible for her otherwise to be. Domestic broils and family feuds not unfrequently result, either from real or supposed scanty provision on the part of the husband, or from alleged extravagance on the part of the wife. In case an account of the family expenses is kept as here suggested, the wife can at any time render an account for all moneys that have passed through her hands. Where the husband keeps a proper account of his business, it is hence easy to see when it may become necessary to curtail expenses in order to live within their

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means. It is evident, moreover, that under such circumstances two whose destinies are united for life, can more rationally confer together in relation to the well-being of the household, than where no such accounts are kept. I may here also venture one additional suggestion intimately connected with the preceding.

The wife or daughter might in many instances very properly keep the books of the husband or father, whose time is absorbed in the pursuits of a laborious profession, and thus not only save the expense of a clerk, but do the business more satisfactorily, and have the pleasure of contributing to the comfort and happiness of the family, as well as to its pecuniary interests. It is generally claimed (and with a fitness that I will not question) that there is quite too much *sewing* practiced, especially in all the higher walks of civic life. *Woman*, in this department of industry, is peculiarly the sufferer. Day after day, and night after night, she not unfrequently toils on, with but a scanty means of subsistence, her vitality wasting away, as, stitch after stitch, she overtakes her already exhausted energies, in the services of a mercenary employer, whose cupidity has beggared her children.

Book-keeping, at present practiced to a limited extent by females employed as milliners, clerks, or merchants, offers to the sex an asylum from these wrongs. Whatever may be said in relation to costume, and the fitness of the intermingling of the sexes on the political arena, none can for a moment question the propriety of every woman studying Book-keeping and engaging in its quiet duties, for the discharge of which she is as well fitted by nature as the sterner sex. Females are now quite too dependent upon the kindly attentions of their male friends, if such they chance to have. Frequently, too frequently, alas! there is exhibited the painful spectacle of the *widow*, bereft of him to whom she has been accustomed to look for support and the maintenance of her little ones, without any knowledge of the ordinary forms of business, and hence not only without