

**THE NEW BRYANT AND STRATTON
COMMON SCHOOL BOOK-KEEPING:
EMBRACING SINGLE AND
DOUBLE ENTRY, AND ADAPTED TO
INDIVIDUAL AND CLASS INSTRUCTION
IN SCHOOLS AND ACADEMIES**

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The New Bryant and Stratton Common School Book-Keeping: Embracing Single and Double Entry, and Adapted to Individual and Class Instruction in Schools and Academies by S. S. Packard & H. B. Bryant

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S. S. PACKARD & H. B. BRYANT

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SCHOOLS AND ACADEMIES.

By S. S. PACKARD,
PROPRIETOR OF PACKARD'S NEW YORK BUSINESS COLLEGE,
AND
H. B. BRYANT,
FOUNDER OF THE BRYANT & STRATTON CHAIN OF BUSINESS COLLEGES.

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P R E F A C E .

THIS little book, almost in its entirety, was prepared and published more than seventeen years ago ; and it is not too much to say for it that during the intervening time it has fairly divided with other works on this subject the growing patronage of public and private schools throughout the country.

That it has answered the purposes which called it into existence is evident, not only in the increasing demand for it, but more pointedly in the almost universal testimony of those best qualified to speak, viz : the teachers who have used and are now using it as a text-book. Before undertaking the revision, its principal author communicated with a large number of this class, asking for criticisms and suggestions, and especially desiring to know if any radical changes as to matter or arrangement were desirable. The uniform reply has been that no such changes would add to the efficiency of the work, while they might cause more or less derangement and confusion in the large schools and classes now using the book. Of course, the last consideration would have little weight by itself, but if the changes, which might easily have been made, and which, under the plea of novelty and freshness, there was great temptation to make, would be likely to result in no real advantage, then the force of the argument must be recognized. But the author—much as he respects and would defer to the judgment of teachers who are, and are to be his patrons—could not afford to act in this matter contrary to his own convictions. A deference to the opinions of others may be a graceful and proper tribute to the wisdom supposed to exist in "a multitude of counsel," but an author can show no greater respect for this wisdom than to follow strictly the lead of his own well-founded convictions. And it may safely be assumed that the practice and experience of seventeen years' close attention to the study and appliances of the subject covered in this treatise has not left him without these well-founded convictions. And that they have a full expression in the aspect of the revised book as here presented may also be assumed.

A work of this scope does not require, nor should it have an elaborate philosophical statement of principles at the outset ; nor should the plain, practical lessons which are its substance be environed with fine-spun theories or nicely-shaded definitions, which belong rather to the esthetics of logic than to the sharp enforcement of primal facts. The purpose of this book is to teach the practical lessons of Book-keeping ; and its plan is to accomplish this in the most direct and positive way.

To that end, before taking up the science of Accounts as enforced in Double Entry Book-keeping, a proper space is given to the more simple,

PREFACE.

because less comprehensive processes of Single Entry; so that the student may get hold of the instrumentalities of his work—technically, “learn the use of his tools,” before he is called to the higher possibilities of their achievement. In Single Entry the form, as well as the use of personal accounts is clearly exhibited, and many of the foundation principles of the science of Book-keeping are illustrated; and not only the characteristics of the Ledger, but the utility of auxiliary books, and their substitution for the ordinary books of original entry are carefully exhibited. In fact, that part of the book has found particular favor in the eyes of intelligent teachers. The use of the same material for Double Entry and Single Entry—as in the case of Set 3—has afforded a most satisfactory means of distinguishing between the processes of the two methods.

The enforcement of the principles of Double Entry in Part II is made with as much point and conciseness as the author could command. Nothing essential has been omitted, and no redundancy practiced. The classification of accounts differs from the former edition only in its nomenclature, which is thought to be an improvement, simply because it is more clearly the expression of the real distinction in accounts.

In the regular order of the book, the plan has been to follow each fully-elaborated set with “Practical Exercises,” in which the material only is given—in the shape of memorandum transactions—from which the student is required to write up, circumstantially, all the required books of entry after the preceding models. The good results which have followed this plan have suggested to the author the propriety of furnishing similar memoranda for the written sets; and inasmuch as it is deemed best to preserve the same order of arrangement as to consecutive pages, the desired memoranda, with such other material as the revision seemed to demand, will be found in the Appendix. It will be well if the student is required to use these memoranda strictly, in writing up the regular sets, rather than to copy from the book. The material for short sets given in the Appendix is to meet the expressed and proper demand of teachers who have felt the need of more frequent tests of their pupils’ progress. There are decided advantages in reasonably long sets—and as a matter of drill they cannot profitably be omitted; but mere routine may be carried too far, and the pupil’s mind thus diverted from the application of principles which is the main purpose of teaching.

But, after all, it is not presumed that any text-book is to supply that part of the work of instruction that belongs to the living teacher. A text-book is, at best, what its name implies, a book of texts, the elaboration, amplification and application of which depends wholly upon the teacher; and it would be saying too much for any text-book—as well as too little for the teacher—to assume that it should cover all the requirements of individual instruction, even in its material and suggestions.

There is at least no such claim for this book: the best it can hope to do is to serve as a convenient aid to teachers who will supplement its lessons and vary its methods to suit individual demands and answer a good conscience in the honest discharge of duty.

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ABBREVIATIONS AND CHARACTERS

USED IN THIS BOOK.

ABBREVIATIONS.

A
Ac't . . . Account.
Am't . . . Amount.
Ana. . . . Answer.
Apr. . . . April.
Ass't'd. . . . Assorted.
Aug. . . . August.

B
Bal. . . . Balance.
B. B. . . . Bill Book.
bar. . . . Barrels.
B. Pay. . . . Bills Payable.
B. Rec. . . . Bills Receivable.
Blk. . . . Black.
Bo't. . . . Bought.
Bro't. . . . Brought.
B. W. . . . Black Walnut.

C
Cap. . . . Capital.
C. B. . . . Cash Book.
Co. . . . Company.
Com. . . . Commission.
Cons't. . . . Consignment.
Cr. . . . Creditor.

D
Dec. . . . December.
Dft. . . . Draft.
do. . . . The same.
doz. . . . Dozen.
Dr. . . . Debtor.
d's. . . . Days.

E
ea. . . . Each.
E. E. . . . Errors Excepted.
Emb'd. . . . Embroidered.
Ex. . . . Example.
Exch. . . . Exchange.
Exp. . . . Expenses.

F
fav. . . . Favor.
Feb. . . . February.
Fig'd. . . . Figured.
Folio. . . . Folio.
For'd. . . . Forward.
Fr't. . . . Freight.

G
gal. . . . Gallon.

H
hd. . . . Hogshead.

I
I. B. . . . Invoice Book.
Ins. . . . Insurance.
Inst. . . . Instant.
Int. . . . Interest.
Inv. . . . Invoice.
Inv't. . . . Inventory.

J
Jan. . . . January.

L
lb. . . . Pounds.
L. P. . . . Ledger Folio.

M
Mar. . . . March.
Mdse. . . . Merchandise.
mo. . . . Month.
Mgy. . . . Mahogany.

N
No. . . . Number.
Nov. . . . November.

O
Oct. . . . October.
O. I. B. . . . Outward Invoice
 [Book.]

P
p. . . . Page.
Pay't . . . Payment.
P. C. B. . . . Petty Cash Book.
Pd. . . . Paid.
Pkg. . . . Package.
pr. . . . Pair.
pr. . . . By.
Prem. . . . Premium.

R
Rec'd . . . Received.
R. W. . . . Rosewood.

S
S. B. . . . Sales Book.
Sept. . . . September.
Ship't . . . Shipment.
Sund. . . . Sundries.

Y
yd. . . . Yards
yr. . . . Year.

CHARACTERS.

@ . . . At
 % . . . Account.
 % . . . Per Cent.
 \$. . . Dollars.
 ¢ . . . Cents.

£ . . . Pound Sterling.
 s . . . Shilling.
 ✓ . . . Check Mark.
 + . . . Sign of Addition.
 - . . . Sign of Subtraction.

× . . . Sign of Multiplication.
 = . . . Sign of Equality.
 1¹ . . . One and one-fourth.
 1² . . . One and one-half.
 1³ . . . One and three-fourths.