

# Ancient Double-Entry Bookkeeping

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Lucas Pacioli's Creative  
reproduced and translated  
with reproductions, notes  
and abstracts from  
Manon, Heron, Marinus,  
Pappus, Simon Stevin

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By  
John E. Cristler

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# Ancient Double-Entry Bookkeeping

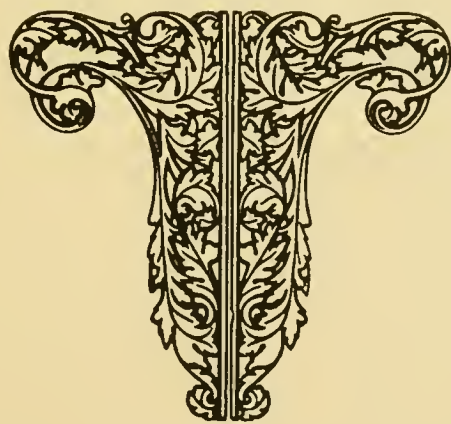
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Lucas Pacioli's Treatise (A. D. 1494  
—the earliest known writer on bookkeeping) re-  
produced and translated with reproduc-  
tions, notes and abstracts from Man-  
zoni, Pietra, Mainardi, Pmpyn, Stevin  
and Dafforne

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By  
John B. Geijsbeek, LL.B., M.C.S., C.P.A.  
1914

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Published by  
John B. Geijsbeek  
Denver, Colorado

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Dedicated to My Wife

Marie Lillie Schmidt,

whose initials I have always loved to connect with

My Little Sweetheart,

without whose patience, kindness, help,  
and indulgence, my contributions to the  
educational field of the professional  
accountant would not have been possible.

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# INTRODUCTION

BY PAGE LAWRENCE, C.P.A.

Nearly all historians, when tracing the growth of an art or science from mere empiricism to the establishment of recognized principles, are confronted with an apparent insurmountable gap or complete silence during the period known in history as the Dark Ages.

Archaeological and historical researches have convinced this civilization that in Ancient Babylon, Greece and Rome there was a high state of civilization—both industrial and social.

Today we may study Aristotle's politics with great profit in our attempts to understand the political and economic conditions confronting this generation. An acquaintance with the Greek philosophers is essential in understanding our present philosophical thought.

It would seem that, since we find so much help in consulting these ancient writers in an attempt to solve the political problems of today which are presented by this complex civilization, in a large measure at least our mentors must have been confronted with the same economic and industrial difficulties that we are attempting to solve now as accountants.

One is convinced that the ancient writers on political economy and commerce were closely allied with the scribes or accountants who recorded the business transactions of those days. This allegiance seems to have been lost after the Roman supremacy (and the consequent growth and spread of commerce), and it is only within recent years that the modern economist and accountant has acknowledged that a truer understanding of modern commerce can be had with cooperation and that the two sciences (economics and accounting) are finding so much in common that each is dependent upon the other for a full understanding of modern business conditions.

Mr. John P. Young, Editor of the San Francisco Chronicle, ably presented accounting in antiquity before the convention of the American Association of Public Accountants at San Francisco (Year Book 1911, page 153). He showed that Rome in Cicero's time was dependent upon the independent verification of accounts and statements thereof by one skilled in accountancy. The familiarity with which he mentions the accountant would seem to indicate that his place in the Roman social organization was well established.

However, after the recorded utterances of Cicero the historian finds in the pages of history no further mention of those individuals acknowledged to be skilled in accounts, which we are pleased to call accountants, until the writings of Pacioli in 1494 and Stevin in 1604.

It seems especially appropriate that one so greatly interested as the author in that work dear to the hearts of all progressive accountants, and who has done so much to place the education of the accountant on equal footing with that of law or medicine, should be the first of modern times to translate this first recorded book of the principles of debit and credit into the English language.

It is a significant fact that the rules and principles elucidated by Pacioli are contained in a book given over to mathematics. One cannot help but believe that the derivation of double-entry bookkeeping is an explanation of the algebraic equation used with such skill by the ancient Greek mathematicians, applied practically to the scientific recording of business transactions for, just as in algebra, the equation once established cannot be changed but by the addition of positive or negative quantities.

This work will give an added assurance that the apparently empirical rules of commerce are based upon an ancient scientific and mathematical foundation, to those who have attempted to instill into the commercial mind the idea that accountancy is a science, the prime requisite of a mastery of which is a thorough education in the theory of economics and allied sciences supplemented by practical experimentation in the application of formulae to practical business situations.

The accountant has to correct constantly, or at least modify, the attitude of the business man toward matters which are his dearest heirlooms handed down from the days of the Ancient Guild system, i. e., that the only way to learn how to do business is to do it along the rule-of-thumb method communicated from father to son by word of mouth.

Accountants, who remember the dearth of accountancy literature in this country up to a few short years ago, are dumbfounded at the mass of accountancy publications which are constantly flooding the market at this time. While I believe that the profession of accountancy as a whole recognizes the inestimable value of these publications, one cannot help but think in perusing their pages that they are largely influenced by the empirical methods of general business, rather than based on scientific principles. In other words, on "how" but never "why."

We are wont to look in vain through mazes of descriptions, forms and precedence of some particular business enterprise for a principle of accountancy which can be applied to the specific difficulty we have in hand. It should be the aim of some of the brilliant members of the profession of accountancy to take the great mass of historical records which have been published in the last few years of how this or that business should be kept and, with the aid of recognized authorities on economics, codify, with quotation of their source, the scattered and ill defined principles of accountancy for the benefit of accountancy education, and to this end no better examples of axiomatic principles can be had than in the books of Pacioli, Pietra and Stevin.

The author, recognizing from his experience as an educator in accountancy (coming as he did from Holland some twenty years ago without knowledge of American commercial practices or language) the lack of clearly expressed principles in accountancy, commenced researches which have finally culminated in this published translation in English of the first known writings on the subject of double entry book-keeping.

At every turn, in the preaching of the scientific principles of his profession to the commercial mind, in his successful efforts for the passage of the Certified Public Accounts law in Colorado, then in his work as secretary of the first examining board in that state, in his labors as Dean of the School of Commerce, Accounts and Finance of The University of Denver, and as an instructor on practical and theoretical accountancy subjects and, finally as Chairman of the Educational Committee of The American Association of Public Accountants, the author has ever been confronted with the dearth of practical exemplification, historical or otherwise, of the true foundation of what in modern times might be called the Art of Accountancy.

To weld together into a well balanced whole the two plans of accountancy education, as embraced in the curricula of universities and colleges offering training to the embryo accountant, has long been the goal of his educational endeavors, i. e., to leaven the purely academic training by instructors or professors whose own knowledge of accountancy is in the main pedagogical, with the practical knowledge as imparted by the practicing accountant and the business man. (The author, in the American Association of Public Accountants Year Books for 1911-12-13 and 14, has gone into this subject extensively, showing that educational institutions of the country have chosen either the one or the other of the two methods of teaching—the academic training in pure theory, treated in much the same manner as economic subjects are presented and without the same degree of accuracy, or the practical lecturing upon accountancy subjects by practicing accountants and business men, supplemented by the best text books obtainable—and urging the while the necessity for the development together of the two accountancy educational plans, as is done in Great Britain.)

While it is true that to men of little or no practical experience in accountancy must be given the credit for producing some of the finest examples of purely theoretical accounting which the literature of accountancy has today, the first mentioned criticism that this pedagogical instruction does not teach the actual application of the theory to modern business, again applies. On the other hand, with the practical accountant as the instructor or the writer of text books, too little cannot be said of the difficulty he has in imparting to students and laymen the principles which seem exceedingly clear to him. And it was through this research, this labor to combine in accountancy education theory with practice and practice with theory, that this book was born. It is apparent in reading the ancient works of Pacioli, of Stevin and Pietra, in their exhaustive explanations and their lengthy and precise instructions that in their endeavors to systematize the recording of the transactions of commerce of their time, they encountered many of the same sort of, if not the identical, problems with which we are confronted today. The modern translations of their works, with the author's own views presented as notes, it is believed will shed some light into the darkness which has so long shrouded the actual foundation of the practice and the theory of the profession of public accountancy.

DENVER, COLORADO, August, 1914.



## PREFACE

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As no technical books worth while can be prepared without diligent and persistent research, it naturally follows that no such works can be produced unless there is material furnished to build upon, and the cheapest and easiest foundation is usually the writings of men who have excelled in the same line of endeavor. In other words, a library of books is absolutely essential to the advancement of thought on technical and professional subjects.

While studying to Americanize my knowledge of accountancy twenty years ago, I came to the conclusion that there were then on that subject few modern books and still fewer ancient ones. This conviction was constantly strengthened by conversation with my fellow-workers, and it remained unchanged until a few years ago.

When my duties came to include the teaching of accountancy and the direction of the thought of my students, the choice of books for their reading became a serious problem. It was then my privilege to start the collection of a considerable library of works on accountancy and its allied subjects.

However, I could learn of but few books of ancient date, and they were so scarce, difficult to get, and high priced, that most of them remain yet to be acquired. Among those which I did get is an original copy of the oldest published work on bookkeeping. The price for copies of this book ranges from \$50 to \$250, and it is thus not within the means of ordinary students and is even beyond the inclination of acquisition of many of the most wealthy libraries. It became my desire to have it reproduced, together with a free translation of its most important parts.

This desire increased when my research showed me that the first man to follow the teachings of this Italian book and to translate it into another language, was a fellow-countryman of mine, a Hollander named Jan Ympyn Christoffels. He translated it into the Holland, French, and English languages, and to this day we follow his lead, (as outlined in the title of his book), of calling double-entry bookkeeping by the use of day book, journal, and ledger, the Italian method of bookkeeping.

The Hollanders of ancient New Amsterdam (now New York) have left their unmistakable imprint on our American political and social life, by the introduction into this country of many things which originated in their mother-country and which were unknown even in England prior to their use in America. To this day many of these things remain unused in England, which is one reason why we are so different from the English. Among these things may be mentioned:\*

The recording of deeds and mortgages in a public office; the equal distribution of property among the children of a person dying intestate; the office of a district attorney in each county; the practice of giving a prisoner the free services of a lawyer for his defense; the township system, by which each town has local self-government; the practice of making prisoners work; the turning of prisons into work houses; the system of university education; free public school system; the red, white and blue striped flag; the principles contained in our Declaration of Independence; the granting of religious freedom; the cultivation of roses; the present banking system; the use of reading and spelling books for children; the telescope; the microscope; the thermometer; the discovery of capillary circulation of the blood; the pendulum clock; measuring degrees of latitude and longitude; the compass; the wind-mill with movable cap; the glass hot-house; the use of underclothing; the bedstead; the brick; the game of golf.

It has seemed to me fitting that another Hollander should present to his American professional brethren, and put within the reach of every student of accounting, for research and study, a reproduction of that prized Italian book, which, as we shall see, has influenced us to such an extent that the principles it enunciates as of use in its day, remain the foundation of our present methods of bookkeeping.

It was not my aim to give a complete literal translation, because much of the text is reiteration and pertains to subject-matter purely local and now entirely obsolete, which would necessitate lengthy explanations of ancient methods of no present value or use. Therefore, numerous foreign terms and ancient names have been left untranslated. Furthermore, as the book was written in contemporary Italian, or, in other words, in the local dialect of Venice, which is neither Italian nor Latin, it is extremely difficult to get local talent sufficiently trained in this work to translate it all literally.

The old style of writing is unattractive and tiresome to follow. While it is customary and proper in translations to follow the original style as much as possible, and to change it no more than is necessary to make it readily understood and easily read in modern language, it was found extremely difficult to do that in this instance, and furthermore, it would have served no practical purpose. And then, who is there at the present time but a scholar of some eminence and a linguist of no mean accomplishment, who will presume to say what is correct and what is incorrect? Such authorities never agree among themselves, and it would be useless to attempt to please them all. Therefore, we are extending the translations, not so much for academic purposes as for the practical use of less pedantic people, upon the theory that they who wish to obtain knowledge of any science must first learn its history and then trace its gradual growth. There is hardly another science about which there is as much doubt and darkness as bookkeeping, and therefore we merely present this translation as a contribution to the history of bookkeeping.

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\*William Elliott Griffis in "The Ladies' Home Journal."

Criticism has been made of the title of this book, "Ancient Double-Entry Bookkeeping," in the use of the word "Ancient" as applied to the year 1493 A. D. The long obscurity of the "Dark Ages," during which there was no light whatever upon this important subject, has, in our belief, made the treatise of Pacioli ancient, and, further the abrupt "leap through the dark" from this ancient work to the works of modern times, we believe justifies the title.

The reader is further referred to the German translation of Pacioli's book by E. L. Jäger which appeared in 1876, and the Russian translation by E. G. Waldenberg which was printed in St. Petersburg in 1893.

Pacioli's book was first photographed and plates made from these photographs. Proof sheets from these plates were then sent to Rome, Italy, and there transcribed on a typewriter in modern letters, to facilitate translating. The typewritten transcript was then translated into English, which was then compared with an existing German translation by Dr. Jäger. Discrepancies were carefully noted by reference to the original book, and the best possible corrections made. This method brought to the surface obvious and glaring short-comings in the German translation, and it also demonstrated our own inability to comprehend and properly translate some of the old terms and words, which even the Italy of today has long forgotten. With it all then, we are free to admit that in numerous places our English translation is defective. However, we are not imposing on those who are better scholars than we, because we give the original Italian side by side with our English version, and any one so disposed can easily check it and correct our copy to suit his fancy.

The only object of our endeavors is to give something where there was nothing to those who heretofore could not avail themselves of the contents of this old and pioneer work on a subject now universally recognized as being the foundation of all our modern industrial and commercial problems.

We ask your indulgence for errors and omissions, and for the price of this book, as the work had to be done hastily and cheaply, for the financial success of this enterprise is exceedingly problematical, owing to the excessive cost of preparation and reproduction, and the very small possible circulation. The work therefore should be viewed largely as a labor of love, a voluntary philanthropic contribution to the profession of accountancy.

Acknowledgment is due and most gladly given to: my wife, a Certified Public Accountant of the State of Colorado, who aided with the German translation; to Mr. Robert Ferrari, LL.D. Roma, Italy, who aided with the Italian translation; to Mr. Henry Rand Hatfield, PH.D., University of California, who criticized the work; and to Mr. Page Lawrence, C.P.A., who wrote the introduction:—truly a veritable combination (trust) of formidable minds in restraint of duplication (competition) of this work, a combination of love and harmony, for without friends and without consideration for our neighbor there is neither peace nor accomplishment.

The book, therefore, is the result of a faithful compliance with the motto of the Boers of South Africa: "*Eendracht maakt macht*," which translated does not mean, as commonly stated, "In union there is strength," but rather that "United, harmonious, loving cooperation to the same lawful end tends toward power that brings just results."

J. B. Geijsbeek Molenaar.

DENVER, August, 1914.



# PARTIAL BIBLIOGRAPHY

1494 to 1636.

Sixteen of the most influential books out of a possible total of 50 works.

## I. ITALIAN.

Summa de Arithmetica, Geometria,  
Proportioni et Proportionalita.

Part 1, Section 9, Treatise 11,  
Particularis de Computis et Scripturis.

Frater Lucas de Burgo Sancti Sepulchri, Ordinis Minorum  
et sacre theologie magister, in arte arithmetice et geometrie.

Venice 1494

Geijsbeek-Lawrence Library, Denver.  
Harvard University Library, Cambridge, Mass.

La Scuola perfetta dei mercanti.

Fra. Paciolo di Borgo Santo Sepolero.

Toscana 1504

Summa de Arithmetica

(see full title above, this being practically a duplicate edition of  
1494, but contains less contractions and abbreviations.)

Venice 1523

Edinburgh, Chartered Accountants' Library.  
Library, University of California.

Quaderno doppio col suo giornale secondo il costume di Venetia.

Domenico Manzoni.

Venice 1534

Also 1554-1564-1565-1573-1574

Edinburgh, Chartered Accountants' Library (1554 edition).

Indirizzo de gli economi.

Don Angelo Pietra de Genoa.

Mantua 1586

Geijsbeek-Lawrence Library, Denver.

La Scrittura Mercantile fatta e riordinata.

(Reprinted in 1700 under the title of "L'Economista ovvero La Scrittura  
tutelare, Scrittura Mercantile.")

Matteo Mainardi.

Bologna 1632

Geijsbeek-Lawrence Library, Denver.

## II. GERMAN.

Ein Teutsch vertendig Buchhalten für Herren oder Gesellschafter inhalt  
Wellischem process.

Johann Gotlieb.

Nuremberg 1531

Royal Library, Munich, Germany.

Zwifach Buchhalten.

Wolfgang Schweicker.

Nuremberg 1549

Kheil Library, Prag.

Edinburgh, Chartered Accountants' Library.

Buchhalten nach arth und weise der Italianer.

Passchier Goessens from Brussels.

Hamburg 1594

State Library, Stuttgart, Germany.

### III. DUTCH.

Nieuwe Instructie Ende Bewijs der Looffelijker Consten des Rekenboeckse ende Rekeninghe te houdene nae die Italiaensche maniere.  
Jan Ympyn Christoffels.

Antwerp (Dutch) 1543  
Antwerp (French) 1543  
Antwerp (English) 1543

City Library at Antwerp (Dutch).

Library of the Nicolai Gymnasium at Reval, Russia (English).

Fideicommiss-Bibliothek at Maihingen-Wallerstein, Germany (French).

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Simon Stevin.

Amsterdam 1604

Geijsbeek-Lawrence Library, Denver.

Hypomnemata Mathematica.

Simon Stevin.

Leijden 1608

### IV. ENGLISH.

A briefe instruction and maner to keepe bookes of accompts after the order of Debitor and Creditor, and as well for proper accompts partible, etc. newly augmented and set forth by John Mellis, Scholemaister. (purporting to be a reprint of a book by Hugh Oldecastle, London, 1543.)

John Mellis.

London 1588

Library of Institute of Chartered Accountants in England and Wales (London).

The Merchants' Mirrour or Directions for the Perfect Ordering and Keeping of his Accounts. Framed by Way of Debitor and Creditor after the (so-termed) Italian Manner.

Richard Dafforne.

London 1636  
Also 1651-1660-1684

Geijsbeek-Lawrence Library, Denver.

Harvard University Library, Cambridge, Mass.

Library of Congress, Washington, D. C.



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Rome 1886  
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 Carl Peter Kheil. Prag 1896  
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 Richard Brown, Editor. Edinburgh 1905

## HISTORICAL

Printing from blocks of wood in which the letters were carved, was known long before the Christian era, but this was cumbersome and slow and hence but few books were published in that manner. Printing from loose metal type which could be set up in the way known to us to-day did not begin to be a success until after A. D. 1462, when the German city of Maintz or Mentz (where the first well-known printer, Gutenberg, and his students lived) was sacked by Adolph of Nassau, and those who were printers were scattered far and wide through other cities.

Even during the first part of the sixteenth century, one-fourth of all the books printed came from one city only, i. e., Venice in Italy. Therefore a book produced from loose type in 1494 in Venice, must have been among the very first printed, and its subject must have been at that time of such prime importance as to make it worthy of being among the first to be published. The oldest treatise which has come down to us either printed or written on the subject of bookkeeping, is included as a part of a rather large printed volume on arithmetic and geometry. This volume was published in November, 1494, in Venice, Italy. It has been used considerably by later writers on the subject of arithmetic and geometry, and is mentioned in numerous works of bibliographers, both ancient and modern. The title is: *Summa de Arithmetica Geometria Proportioni e Proportionalita.* Bookkeeping is treated in Part One, Section 9, Treatise 11, under the chapter title of "Particularis Computis et Scripturis," which translated would mean: "Particulars of Reckonings and Their Recording."

The exact name of the author cannot be established definitely from this work, as his full name does not appear on the title page nor anywhere else. The author calls himself in this book *Frater Lucas de Burgo Sancti Sepulchri*, which translated into English may be called Brother Lucas of the City of the Holy Sepulchre. The City of the Holy Sepulchre, or Sancti Sepulchri, is a city in the northern part of Italy near Venice. On page 67-2, line 5, of *Frater Lucas'* book "*Summa de Arithmetica*," he states that about A. D. 1470 he dedicated a certain book to his students named Bartolo, Francesco, and Paulo, the three sons of a prominent merchant of Venice named (Antonio de) Rompiasi. From other writings and other evidence, bibliographers have come to the conclusion through their researches that the real name of this "*Frater Lucas*" was Lucas Pacioli.

The copyright of the book published in 1494 expired in 1504, and about that time a reprint of the chapter on bookkeeping appeared in Toscana, under the title of "*La Scuola perfetta dei Mercanti.*" A copy of this reprint was not in the possession of the writer, but it would appear that there the name of the author was given as *Fra. Paciolo di Borgo Santo Sepolero*. In other writings he is known as *Patiolus*, which is supposed to be the Latin for Pacioli.

In 1509, shortly before he died, he wrote a book called "*Divina Proportione*," in which he gives a foreword and reproduces several letters he has written. In these he signs himself as *Lucas Patiolus*. This book was written in Latin. On page 33-b of this book, in section 6, treatise No. 1, chapter No. 1, the author refers to his book published in 1494 in the following words: "*in opera nostra grande dicta summa de arithmetica etc. impressa in Venetia nel 1494 et al Magnanimo Duca d'Urbino dicata.*" We underscored the word "*nostra*," which means "our."

Lucas Pacioli, as we will call him hereafter, believing that to be his proper name, was born about 1445 in the little city of Sancti Sepulchri, in the Province of Arezzo, of Tuscany, west south-west of the City of Urbino. He was a great lecturer, mathematician, writer, scholar, teacher, and traveler, a well-known and famous man, who was the first to translate into Latin the works of Euclid. Successively he was professor of mathematics at Perugia, Rome, Naples, Pesa and Venice, and was chosen for the first occupant of a professor's chair founded by Louis Sforza. He was in Milan with Leonardo da Vinci at the Court of Louis the Moor until the invasion of the French. It is not improbable that Leonardo da Vinci helped Pacioli in the writing of this work as there are indications of two distinct styles of writing. He belonged to the Order of Friars Minor of St. Francis. It is apparent that he took the cloth late in life, for protection and standing needed in his many traveling tours, during the unrest then existing in Italy. He wrote his treatise on bookkeeping when he was about 50 years old, and died near the end of the year 1509, at the age of 65.

It is but natural that bookkeeping should be always in its greatest perfection in those countries where commerce has reached its highest stage. It is well known that during the twelfth, thirteenth, fourteenth and fifteenth centuries Venice was a powerful republic, from which all European commerce radiated, until in 1498 the East Indian ocean route was discovered, from which time on the commercial power of Venice waned. It is safe to assume that the book here reproduced faithfully depicts the conditions existing at the time of its writing and the prevailing system of recording the transactions of commerce. All the world's commerce, practically speaking, was concentrated in this small territory, therefore its system of bookkeeping must have been the most perfect known in the world at that time. The existence of a well advanced system of bookkeeping in the centers of commerce must have caused considerable confusion and correspondence with the places where such a system did not exist, in order to equalize and settle accounts between the merchants residing in these various places.

It is therefore probable that a great need existed for taking advantage of the facilities which the new inventions in printing permitted, to present to the commercial world outside of these centers a systematic treatise of the most important part of commerce, namely, the recording of its transactions



and results. Pacioli does not claim that he invented double-entry bookkeeping, but on the other hand mentions in his book the existence of ancient customs and numerous methods named after the places where they were used. Thus he calls the method of bookkeeping he describes, the method of Venice, as distinguished from those in use in other cities, the names of which appear in the translation we have made of his book.

While Pacioli gives in his book on arithmetic and geometry copious illustrations, as will be seen from the sample page of that portion of the book herein reproduced, he did not give examples and illustrations of the day book, the journal and ledger, which he describes. His book therefore has never become as popular as those of later writers who give these examples. Pacioli, however, was very lengthy and careful in his minute and detailed description of the various methods employed. The reading of his book will be a revelation to those who have an idea that the present high state of development of American commerce should have produced methods of bookkeeping unknown at such an early period as when Pacioli wrote. They will find that there then existed the little safeguards which are not described or explained in present books of instruction on bookkeeping, but which we accountants are always wont to preach about to those bookkeepers who come under our observation, and which we do not pass by simply as mere suggestions but upon which we insist emphatically with a "You *must* do this." Pacioli especially describes these little things with great emphasis, and in a style cunning in the extreme, fully punctuated with adages to bring the truth home so no one could forget it. He, however, on the other hand, does not spend any time in explaining the *modus operandi* of bookkeeping, which we learn only by practice (as he puts it), as he doubtless appreciated that he was not writing his treatise to teach bookkeeping to those who did not know anything about it, but only describing the advantage of the particular method in use in Venice in order to convert merchants to a change from their system to the best system then known.

Writers who have followed after Pacioli have practically all given full illustrations of the journal and ledger, but have rather neglected to explain the "whys" and "wherefores" of the little and valuable details upon which Pacioli has laid so much stress, taking them as matters of fact rather than as fundamental principles. As we all know, it is the little things which throw the safeguards about a proper system of bookkeeping.

It is not the writer's aim to go into detail as to the history of bookkeeping. Any one desiring to study this subject in its entirety, is referred to the most remarkable records and researches of Jäger, Kheil, and Row Fogo as edited by Brown, the title of whose books are fully described in the bibliography hereto appended.

Jäger and Kheil were prominent German scholars, who must have devoted an enormous amount of time to their researches as to the origin and growth of bookkeeping. Jäger was somewhat hasty and inaccurate; Kheil is somewhat brief, and therefore difficult to understand by those who have not read other books on the subject. Both of these books are written in German.

Happily we Americans have the aid of the recent book written in Scotland by Brown and his associates. The treatise they present is exhaustive, brief, to the point, and exceedingly accurate, fully illustrated, and is of immense value to every student of the subject of accountancy.

The writer does not wish to duplicate the work of any of these three, but by the present volume he desires to emphasize the fact that Pacioli's work is the real foundation of all books published in Germany, Holland, France, and England within the first hundred years after it was written. We will do nothing more than describe the effect of Pacioli's book on Manzoni and Pietra which appeared in Italian, Gotlieb, Schweieker, and Goessens, which appeared in German, Ympyn and Stevin in Dutch, Ympyn in French, and Ympyn, Oldeastle, Mellis, and Dafforne in English, as these books undoubtedly have been the basis for subsequent works in these various languages, most of which are at present available for comparison and study. The titles of other contemporary books can be found in the bibliography of Mr. Brown's work, for he gives an exhaustive list of over 150 books written on this subject between Pacioli's time and the beginning of the nineteenth century. Of these, 50 were written prior to the publication of Dafforne's "The Merchants' Mirrour" in 1636, which is really the first popular English work. Most of these 50 were written in Italian, Dutch, or German, with the honors about evenly divided.

As we have said, Lucas Pacioli's book appeared in Venice in 1494, with a ten-year copyright. At the expiration of that period, or in 1504, the same printers published an exact duplicate of this book, under a different title. Twenty-one years after the last date, or in 1525, there appeared in Venice a very unsatisfactory and incomplete work on bookkeeping by Giovanni Antonio Tagliente, of which the historians do not say much.

Forty years after Pacioli's book of 1494, or in the year 1534, Domenico Manzoni published in Venice his book on bookkeeping, which proved very popular, as during a period of 40 years it went through six or seven editions, which may be termed a tremendous success, considering the conditions of those times.

Manzoni dedicated his book to Alouisius Vallareussus, a rich brother of a friend of his named Petrus. It seems apparent from his preface that he commenced the book years before it was published, when all three (the author, his friend, and the latter's rich brother) were going to school in Venice. In the title he mentions "the method of Venice," but he does not tell anywhere how or where he gained his knowledge and does not give Lucas Pacioli any mention or credit.

Manzoni wrote in dialect, or what is called "patois." He says in his preface that he is not a scholar and cannot use flowery language but only the speech of his mother, which he learned by word



of mouth. He states too that he is a poor man. In those days only the very rich and the clergy could attend schools. The poor were usually artisans, learning their trade from their parents.

Manzoni's book may be termed a revised reprint of Pacioli. Page after page is identical and word for word, and the remainder is merely shorn of the religious expressions, adages, and peculiar repetitions which Pacioli so freely indulged in. Much of value and many of the details given in Pacioli's book are here omitted.

This book is divided into two parts, one for the text and the other for examples of journal and ledger. While the text covers but 12 of the 36 chapters of Pacioli, the two parts combined may be said to reproduce about 18 chapters of Pacioli. At the beginning of the writer's translation of Pacioli's book herein, a comparative index is given, which illustrates just how much of Pacioli's book Manzoni copied and what he left out. The only new idea in his book as compared with that of Pacioli, is the consecutive numbering of the journal entries. In some respects, however, Manzoni is clearer than Pacioli, as for instance, he gives definite rules for the making of journal entries; tabulates six things or matters of information always contained in every journal entry; describes the form of journal better by mentioning five "standing" or "down" lines; explains the use of more than one day book; and gives a chapter to the apparent transposition of the terms "A" (our "To") and "Per" (our "By") in the ledger from its customary use in the journal.

Manzoni gives full illustrations of the journal and ledger, with its entries, which Pacioli, for reasons stated, did not deem necessary. The addition of these illustrations of course has made the book more popular, and Manzoni, while a plagiarist in other respects, must be given the credit of having really been the first to do this. The writer regrets that Manzoni's book is not accessible to him for on that account only one reproduction can here be given, namely, the last page of the journal, which is taken from Brown's history of accounting.

In 1586, nearly 100 years after Pacioli wrote, we find that Don Angelo Pietra published a work on bookkeeping fully illustrated with numerous examples. The book was printed in Mantua by Franz Osanna. Pietra was a monk, born in Genoa, stationed at the Monastery of Monte Cassino, Neapel, Province of Caserta, near Sora. He was the auditor, storekeeper, and cellarer of that monastery. He belonged to the Order of St. Benedict, and dedicated his book to Lastancius Pacius, the abbot of the Benedictine monastery at Mantua. Pietra's style is very clear and concise, and his book contains some 60 short but pithy chapters. As will be seen from the comparative index heretofore mentioned, and given farther on in this book, Pietra had for his guide the books of both Pacioli and Manzoni, for he covered matters which Pacioli did, and also the items which we have just seen Manzoni mentioned in his book but which we do not find in Pacioli. Especially is this true in the enumeration of the items which always must appear in a journal entry. Pietra uses Manzoni's six items in the same order, but adds thereto two others. He also gives the definite rules for making journal entries, mentions the transposition of "A" and "Per," the five standing lines in the journal, and enumerates several day books. He gives further some 30 additional items which neither Manzoni nor Pacioli mentions. Jäger does not speak very highly of Pietra, but it seems to the writer that Pietra was an ingenious man, fully as well educated as Pacioli, and a good deal more experienced in the necessities required of a bookkeeper. He recommends several innovations, prominent among which is double entry bookkeeping for those who are not in business for profit but are capitalists or associations not organized for the making of profits, which we might call eleemosynary corporations. For this purpose he describes three different ledgers, one for merchants, one for bankers, and one for capitalists and those similarly situated. He calls the ledger for the capitalist "economic ledger."

Unlike Pacioli and Manzoni, Pietra does not begin with an inventory, but with a proprietorship account. He is exceedingly careful in the taking of his inventory, and gives in his book a large folded insert containing a tabular inventory. He gives a tabulation of entries for the ledger which do not have to go through the journal (such as closing entries). He advocates the vouchering of disbursements. He minutely explains that expense accounts can show two balances, and that they can show a profit as well as a balance to be carried forward in the nature of an inventory. The detail of some 30 items which he mentions in his book and which neither Manzoni nor Pacioli describes, we give farther on, by the side of the reproduction of some of the pages of Pietra's book.

In 1632 there appeared in Bologna a work on bookkeeping written by Matteo Mainardi. This book is of a far later date than the ones heretofore mentioned, but it is somewhat remarkable in that it attempts to describe, besides the system for the merchants, one for the keeping of executor's and trustee's accounts. In many respects this book compares favorably with that of Pietra, and Mainardi undoubtedly had all the three books just described at his command. In the reproductions herein, we are giving only the title, the preface, and two pages of the journal, the last for the purpose of indicating the method then in use of showing journal entries with more than one debit or more than one credit, and to indicate further that bookkeeping made far greater progress in Holland than in Italy, as will be apparent from the discussion of Simon Stevin's book published in 1604.

We will now pass to the German authors. We have mentioned before that Venice and other places in the northern part of Italy were the centers of commerce from which the distribution of merchandise was made to the inland. The nearest commercial city of the inland known in those days was Nuremberg, and it is therefore but natural that we should find there the first work on bookkeeping published in the German language. The author was Johann Gottlieb, and the book was published in Nuremberg in 1531, three years before Manzoni, the second Italian writer, published his book. The author states frankly that he has translated his work from the "Welsh," meaning by this term "Italian." His book is considered a brief and very poor copy of Pacioli.



Gotlieb's book, however, is not the first that we know of in Germany. Henricus Grammateus, who called himself in German Heinrich Schreiber, lived for a long while in Vienna and there wrote in 1518 a book called "Rechenbüchlin, Künstlich, behend und gewiss auf alle, Kauffmanschaft gerichtet" containing mostly a text on arithmetic, but devoting some pages to the description of a very poor system of bookkeeping, which by a stretch of the imagination may be identified as possibly covering double-entry bookkeeping. This work was printed in Erfurt in 1523, and in Frankfurt in 1572.

After Gotlieb's book we find one published in 1549 at Nuremberg entitled "Zwifach Buchhalten," by Wolfgang Schweicker. This work can not be called excellent, nor is it as exhaustive or as good as that of either Pacioli or Manzoni, but there is no doubt that he had both of these books at his command, and especially followed Manzoni. The three German books thus far mentioned were undoubtedly not good enough to have become standards, and they have exerted little influence on the methods of bookkeeping used since then in Germany.

The first writer who was able to leave an impression which is lasting to this day was Passchier Goessens, a Dutchman from Brussels. He wrote, in 1594, at Hamburg where he was then living, a book on bookkeeping. Goessens states very plainly in his preface where he had learned the art and the title indicates that he followed the Italian system. He obtained his information from some of the earlier Dutch writings, which we will soon mention. German bookkeepers therefore, have benefited more by the knowledge which the Dutch imparted to them than by that which their own countrymen brought direct from Italy.

Next in importance and period of time, we come to the influence of the Dutch writers on the German, French, and English subsequent authors on the subject of bookkeeping. The Dutch for centuries controlled the supremacy of the seas, as they were great ship-builders and navigators. They were excellent, careful and honest tradesmen, and their trade was sought far and wide. Yet the Italian cities, through their ancient relation with the eastern nations, had become the world's leaders in commerce and the Dutch people were therefore forced to trade with these Italian republics until the discovery in 1498 of an all-ocean route to the eastern countries. Thereafter the center of commerce was shifted from Venice and its surrounding republics to Holland. As the Dutch were such travelers on water, they naturally sent their young men by water to the trade centers, for education and training, and in this way the knowledge of commerce also shifted from Venice to the Dutch countries.

Jan Ympyn Christoffels was one of the Dutch merchants who visited Venice and the northern part of Italy and he remained there for twelve years. He returned evidently wise in the knowledge of the keeping of books according to the Italian manner and wrote a book on that subject. He did not, however, live to see his book published, but his widow Anna Swinters published his manuscripts in the Dutch and French languages during the year 1543. Of the Dutch edition there seems to be but one copy in existence, which is in the City Library at Antwerp. The French work, however, can be purchased. The discovery by Hugo Balg of an English copy of this book in a Russian library was reported by the German scholar Kheil, although it was so mutilated that the name of the author does not remain, and the exact date of its publication is not known. However, from the similarity of the contents Kheil established the authorship of this book. The widow of Jan Ympyn Christoffels (better known as Jan Ympyn), says very distinctly in the preface of the Dutch book that it was written by her husband and that she merely published it, which statement would indicate that the English book was written prior to 1543. The illustrations in the book bear date of 1536 and 1537.

Ympyn claims to have obtained his knowledge in Italy, and says he used Italian books for the foundation of his work. He gives credit, however, indirectly to a person who has never been known as an author on bookkeeping, and historians rather indicate that this person was merely an excellent bookkeeper from whom he gained considerable knowledge. He mentions, however, very distinctly the book of Lucas Pacioli, although he calls him Brother Lucas de Bargo. We find Lucas Pacioli's name thus quoted in a large number of books subsequently published, from which we may infer that Ympyn's work was well known and used by a good many writers, because from no other source could they have obtained this faulty version of Pacioli's name.

The next important writer in the Dutch language was Simon Stevin, who wrote in Latin a book on mathematics, which was published in Leiden in 1608, in which he includes several chapters on bookkeeping. These were a reproduction of a book published in the Dutch language on "bookkeeping for merchants and for princely governments," which appeared in Amsterdam in 1604, and was rewritten in The Hague in 1607 in the form of a letter addressed to Maximiliaen de Bethune, Duke of Seullely. This Duke was superintendent of finance of France, and had numerous other imposing titles. He had been very successful in rehabilitating the finances of France, and Stevin, knowing him through Prince Maurits of Orange, was very anxious to acquaint him with the system which he had installed and which had proven so successful. This manuscript of 1607 was published in book form by Stevin's son Hendrick "in the second year of the Dutch Peace" of Munster (1648), which ended the eighty year war with Spain; this would make the date of publication 1650. Hendrick Stevin dedicated the book to the sister of the deceased Prince Maurits, expressing the hope that she may continue with the system of municipal bookkeeping which had made her brother's stewardship of the affairs of government so successful. Stevin's book becomes very important to Americans, because he materially influenced the views of his friend Richard Dafforne, who through his book "The Merchants' Mirrour," published in 1636, became practically the English guide and pioneer writer of texts on bookkeeping.

Simon Stevin, who was born in Bruges near Antwerp in 1548, and died in The Hague in 1620, was a traveler, author, mathematician, engineer, and inventor, a highly educated man who thought bookkeeping important enough to induce Prince Maurits of Orange, the then governor of the Dutch countries, to



install double-entry bookkeeping throughout his territory, thus practically putting municipal accounting on the double-entry system, the very thing we are today after more than three hundred years sighing for. Stevin wrote part of the text of his book in the form of a dialogue, consisting of questions and answers, which he says actually occurred in the arguments he had while teaching Prince Maurits the art of bookkeeping.

Simon Stevin served his apprenticeship in a mercantile office in Antwerp, where he learned bookkeeping. After that he held important public offices, such as quarter-master-general, surveyor of taxes of Bruges and, under Prince Maurits was minister of finances and chief inspector of public works. There he displayed such inventive ingenuity in engineering that he may be said to have been the founder of modern engineering. His discoveries were in dynamics and hydrostatics, and among his many other inventions may be mentioned an important improvement to the canal locks. He was the first to bring into practical use decimal fractions. His works on engineering and fortifications have remained standards until the last decade or two.

Stevin was a prolific writer on many varied subjects. Among other things, he wrote about the art of war on land as well as on sea, about the construction of buildings, residences, and fortifications, the improvement of cities and agricultural lands, about water mills, canals, the art of singing, the art of oratory, rhetoric, mathematics, geometry, and about the weighing of metals and alloys through the difference in weight above water and under water.

The writer would consider Stevin to be one of the first men of whom we have a record as performing duties equal to those of a modern accountant. We have seen that his regular work was that of superintendent of finance (secretary of the treasury) and chief engineer of fortifications and public buildings of Holland, besides being tutor and adviser to Prince Maurits of Orange. In addition to all of this, he was continually called in to settle disputes between partners, audited numerous mercantile books and drew therefrom financial statements, made up partnership books to obtain their settlements, installed systems in all departments of government, in mercantile houses, royal households, municipalities, for construction of specific fortifications and public buildings, traveled to England, France, Germany, Italy, Denmark and Belgium, in order to appear before courts to give testimony in the settlement of financial affairs, and performed numerous other duties of an accountant, which we may infer from his remarks throughout his book.

Jäger, Kheil, and Row Fogo through Brown ridicule to a considerable extent the old writers on bookkeeping, instead of describing the worthy things about them and marveling at their accuracy and ingenuity. Especially do they harangue about Stevin's Latin, but overlook entirely the many worthy suggestions from Stevin's inventive genius.

In Brown's book on the history of accounting Stevin's treatise on mercantile bookkeeping is highly spoken of but Stevin is ridiculed for his endeavor to put municipal accounting on the double-entry system. We feel this to be an injustice to Stevin, for the reason that while his descriptions on municipal accounting may at first blush appear to be faulty, we learn from the descriptions and illustrations he gives of mercantile bookkeeping that he was exceedingly brief but accurate, and that therefore in the text we should take much for granted.

Stevin did not fully illustrate municipal accounting, for three reasons: first of all the officials who were to use the system he installed received regular orders with forms attached from headquarters; therefore his book was not a full exposition of all these orders with their forms, but was merely a review of the entire system. Secondly, (as he states) he was writing an argument in favor of his system to those officials who were forced to use it and might hesitate to support it loyally. This he did in an authoritative manner, by quoting continually the friendly and close association he had with the Prince, which of course he could not make use of in his official orders. Thus he put power and dignity behind his orders. Thirdly, he fully illustrated mercantile accounting and insisted on the employment only of clerks who were well versed in the art of bookkeeping according to the Italian method. After illustrating mercantile accounting thoroughly, he then simply describes the difference between the two systems, which (he reiterates) is his only aim. He gives eight pages of journal and forty pages of ledger on municipal accounting, although they contain only opening and not closing entries. The latter he explains fully in his text by stating deviations from the system used by merchants.

Yet apparently Stevin's treatise on municipal accounting is judged only by the absence of illustrations, but no credit is given him for the ingenious devices he mentions and which we now call internal checks. Brown evidently had not read much of the text, nor his son's subsequent book and notes, which as we have seen heretofore were published in 1650, at which time his son states that while some defects were found in the previous treatise, the system had survived until that day and had been improved upon, he describing such improvements in addition to reproducing his father's works.

Stevin was very ingenious in prescribing methods for what we now are wont to call "internal checks." For instance, in order to check the pay roll of the soldiers and other public officials, he demanded that the pay roll be sent direct to the auditors (and he calls them *auditeurs*, the French for auditors), and then insisted that the cook at the mess-house where all the soldiers and officials were being fed, should report independently to the auditors the number of meals served.

Another internal check which he suggested in order to stop the making of errors and the stealing in the collection of taxes and rents, was to make the sub-treasurer's report to the general treasurer each month of not only the cash receipts and disbursements but the persons remaining delinquent in their payments. After the reported delinquents remained so for three months, he suggested the sending of the sheriff by the general treasurer (not the sub-treasurers) to sell the property of the delinquent tax-payer



or to collect from him a bond. He explains that thus you can force the tax-payer to demand a receipt from the sub-treasurer when paying, and display it to the sheriff, and thus get evidence against the sub-treasurer of stealing.

Towards the end of this book we are reproducing Stevin's journal and ledger, and appended thereto we have given some further remarks describing the superiorities of Stevin's work, which will prove interesting reading. Stevin undoubtedly followed Ympyn, who in turn as we have seen, obtained his knowledge from Pacioli.

Up to this date then, we have, besides general mercantile books, records of specific systems of book-keeping for merchants, branch stores, traveling salesmen, partnerships, household accounts, bankers, capitalists, monasteries, executors, and municipalities, as we will see from the specialties enumerated by these writers.

We next will make a survey of how the knowledge of bookkeeping came to England, whence it probably came to America.

We find that a school teacher by the name of John Mellis wrote in London in 1588 a book on book-keeping, which in his preface he states to be a reprint of a book by Hugh Oldeastle, which Mellis says appeared in London in 1543 under the title of "A profitable treatise called the Instrument or Boke to learne to knowe the good order of the keyping of the famouse reconynge called in Latyn Dare and Habere and in Englyshe Debitor and Creditor." No copy exists as far as is known of this book of Oldeastle, and it is not therefore an absolute certainty that it ever existed. It might have been a manuscript only, and again, the date may not be reliable. It may also be that the book was written by some one else, and given to John Mellis by Hugh Oldeastle. It may therefore have been Jan Ympyn's book in English, especially as the dates are so close together. However this may be, Mellis's book is nothing more than a translation of Pacioli's book, and Mellis states that he had traveled and studied in the Dutch country. Brown in his history of accounting openly says that every English writer on accounting in the early days gained his knowledge from the Dutch, because Holland was the training school for English merchants, and he gives numerous instances to support his statement.

Any one doubting that Mellis's book is a translation of Pacioli, should compare Mellis's description of the checking of the ledger, as quoted by Brown, with our translation of this same subject in Pacioli's book. That Mellis is undoubtedly a copy of Pacioli, appears from an error he made in referring in one of his chapters to a chapter previously mentioned, naming it chapter 15, the same as Pacioli stated in his chapter 16, but as Mellis left out chapter 5 of Pacioli, containing a short introduction, and also chapter 7 about the certification of books by notaries, Mellis's chapter 14 is the same as Pacioli's 16, and Mellis's chapter 13 is the same as Pacioli's 15; yet Mellis makes reference to chapter 15 the same as Pacioli, instead of using chapter 13. The discovery of this error is mentioned in Brown's history of accounting.

Next in importance, and the last book we will mention in our survey, is "The Merchants' Mirrour," by Richard Dafforne. Dafforne says that in Germany, Italy and Holland, there had existed a great many able writers on bookkeeping, and he gives a large list of authors. He attributes the existence of these books to the demand, stating that there would not be a supply unless there was a demand. He very much deploras the fact that such a demand did not exist in England, nevertheless he contributes his book, which is undoubtedly a very able treatise. He even speaks of his acquaintance with Simon Stevin, and he writes his book on the same order as Stevin, namely, in dialogue style, or questions and answers. Dafforne's book was published in London for the first time in 1636, and appeared afterwards in 1651, 1660, and 1684. Later English writers have followed Dafforne and Mellis. Therefore, directly and indirectly, Pacioli through the Dutch, has laid the foundation of our present accounting literature and our present knowledge of bookkeeping.

We are reproducing most of the text of Dafforne's book and a few pages from the daybook, journal and ledger. Anyone doubting that Dafforne followed Simon Stevin and other Dutch writers on bookkeeping will be convinced by reading his text. Numerous quotations are made from these and other Dutch authors throughout the text and even in the title page. In one place an abstract from the bible is rendered in the Dutch language. Further Dafforne states that he received his knowledge and ideas in Holland and that part of the illustrations and text was written in Holland. The mentioning of so many Dutch customs and Dutch names in the ledger accounts shows that he himself succumbed to what he feared: "They being then at Rome, will do as there is done."

While we have described thus far the oldest text books in existence on the subject of bookkeeping, the records of books of account predate these considerably, and for further information on this subject we can do no better than refer you to Brown's history of accounting, where not only detail is given but where also convincing illustrations are reproduced. However, the purpose of presenting to the reader a correct idea of what was done in this line, we might state that the books of the steward of the city of Genoa in 1340 were kept on the double-entry principle. The oldest mercantile ledger at Venice is dated 1460, and is that of the firm of Donado Soranzo & Brothers. This ledger has a profit & loss and a capital account. Specimens of this ledger are reproduced in Brown's history of accounting on pages 99 to 106, and will greatly help the reader to understand Pacioli's instructions, in respect to the year, the Roman figures in the money column, and the Arabic figures for the smallest coin or Pieioli, etc.

## DISCURSION IN THEORY

We find in the translations of the old treatises on bookkeeping the terms debit, credit, inventory, journal, cash, capital, balance, per (modern by), a (modern to), assets, liabilities, etc., and a definition of each of these with their use in the olden times should prove of interest.

Our word debit is put in Italian as "*debito*," which comes from the old Latin *debita* and *debeo*, which in business and from the standpoint of the proprietor means "owe" or "he owes to the proprietor," that which was loaned or given him by the proprietor. (The old authors do not use it in ledger accounts.)

Our word credit is put in Italian as "*credito*," coming from the old Latin word "*credo*," which means "trust or believe," as in business our creditors were "believers" in the integrity of the proprietor, and therefore loaned or gave him something. Therefore, from the proprietor's point of view, the word should be translated as the creditor "is owed by the proprietor," that which was loaned or given to the proprietor. (The old authors do not use it in ledger accounts.)

Inventory in Italian, "*inventario*," comes from the Latin "*invenio*," which means to find out or discover.

Journal in Italian "*giornal*" comes from the Latin "*diurnalis*" which means daily happenings or diurnal.

Ledger comes from the Dutch "*Legger*" meaning "to lie down" and was originated probably from the necessity that the ledger, which was called the big book, became so large and cumbersome that it remained, or was lying, always in one place.

Cash in Italian, "*cassa*," comes from case or box, which is the same as the Italian *borscia* from the Latin *bursa* or purse.

Capital, which is mentioned in Italian as "*Cavidale*," comes from the old Latin "*capitalis*," which means "chief" or "head," and also from the Latin "*capitali*," which means property. Thus capital would mean "the property of the chief," i. e., proprietorship.

As to the word "balance," the following will indicate its meaning. A clear distinction is made by the old writers between (1) the difference in an account between the debit amounts and the credit amounts, (2) the reason for entering this difference in the account, and (3) the status of the account after equalizing both sides by the making of an entry and closing the account. We term all three balances and balancing, while two are distinctly opposite. In Italian they call the difference or the remainder, "*resto*," and say they have entered this remainder in order to close (*saldo*), and then they state that the account is in balance (*bilancio*).

As to the terms "By" and "To," Manzoni says, as does Pacioli, that in the journal entries the word "Per" denotes the debtor and always precedes it, and that "A" denotes the creditor.

Manzoni then goes on to point out that the prevailing system (which Pacioli describes) in his time was to use "Per" only (and not "A") as far as it relates to the ledger. He calls it a misuse which experts do not condone, and in his examples of ledger entries he uses in the debit of the debtor's account "A" because the name following it must of necessity be the name of the creditor and, as "A" denotes the creditor, so it must here precede the name of the creditor, as well as in the journal, in spite of the fact that it is written on the debit side of the ledger. Likewise he puts on the credit side "Per" in front of the name of the debtor. Stevin, as explained, follows Pacioli.

Until the very recent present day we used in the ledger "To" on the debit side as a prefix to the name of the creditor and "By" on the credit side as a prefix to the name of the debtor.

It is difficult to say whether we can translate the Italian "Per" into our "By" and the Italian "A" into our "To," as these two expressions or words can be translated in many different ways according to the noun or verb following or preceding it, together with the consideration of the tense and case used.

If, however, we take a literal translation of the Italian ledger heading used for our debit, or "*dee dare*," we come to "shall give." Putting this into a sentence read from a ledger we have as at the present time, "John Doe debit to Richard Roe" and in the old Italian, "John Doe *dee dare* (shall give) A (To) Richard Roe," and as to the credit, we have in our present day "Richard Roe credit by John Doe," and in the old Italian, "Richard Doe *dee havere* (shall have or receive) Per (by the hand of) John Doe."

Our version, therefore, is that today we follow Manzoni rather than Pacioli and Stevin in this respect.

As to the journal, the old necessity for being particular in designating and separating the debtor from the creditor by Per and A and the much commented upon little diagonal lines (//), has been obviated through the use of two columns in the journal—one for the debit amount, the other for the credit amount—and by the use of two lines of writing and by careful indentation. Thus, while we do not use the old expressions (Per and A) in the journal, we are more careful and systematic in separating debits from credits than the old authors were.

It would be interesting to learn when and where and under what circumstances and conditions the double column in the journal originated. From the fact that a trial balance, with total debits and total credits instead of differences between debits and credits, is called a French trial balance, we might infer



that that system originated in France because a French trial balance is based upon the system that all entries are journalized and the total debits and the total credits of the journal are added to the total debits and credits of the previous trial balance in order to arrive at the totals which the present trial balance should show. Such a trial balance makes an absolute necessity for the having of two columns in the journal.

Stevin explains debit and credit as follows:

“Genomen dat ymant met naem Pieter, my schuldich vvesende, doet daer op betaling van 100 L: Enick 't gelt in een casse leggende, al of iet heur te bevwaren gave, segh dat die casse my 't selve gelt schuldich is, vvaer deur ick haer al oft een mensch vvaer, debiteur make, en Pieter crediteur, om dat hy syn schult vermindert, stellende int Iornael 't begin der partie aldus, ‘Casse debet per Pieter.’”

The above translated would be about as follows:

“Suppose that some one by the name of Peter owed me some money, on account of which he paid me £100, and I put the money in a cash drawer just as if I give it the money for safe keeping. I then say that that cash drawer owes me that money, for which reason (just as if it were a human being) I made it a debtor and Peter of course becomes a creditor because he reduces his debit to me. This I put in the Journal thus: ‘Cash Debit Per Peter.’”

From the above translation of the previous Dutch quotation it would seem that the journal entry shown is rather a hasty conclusion. The entry, in order to follow his explanations, should have been a double entry somewhat as follows: Cash Debit to Myself—Proprietor Credit—for the money I gave the cash drawer for safe keeping. To be followed by: Myself Debit to Peter Credit—he gave me money which I may have to return to him if he does not owe it to me.

As most of the entries, if made in this form would have both a debit and a credit to the proprietor for the same amount, these are simply omitted.

If we eliminate on both sides, according to algebraic formulae, the word “myself,” we then have abbreviated the two entries to a real algebraic term, namely, “Cash Debit to Peter.” Thus we have condensed two entries of thought to one entry written down, very much the same as in algebra  $a = b$ ;  $b = c$ ; hence  $a = c$ . In many of the old Dutch books Stevin's idea of a twofold double entry is mentioned, and is brought down to the present day, which accounts for the existence of a clear idea on this principle in Holland and in modern Dutch books on bookkeeping (see N. Brenkman, 1880, Theory of Double-Entry Bookkeeping).

It must be admitted that if we today would abolish the use of the words debit and credit in the ledger and substitute therefor the ancient terms of “shall give” and “shall have” or “shall receive,” the personification of accounts in the proper way would not be difficult and, with it, bookkeeping would become more intelligent to the proprietor, the layman, and the student.

Elsewhere we have seen that Stevin insists upon testing when a journal entry in debit and credit must be made by asking the question, “When does proprietorship begin” or “When does proprietorship end,” from which it is apparent that proprietorship *must* enter in the consideration of each entry and, if it is not there, it is simply eliminated by the rules of algebra. This, of course, would at once lead to the personification of the capital and profit or loss accounts into “the proprietor” as differentiated from “the business,” and would then immediately show the fallacy of the statement that capital and surplus are liabilities, as well as of the absurd theory that assets must equal liabilities.

The following translation of the dialogue between Simon Stevin and the Prince Maurits of Orange on this subject fully illustrates that Stevin then understood his subject far better than do some modern text writers and theorists, and it makes certain recent so-called “discoveries” appear mere mental vagaries, as far as the credit for discovery is concerned. It merely illustrates that they are today as deep thinkers as Stevin was 300 years ago.

The Prince. I must ask another question. The entries stand in my ledger as debits and credits. Which of these two stand to my advantage and which to my disadvantage?

Stevin. Debits in the ledger are your advantage, for the more Peter owes you the more your capital is, and likewise much pepper in the warehouse, which stands as a debit, will make much money in the cash drawer. However, credits are the reverse.

The Prince. Are there no exceptions to this?

Stevin. I cannot recall any.

The Prince. Yet capital as a debit does not seem to me as an advantage, and capital as a credit being a disadvantage to me appears entirely wrong.

Stevin. I forgot that. You are right. I meant to say that capital is an exception.

The Prince. Further, expense is a debit and it, together with the debit in the profit and loss, are both disadvantages.

Stevin. Because these two are a part of the capital account they are included in the exception.

The Prince. The credits in the cloves account in the ledger are in excess of the debits by £74-4-7. This is an advantage to me because it represents a profit, yet it is in the credit.

Stevin. The reply to this would be that if the account were closed (which you can do when you please, but usually at the end of the year), the excess in the credits would be transferred to the profit and loss account and your question would not arise.

The Prince. Yet it remains that with accounts like the cloves account, where they show a profit or a loss, it is not so frequently true that at all times debit is an advantage and credit a disadvantage.



- Stevin. That appears to be true and in that respect it is somewhat similar to your exception, but it shows all the more positively that in all accounts of capital, or those pertaining to capital, debit is always a disadvantage and credit an advantage.
- The Prince. Why has capital more exceptions than all the others?
- Stevin. Because capital debit means as much as though the proprietor said, "I am debit to all the other accounts." It follows that the more a proprietor is debtor in this manner the more it is to his disadvantage, and the more he is creditor the more it is to his advantage, for which reason capital must be the reverse of other accounts, and it is not therefore really an exception.
- The Prince. If capital stands for the name of the proprietor, why is the proprietor's name not used instead of the word capital inasmuch as through the use of that word so many things become so difficult to understand?
- Stevin. Merchants often form partnerships with many who together put in one principal sum of money. For this reason we need one designation indicating them all at once as proprietors, and for this the word capital is used with good reasons.

Furthermore, at that time the words assets and liabilities were not known in bookkeeping. Happy days they must have been. These terms ought not to be known or used now. What we now term liabilities, and some of which some of us are almost tempted to call "near liabilities" very much the same as we define "near silk," never are and never will be liabilities, for at the time the financial statement is prepared these amounts are not supposed to be due, hence the proprietor cannot possibly be liable for them at that time. At most he is "trusted" for them by his creditors, as the old authors expressed it correctly. Neither are assets at any time, in a going, solvent business, real assets. The words assets comes from "*assez*" which means "enough." The question of whether the proprietor has enough to cover his liabilities does not come up until his ability to meet his obligations is questioned or until he is called upon to render a statement to the court wherein he is brought for this purpose to answer the question whether he has enough (*assez*—assets) to cover that for which he is liable (liabilities) or past due credits or trustings by the creditors. Those who doubt this should study from the reported court cases the difference between mercantile insolvency and legal insolvency.

In analyzing a financial statement I believe these assets and liabilities may be interpreted to mean something like this: The proprietor, in order to be permitted to continue to do business on credit, makes here a showing to those interested by which he agrees that his books show that the personifications of cash, real property, personal property, merchandise, as well as the persons owing him, are obligated to him and "shall give" him the amounts stated on the left hand side of the statement or the amounts appearing to the debit of these accounts in the ledger and to the credit of his own account, and that thereby the proprietor will be able to meet whatever obligations he contracts with those with whom he has dealings. He further states in this report that persons interested should take notice that the books show that the following persons "shall have" or "shall receive" from him the items when they become due and payable and standing on the right hand side of the statement, or the amounts appearing to the credit of these accounts in the ledger and to the debit of his own account. That these items are to be deducted from the items of cash, real property, personal property, etc., before those interested in the statement can judge as to whether they shall trust (*credito*—credit) him further. Thus it becomes at once apparent that capital, together with surplus and losses and gains, represent the ownership of the things owned less those owed, leaving a net ownership, and net ownership can never be a liability (i. e., a thing to be liable for). If surplus ever can be a liability then a minus-surplus or a deficit must of necessity become an asset, which is an absurdity.

The statement of affairs described by Stevin and elsewhere reproduced, may be considered to be merely a statement of the closing entries as they would be made in the respective individual ledger accounts in order to make both the debits and the credits even and equal. For whatever each debit account shows more in the debit than in the credit, as Stevin explained, it is given by the owner to that account for safe keeping as if it were a person—hence this person or this account owes the proprietor; therefore, the proprietor trusts these personified accounts and becomes the creditor. With the credit accounts it is the reverse; hence Stevin's statement of affairs is the capital account itemized with a preponderance of credits to represent net capital. The English follow this method of rendering a financial statement to this day. Why Americans reverse the process is difficult to perceive.

From the foregoing it will further be seen that thus with the aid of ancient terms we can read intelligently and explain the abbreviated forms used in bookkeeping so that it becomes at once apparent why accounts like the cash account, which to the uninitiated looks like proprietorship, can be shown on the debit side of the ledger and why capital account, which always represents ownership, appears on the credit side. This at first thought may seem contradictory, but the reason for this apparent inconsistency lies in the elimination (through bookkeeping) of equal terms (as per rules of algebra) brought about by the theoretical making of double entries (two entries, each with a common debit and credit) and thus abbreviating it beyond the interpretation of ordinary language. Thus we may go on and with equal ease prove, as the German scholar Jäger has done, that double-entry bookkeeping is much older than single-entry bookkeeping, the latter being a still further shortening of methods of classification by the use of the terms debit and credit. Stevin very clearly suggests this in his explanation of the rules of partnership.

It is to be regretted that in the transfer of the expositions of the theory from the Dutch language (as so plainly exemplified by the scholar Simon Stevin) to the English (by the flowery schoolmaster Richard Dafforne) should have been so badly done that all records of the scientific part of the art and theory have been so completely obscured as to suggest even in the present day an argument on theories so well known in those olden days.

## LUCAS PACIOLI REPRODUCED

The following eight pages, from 18 to 26, and the succeeding 32 left-hand pages, numbers 28 to 80, represent photographic reproductions of the oldest extant book on double-entry bookkeeping, published in Venice, Italy, in 1494. The reproductions are of the same size as the original, and fully illustrate the make-up of the book, which is one of the oldest books ever printed from loose metal type in Roman letters, as explained at the opening of the historical chapter. The ink used was vegetable dye ink, and is today as black and as fresh as India ink, after 420 years of use and exposure. It is printed on hand-made rag paper, unsized, which after so many years of exposure to air and light is still so far superior to the very best modern paper that a comparison cannot be made.

On page 18 appears the title of this book, "Summa de Arithmetica, Geometria, Proportioni et Proportionalita," (Review on Arithmetic, Geometry, and Proportions). Below the title is a brief synopsis of the contents of the book. Part 1, Section 9, Treatise 11 of this ancient book treats of double-entry bookkeeping and begins on page 199-a of the original, or page 32 of this volume, under the title of "Particularis de computis et Scripturis" (Particulars of Reckonings and Their Recording). This can be found in the seventh line of page 32. The picture directly under the title, on page 32, is said by some to be that of the author of this book, but there is nothing in this or any other book which substantiates this assertion.

Page 19, which immediately follows the title page of the original, contains a dedicatory letter by the author, whose name appears on the second line. The lower half of this page is occupied on the right by an epigram of praise to Pacioli by a friend of his and on the left by an epigram by the author to the reader.

The first of the four last lines of this page contain, a list of the letters to be used by the printer, merely as a guide for those who are not familiar with this style of printed letters. Thereafter, on the last line, the year (1494), then the date (November 20th), and then the place (Venetia or Venice), all of these pertaining to the record of publication.

Page 20 is another dedicatory letter to the Duke of Urbino. The author's name appears here in the third line.

On page 22, in the third line of the center paragraph, the author's name is given again, this time in the genitive case, hence *Fratris Luce* instead of *Frater Lucas*.

Pages 24 and 25 are reproduced in order to show the marginal notes there given, indicating the abbreviations used in the book, and their interpretation. Page 25 is also given for the reference the author makes in line 7 to three of his pupils, Bartolo, Francesco, and Paulo, the three sons of a prominent merchant of Venice named (Antonio de) Rompiasi. The dash over the "o" in the original indicates that an "m" follows the "o."

Page 23 is given to reproduce the type of numerous marginal illustrations the author gives on nearly every page of his chapters on geometry and arithmetic, considering the many illustrations here used it seems very strange that he should not have given some in his chapter on bookkeeping.

Page 26 is given to show that our modern so-called "efficiency engineers" have nothing the best of this monk of over 400 years ago, as to "organization charts." This chart illustrates the intricacies of proportions.

Pages 28 and 30 contain the index of the chapter on double-entry bookkeeping. No translation is given of these pages, because they are merely repetitions of the headings of each chapter, and therefore their translation appears at those places. In their stead, a comparative index is given of four of the earliest writers on bookkeeping, in order to illustrate how closely they have followed each other.

On pages 32 to 80 (left-hand only) are the reproductions of the original chapter on double-entry bookkeeping. Opposite each reproduction is given the translation in modern English subject to the qualifications mentioned in the preface.



# Sūma de Arithmetica Geo- metria Proportioni ⁊ Pro- portionalita.

Continentia de tutta l'opera.

De numeri e misure in tutti modi occurrenti.  
Proportioni e proportionalita a notitia del. 5.º de Eucli-  
de e de tutti li altri soi libri.  
Chiaui ouero euidentie numero. 13. p. le q̄nta conti-  
nue, pportionali del. 6.º e. 7.º de Euclide extratte  
Tutte le pri del algoritmo: cioe rcleuare. p̄tir. multi-  
plicar. sūmare. e sottrare cō tutte sue. pue i sani e rot-  
ti. e radici e p̄gressioni.  
De la regola mercantelsca ditra del. 3.º e soi fōdamen-  
ti con casi exemplari per c.º m.º s.º s.º guadagni; perdē-  
te; trasportationi; e inuestite.  
Partir. multiplicar. sūmar. e sottrar de le proportio-  
ni e de tutte sorti radici.  
De le. 3.º regole de' catayn ditra positioe e sua origie.  
Euidentie generali ouer conclusioni n.º 66. absoluerē  
ogni caso che per regole. ordinarie nō si potesse.  
Tutte sorte binomij e radici e altre linee irrationali del  
decimo de Euclide.  
Tutte regole de algebra ditte de la cosa e loz fabri-  
che e fundamenti.  
Compagnie i tutti modi. e loz partire.  
Socide de bestiami. e loz partire  
Fitti: pescioi: cottimi: liuelli: logagioni: egodimenti.  
Baratti i tutti modi semplici: composti: e col tempo.  
Cambj reali. secchi. fittini. e di minuti ouer comuni.  
Meriti semplici e a capo danno e altri termini.  
Resti. faldi. sconti. de tempo e denari ela recare a un  
di piu partite.  
Or. argēti. elozo affinare. e carattare.  
Molti casi e ragioni straordinarie varie e diuerse a  
tutte occurrentie commo nella sequente tauola ap-  
pare ordinatamente de tutte.  
Ordine a saper tener ogni cōto e scripture e del qua-  
derno sū vinegia.  
Tariffa de tutte vsanze e costumi mercantelschi in tut-  
to el mondo.  
Pratica e theorica de geometria e de li. 5.º corpi regu-  
lari e altri dependenti.  
E molte altre cose ò grandissimi piaceri e frutto cō-  
mo diffusamente per la sequente tauola appare.



Magnifico Patrio Veneto Bergoni pretori designato. D. Marco sanuto viro in omni discipli-  
narum genere peritissimo Frater Lucas de burgo sancti sepulcri ordinis minorum et inter. Sa. Lico.  
professores minimus. S. P. D.



Non me preterit Magnifice senator omnes: quos aliquod virtutis specimē oblectet tibi quā  
plurimum debere: tum nobilitate: quā preclaram a maioribus tibi traditam: indices magis  
illustras: tū humanitate: eruditōe: et eloquētia: quibus pauci nō dico tue civitatis homines:  
sed totius italie te equaverint. Ego vero humanitate allectus: eruditōe admiratus: operā  
et diligentiam tuam de amicis bene merendis expētus: maxime tibi me debere cōfiteor. Sed quom ant  
mo repeto qua cura et studio laboraveris: ut nostrum hoc volumē perpetuis impressorum monumen-  
tis trāderetur non satis mihi ipsi sufficere video: ut aliqua ex parte quātulacūq; tibi satisfacerem Alij  
pleriq; multi si quippiā in aliqua doctrina profecerint: libros: quibus ad id pervenitur maxime latere  
cupiant. Tu cōsumatissimus astrologus: in Arithmetica ciminētissimus: in Geometria excellētissimus  
nostra: ut ederentur nobis solitius curasti. Profecto illud existimo: ingenii tui fecunditatem nō so-  
midasse: si hec in manus hominū pervenirent: propterea nō tibi plurima superfutura: que alios fuge-  
rent: verissimūq; esse illud Plinianum ex te didici. Ita certe recondunt qui pauca aliqua novare iudē  
tes alijs. Opus itaq; ipsum te horzante et impellente impressum: quō Illustrissimo Urbini Duci dicaui  
mus ad te recognoscendum mitto: cui si canes nostri oblatrauerit quō soles tuis clientibus egregiū pa-  
trocinium: mihi prestes: obsecro. Nam certus sum non defuturos qui has nostras vigilias multo stu-  
dio multoq; labore desudatas: reprehēluri sint: Opus certe variū: copiosū: iocūdū: vndiq; mathemati-  
cis theozematibus scatenens et quō nō mediocrē fructum sit allaturum hijs qui Euclidē Astrologie et ne-  
gotiationi operam sunt daturi. Sed vide queso quid nobis obtigerit: dum tibi satisfacere conor ma-  
ius mihi obligationis vinculum inecto: non satis fuerat: quod te auctore noster liber in lucem produceret.  
tutelam etiam tuam deposcimus. Verum quod nos efficere non possumus decum optimū martinū  
vna cum serafico nostro sancto Francisco adiuuantibus cōfratribus nostris frequenter orabimus: ut  
tibi pares gratias ingenio doctrinē virtuti et nobilitati tue referant. Vale Ad vota

Sa. Pompilij epigrāma ad lectorem.

Que fuerant medijs carie consumpta latebris  
Restituit lucas lector amice tibi  
Moenia silapides quot habēt erecta subauras:  
Aut ubi phoebeos temperet annus equos:  
Et que ceruleas ducat te stella per undas:  
Et que declivō corpore signa cadant:  
Linea: quid corpus: quid circus et angulus oīs:  
Que sit apelles picta tabella manu:  
Ultima que terris regio. quas fluctibus urbes  
Extremus gelidis abluat oceanus.  
Tempore seu certo concordem emittere uocem  
Nature mores discere seu cupies.  
Demere seu numeros numericis siue adderetētas  
Solicitem medio sen iuuat esse foro:  
Hunc eme: quicquid erit liber hic cōducet agēti:  
Quod non dant plures: hic feret unus opem.

Clarissimi viri Domini Giorgio Sumarippa ve-  
ronēsis patricij Epigramma ad auctorem.  
Ebi douesse lodar tua nobeltate:  
La pratica: Teorica e Doctrina  
Per l'opra non humana: ma diuina  
Hoggi impressa in ueneria alma citate  
Luca burgense mio eccellente frate  
Conuerria lauer studiato in medicina:  
Astronomia: e in liberali foccina  
De l'arti tutte: e in le Mchamicate.  
Ma effedo cussi ben dilucidata  
Da tua excellēca in ogni loco e parte  
E a Guido Ubaldo Illustre intitulata  
Sera da tutto il mondo si bramata  
Ehe ogni poema ogni eloquēca et arte  
Di comendarla rimarra ex cusata.  
Sur uedendo ti agrata  
Dongo sto grandi sale in tua uiuanda  
Per farla saporita Acui la manda:

Tabula. a.b.c.d.e.f.g.h.i.k.l.m.n.o.p.q.r.s.t.u.v.y.c.z.d.p.AA. Omnes sunt quater:  
ni preter p qui est quinternus. Et AA qui est septernus.

Registrum Geometrie: quere in ultima carta totius operis.  
MDCccc:lxliij:xx. Nouemb:is. venetijs

**Ad Illustrissimū Principē Sui. Abaldū Urbini Ducē Montis feretri: ac Du-**  
**rantis Comitē: Grecis latinisq; litteris Ornatus: & Mathematicē discipline**  
**cultorē seruerissimū: Fratris Luce de Burgo sancti Sepulchri: Ordinis minor:**  
**& sacre Theologie Magistri. In artē arithmetice: & Geometrie. Prefatio.**



**La quātita Magnanimo duca**

e si nobile & excellēte cosa che molti p̄sosophi p̄ q̄sto l'hano giudicata ala substātia para: e comessa coeterna. Pero che hano cognosciuto p̄ verū modo alcuna cosa in rez natura. senza lei nō potere esistere. Per la qual cosa de lei itēdo (cō lauto de colui che li nostri sensi reggi) tractarne: nōche p̄ altri p̄isēhi e antichi p̄ylosophi nōne sia copiosamēte tractato: e i theorica e pratica. Ma p̄ che lor dicti gia ali tēpi nostri sono molto obscuri: e da molti male ap̄resi: e ale pratiche vulgari male applicati: diche in loro opationi molto variano: e cō grādi elaboriosi affanni mettano in opa: si de nūeri cōmo de misu-

re: vnde di lei parlādo nō intēdo se nō quāto che ala pratica e opare sia mestiero: me scolādoci secōdo iluoghi oportuni ancora la theorica: e causa de tale opare: si de numeri cōmo de geometria. Ma p̄ria acio meglio q̄llo che sequita se habia ap̄phendere: essa quātita diuideremo secōdo el n̄ro p̄posito: ediuidēdola aciascun suo mēbro assegnaremo sua p̄pria e vera diffinitōe e descriptiōe. E aloza poi sequira q̄llo che Arist. dici in secūdo poster. *Tūc enī maxime scit aliqd cū habet suuz qd est r̄.*

*Diffinitiones & diuisio discrete & continye quantitat̄is: articulus primus prime distinctionis.*

**D**ico adōca. La quātita essere imediate binembre: cioe cōtinua e discreta. La continua e quella lechui parti sonno copulate e gionte a certo termine cōmune: cōme sōno legni: ferro: e saxa r̄. La discreta oueramēte nūero: e quella le cui parti nō sonno giōte adalcuno termine cōc: cōmo e. 1. 2. 3. r̄.

Diche prima dela discreta: cioe del nūero: e poi dela continua cioe geometria: quāto alo intento aspecta chiaramente tractaremo.

*Diffinitio numeri propriissima. articulus secundus.*

**N**amerō e (secōdo ciascano p̄ylosofāte) vna multitudine de vnita cōposta: et essa vnita nō e numero: ma ben principio de ciascan numero: ede q̄lla mediāte laquale ogni cosa e ditto essere vna. E secōdo el seuerin Boetio in sua musica: e la vnita ciascū nūero i potētia: & passiz i sua arithmetica Regi na e fondamēto dogni numero lapella. Laqual piu magnificāda in le cose naturali disse in q̄llo che fa de vnitate & vno. Omne qd est: ideo est: qz vnū nūero est. Ene ancora el nūero in infiniti mēbri diuiso: p̄ quel che esso Arist. dix̄: cioe. *Sigd infinitum est: nūerus est.* E p̄ la terza petitiōe del septio de Euclide: la sua serie in infinito potere p̄cedere: et quocūq; nūero dato: dari pōt maio: vnitate addēdo. Ma noi pigliaremo quelle parti anoi piu note e accomodate. E pero dico cō glialtri alcuno essere primo: ede quello che solo dala vnita e nūerato: e nō ha altro nūero: che itegralmēte apōto lo parta. Altro e ditto cōposto: ede q̄llo che da altro nūero e mesurato: ouero nūerato. Exēplū primi Eōmo. 3. 7. 11. 13. c. 17. r̄. Exēplū secūdi. Eōmo. 4. chel doi lo misura e nūera: e. 8. chel. 2. e. 4. El. 1. 2. 14. 18. e simili: tuti sōno ditti nūeri cōposti: nō solo che cōstino ex digito & articulo (secundo sacro busco in suo algorisino) ma p̄che itegralmēte paltri nūeri si possano mesurare e ptire: secōdo el sēso de Euclide in septio anche. 20. 30. 40. che sōno meri articuli: p̄ esso sōno ditti cōposti. Alcuni sono nūeri cōtra se primi: & sono q̄lli (cōmo e detto) che p̄ sola vnita sono mesurati e nūerati: cōme sōno. 11. 13. 17. 19. che luno a laltro esaltro a luno e p̄mo: nec reliquis p̄ alterū itegraliter diuidi pōt vt p̄z itūcti. De q̄li alcuno po essere cōposto e laltro primo e luno laltro po esser primo: cōmo p̄ la. 24. del. 7° si dimostra. Exēpluz



## WHAT WAS PACIOLI'S REAL NAME ?

In the historical chapter, we have stated that the name of the author of the first book on bookkeeping was not definitely known. This is quite apparent from the different versions of the spelling of the name, which we find in the various books, and it becomes rather amusing to read how the various authors mentioning this name take delight in stating that the other fellow is wrong and they are right. Yet no two of them apparently give it alike.

Brown in his history of accounting especially ridicules Ympyn's version, and with it all Brown himself spells it Paciolo, with an "o" at the end, whereas all the authorities he quotes spell it with an "i" at the end, and he gives no explanation as to why he prefers the "o". Below we give a tabulation of the various spellings of these names by the various authors, each one being preceded by the authority from which we have taken the name. We have adhered to the spelling of Lucas Pacioli throughout, because we believe that to be the proper spelling, from the two best researchers who have written about him, namely, the two Germans Jüger and Kheil, and further, because we believe that the "li" in the old Italian was Latinized into "lus," and the "e" is the old Italian for the Latin "t" in most all cases where the Latin "t" is preceded and followed by a vowel. Furthermore, we have the author's own version of his own name, as we have seen elsewhere, in the only book that is published with his name in full, namely: "Divina Proportione," which was written in Latin and where he gives the Latin of his own name. While "Luca" is the Italian for the Latin "Lucas," we follow the author's own spelling in his Italian as well as Latin books, namely "Lucas":

### AUTHORITY.

### SPELLING OF NAME.

Summa de Arithmetica  
(author's original)

Frater Lucas de Burgo Sancti Sepulchri

(The above name appears first on the second line of page 19 of this book, which is the second page of the original; also on the third line, page 20 of this book, which is page 3 of the original; and in the third line of the second paragraph, page 22 of this book, being page 4 of the original—here, however, it is given in the genitive, hence *Fratris Luce* instead of *Frater Lucas*).

La Scuola perfetta dei Mercanti (second edition  
of Summa de Arithmetica by same printers)

Fra Paciolo di Borgo Santo Sepolero

Divina Proportione  
(author's original)

Lucas Patiulus (the Latin of the Italian Pacioli)

Contemporary writers

Lucas Pacciolus

Jan Ympyn Christoffels  
(in his French book)

Frere Lucas de Bargo Sancty Sepulery

Guido Brandaglia

Luca Pacciolo

Ernst Ludwig Jäger

Lucas Paccioli

Carl Peter Kheil

Fra Luca Pacioli di Borgo Sansepolero

Beckmann's History

Lucas von Borgo

Anderson's History

Lucas von Borgo

Clitofonte Bellini

Luca Paciolo

(Trattato Elementare Teorico—Pratico di  
Ragionesia Generale)

V. Vianello

Luca Paciolo

(Luca Paciolo nella Storia della Ragionesia)

Pawell Ciompa

Luca Paciolo

(Grundrisse einer Oekonometrie)

L. Gomberg

Luca Paciolo

(Grundriss der Verrechnungswissenschaft)

V. Gitti

Fra Luca Pacciolo

(De Computio—modern)

Moritz Cantor

Paciuolo

(Geschichte der Mathematik)

Sigismund Günther

Paciolo

(Geschichte der Mathematik)

Catholic Encyclopedia

Lucas Pacioli

Richard Brown

Fra Luca Paciolo Da Borgo San Sepolehro

John B. Geijsbeek

Lucas Pacioli

ria. *Proporziōe e Proporzionalità* possi intendere. Certo nullo sia che tal laude se attribuesca. Lascio hor mai ogn'altra cosa che longo seria el dire: ma solo tutte le cose create s'ia nostro specchio: che niuna si trouera che sotto numero, peso e misura non sia costituita como e ditto da salomone: nel secondo de la sapientia. *Hanc deniq; preculis summus opifex in celestium terrestriumq; rerum dispositione semper habuit. Dum orbium motus: cursusq; syderum 7 planetarum omnium ordinatissime dispone ret.* Nec quando etbera firmabat sursum. Et appendebat fundamenta terre: 7 librabat fontes aquarum. Et mari terminum suum circumdabat legemq; ponens aquis ne transirent fines suos: cum eo erat cuncta componēs zc. Non sia chi temerariamere giudicādo dica quel che e fin qua de le *Mathe-*manici discolzo habiamo i persuasiōi a. *U. D. S.* sia facto. Ala qual (siando di loro ede ogn'altra *Uel-*lente) non acadeua per connumeratione de l'unita siegue in ogni doctrina e pratica per esse persuader lie infiammarla a seguirle e abbracciarle. Ma solo a suasionē e aperimento de la nobilita e vtilita grandissima (como sopra dicemmo) de li *Reuerenti di. U. D. S.* quali in simili exercitandose lor vita sustengano. Como per tutte degne terre a. *U. D. D.* subiecte si fa chi al trafico. E altri laudabili exercitij sonno dati. Di quali la degna. *U. Lita de Urbino* principalmente e piena. Lascio de la cita de *Ugobio* esse ncial membro de. *U. D. D.* La quale de ogni trafico reluce. Lascio *Fosambrone. Cagli e* *Madacera* altre. *U.* degne cita. *Castel durate. Saragnio. e Mercatello.* E molti altri luocghi al. *U. D. D.* sottoposti ne li quali non me curo stenderme per che da se sia manifesto. Lbi con poco e chi con asai sua vita exercitando sempre insu le famose siere per aqua e per terra. Ora auinegia. Ora a' *Roma.* Ora a *fiorenza* se ritrouano. Per le qual cose non dubito la presente opera summamente esserli grata: cōcio sia che in lei a tutte occurrentie (como habian deducto) li sia suffragatorize seruente. Non altro e per lo presente a. *U. D. S.* da exponere se non che in tutti versi vie e modi lo infimo de quella figlio lo e seruo frate *Luca dal Borgo san sepulcro* de lordine de li minori humile de sacra *Theologia* professore deuotamente a lei se ricomanda. La qual lo omnipotente dio secondo ogni suo bon desiderio li placcia a crescere e conseruare con tutti de la casa sua excelsa: e di quella beniuoli e aderenti. Vale.

*Ad illustrissimum Principem Sui. Ubaldum Urbini Ducem. Montis feretri: ac durantis Comitem. Grecis latinisq; litteris Ornatissimum; 7 Mathematicis discipline cultore seruentissimum; Fratris Luce de Burgo sancti Sepulchri: Ordinis minorum; 7 sacre Theologie Magistri: In arte Arithmetice: 7 Geometrie. Epistola.*

Com aninaduertērem Illustrissime Princeps imensas dulcedines: ac maximas vtilitates quas ex huius scientijs assequimur: que greci mathematica nostri disciplinas possunt appellare: si recte practice 7 Theorice animo demandentur. Constitui nouum hoc volumē pro ingenij nostri tenuitate componere maxime in eorum vsum ac voluptatem edere qui virtutum celo affecti essent. In quo (vt ex subscripto indice facile perspicui potest) Varias diuersasq; Arithmetice Geometrie Proportionis et Proportionalitatis partes plurimum necessarias: tum in praxi: tum in Theorica collegimus: firmissimisq; rationibus 7 canonibus perfectissimis subicimus: ex antiquis 7 recentibus philosophis cuiuscunq; praxis indubitata fundamenta. Quamobrem non immerito libri titulus.

*Summa Arithmetice Geometrie Proportionum 7 Proportionalitatum* dicatur. Ubi ante omnia studuimus exactam in huiusmodi facultatibus praxim tradere quemadmodū ex ordinatissima eius serie haud difficulter intueri licet. Verum quia temporibus nostris verba propria mathematicos ob raritatem bonorum preceptorum apud Latinos ferme interiēre: cupiens ego vsui esse huius qui vestre ditioni parent (non ignarus stilo elegantiori. Eloquio Cicroniano te salientem eloquentie vnda; adiri oportere) quid q; vnusquisq; non hec caperet: si latine per scripta essent: potius vernaculo sermone descripsimus. Litterature itaq; peritis pariter. Et imperitis hec commodum et iocunditatem afferent; si incis se exercuerint vacent quibuslibet facultatibus et artibus: ob per tractata que cōmunia vnicuiq; videntur 7 optime applicari posse. Et primo quis non dico doctus: sed multo minus q̄ mediocriter eruditus est: qui non perspicue videat quantum bereant quantumq; necessaria sint. Astrologie cultus principes hac tempestate vigent auunculus tuus princeps *Oravianus*: vna cum *Reuerendissimo fori simpzonij Episcopo Paulo mindeburgensi* quos in omnibus semper admiro 7 venero: quorumq; exactis iudicijs hoc ipsum opus non unmerito caritate subicimus: vt que bene scripta sunt approbeut



rio al. q. sia la linea. q. k. catetto del triangolo. q. b. d. nel quale menato la linea. fr. equedistan-  
te al. i. k. fra. fr. equale a la linea. i. k. perche equedistante e la linea. fi. ala linea. k. c. b. k. e. fia. r.  
k. uguale al. f. i. e il triangolo. q. i. f. e. fr. b. sonno simili. Onde se traremo. r. k. cioe. i. f. del. k. b. ri-  
marranno. b. r. 3. e perche egite. cosi. b. r. al. r. f. cosi. fi. al. q. Onde multiplicando. r. f. per. fi. e  
diuidendo per. br. vienne. 5. per lo catetto. q. i. Onde tutta. q. f. e. 20. che e l'altezza de la pira-  
mide. q. a b c d.



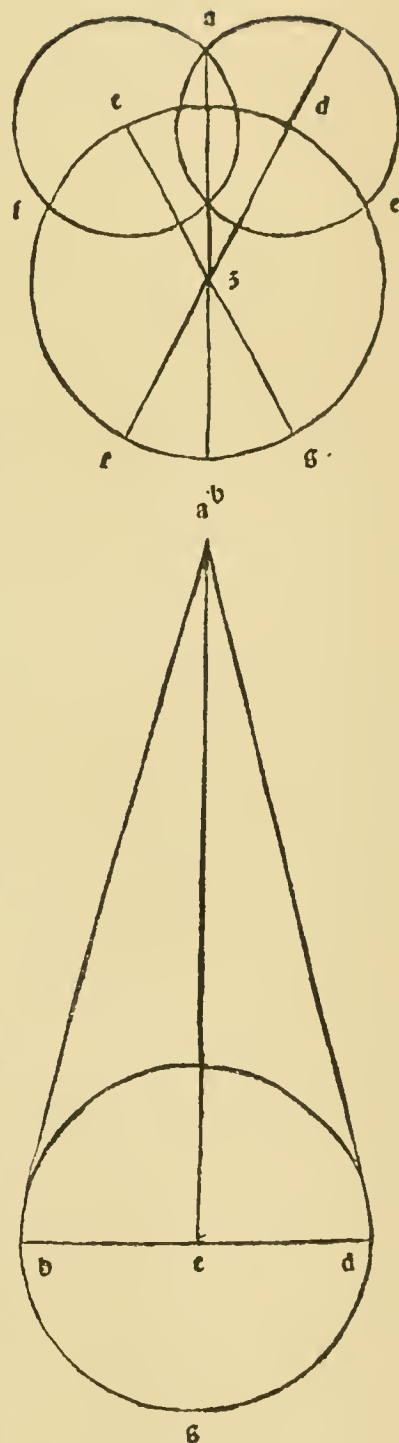
**S** e innuna sfera si piglia vn ponto dalquale. 4. rette linee si merino infra loro  
iguali e vadino ala superficie de la sfera e quelle linee nõ sieno in vna superficie  
piana quel ponto sia si centro de la sfera. Verbi gratia sia la sfera. a b. c. in qlla  
sia il ponto. g. dalquale sieno menate. 4. linee infra loro iguali.  $\zeta$  b.  $\zeta$  g.  $\zeta$  d.  $\zeta$  e. e nõ  
sienno li ponti. b. g. d. e. in una superficie piana dico il ponto. g. essere centro de la ditta sfera e  
questo euidentemente appare e po nõna bisogno de dimostratione.



**Q** uando sira menato dal ponto del capo dogni piramide colonnate al cetro d'la  
basa sua perpendicolare sopra la sua basa: allora le linee rette che sonno menate  
dal ponto del capo suo al cerchio contenente la superficie de la sua basa sonno i  
fra loro iguali. E la multiplicatõe duna di quelle linee che sonno menate dal ca-  
po loro al cerchio contenente la sua basa: ne la mita del cerchio contenente la ditta basa. E la  
rea de la superficie de ditta piramide colonnate: verbi gratia: sia la piramide colonnate. a b g  
d. de laquale la sua somita sia. a. e la sua basa sia il circolo. b g d. del quale sia il centro. e. E la li-  
nea. a e. ortogonalmente sia ritra sopra il piano del cerchio. b g d. e dal ponto. a. ala linea cir-  
cunferentiale contenente il circolo. b g d. de la basa de la data piramide di colonna se men-  
molte linee. a b. a g. a d. dico certamete le rette. a b. a g. a d. infra loro essere iguali. La pua me-  
nise dal centro. e. le rette. e b. e g. e d. che sonno tutte iguali infra loro. E perche. a e. e perpen-  
diculare sopra il piano del circolo. b g d. sienno gliangoli. a e b. a e g. a e d. retti. Onde li tri-  
goli sonno ortogonij. a e b. a e g. a e d. e hano le base iguali che sonno. e b. e g. e d. e illato. a e. e  
commune. Onde li lati subtendenti a gliangoli retti che sonno. a b. a g. a d. sonno infra loro  
iguali. E per questo e manifesto che tutte le rette linee che si possono menare dal. a. ala linea  
circunferente. b g d. essere iguali a la linea. a b.



**A** cora dico che multiplicato. a b. ne la mita de la linea circunferente. b g d. fara  
l'area de la superficie de la piramide: cioe l'area disuora de la superficie. a b g d. la  
quale superficie e dal circolo de la basa. b g d. infino ala sua summita. E se nõ fol-  
se cost. Allora sia la multiplicatõe de la linea. a b. de la mita del circolo. b g d. ma-  
giore o minore quella che facia l'area de la superficie dico che quella. quantita che se mul-  
tiplica per. a b. a fare l'area de la superficie sua minore ouer maggiore de la mita de la linea cir-  
cunferente. b g d. E sia la quantita. i.  $\zeta$ . e il doppio del. i.  $\zeta$ . e piu chel cerchio. b g d. Adonca fa-  
ro sopra il cerchio. b g d. vna figura retti linea haunte e lati e gliangoli iguali contente  
quello: e sienno li lati insieme agionti meno che lo doppio del. i.  $\zeta$ . che sia la figura. l. k. t. E me-  
nero la linea. a b. laquale e perpendicolare sopra la linea. b t. in questo modo. Adonca la li-  
nea. e t. sienno li quadrati de le linee. e b. 7. b t. iguali al quadrato de la linea. e t. e commune a  
tutti sia il quadrato de la perpendicolare. a e. firanno li quadrati de le linee. e b. e b a. Igua-  
li al quadrato de la linea. e t. e comunamente sagionga il quadrato de la perpendicolare. a  
e. sienno li quadrati de le linee. a e. e b. b t. cioe li quadrati de le linee. a b. e. b t. iguali al qua-  
drato. a t. onde l'angolo. a b t. e retto. Perpendicolare e adonca la linea. a b. sopra la linea. t k.  
Similmente si mostra la linea. a g. essere perpendicolare sopra. k l. e. a d. sopra la linea. t l. E  
perche le rette. a b. a g. a d. sonno infra loro iguali vira de la multiplicatõe duna di quel-  
le commo del. a b. ne la mita de lati del triangolo. t k l. lembado ouer area de la superficie de  
la piramide. a t k l. maggiore de la superficie de la piramide. a b g d. conciosia cosa che la con-  
tenga quella: cioe quello che infra cerchio. b g d. e il ponto. a. e la mita de lati del triangolo  
. t k l. e minore che la quantita. i.  $\zeta$ . Adonca gia fo la multiplicatõe de la linea. a b. quello ch  
e meno de la linea. i.  $\zeta$ . e maggiore de la superficie de la piramide di colonna che e impossibi-  
le. Adonca non ne possibile che la multiplicatõe de la linea. a b. ne la linea che sia magio-  
re de la mita del cerchio. b g d. sia lembado ouer continencia de la superficie. a b g d. Anco-  
ra pozo la linea. i.  $\zeta$ . miore de la mita de la circunferentia del circolo. b g d. e se possibile e ch' d'  
outo. a b. i.  $\zeta$ . ne puęga l'area de la superficie d'la piramide. a b g d. A multiplicare adõca d' la  
; d' la circunferentia del circolo. b g d. fara la supfi. d'ua miore piramide d' la piramide. a b g d.





rum: e partendo soldi per. 20. neuē 8. Per che la lira ybiq; si tene soldi. 20. Le 8. poia farne oro: si partano per la valuta de quel oro occorrente: secondo li luogbi. E quello ch auanqa de li 8. partendoli in. 12. sonno 8. E cio che auanqa de li 8. partiti in. 20. sonno 8. E cio che auanqa de le 8. partite in la valuta de loro occorrente sonno. 8. Et sic in ceteris discurrendo: verbi gratia. Poniamo che tu habi aredure ale magiori valute ouer magiori monete questa q̄rita de piccoli: cioe picoli numero. 96598. Dico che prima facci commo festi di sopra in li pe si ordinamente riducendo prima ala immediata moneta sequente: quale e el soldo in questo modo. Partendo la ditte summa de picoli per. 12. neuē. 8049. e sonno soldi e auanqa. 10 che son. 10. picoli. E poi a farne 8. partirai questi soldi venuti per. 20. neuē. 402. E queste sonno 8. de valuta: e auanqa. 9. che son. 9. soldi. E poi per farne oro. Partirai le 8. per la valuta del ditto oro a 8. E vrratte loro. E quello che auanqara lira 8. Como se volcse far duē. li quali in questo bauemo posto valere 8. 7. luno. Le ditte 8. venute partirai per. 7. neuē. 57. E son duē. e auanqa. 3. che son 8. Si che de primo ad vltimum riducendo li ditti picoli ala magior moneta siranno duē. 57. 8. 3. 4. 9. 8. 10. E cosi regerate in tutte valute meno ri: reducendole ale magiori: vt in ista.

Tertium notandum. Eadem via procedens.



Uello che habiamo detto deli pesi e moneta: ancoza se habia a intēdere de le q̄rita che vadano a numero: e anche a misura o sia colma: longa: e rasa secondo loro ingordita: si commo de sopra dicemmo. Meglio: e pegio: e longo e corto: e i gordo diuersamente se attendano: secondo le quantita: vt supra declarauimus.

Si che hauendo tu octau de braccio de panno numero. 46595. de panni a volerli ridurre a canne: la qual communiter se tien braccia. 4. Prima partirai ditti octau per. 2. e vrratte quarte: per che sempre in ogni quantita. 2. octau fanno. 4. e lo remanete lira octauo. E poi le quarte partirai per. 4. e vrratte braccia per che. 4. fanno braccio. 1. E lauango lira quarte. E poi li bracci partirai per. 4. e vrratte canne: e lauango lira braccia. Si commo hauesse li octau pcedetti partiti in. 2. neuē. 23297. E son quarti. E auanqa. 1. che e. 1. octauo. E poi parti. 23297. per. 4. e vrranne. 5824. E sonno braccia e auanqa. 1. che e. 1. quarta. E poi parti li braccia per. 4. neuē. 1456. e sonno canne: e auanqa nulla che son: nullo braccio. Si che de primo ad vltimum la ditte reductione fa canne. 1456. braccia o quarte. 1. octau. 1. E tu i tutte altre simili per te farai zc.

Quartum notandum de caracteribus practicis hoc in opere vsitatis.



Estiero e ancoza da notare quello importino li caratteri per noi in questopera vsitati cio le loro abbreviature sien intese per chi leggera hauenga che molti per le proposte questioni per se stessi le aprendino. Non dimanco piu sonno quelli di poca pratica (per li quali principalmente questo libro si fa) che non sonno quelli che intendano. E impero qui sequente tutti li caratteri: e abbreviature che per noi comunamente in questo libro se vsaranno: dichiararemo: si in arte minore ouer mercatoria: commo in arte maggiore: ouer algebra. Le quali piu per li pesi: e monete: e misure: che per altro sonno trouari: excepto in algebra che per forza (differentie causa) so bisogno trouare. Per che non si potte a tutte quantita metter nome. Ideo zc.



Questi caratteri e abbreviature commo vedi. Alcuni sonno che piu de vna cosa representano. Pero che ale volte peso: e ale volte valuta di monete. Si commo questo 8. che dici lira a valuta de moneta: che sintende soldi. 20. E libra a peso che sintende once. 12. e cosi questa. p. che dici. piu. picoli. pegge. piedi. Per la q̄l cosa tu nelli luogbi doue le trouerai per tuo ingegno chiaro cognoscerai quale de luno de questi te representara: secondo el suon de la materia che li se contra. Onde fra le valute. p. denota picoli. Fra misure piedi. Fra quantita de panni pegga. In operatione de algebra piu: e cosi de ciascuna de laltre: secondo li techie e le materie te representarano luna de le cose ditte qui al suo incontro sicche tu per te vsarai lo ingegno tuo: el qual bisogna sia supplemento a quello chio mancasse. Quia suppletio fit loco defectus. Per che non e possibile mai ponere tutto quello che al arte se ricerca: si commo e manifesto a quelli che di componere volumi se delectano. Furta illud. Dicite pierdes non omnia possumus omnes: e cosi farai de te sequenti che son per algebra.



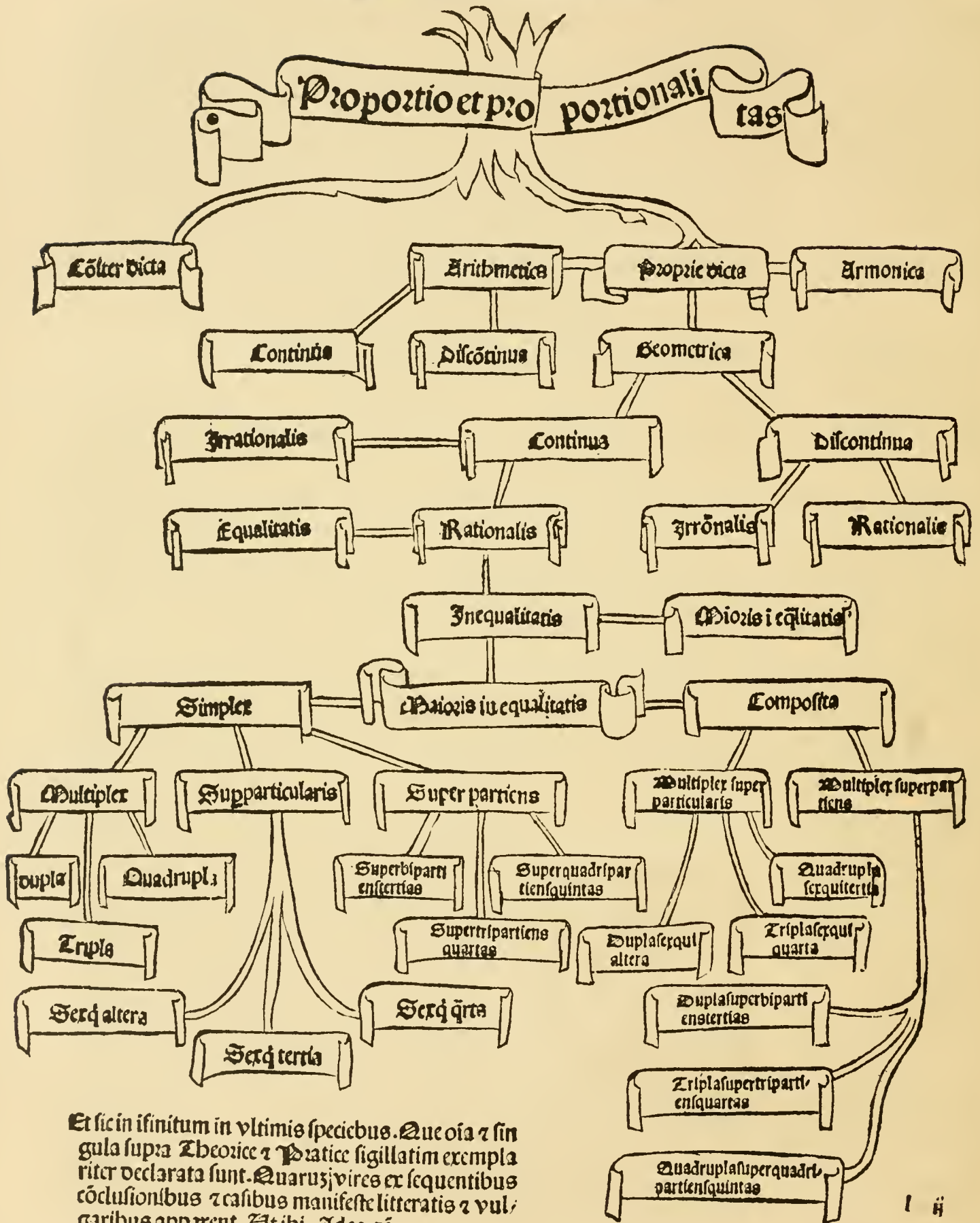
Idem notandum de caracteribus algebraticis.

Er looperare de larte maggiore: ditte dal vulgo la regola de la cosa ouer algebra e amucabala seruaremo noi in questo le qui da lato abbreviature ouer caratteri:

- Duē. ducati.
- 8. Lire. lira. libra. libze.
- 8. Soldo. soldi.
- 8. Denaro. denari.
- p. Picolo. picoli. pegga.
- 6. Onzia. once.
- q̄. quarti. q̄. q̄. q̄.
- Oct. octauo. octau.
- Ch. cana. cane.
- b. Bracio. braci.
- m. Mina. mine. meno. metetaria.
- m̄. Marca. m̄. marchi.
- κ. Caratto. caratti.
- g. grane. grani.
- g. Grossi. grossoni.
- bl. Bolognino. bolognin bolsone.
- v. Uia.
- r. Regula. resta. r.
- M̄ca. multiplica.
- M̄care. multiplicare.
- M̄cato. multiplicato.
- Da. differentia.
- Dz. differentie.







Et sic in infinitum in vltimis speciebus. Que oīa ⁊ singula supra Theorice ⁊ Praticce sigillatim exemplariter declarata sunt. Quaruzj vires ex sequentibus cōclusionibus ⁊ casibus manifeste litteratis ⁊ vulgaribus apparent. Et ibi. Ideo ⁊c.



## PECULIAR SAYINGS OF PACIOLI

- Chapter 1. "Where there is no order there is confusion."  
2. "Every action is determined by the end in view."  
3. "Defining diligently and truthfully so that truth will always guide you."  
4. "More bridges are necessary for a good merchant than a lawyer can make."

"The merchant is like a rooster, which of all the animals is the most alert, and in winter and summer keeps his night vigils and never rests."

"Also it is said that the head of the merchant has a hundred eyes and still they are not sufficient for all he has to say or do."

"The law helps those that are awake—not those that sleep."

"Dante says:

"My son, it behooves that you quit your laziness.

God promised the crown to the watchful ones.

He who lies on feathers or under cover will never amount to anything. Such a one leaves on this earth the same trace as the smoke in the air or foam on the water."

"Work should not seem to you strange for Mars never granted a victory to those that spent their time resting."

A sage said to the lazy man to take the ant as an example.

Apostle Paul says that no one will be worthy of the crown except he who shall fight valiantly for it.

Remember God and your neighbor.

Attend religious meditation every morning, for through this you will never lose your way.

By being charitable you will not lose your riches.

The Saviour in the book of St. Matthew admonishes, "Seek you Christians first the Kingdom of God and then the other temporal and spiritual things you will easily obtain."

- 18 and 31 Who does nothing makes no mistakes; who makes no mistakes learns nothing.
- 22 Officials do not bother about details.
- 23 Accounts are nothing else than the expressions in writing of the arrangement of his affairs, which the merchant keeps in his mind.
- If you are in business and do not know all about it, your money will go like flies, that is, you will lose it.
- 29 Books should be closed each year, especially in partnership because frequent accounting makes for long friendship.
- 33 If the losses are in excess of the gains—from which state of affairs may God keep every one who really lives as a good Christian.
- 35 If you do not put the place and date on a letter, you will be made fun of, because we say the letter which does not bear the date was written during the night, and the letter which does not bear the place we say that it was written in the other world and not in this one.



Non mette pegno. 10. contra. 15. vnaltro mette. 20. contra. 27. dimanda se chi ebe uanragio e quanto p.c. Fa cosi prima uedi quanto meritaria. 20. de scontro a rata. che. 10. a. 15. e dise. 10. a. 15. che bara. 20. uirra haucr. 30. donca uedi che non ha debito scontro habiando. 27. or uedi che li manca che li machera da. 27. a. 30. che son. 3. uedi che pte son de suo capital che e. 10. che son li.  $\frac{2}{3}$ . e tato ebe di dāno n l so capitale respecto a laltro. donca arguesci che laltro habia uāragio li.  $\frac{2}{3}$ . del suo capitale ch uol dir. 15. per. c°. che si troua anche a questo modo dicendo colui mettendo. 10. tiraria. 15. se messo. 100. che tiraraue opera tiraria. 150. qual salua. poi p laltro dirai se. 20. uol. 27. che uirra. 100. che uirra a uolere. 135. ch uedi che manco che. 150. del p°. si che ebe suāragio. E sup qto p c°. abbat. 135. de. 150. resta. 15. e tato ebe dāno i tutto per haucr messo. 100. cioe haue danno tal parte qual son. 15. de. 100. che son li.  $\frac{3}{5}$ . ut supra la'tro auanço p u che lui. 15. in tutto che son li.  $\frac{3}{5}$ . pur de. 100. suo capitale: sicbe auanragio. 15. p. c°. fatta per che semp tal parte quale pde luno qlla medesima pre uene a nāçare laltro e cosi i baratti.

*Tabuola del Quaderno.*

- De quelle cose che principalmete sono necessarie al uero mercatante: e de lordine a sapere tenere bene vn quaderno cō lo suo giornale in uenetia: e anche p ogni altro luogo. ca°. 1
- De la prima pte principal de questo tractato detta inuentario: e che cosa sia inuentario: e come fra mercatanti si habia a fare. ca°. 2
- Forma exemplare: cō tutte sue solennita i lo inuētario requisite. ca°. 3
- Utilissima exortatione: e saluteri documenti al bon mercatante prinēti. ca°. 4
- De la. 2.ª. pte principale del presēte tractato ditto diuisione. cōme la habbia a intendere: e i che consisto: circa al trafico. e de li. 3. libri principali del corpo mercantescio. ca°. 5
- Del p°. libro ditto memoriale o uer quartafoglio o uachetta q̄llo che se itēda: e cōmo i esso se habia a serinare: e per chi. ca°. 6
- Del mō cōmo i molti lochi si habio autēticare tutti li libi. mercāteschi: e p che: e da chi. c. 7
- Cōmo se debino dittare le pte i ditto memoriale cō exēpli. ca°. 8
- De li noue modi p li quali cōmunamēte si costuma fra li mercatanti cōparare: e dle merātie quali el piu de le uolte de necessita a tēpo si cōparano. ca°. 9
- Del secondo libro principale mercantescio ditto giornale: quel che l sia e comē se debia disporre ordinatamente. ca°. 10
- De li doi termini nel ditto giornale vsitati maxime i uenetia: luno ditto per: laltro ditto. A



## COMPARATIVE INDEX OF THE EARLIEST WRITERS

The following is a schedule showing comparatively the contents of the chapters of Pacioli, Manzoni, Pietra and Ympyn, so that the reader may have a quick perception of the extent to which Manzoni, Pietra and Ympyn have followed Pacioli. Only the most important items are given. Carefully note the coincidence that even the order in which the chapter is given practically remains unchanged from that of Pacioli.

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Sample of an inventory in full detail by lots.....	3	Vol. 1/3	9	.....
Useful instruction to a merchant.....	4	Vol. 1/4	10	.....
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- e quello che per loro se habia a denotare. ca°. 11
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- Del terzo 7 vltimo libro principale mercantefco detto el qderno commo debbe esser fatto e del suo alfabeto cōmo se debbia ordinare vgniolo e dopio. ca°. 13
- Del mō a portare le partite del giornale i qderno: e p che de vna i giornale se ne facia doi in qderno: e del modo a depennare le partite in giornale e de li doi numeri d le carti del quaderno che in le sue margine si pone: e p che. ca°. 14
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- Cōmo se debino dittare le partite de le mercantie che p inuentario o altro modo lomo se troua: nel quaderno in dare e in hauere. ca°. 16
- Del modo a tener conto con li officij publici: e per che: e de la camera delimpresstitti in ueneta che se gouerna per via de settieri. ca. 17
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- Del modo a sapere notare e dittare vna partita d robba cōpara a cōtati: i tutti. 3. li libri cioe memoriale: giornale: e quaderno: e cōme a pre cōtati e pre tēpo al medesimo Capitulo.
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- De laltra partita famosa ditta Compagnie: commo se debino ordinare: e dittare in tutti li modi occurrenti in ciascuno libro. ca°. 21.
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- De lordine e mō a sap tener vn cōto de botega in tua mano o ad altri recōmandata e cōmo se debino ne li libri autentici del patrone e anche in quelli de botega separatamente scriuere e dittare. ca°. 23
- Cōmo se habino a settare nel giornale e qderno le partite de li banchi de scritta: e qli se intradono e doue ne sia: o de cābi: tu cō loro stando mercatante: e tu cō altri quādo fosse banchieri: e de le quietāce che p li cābi si fanno: e p che se ne facia doi de medesimo tenore. ca°. 24
- De vnaltra partita che ale uolte se costumata nel qderno tenere detta entrata e uscita e ale uolte senca libro particolare. e per che. ca°. 25
- Cōmo se habino asettare neli libri le partite de li uiaggi i sua mano: e qle de li uiaggi recōmandati: e cōmo de necessita de tali nascono doi quaderni. ca°. 26
- De vnaltra partita famosa ditta pro e danno o uero auançi e defau ançi: commo la sabia a tenere nel quaderno: e p che ella non si metta nel giornale cōmo le altre partite. ca°. 27
- Cōmo se debino reportare in ançe le partite del quaderno: quando fossero piene: e i che luogo sabbia portare el resto: acio nō sia presa malicia nel quaderno. ca°. 28
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## Distinctio nona. Tractatus .xi°. De scripturis

**Conimo se debiano saldare tutte le partite del quaderno vecchio: e i chi: e per che e de la sū  
ma sūmarum del dare e delancre ultimo scontro del bilancio.** ca°. 34  
**Del modo e ordie a saper tenere le scripture menute cōmo sōno scripti de manolīe familia  
ri potisc: pcessi: sentētie e altri istrumēti e del registro de le lettere ipotari.** ca°. 35  
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bia mandare a memoria le cose dette.** ca°. 36

**Distinctio nona. Tractatus .xi°. particularis de cōputis 7 scripturis.**

De quelle cose che sōno necessarie al uero mercatante: e de lordine a sapa bē tenere vn q̄/  
derno cō suo giornale i vinegia e anche p ognaltro luogo. Capitolo primo.



**I** reuerenti subditi de. U. D. S. Magnanimo. D. acio a pieno  
de tutto lordine mercantescio habino el bisogno: dell'etrai. (olt.  
le cose dinanze i q̄sta n̄ia opa ditte) ancoza particular tractato  
grandemēte necessario cōpillare. E in q̄sto solo lo iserto: p che  
a ogni loro occurrēca el p̄sente libro li possa scriuire. Si del mo  
do a conti e scripture: cōmo de ragioni. E per esso intendo dar  
li nozma sufficiente e bastante in tenere ordinatamente tutti lor  
conti e libri. Pero che. (cōmo si s̄a) tre cose maxime sōno opoz  
tune: a chi uole con debita diligētia mercantare. De le q̄li la poris  
sima e la pecunia numerata e ogni altra facultā su stantiale. Ju  
rta illud p̄hy vnū aliquid necessariorū ē substantia. Sēca el cui  
suffragio mal si po el manegio traficante exercitars. Auēga che  
molti gia nudi cō bona fede cōmençando: de gr̄a facēde habio fatto. E mediante lo credito  
fedelmēte seruato i magne richēçe siēno peruenuti. Che asai p vltima discurredo nabiamo  
cognosciuti. E piu gia nele gr̄a republiche non si poteua dire: che la fede del bon mercatan  
te. E a quella si fermava lor giuramento: dicēdo. A la fe de real mercatante. E cio nō deuf  
fere admiratione: cōciosia che i la fede catholicamēte ognuno si salui: e sença lei sia ipossibile  
piacere a dio. La secōda cosa che si recerca al debito trafico: sic che sia buon ragioneri: e  
p̄mpto cōpunita. E p questo cōsequire. (disopra cōmo se ueduto) dal p̄ncipio alafine: ha  
uemo iducto regole e canoni a ciascuna opatione requisiti. In modo che da se: ogni diligē  
te lectore. tutto potra iprendere. E chi di questa pte non fosse bene armato: la sequēte in ua  
no li scerebbe. La. 3. e vltima cosa oportuna sic: che cō bello ordie tutte sue facēde debita  
mēte disponga: acio con breuita: possa de ciascūa hauer nozitia: quanto alor debito e anche  
credito: che circa altro non fatēde el trafico. E q̄sta pte fra laltre e aloro utilissima: che i lor  
facēde altramēte regerle: seria ipossibile: sēca debito ordie de scripture. E sēca alcū riposo la  
lor mēte sempre staria in gran trauagli. E po acio con laltre q̄sta possino hauerle. el p̄sente tra  
ctato ordiai. Nel q̄le se da el mō a tutte sorti de scripture: a ca°. p ca°. pcedēdo. E bē che nō  
si possa cusi apōto tutto el bisogno scriuire. Nō diueno p q̄l che se dira. El pegrino igeg: a  
q̄lūcaltro laplicara. E seruaremo i esso el mō de vinegia: q̄le certamēte fra gli altri e molto  
da cōmēdare. E mediante q̄llo i ogni altro se porra guidare. E q̄sto diuideremo in 2. pti p̄n  
cipali. Luma chiamaremo iuētario. E laltra dispōne. E p. de luna: e poi de laltra successiua  
mēte se dira sēdo lordie i la p̄posta tauola contenuto. Per la q̄l facilmente el lectore porra le  
occurrentie trouare secondo el numero de suoi capitoli e carti.

**C**hi cō lo debito ordie che laspecta uol sap bē tenere vn q̄derno cō lo suo giorno  
le a q̄l che qui se dira con diligētia stia a tēto. E acio bē sintēda el p̄cesso idurre  
mo i cāpo vno che mo diuouo comēci a traficare cōmo p ordie deba procedere  
neltendere soi conti e scripture: acioche sicutamēte ogni cosa possi ritrouare posta  
al suo luogo p che nō asettando le cose debitamēte a li suoi luogbi uerebbe i grandissimi tra  
uagli e cōfussōi de tutte sue facēde. Juxta cōe dictū vbi nō ē ordo ibi est cōfusio. E pero a p  
fecto documēto dogni mercatante de tutto n̄io. p̄cesso faremo cōmo di sopra e ditto. 2. p̄n  
cipali. Le q̄li apramēte q̄ sequēte chiariremo: acio fructo saluifero s̄abia iprēdere. E p̄ia  
dimostrando ch̄ cosa sia iuētario e cōmo s̄abia far e De la p̄ pte p̄ncipale de q̄sto tractato  
derra iuētario. E che cosa sia iuētario: e cōme fra mercatanti s̄abia fare. ca°. 2. Cōuiente  
adonca p̄mēte psupponere e imagnare che ogni opante e mosso dalfine. E p poter q̄llo  
debitamēte cōsequere fa o n̄i suozzo nel suo p̄cesso. vnde el fine de q̄lūche traficante e de  
cōsequere licito e cōpetēte guadagno p sua substētatiōe. E po sempre con lo nome de meser  
domenedio: debiano cōmençare loro facende. E i nel p̄n°. dogri lor scripture: el suo sancto



# COMPLETE TRANSLATION OF PACIOLI

## SECTION NINE—TREATISE XI.

### PARTICULARS OF RECKONINGS AND THEIR RECORDING.

#### CHAPTER 1.

THINGS THAT ARE NECESSARY TO THE GOOD MERCHANT AND THE METHOD OF KEEPING A LEDGER WITH ITS JOURNAL, IN VENICE AND ELSEWHERE.

In order that the subjects of His Illustrious Highness, the most honorable and magnanimous Duke of Urbino (D. U. D. S.—*Docis Urbini Domini Serenissimi*), may have all the rules that a good merchant needs, I decided to compile, in addition to the subjects already treated in this work, a special treatise which is much needed. I have compiled it for this purpose only, *i. e.*, that they (the subjects) may whenever necessary find in it everything with regard to accounts and their keeping. And thereby I wish to give them enough rules to enable them to keep all their accounts and books in an orderly way. For, as we know, there are three things needed by any one who wishes to carry on business carefully. The most important of these is cash or any equivalent, according to that saying, *Unum aliquid necessarium est substantia*. Without this, business can hardly be carried on.

It has happened that many without capital of their own but whose credit was good, carried on big transactions and by means of their credit, which they faithfully kept, became very wealthy. We became acquainted with many of these throughout Italy. In the great republics nothing was considered superior to the word of the good merchant, and oaths were taken on the word of a good merchant. On this confidence rested the faith they had in the trustworthiness of an upright merchant. And this is not strange, because, according to the Christian religion, we are saved by faith, and without it it is impossible to please God.

The second thing necessary in business is to be a good bookkeeper and ready mathematician. To become such we have given above (in the foregoing sections of the book) the rules and canons necessary to each transaction, so that any diligent reader can understand it all by himself. If one has not understood this first part well, it will be useless for him to read the following.

The third and last thing is to arrange all the transactions in such a systematic way that one may understand each one of them at a glance, *i. e.*, by the debit (*debito*—owed to) and credit (*credito*—owed by) method. This is very essential to merchants, because, without making the entries systematically it would be impossible to conduct their business, for they would have no rest and their minds would always be troubled. For this purpose I have written this treatise, in which, step by step, the method is given of making all sorts of entries. Although one cannot write out every essential detail for all cases, nevertheless a careful mind will be able, from what is given, to make the application to any particular case.

This treatise will adopt the system used in Venice, which is certainly to be recommended above all the others, for by means of this, one can find his way in any other. We shall divide this treatise in two principal parts. The one we shall call the Inventory, and the other, Disposition (arrangement). We shall talk first of the one and then of the other, according to the order contained in the accompanying Table of Contents, from which the reader may take what he needs in his special case.

He who wants to know how to keep a ledger and its journal in due order must pay strict attention to what I shall say. To understand the procedure well, we will take the case of one who is just starting in business, and tell how he must proceed in keeping his accounts and books so that at a glance he may find each thing in its place. For, if he does not put each thing in its own place, he will find himself in great trouble and confusion as to all his affairs, according to the familiar saying, *Ubi non est ordo, ibi est confusio* (Where there is no order, there is confusion). In order to give a perfect model to every merchant, we will divide the whole system, as we have said, in two principal parts, and we will arrange these so clearly that one can get good results from them. First, we will describe what the inventory is and how to make it.

#### CHAPTER 2.

FIRST PART OF THIS TREATISE, WHICH IS CALLED INVENTORY—WHAT INVENTORY IS, AND HOW TO MAKE IT.

First, we must assume that every action is determined by the end in view, and in order to pursue this end properly, we must use every effort. The purpose of every merchant is to make a lawful and reasonable profit so as to keep up his business. Therefore, the merchants should begin their business with the name of God at the beginning of every book and have His holy

*NOTE*—The words in parentheses are the author's, as also the punctuation and paragraphing, as the original is extremely deficient in these. The words in italics are copied exact from the original.

nome hauerà mète zc. E po p. cōuen che facia suo diligente iuētario: i q̄sto modo. che sem  
pre p. scriua in vn foglio o uero libro da pie. Liōche se ritroua hauer al mōdo: de mobile: e  
dest abite. E mēçando sem̄p da le cose che sōno in piu p̄gio e piu labili al perdere. Cōmo  
sō li d. cōtanti. Bìoc. Argenti zc. Per che le itabili. Cōmo sōno. Capi. Terreni. Lacune val  
le. P. scchiere e simili nō si possano sinarire: cōmo le cose mobili. E successiuamete poi de ma  
no i mano. scriuase laltre. Donendo sep̄e p. el di: e mēlismo: el luogo. el nome suo nel ditto  
iuētario. e tutto ditto iuētario si deuerenere in vn medesimo giorno: p. che altramète darebe  
trauaglio nel mēgio futuro. E po a tuo exēplo: potere q̄ vn p. n. cōmo se debia fare. Berlo  
q̄ tu pte potrai i ogni luogo el pposito sequire zc. v3.

Forma exēplare cō tutte sue solennita in lo inuentario requisite.

ca. 3

Al nome de dio. 1493. a di. 8. nouembre in uinegia.



Uesto se quēte si e lo iuēta: io de mi. A. da vine. De la cōtrada de scō apostolo.  
El q̄le ordenatamète io de mia mano ho scripto: o nō fatto scriuere dal tale zc.  
De tutti li miei beni: Mobili: e Stabili: Debiti: e Crediti che al mōdo mi ritro  
uo: fin q̄sto p̄sēte giorno sopra ditto. p. p̄ta. In p. mi trouo de cōtati fra oro  
e moneta: ouē. tanti zc. Di q̄li tati sōno doro uenitiani. E tati doro ongari. E tati. sio. larghi  
fra papali: senesi: e fiorētini zc. Lauāço mōete dargēto e rame de piu forti: cioe. Trōi. Ashar  
celli. Carlini de re. E de papa. E grossi fiorētini. Testoni milanefi zc. 2. Jtē mi trouo i q̄  
ie ligate e desligate. Peçci n. tati zc. De li q̄li tanti sōno balassi i tauola ligati: i oro ancili pe  
sano. S. e caratti grani zc. luno o uero i sūma. Qui poi dire a tuo mō zc. E tanti sōno safili  
pur a tauola iformagli da dōna. Pesano zc. E tati sōno rubi coculegni desligati pesano zc.  
Ialtri sōno diamati gressi a tauola: e pōtidi zc. Narrādo le forti e peçi a tua uogliā. 3. Jtē  
mi trouo uelte de piu forte. tate de la tale e tante de la tale zc. Narrādo suoi cōtati. Solo  
ri: fodre e fogie zc. 4. Jtē mi trouo argēti lauorati. p. forti. Cōmo tacçe bacili. Rāmi.  
Cosileri. Pironi zc. E q̄ narra tutto le forti a vna p vna zc. E pesa ciascuna tora daple so  
tilmète. E tiē cōto de peçci e de pesi zc. E de le legibe. Venetiana. Ragusa zc. E anche  
stāpo. o uero segno che hauessero farne mentiōe zc. 5. Jtē mi trouo i ma saria d panni li  
ni: cioe Lēçoli. Louagli. Lamise. Faça. li zc. Lapi n: tati zc. lequoli de. 3. reli. Ddi. 2. 7. zc. tele  
padouane o altre zc. nuoui o vsati lōghi tanti b. zc. E canise tante zc. rouagle de rete zc. fa  
suoli grandi n: tanti zc. E piccōli tanti zc. noui vsati zc. a tuo mō narra. le forti. 6. Jtē  
mi trouo lecti d pūia. n. tanti zc. cō soi caueçali de piu noua o nō vsata zc. federa noua zc.  
q̄li perano i tutto. o nō vno p vno. 8. tante zc. E eḡte del mio seg. o dal. cōmo si coltu  
ma zc. 7. Jtē mi trouo de mercantie i casa ouer i magaçeni. zc. de piu forti. p. Colli tan  
ti de ççari. michini pesano. 8. ran. zc. Segnari del tal seg. zc. E cosi andarai narran. a for  
ta p. forte. ditte mercantie cō tutti cōtrasegnia sia possibile. e cō q̄tra. piu chiaraçça si possa. de pe  
so n. e misura zc. 8. Jtē mi trouo colli tanti de ççari bellidi zc. E carchi tati de pip zc.  
pip lōgo. o uer pip tōdo scō che sira zc. E fardi tanti di canelle zc. pesa. zc. E colli tanti  
garo. zc. pesa. zc. cō fusti poluere e capelleti. o nō seça zc. E peçci tati. de n̄gini zc. pesa. zc.  
e peçi tanti san. rossi o bianchi pesa. zc. E cosi andarai mettēdo p ordie v. sotto laltro zc.  
9. Jtē mi tr. pelami da fodre: cioe agneli. bia. e albertōi puglicsi o marchiani zc. n. tan  
ti de la tal forte. zc. e volpe mar. n. tante cōçe zc. e n. tante crude zc. E camoçe conçe e tru  
de zc. n. tante zc. 10. Jtē mi trouo pelle si. so. arme. dossi. vari. çebelini zc. n. tanti de  
la tal forte. E n. tanti de la tale zc. Così desliguēdo a v. a v. diligētēmète con tutta verita:  
acio el uero te habia a gnidare zc. Auendo sep̄ auertēça a le cose che uāno a n. E a q̄lle che  
uāno a peso. E a q̄lle ch uāno a misura. po ch di q̄ste. 3. for. si coltūa fare el trafico p tutto.  
e alcune si mercatio a. D. Altre a. c. altre a. s. altre a. g. altre a n. cioe a cōto cōmo pella  
mi zc. altre a peçci. cōmo çioie: e perle sine zc. Si che di tutte fa ben nota a cosa per cosa zc.  
E queste te bastino a tua guida. Altre per te poi sequirai sempre zc. 11. Jtē mi  
trouo destabile priam. vna casa a tanti sulari zc. a tante camere. Corte. Pozzo. Dito zc.  
posta in la contra de sancto apostolo: fora canale zc. apresso el tale: e tale zc. Nominando  
li cōfini: e referēdoti ali m̄stri se ui sōno ariebi piu veri zc. E cosi se piu nauēse de le cale i di  
uer si luogbi: nosark a simili zc. 12. Jtē mi trouo terreni lauorati cāpi. o uero stazioe. o  
o uero panora zc. Nominaçdoli scō luso del paese doue te tromi. o uero doue sōno situati  
ti zc. n. tati zc. Jtē dēdo el cāpo o uero stazioe de tauole tate o cāne o p̄tiche o beuolebe zc.  
Posti in la tal villa de padouana o altrōde zc. Apresso li beni del tale zc. Chiamādo li cō  
fini zc. E instrumēti. o uero p̄ta de catasti. p li q̄li paghite fazioni i cōmuno zc. Quali ista  
uora el tale zc. redano lāno de fitto cōmūo: stara tati e. d. tati zc. E cosi pte ua narādo tu  
uoi possessi d zc. Bestiami. soci. 13. Jtē mi tro. ha. ala came. d ipiti. ouer alc. mōte i v



name in their minds. To begin with, the merchant must make his inventory (*inventario*) in this way: He must always put down on a sheet of paper or in a separate book whatever he has in this world, personal property or real estate, beginning with the things that are most valuable and most likely to be lost, such as cash, jewels, silver, etc., for the real estate, such as houses, lands, lakes, meadows, ponds, etc., cannot be lost as personal property. Then all the other things must be put down one after another. In the said inventory give always first the day, the year, the place and your name. This whole inventory must be completed in one day, otherwise there will be trouble in the future in the management of the business.

As an example for you, I will give you, now, an idea as to how the inventory is to be made, so that you may use it as a guide in any particular case.

### CHAPTER 3.

#### EXAMPLE OF AN INVENTORY WITH ALL ITS FORMAL REQUIREMENTS.

In the name of God, November 8th, 1493, Venice.

The following is the inventory of myself, N. N., of Venice, Street of the Holy Apostles.

I have written down systematically, or had written by Mr. So-and-So, this inventory of all my property, personal and real, what is owed to me (*debiti*), and what is owed by me (*crediti*), of which I on this said day find myself possessed in this world.

First Item: First I find myself possessed in cash, in gold and coin of so many ducats, of which so many are Venetian, and so many gold Hungarian; of so many large florins made up of Papal, Siennese and Florentine, etc. The rest consists of many different kinds of silver and copper coins, *i. e.*, *troni*, *marcelli*, papal and royal *carlini* and Florentine *grossi*, and Milanese *testoni*, etc.

Second Item: I also possess, in set and unset jewels, so-and-so many pieces, among which are many *balassi* set in gold, rings weighing so-and-so many ounces, carats, grains, etc., per piece or in bulk, etc., which you can express in any manner you wish. There are so-and-so many sapphires set on clasps for women; they weigh so much. And there are so-and-so many rubies, unset, weighing so much. The rest consists of unpolished pointed diamonds, etc. Here you may give such descriptions and weight as you desire.

Third Item: I have clothes of many kinds; so many of such kind; and so many of such-and-such kind, etc., describing their condition, colors, linings, styles, etc.

Fourth Item: I have several kinds of silverware, as cups, basins, rammi, *cosileri*, *piromi*, etc. Here describe all the different kinds one by one, etc., and weigh each kind diligently. Keep an account of pieces and weights, and of the alloy, whether the Venetian or the one used at Ragusa, etc. Also mention the stamp or mark that they might have.

Fifth Item: I have so much *massaria dei lini*—that is, bed sheets, table cloths, shirts, handkerchiefs, etc., so many of each. Of the bed sheets, so many are made three-piece sheets, and so many are three and one-half, etc., mentioning whether the linen is Padua linen or some other kind, new or used; length so many *braccia*, etc.; so many shirts, etc.; table cloths of so many threads; so many big handkerchiefs and so many small, mentioning whether new or used, giving the different kind in your own way.

Sixth Item: I have so many feather beds and their respective pillows, mentioning whether the feathers are new or used, whether the pillow-cases are new or used, etc., which altogether or one by one weigh so much, marked with my mark or with some other mark, as the custom is.

Seventh Item: I have at home or in the store so much goods of different kinds: First, so many cases of ginger *michino*, weighing so many pounds, marked with such-and-such mark, and so on, describing each kind of said goods with all their marks that you might possibly give and with all the possible accuracy as to weight, number, measurement, etc.

Eighth Item: I have so many cases of ginger *bellidi*, etc., and so many sacks of pepper, long pepper or round pepper, depending on what it is; so many packages of cinnamon, etc., that weigh so much; so many packages of cloves, etc., that weigh so much, with *fusti polvere* and *cappelletti* or without, etc., and so many pieces of *verzini* weighing so much, and so much sandalwood, red or white, weighing so much, and so on, entering one item after another.

Ninth Item: I have so many skins for coverings, that is, so many white kids and so many *albertoni* or *marchiani*, etc., so many of such-and-such kind, etc., so many fox skins, so many tanned and so many raw, so many chamois skins tanned, and so many raw.

Tenth Item: I have so many fine skins, *fore armenti*, *dossi varii*, *zebelini*, etc., so many of such-and-such kind, and so many of such-and-such kind—defining diligently and truthfully each time so that truth will always guide you, etc., distinguishing the things that ought to be entered by pieces from those that ought to be entered by weight, and those that ought to be entered by measurement, because in these three ways business is conducted everywhere; certain things are reckoned by the bushel, others by the hundreds, others by the pound, others by the ounce, others by number, others by a *conto* (by single numbers) as leather goods or skins, others by the piece, as precious stones and fine pearls, etc.; so you will make a notation of each thing. These examples will serve as a guide for all the rest, etc.

Eleventh Item: I have in real estate: first, a house with so many stories, so many rooms, court yard, wells, garden, etc., situated in St. Apostle Street over the Canal, etc., adjoining such-and-such parties, etc., giving the names of the boundary line properties, making reference to the oldest and most reliable deeds, if there are any; and so, if you have more houses in different localities, you will enter them in a similar way.

## Distinctio nona tractatus. xi°. De scripturis

ducati tanti de cauedale nel sercier de canareggio 7c. Ducro pte i vno sextier e pte i vnaltro. Narrando ancora i nome de chi sonno scripti. E chiamando el libro de quello officio. El numero de le carti doue e la tua partita. El nome del scriuano che tien ditto libro: acio cò piu tua facilita q̄do uai a scotere li pessi trouar. Pero che in tali officij bisogna hauere molti scortri aenchie per la gran multitudine che ci interuene 7c. E nota el mulesino che respòdano a tēpo p tēpo acio sappia quādo uengano li so pro. e quāto per ceto respòdino 7c. 14

Item mi trouo debitori numero tanti 7c. luno e s tale del tale 7c. che me duec daie ducati tanti 7c. Laltro e el tale del tale 7c. E cosi narrali a vno: a vno con boni contra segni: e cognome: luogho: e quanto te debano dare: e p che. E cosi se ui son scripti de mà o instrumenti de no dari fra noi fāne mēione 7c. In sūma debo scotere ducati tāti 7c. De boni d. Se si rā persone da bene 7c. altramenti dirai de tristi d. 7c. 15. Item mi trouo essere debito i tutto ducati tanti 7c. tanti a al tale. e tanti al tale 7c. Nominādo li toi creditori a uno a vno. E se in sō no chiare c̄c fra noi. o de scripti o de instrumenti nominarli. E chi. E commo. el di el luogo per molti casi poterēno occorrere in iudicio e for de iudicio 7c.

Utilissima exortatione: e saluiferi documēti al bō mercatāre prinēti. ca°. 4



Loi disco: so cō diligeça tutte le cose che te riuou i mobile e stabile: cōme e detto a una per una: se fosser ben diecimila di che conditioni e faculta si sia e banche e imprestiti 7c. tutte albuono ordine cōuense nominarle in ditto cuētario cō tutte cōtrafegani nomi: e cōgnomi q̄to sia piu possibile. Per ch al mercatāre nō possa no mai le cose essere troppo chiare. Per infiniti casi che nel trafico possano occorrere: como ala giornata sa chi in esso se exercita. E pero bē dici el prouerbio che bisogna piu ponti a fare vn bō mercatāre. che a fare vn doctore de leggi. Chi e colui che possa nuocere li pnti: e casi che ale mani uengono ali mercatanti. Ora p mare. Ora p terra. Ora a tempi de paci e dabondantia. Ora a tempi de guerre e carestie. Ora a tempi de sanita e morbi. Ne quali tēpie occurre li conuiene saper prendere soi partiti. Si p li mercanti: cōmo p le fieri che ora i una patria e cita si fāno. E ora in laltra 7c. E pero ben se figura e asimiglia el mercatante al gallo. Quale e fragli altri el piu uigilante animale che sia: e di uerno e di state fa le sue noturne uigilie. che mai per alcū tempo resta. Auenga che de silomena se dica: cioe del rosignuo lo che tutta la nocte canta: non dimeno questo si p de state al caldo tempo uerificare: ma non di uerno: cōmo la experienta e impronzo adimostrarlo. E ancho sia simigliata la sua testa a vna che habia ceto ochi. che anchora nō li sōno bastati: ne in dir ne i fare. Le qual cose fotole dica chi le pua. Marrinolo. Venitiani. Forēni. Sciuochi. Napoluiti. Milanefi. Ancoirā. Bressini. Bergamaschi. Aqlani. Senesi. Lucchesi. Perusini. Urbiani. Forosinproniani. Lachesi. E Ugubini. Castellani. Borghesi. Fulignati cō Pisā. Bolognesi. e Saresi. Mārouā. Ucrōsi. Uigēti. e Padouā. Trani. Lecia. Bari. cō Verōta. Leql rpu. tra laltre i spalia del trafico tengano el principato. Marie la excelsa cita de uenicia cō fiorēza. Norma e regola dogni partito. ch al bisogno aprenzer sabia. Si che bē dicāo le leggi muniapali vs. uigilantibus 7 non dormientibus Jura subueniunt: cioe a chi ueggbia e nō a chi dorme le leggi souengāo. E cosi neli diuini officij si canta da la sancta chiea. che idio ali uigilanti a promesso la corona. E pero questo so el documēto di uirgilio dato a Dante: cōmo a suo figliuolo. Quando nel cāto. 4°. de lo inferno li dici exortandolo a la fatiga: per taq̄le al monte de le uirtu se peruene. O 7 mai conuen figliuolo che tu te spoltri. Disse el maestro mio che pur in piuma. In fama nō si uiene ne sotto coltre. Sotto la qual chi sua uita cōsuma. Loral uestigio dise in terra lascia. Qual fume i aere e i aqua la schiuma 7c. E vnaltro vulgar poeta al inedesimo ci cōforta dicēdo. Ne n re para strania la fatiga ch̄ marce nō concessi mai batagi a A quelli che possando se nutrica 7c. Lo exemplo anchora del sapiēte molto so acio conueniēte. Dicēdo al pigro che si spechiasse nella formicha. E paulo apollo lo dici che niū sira degno di corona saluo che chi bara legitimamēte combattuto 7c. Que sti ricordi li o uoluti adure per tua utilita: acio non te para graue la condiana sollicitudine in tue faccende. maxime in tenere la pēna in carta: e tutto seruire a di per di: quel che te occorre: cōmo se dira nel seq̄nte. Ma sēp sopra tutto p idio el prio te sia auari gliochi e mai nō manchi daludire la messa la maria. Recordādotē che p lei mai si pde camio. Ne p la caritā si scema riebbe cōmo p q̄sto seto uerso se dici. Nec caritas opes: nec missa miuit uer 7c. E a q̄sto ci exorta el saluator i s̄a matheo q̄do dice. Minū q̄rite regnū dei: 7 hec oia adijce tur uobis. Cercate xpiani p̄mamēte el reame d̄ li cieli e poi laltre cose tēporali e spūalifacil



Twelfth Item: I have so many pieces of land under cultivation (fields or *staiore* or *panora*) etc., entering them by the name according to the usage of the country where you are, saying where they are situated, etc., as, for instance, a field of so many *tavole*, or *canne*, or *pertiche*, or *bevolche*, etc., situated in such-and-such town in the Province of Padua or somewhere else, adjoining the land of so-and-so, giving all the boundary lines and referring to deeds or the description from the recorder's office, for which land you pay taxes in such-and-such municipality, which are worked by so-and-so with a yearly income of so much, and so on; you will enter all your possessions, etc., eattle, etc.

Thirteenth Item: I have in deposit with the Camera de l'Impresti (a bank), or with another bank in Venice, so many ducats; or with the parish of Canareggio, etc., or part in one parish and part in another, giving the names under which they have been deposited, mentioning the book of the bank, the number of the page where your account is, and the name of the clerk who keeps said book, so that you can easily find your account when you go to get money, because in such offices they must keep very many accounts on account of the big crowd that sometimes goes there, and you must also see that dates are put down precisely so that you know when everything falls due and what the per cent. is.

Fourteenth Item: I have so many debtors (*debitori*): one is so-and-so, who owes me (*me dee dare*—shall give me) so many ducats, and so on, giving the names of each one, putting down all annotations as to the names, their family names, and how much they owe you (*te debbono dare*—shall have to give you) and why; also whether there are any written papers or notarial instruments. In total I have so many ducats to collect, you will say, of good money, if the money is due from good people, otherwise you will say of bad money.

Fifteenth Item: I am debtor in total to the extent of so many ducats, etc. I owe so many to so-and-so. Here mention your creditors (*creditori*) one by one, writing down whether there are any documents or writings or instruments; if possible, mention the persons present when the debt was incurred, the reason, the time and the place, for any case that might arise in court or out of court.

#### CHAPTER 4.

##### VERY USEFUL ADMONITION AND GOOD ADVICE TO THE GOOD MERCHANT.

And so, as we have said, you shall enter diligently every thing that you have, whether personal property or real estate, one by one, even if there were ten thousand items, putting down the condition and nature, whether deposited or loaned, etc. You will have to mention each thing in proper order in the said Inventory with all marks, names, surnames—as far as possible—for things are never too clear to a merchant on account of the different things that may happen in business, as anybody in business knows. Right is the proverb which says: More bridges are necessary to make a good merchant than a lawyer can make. Who is the person that can count all the things that can happen to a merchant—on the sea, on land, in times of peace and abundance and times of war and famine, in times of health or pestilence? In these crises he must know what to do, in the marketplaces and in the fairs which are held now in one place and now in another. For this reason it is right to say that the merchant is like a rooster, which of all the animals (*animale*) is the most alert and in winter and summer keeps his night vigils and never rests. And they say of the nightingale that it sings throughout the whole night; however, this may be in the summer during the hot weather, but not during the winter, as experience shows. Also it is said that the head of the merchant has a hundred eyes, and still they are not sufficient for all he has to say or to do. These things are told by people who have had experience in them, such as the Venetians, Florentines, Genoans, Neapolitans, Milanese, people of Aneona, Brescia, Bragama, Aquila, Sienna, Lucca, Perugia, Urbino, Forosempromio, Cagli, Ugubio, Castello, Brogo, Fuligno, Pisa, Bologna, Ferrara, Mantua, Verona, Vincenza, Padua, Trani, Lecce, Bitonto, which are among the first cities of Italy and have the first place in commerce—especially the cities of Venice and Florence, which adopt rules that respond to any need. And well say the municipal laws: *Vigilantibus et non dormientibus jura subveniunt*—which means, The law helps those that are awake, not those that sleep. So in the divine functions of the Holy Church they sing that God promised the crown to the watchful ones, and this was the instruction that Virgil gave to Dante as to his son, in Canto 24 of the Inferno, where he exhorts him to the work by which one can reach the hill of virtue: Now, my son, it behooves that you quit your laziness, said my master, for he who lies on feathers or under covers will never amount to anything. Whoever spends his life in this way, he said, will leave on this earth the same trace as the smoke in the air or foam on the water, etc.; and another Italian poet admonishes us in the same way, saying: Work should not seem to you strange, for Mars never granted a victory to those that spent their time resting. And it is also very good to quote that sage who said to the lazy man to take the ant as an example; and the Apostle Paul says that no one will be worthy of the crown except he who shall fight valiantly for it.

I wanted to bring in these reminders for your own good, so that the daily care about your business would not seem heavy to you, especially the writing down everything and putting down every day everything that happens to you, as we shall unfold in the next chapters. But above all, remember God and your neighbor; never forget to attend to religious meditation every morning, for through this you will never lose your way, and by being charitable, you will not lose your riches, as the poet says: *Nec caritas, nec Missa minuit iter*, etc. And to this our Savior exhorts us in the book of St. Matthew, when he says: *Primum quaerite regulum dei, et haec omnia adicietur vobis*, which means: Seek you, Christians, first the kingdom of God and then the other temporal and spiritual things

mente consequere. Pero chel padre vostro celestiale fa molto bene vostro bisocho zc. E q̄ sto voglio te sia bastate a tuo amacstramero diuetario zc. e altri boni documti albenfare zc

De la. 2.ª parte principale del presente tractato ditta dispoñe: comẽ la sabla a intendere e in che cõsiste: circa al trafico: e de li. 3. libri principali del corpo mecatelco. c. 5



Equita ora la secõda parte principale del presente tractato laqual traccemo essere la disposiõne di laquale alquãto piu longo couiẽ chio sia: che i la pcedere a ben chiarirla. E pero di lei faremo doi pti. L'una ditta corpo o uero monte de tutto el trafico. L'altra ditta corpo o uero monte de botega. E prima diremo del cor po generale de tutto el manegio le sue exigẽte. Al quale dico prima immediate doppo suo iuentario bisognare. 3. libri p piu sua destrega e comõdita. L'uno ditto memoriale. E l'altro ditto Bioziale. L'altro ditto. Quaderno. Auẽga che molti p le poche loz facende facino solo cõ li doi secõdi: cioe giornale e quaderno. E pero prima diremo di luno cioe memoriale. E poi sussequẽtemẽte de li altri doi de loz modi: uersi e vie comõ debiano essere tenuti. E prima daremo sua diffinitioe.

Del primo libro ditto memoriale o uero squartafoglio o vachetta q̄ che senten da e comõ in esso se habia a scriuere: e p chi. ca° 6



De memoriale o uero se condo alcuni vachetta o squartafoglio e vn libro nel q̄le tutte le facẽde sue el mercatate piccõle e grãdi che amã li vẽgano. a giorno p giorno e ora p ora iscrive. Nel q̄le diffusamẽte ogni cosa di uedere e cõprare (e altri manegi) scriuẽdo se dichiara nõ lasando vn iota. El chi. El che. El quãdo. El doue: cõ tutte sue chiaregge: e metioni: comõ a pieno di sopra in lo enuentario te disti: senza piu oltra te le replichi. E i questo tal libro molti costumano ponere loz iuentario. Ma p che el puere a molte mani e ochi nõ laudo te li mobili e stabili soi a pieno porre. E questo li zo sol li fa p la furia de le facẽde che si fesse. nel quale deue scriuere el Patrone. li Fattori. Barçoni: le done (le sãno) in absẽca lù de la' tro. Pero chel grã mercatate nõ terra sempz ferul li garconi ne factori. Ma ora li manda in qua: ora li manda in la: i modõ che aluolue lui cõ loro sãno fora. Chi a fiere chi a mercati zc. E solo le done o altri garconi restano a casa che forsea pena sãno scriuere. E pure loro p non exuare li auctori conuengano vendere scõtere: pagare: e cõprare secõdo lordine che dal principale li sia iposto. E loro secõdo loro potere ogni cosa debono scriuere i ditto memoriale nominãdo simplicimẽte le mercete e pchi che sãno: e trar soze a tutte soze de monette che vendano e cõprano o uero pagano e scotano po che in questo tale non fa caso a che moneta si caui fore. comõ nel giornale e quaderno: ch visotto se dira zc. et quadernieri as. ita tutto poi lui quãdo velli pone i giornale. Dichõ tornando poi lo principale vede tutte sue facende e rasentale se li pare altramẽte zc. E pero e necessario ditto libro a chi fa asai facẽde. Per che sercha fatiga bellegiare: e per ordĩne ogni cosa la prima uolta mettere i li libri auctentici e con diligẽca tenuti. E i questo e in tutti altri prima ponere el segno difora i sula copta: acio nel successo de le facẽde siãdo pieno b scriptura o uero fornito certo tẽpo p la qual cosa tu vorrai vnaltro libro prendere. o uero de necessita te cõuerra quãdo questo fosse pieno. Ma ale uolte molti costumano fidiuerse pri: bẽ che nõ sia pieno anoualimẽte far soldi e anche li libri nuoni comõ desotto itẽderai. E i ditto secondo libro per debito ordĩne bisogna renouare segnale diferente dal primo: acio de tempo in tẽpo si possa cõ prestessa trouare loz facẽde. Per tal uic ancoza mlesimo. E pero bene si costuma fra li ueri catolici segnare li primi loz libri: de quel glorioso segno dal q̄l fuggi ogni nostro spirital nemico: e la caterua tutta infernal incriticamente trema del segno: cioe de la sancta croci dal quale ancoza neli teneri anni a iparar de legere lalfabeto començasti. E poi li sequẽti libri segnari per ordĩne dallabeto: cioe de. A. E poi li terç del. B. zc. discorrendo per ordĩne dallabeto. E chiamãse poi libri croci cioe Memoriale croci. Bioziale croci: cioe Quaderno croci: cioe Alfabeto o uero extratto croci: cioe. zc. E poi ali scõdi libri se d'ia Memoriale. A. Bioziale. A. Quaderno. A. zc. E de tutti questi libri el numero de loz carti si conuen segnare per molti respecti e caurele che aloperanc fanno de bisogno. Auẽga che molti dichino nel giornale e memoriale non bisognare. p che le cose se giudano ifilcate a di p di: vna sotto l'altra che sia bastate a loz ritrouare. Que sti tali dirchono cl nero se le facende de vna giornata non passifero vna carta. Ma noi vedemo che molti grossi traficanti non che una carta ma doi e tre nẽpirano in vn giorno de le qual poi (chi uolisse far male) nepotrebbe tagliare e cauare una. La qual fraude nõ si potrebe poi per uia di li giorni cognoscere ne discernere. Per che li di son quelli che scõga dubio



you will easily obtain, because your Heavenly Father knows very well your needs, etc.

And this I hope will be sufficient as an instruction for you to make the Inventory, etc., and to do other things well.

## CHAPTER 5.

SECOND PRINCIPAL PART OF THIS TREATISE NAMED DISPOSITION (ARRANGEMENT)—WHAT IS UNDERSTOOD BY IT—WHAT IT CONSISTS OF IN BUSINESS, AND THE THREE PRINCIPAL BOOKS OF THE MERCHANT.

Comes now the second principal part of this treatise, which is called disposition, and of this I have to talk more at length than of the first part, in order to make it very clear. I will divide it in two parts. We shall call the one, *Corpo overo monte de sutto el trafico*; the other, *Corpor overo monte de botega* (Commerce in general, and Your store in particular).

First, we shall speak of commerce in general and its requirements. Immediately after the Inventory, you need three books to make the work proper and easy. One is called Memorandum (*Memoriale*), the second Journal (*Giornale*), and the third Ledger (*Quaderno*). Many, on account of their small business, use only the last two, that is, the journal and the ledger.

We shall speak about the first—that is, of the memorandum book, and thereafter of the other two, about their makeup, and how they should be kept. First of all, we will give the definition of the memorandum book.

## CHAPTER 6.

OF THE FIRST BOOK, WHICH IS CALLED MEMORANDUM BOOK (*MEMORIALE*), OR SCRAP BOOK (*SQUARTA LOGLIO*), OR BLOTTER (*VACHETTA*). WHAT IS UNDERSTOOD BY IT AND HOW ENTRIES SHOULD BE MADE IN IT AND BY WHOM.

The memorandum book, or, according to others, scrap book or blotter, is a book in which the merchant shall put down all his transactions, small or big, as they take place, day by day, hour by hour. In this book he will put down in detail everything that he sells or buys, and every other transaction without leaving out a jot; who, what, when, where, mentioning everything to make it fully as clear as I have already said in talking about the Inventory, so that there is no necessity of saying it over again in detail. Many are accustomed to enter their inventory in this book, but it is not wise to let people see and know what you possess. It is not wise to enter all your personal property and real property in this book. This book is kept on account of volume of business, and in it entries should be made in the absence of the owner by his servants, or his women if there are any, for a big merchant never keeps his assistants idle; they are now here, now there, and at times both he and they are out, some at the market place and some attending a fair, leaving perhaps at home only the servants or the women who, perhaps, can barely write. These latter, in order not to send customers away, must sell, collect or buy, according to the orders left by the boss or owner, and they, as well as they can, must enter every transaction in this memorandum book, naming simply the money and weights which they know; they should note the various kinds of money that they may collect or take in or that they may give in exchange. As far as this book is concerned, it is not as important to transfer to standards the various kinds of coin handled as it is with the journal and ledger, as we will see hereafter.

The bookkeeper will put everything in order before he transcribes a transaction in the journal. In this way, when the owner comes back he will see all the transactions, and he may put them in a better order if he thinks necessary. Therefore, this book is very necessary to those who have a big business. It would be too much trouble to put down in a beautiful and orderly way every transaction immediately after it take place, in books which are authentic and kept neat with care. You must make a mark on the cover of this book, as well as on all the others, so that you can distinguish them when, in the process of the business, the book is filled or has served for a certain period of time and you take another book. You must take another book when the first one has been used entirely, yet many are accustomed in different localities to balance annually these books although they are not full; and they do likewise with the other books not yet mentioned, as you will see hereafter.

On the second book you should put another mark different from the first, so that at any time you can trace your transaction easily. For this purpose we use the date. Among true Christians there is the good custom to mark their first books with that glorious sign from which every enemy of the spiritual flees and before which all the infernal spirits justly tremble—that is, the holy cross, by which in our tender years we begin to learn to read. The books that follow, you may mark in alphabetical order, calling A the second, and B the third, etc. So that we call the first books with the Cross, or Memorandum with Cross, and the second Memorandum A, Journal A, Ledger A. The pages of each of these books ought to be marked for several reasons known to the merchant, although many say that this is not necessary for the Journal and Memorandum books. The transactions are entered day by day, one under the other, in such way that it may be easy to trace them. This would be all right if all the transactions of one day would not take more than one page; but, as we have seen, for many of the bigger merchants, not one, but several pages have to be used in one day. If some one would wish to do something crooked, he could tear out one of the pages and this fraud could not be discovered, as far as the dates are concerned, for the days would

## Distinção nona tractatus. xi°. De scripturis

possano successiuamente sequir et non dimanco el mancamento sira fatto. Si che per qsto e altri asai respecti sempre e buono numerare e signare in tutti li libri mercantesci. ca°. 7  
 e di casa e di botega tutte le carti zc.

Del mo como i molti luogbi se habio auctenticare tutti li libri mercantesci e p. eb. e d. abi.

**F**ghi miso retrovato portarli: e apresentarli a certo officio de mercatari como son no consoli nela cita de perosa e a loro narrare como questi sono li toi libri i liqti tu intendi scriuere o uero far scriuere de ma del tale. zc. ogni tua facenda ordina/ tamete. E dire a che monete tu li uoli tenere: cioe a. 8. de piccoli: o uero a. 5. de grossi: o uero a du. e. 8. zc. O uero a fio. c. f. d. o no a. 5. tari grani. d. zc. Le ql cose sepre el real mercatate nel principio degni suo libro deue p. ere nella p. carta. E qdo mano se mutasse nella scrip/ ra d'altri che nel principio se diceffe: conuense p. uia del ditto officio chiarirlo. El scriua poi d tutto cio fa menoe i registri de ditto officio como i tal di tu presentasti tali e tali libri segna ti del tal segno zc. E biamato l. r. cosi e l'altro cosi zc. Di ql di tale a tante carti el tale rate zc li quali disse douere essere tenuti p. ma sua o del tale zc. Ma i vno (dutto memoriale. O no uachetta. o secondo alcuni ditto squartafacio). ciascuno di suoi familiari de casa a la gior nata poteua scriuere per le ragioni sopra assegnate. E aloz ditto scriua de sua propria mano in nome de l'officio scriuara el medesimo nella prima carta de li tuoi libri: e fara fede de tut to zc. E voleralli del segno del ditto officio i fede autentica per tutti li iudici che acaresse p durli. E questa tal usanca merita sumamente essere comedata zc. E cosi li luogbi che la obser uano. Pero che molti regano li loro libri dopu. Uno ne mostrano al compratore e l'altro al ueridicore. e che pegio e secondo quello. giurano e spgiurano zc. che malissimo sano. E po p tal uia d'officio degno andando: no possano cosi de facili dir buscia: ne fraudare el primo zc

Li quali poi con diligenza segnati e ordinatamente disposti tu teneuai co lo nome d' d. o a casa agomere a scriuere tue facede. E prima nel giornale ponere per ordine tutte le pte de lo inuentario nel modo che sequente intenderai. Ma prima intendi come nel memoriale se costuma dire zc.

Como se debino dittare le partite i ditto memoriale co exepli ca°. 8

**F**a e ditto se bene ai amente como i ditto memoriale: o uero uachetta: o uero sqr tafacio secondo altri che oguino di tuoi li po scriuere. E pero del dittare tal pte i esso no si po dare piena doctrina. Pero che chi intedera: e chi non di toi di ca/ sa. Ma el comu costume e questo cioe. Metamo che tu habi coprato alquante pece de p. ano ( vitpura. 2. o. bianchi bresani) p. du. 1. 2. luna basta che semplicimete ponga la pita cosi dieedo cioe. In questo di habiamo o uero io o coprato dal felipo de rusoi dab: el sap. ani n°. 2. o. blachi bressai posti i su lauolta di hstefao taglia pietra zc. L. o. ga l. u. o. le pece di coueto b. r. ati zc. Per du. anni luna zc. segnare del tal n°. zc. nominado se sono atre lici o uero a la piana bassi o alti fini o mecai bergamaschi o uigetini o verosci padoani fiocetini o maroai zc. E similiter nominar secesso senale e narrar sel mercato so a cotati tutto: o no parte cotati e pte termine: e dir quato tpo. O uero noiar se fosse pte d. cotati e parte robbe E specificare che robbe. o de numero peso e misura. E a che pregio el. M°. o ek°. o uero. 5. o uero a raso de conto zc. O uero se fossero tutti a tpo e narrare che termin. O de galie d barutto. o de galie de fiadra o de retorni de nau i zc. E specificare la mura de ditte galie. O de nau i zc. o se fosse termine de fiere: o altre solenita: como per lasensa proxima futura zc. o uero p la pasqua denadal zc. o uero de refureri. o uero earluale zc. Pu e maço se do che uoi cōcludesse el mercato. E finaliter i ditto memoriale no si conuerria lassare poio alcu no. E se possibile fosse dir quate parolle uelinterposero p. che (como nel inuentario sopra so detto) al mercante le chiarisse mai foro troppo zc.

De li. 9. modi p. li quali comunamete si costuma fra li mercanti coprare edelemercantie qua li al piu d le volte de necessita atempo si comprano. ca°. 9

**F**poi che al comprare siamo nota che quello che tu compr po acedere comunamete i. 9. modi: cioe a denari. contanti. o uero a termine. o uero al incontro dar robba. Qual ecto comunamente editto b. a. n. o. uero a pte d. e parte termin. o uero a parte com. l. i. e parte robbe. o uero a pte robbe. e pte termin. o uero p ase gnatione de ditto. o uero parte i ditto e pte termin. a te. o uero pte ditto e parte robba. In li ql. 9. modi el piu de le volte se costuma comprare. E se per altro uerso facesse in uelita: i ql



follow properly one after the other, and yet the fraud may have been committed. Therefore, for this and other reasons, it is always good to number and mark each single page in all the books of the merchants; the books kept in the house or kept in the store.

## CHAPTER 7.

### OF THE MANNER IN WHICH IN MANY PLACES MERCANTILE BOOKS ARE AUTHENTICATED, WHY AND BY WHOM.

All these books, according to the good customs of several countries where I have been, should be taken and shown to a certain mercantile officer such as the Consuls in the City of Perosa employ, and to him you should state that those are the books in which you intend to write down, or somebody else write down for you, all your transactions in an orderly way; and also state in what kind of money the transactions therein should be entered—that is, whether in *lire di Piccoli*, or in *lire di Grassi*, or in *ducats and lire*, etc., or in *florins and denari*, or in ounces, *tari, grani, denari*, etc. The good merchant should put down these things always on the first page of his book, and if afterwards the handwriting should be done by somebody else than the one stated at the beginning of the book, this should be recorded at the office of the said officer. The clerk should mention all this in the records of the said officer—that is, on such and such a day you presented such and such books, marked with such and such mark, which books are named, one so-and-so, the other so-and-so, etc.; of which books one has so many pages, another so many, etc., which books you said would be kept by you or by so-and-so; but that it may be that in said Memorandum Book or Scrap Book or Blotter, some person of your family might enter said transaction, as explained before. In this case, the said clerk shall write down on the first page of your books, in his own handwriting, the name of the said officer, and will attest to the truth of everything and shall attach the seal of that office to make the books authentic for any case in court when they might be produced.

This custom ought to be commended exceedingly; also the places where the custom is followed. Many keep their books in duplicate. They show one to the buyer and one to the seller, and this is very bad, because in this way they commit perjury. By presenting books to the said officer, one cannot easily lie or defraud. These books, after they have been carefully marked and authenticated, shall be kept in the name of God in your own place, and you are then ready to start your business. But first you shall enter in an orderly way in your Journal all the different items of the Inventory in the way that I will tell you later. But first you must understand how entries should be made in this Memorandum Book.

## CHAPTER 8.

### HOW ENTRIES SHOULD BE MADE IN THE SAID MEMORANDUM BOOK, AND EXAMPLES OF THE SAME.

We have said already, if you will remember, that any one in your family can make entries in the said Memorandum Book, or Scrap Book or Blotter. Therefore, it cannot be fully stated how the entries should be made, because some members of your family will understand and some will not. But the common custom is this: Let us say, for instance, that you bought several pieces of cloth—for instance, 20 white *bresciani*, at 12 ducats apiece. It will be enough simply to make the entry in this way: On this day we have or I have bought from Mr. Filippo d'Rufoni of Breseia, 20 pieces of white *bresciani*. These goods are at Mr. Stefano Tagliapietra's place; one piece is so long, according to the agreement, and paid for at so many ducats, etc., marked with such and such number, etc. You mention whether the cloth is *a trelici*, or *a la piana*, wide or narrow, fine or medium, whether the Bergamo kind, or Vincenza, or Verona, or Padua, or Florence, or Mantua. Also you have to state here whether the transaction was made through a broker and whether it was made in cash entirely or part only in cash and part on time, stating the time, or whether it was part in cash and part in trade. In this case you must specify the things that were given in exchange, number, weight, measurement, and the price of the bushel or of the piece, or of the pound, etc., or whether the transaction was all by payment on time, stating the time when the payment should be made, whether on *Galìa de Barutta*, or on *Galìa de Fiantra*, or on the return day of a ship, or on the date of some fair, or other festivity, as for instance, on the next harvest day or on next Easter, or on next Christmas, or on Resurrection day or Carnival day, etc., according to what was understood in the transaction. Finally, I must say that in this memorandum book nothing should be omitted. If it were possible, it should be noted what many others had said during the transaction because, as we have said about the Inventory, the merchant never can be too plain.

## CHAPTER 9.

### OF NINE WAYS IN WHICH THE MERCHANT USUALLY BUYS, AND THE GOODS WHICH IT IS MORE OR LESS NECESSARY TO BUY ON TIME.

Since we are talking about buying, you must know that usually you can make your purchase in nine ways—that is: either in cash or on time; or by exchanging something, which is usually called a trade; or partly in cash and partly on time; or partly in cash and partly by trading and partly on time; or by draft (*assegnatione de ditta*); or partly by draft and partly on time, or partly by draft and partly by trading. In these nine ways it is customary to make purchases. If you would make your purchases in some other way

modo proprio fa che tu e gli altri per te nel memoriale la narra apunto con uerita e farai bene zc. E col quando tu facesse le tue compre a tempo. Commo se coltuma ale volte farsi de guari. O vero biade vini. sali. E curami d'abecari. E seghi. che si oblign el uenditore. al compra tore. de dar tutto el guato che per quel tempo b'ara. E cosi el becaio te uende e promette tutti li con. pelle. lego. che per qllo anno in sua becarta. fara zc. La tal forma. per tanto la y. zc. E la tale per tanto zc. E col de li seghi de manço. castromi zc. E le pelle m'otoune nere p tanto el c. acoto. E tanto le montonue bianche zc. E col de li guari. O biade specificar tanto el d. E tanto lo stano. o el moggio. o la corba. de le biade: como insul chiui de perolca si coltuma. E de guari. al Borgo salepolero nostro. Mercatello. Santagnolo. Lira o castello. Furla zc. E che de ponto in ponto. far mentione di tutto a pieno in ditto memoriale. o per te: o per altri che li scrua. E narra la cosa semplicemente. como lenasciuta zc. E dopo el bon quadernieri. i capo de. 4. o. 5. o vero. 8. giorni. Du e manco che stesse del ditto memoriale meterle in giornale. a di per di tutte come le sonno nasciute. Ma solo in questo disse reute: che non bisogna che in ditto giornale te distenda. con tante filatocch de parole. como se fatto in ditto memoriale. Pero che basta alui vna uolta hauere la cosa ben digelta in ditto memoriale. Al qual poi el giornale sempre fa a referire. Pero che quelli che coltuma no tenere. 3. libri (a modo ditto) mai debano ponere cola in giornale. che prima non habino in ditto memoriale zc. E questo balti quanto al ordine de ditto memoriale. O per te o p altri toi sia tenuto zc. E nota che per quanti modi tu da altri poi comprare. cosi tu per rari poi vendere. E per consequente altri po comprare da te. Nel qual vendere non mi l'edo altra mente. Pero che tu per te habiando quella forma de comparare. potrai a letarlo zc.

Del fo libro principale mercantile. ditto giornale: quel che l'ha: e come se debia disporre ordinatamente.

Capitolo 10



Lo libro ordinario mercantile. e ditto giornale. Nel quale. (comme e ditto) deue essere el medesimo segno che in lo memoriale: E carti legate zc. Commo disopra del memoriale e ditto. Per le ditte ragioni. E sempre nel principio de cadauna carta: se deue mettere el d. del suo. e di. E dopo demano in mano ponere prima le partite tutte del tuo euentario. Nel qual giornale. (per essere tuo libro secreto) potrai a pieno narrare e dire tutto quello che di mobile e stabile te ritroui. Referendore te pre al ditto foglio che per te. o per altri fosse scritto. el quale in qlche cassa. o scatola. o filca. o maço. o rasea: che cosi se usa el seruarai. Commo te diro de le lettere. E scritte menure. ma le partite del ditto giornale: si conuengono formare e dittare per altro modo piu ligadro: non superfluo. ne anche troppo diminuto: como qui sequente de alquante partite te daro exemplo. Ma prima e danotare el bisogno di doi termini. che in ditto giornale li coltuma usare. nela cita maxime excelsa de Venegia. Di quali immediate diremo.

De li. 2. termini nel ditto giornale usati. maxie i Venegia. Uno ditto. Per. e l'altro ditto. A. e quello che per loro se habia a denotare.

Capitolo. 11.



Di sonno (como e ditto) li termini usati i ditto giornale. Uno e ditto. Per. e l'altro e ditto. A. Li quali bano loro significati. ciascuno separato. Per lo. Per. sempre se dinota el debitore. o vno o piu che se sieno. E per lo. A. se dinota lo creditore. o vno o piu che se sieno. E mai si mette prima ordinaria i giornale (che al libro grade sabia apozre) che no se dinoti p. p. liditti doi termini. Deli qli. sepre nel principio de ciascuna pnta si mette el. Per. Pero ch p. si deue specificare el debitore. e di poi indiate el suo creditore. diuiso lu dal altro p doi xgolette cosi. Il. Como nelo ex. disotto te sira uoto zc. Del modo a sap ponere e dittare le pnta i lo giornale del dare e de lauere co molti ex. epli. E deli doi altri termini nel qderno usati. uno ditto Cassa. e l'altro Cauedale.

Capitolo. 12.



De ca conome de dio com'arai apocre nel tuo giornale. La p. pnta del tuo iuentario. cioe la q. deli d. cotari: che te ritroui. E pape ponere ditto iuentario al libro. e giornale. bilogna ch tu imagini doi altri termini. uno ditto. Cassa. e l'altro ditto Cauedale. Per la cassa. s'inde la tua p. ouero boxcia. Per lo caudale. te inde tuo ro el tuo mote e corpo de tacltra pnta. El qle caudale. i tutti li principi de qderna: e giornali mercantile: sepre de uellere posto creditore. E la dita cassa sepre de uellere posta debitrice. E mai p nullo tpo nel maneggio mercantile. la cassa po essere creditrice. ma solo debitrice ouero para. Pero ch qn nel bilacio del libro si trouasse creditrice denotarebbe errore nel lib: como di sotto a suo loco te daro sumaria recordanza. Ora nel giornale ditto pnta de couranti si deue mettere e dittare in questo modo. v3.

z



you must state in your memorandum book with precision the way that you have made the purchase, or have somebody else do it for you, and you will do well.

You buy on time usually when you buy *guati* or oats, wines, salt, remnants from a butcher shop, and fats. In these cases, the seller promises to the buyer to give all the *guati* that he will have in that season. The butcher will sell you and promises to give you all the hearts, skins, fat, etc., that he will have during that year. This kind for so much a pound, that kind for so much a pound, etc., and similarly for the fat of beef, of mutton, etc.; the black skins of mutton at so much apiece; and the white mutton skins, etc., and so with the oats, or *guati*; you must specify the price for each bushel or other measure and the kind of oats as is the custom at Chiusi de Perugia. In buying *guati* you must see whether they are of our city San Sepolero, or Mereatello, or Sant' Angelo, or Citta de Costello, or Forli, etc.

In this memorandum book, whether kept by you or by others, you must mention every single point. You state the things in a simple way as they happened, and then the skillful bookkeeper, after four or five days, or eight days, may enter all these transactions from the said memorandum book into the Journal, day by day; with this difference, though, that it is not necessary for him to put down in the Journal all the long lines of words that were used in the memorandum book, because it is sufficient to put them down in an abridged way, and besides, references should always be made from one book to the other. Those that are used to keeping these three books in the way we have said never must enter one thing in Journal if they have not first entered it in the memorandum book. This will be enough as to the arrangement of the said memorandum book, whether it is kept by you or others. Remember that there are as many ways to buy as to sell; therefore, I need not explain the ways of selling, because you knowing of the ways of buying can understand the selling.

#### CHAPTER 10.

THE SECOND IMPORTANT MERCANTILE BOOK WHICH IS CALLED JOURNAL; WHAT IT IS, AND HOW IT SHOULD BE KEPT IN AN ORDERLY WAY.

The second common mercantile book is called the Journal (*Giornale*) which, as we have said, must have the same mark that is on the memorandum book and the pages marked as we have said in talking of the memorandum book.

Always at the beginning of each page you must put down the date, and then, one after another, enter all the different items of your inventory.

In this Journal, which is your private book, you may fully state all that you own in personal or real property, always making reference to the inventory papers which you or others may have written and which are kept in some box, or chest, or *filza*, or *mazzo*, or pouch, as is customary and as is usually done with letters and other instruments of writing.

The different items entered in the said Journal ought to be entered there in a neater and more systematic way, not too many or too few words, as I will show in the few following examples. But first of all you must know that there are two words or expressions (*termini*) necessary in the keeping of a Journal, used according to the custom of the great City of Venice, and of these I will now speak.

#### CHAPTER 11.

THE TWO EXPRESSIONS USED IN THE JOURNAL, ESPECIALLY IN VENICE, THE ONE CALLED "PER," AND THE OTHER "A," AND WHAT IS UNDERSTOOD BY THEM.

As we have said, there are two expressions (*termini*) used in the said Journal; the one is called "per," and the other is called "a," each of which has a meaning of its own. "Per" indicates the debtor (*debitore*) one or more as the case may be, and "a," creditor (*creditore*), one or more as the case may be. Never is any item entered in the Journal which also is to be entered in the Ledger, without preceding it by one of the two expressions. At the beginning of each entry, we always provide "per," because, first, the debtor must be given, and immediately after the creditor, the one separated from the other by two little slanting parallels (*virgolette*), thus, //, as the example below will show.

#### CHAPTER 12.

HOW THE ENTRY SHOULD BE MADE INTO THE JOURNAL BY MEANS OF THE DEBIT AND THE CREDIT, WITH MANY EXAMPLES. THE TWO OTHER EXPRESSIONS USED IN THE LEDGER, THE ONE CALLED "CASH," AND THE OTHER "CAPITAL," AND WHAT SHOULD BE UNDERSTOOD BY THEM.

With the name of God you shall begin to enter into your Journal the first item of your Inventory, that is, the quantity of cash that you possess, and in order to know how to enter this Inventory into the Ledger and Journal, you must make use of the two other expressions (*termini*); the one called "cash" (*cassa*) and the other "capital" (*cavedale*). By cash is understood your property or pocketbook (*borscia*: from *bursa*, or bag); by capital is understood the entire amount of what you now possess.

This capital must always be placed as creditor (*creditore*) in all the principal mercantile Ledgers and Journals and the cash always debtor. Never at any time in the management of your business may cash be creditor, but only debtor unless it balances. For if, in balancing your book, you find that cash is in the credit, it would denote a mistake in the book, as I will remind you hereafter at its proper place. Now this entry ought to be made in the Journal, and ought to be arranged in this way:

**Distinctio nona. Tractatus. xi. De scripturis**

Debitore 1  
Creditore 2

Linea del bicdare

Forma d metter i giornale. **Ms. cccc. Lxxxiii. a di. 8. nouẽbre i venegia. pri<sup>a</sup>**  
Per cassa de cõtanti. A cauedal de mi tale zc. p cõtanti mi trouo i qlla al pñte. fra oro e mo  
nere. arzẽto e ramo d ouersi cogni. cõe ape i lo foglio delo iuẽtario posto i cassa. zc. i tutto  
duẽ. tãti doro. E monete duẽ. tantival i tutto al modo nro uenitiano. a oro. cioe a grossi. 24  
per duẽ. e piccoli. 32. per grosso a 8. a oro. **2<sup>a</sup>. 8 p g p**

Per gioie ligate e dissigate de piu forti: A cauedal ditto. per balassi tanti. ligati zc. pelano  
zc. E sassilanti zc. e rubini e diamãri zc. Cõe ape al sopraditto iuẽtario. Quali metto na  
lere a comũ corfo. libalassi tanto. zc. E cosi dirai de ciascuna sorta. suo pgiõ cõuno. mon  
tano in tutto ducati tanti zc. vagliano. **8 p g p**

E hauẽdo tu nominato vna uolta el di. E ancoza el debitore. e ancoza. el creditore. nõ trame  
sandose altra pñtra poi dire. A di ditto. Per ditto. E al ditto zc. per piu breuita. **3<sup>a</sup>.**

Per argenti lauorati: Al ditto che sintẽde pur el cauedal p pin forte argenti cal pñte mi trouo  
cioe Bacili tanti zc. E rami tanti zc. E rãge tante zc. E piron tanti zc. E collier tãte zc.  
pelano in tutto tanto zc. val **8 p g p**

Destinguẽdo. bene di põro p qste prime pñte ogni cosa cõe festi in lo inuẽtario. Donẽdoli  
tu p te vn comun pgiõ. E fallo grasso. piu presto che magro. cioe Se ti pare che vagliano.  
20. e tu di. 24. zc. Acio che meglio te habia reuscire el guadagno. E cosi de mano in mano  
porrai tutte laltre cose. con suoi pesi n<sup>o</sup>. e valute. zc. **4<sup>a</sup>.**

Per panni de lana de dosso: Al ditto. p veste tante di tal colore zc. E a tal foggia zc. Fode  
rate zc. vfate o vero noue zc. a mio dosso. o vero de la mia donna. o uero de figlioli zc. Abet  
to valere a comune stima. luna p laltra. in tutto duẽ tanti zc. E p mantelli tãti de tal colore  
zc. Cõe dicesti de veste e cosi dirai de tutti ditti pãni p tutto. **5<sup>a</sup>. 8 p g p**

Per pãni lini: Al ditto p lençoli tanti zc. E tutto narra comme sta in lo inuẽtario. mon  
no E vagliano. zc. **6<sup>a</sup>. 8 p g a**

Per letti de piuma: Al ditto zc. p piume tãte zc. E qui narra como sta in lo inuẽtario.  
montano o vagliano. **7<sup>a</sup>. 8 p g p**

Per çençer mecbini: Al ditto. p colli tanti zc. narra cõmo i inuẽtario. si contene. montano e  
vagliano a comune stima zc. duẽ. tanti zc. **8 p g p**

E cosi poi tu p te stesso se qrai di porre tutte laltre pñte de qlaltre robbe. de ciascuna facie  
do sua pñta. sepata. cõmo q d çençer se ditto. Donẽdoli pgiõ de comũ corfo. como disopra  
e ditto. E loz n<sup>o</sup> segni. e pesi. como de ponto stãno i ditto foglio diuẽtario. E chiamãdo den  
tro la pñta. ch moneta ch tu uoli. E nel trar fora. conuẽ poi ch siẽno a vna sorta. Perch non  
staria bene. a cauar fora. a diuerse sorte zc. E tutte ditte pñte d giornale serera i a 1<sup>a</sup>. avna u  
rando la riga. de qto dura tua scriptura. narrativa. fin al termine che si tra fora. El mede  
simo modo seruarai ale pñte del memoriale zc. E so che tu del memoriale mettarai i giorna  
le. costi a vna a vna. andarai depẽnando i lo memoriale. con vna sola. riga. a trauerlo cost. /  
ch denotara qlla tale pñta. eẽr posta i lo giornale zc. E se tu non uolesti trauerfare la pñta. cõ  
vna linea. e tu lãci. rarai. la p<sup>a</sup>. lfa del principio dela pñta. o uero lultia. como al capo di qsta. e  
fatto. O uero farate tu da te qlch ali<sup>o</sup>. segno. tale ch tu itẽda. p qllo ditto pñta eẽr stata mes  
sa i giornale zc. E auẽga ch tu da te possi usare molti varij e diuersi termini e segni. nõ dime  
no te debi sẽpre studiare de vfare li comun. che p li altri traficãti i tal paese si costuma di fa  
re. Acio non para tu sia discrepante dal usitato modo mercãtesco zc.

Del 3<sup>o</sup>. evn. lib<sup>o</sup> principale mercãtesco. detto el qderno cõmo deba eẽr fatto e di suo alfa  
beto como se debia ordinare. vgnolo e dopio. **Cap<sup>o</sup> 13.** E poste che tu ha  
rai ordinata pñte tutte le tuoi pñte al giornale. poi bisogna che di qllo. te can. E poẽtile in lo

3<sup>o</sup>. libro ditto qderno grãde. El qd comunamẽte si costuma fare de doi tãte carti chxl giorna  
le. In lo qle conuerra eẽr vno Alfabeto. ouero Reptorio o uoi dir Trouarello so alcuni. ala  
fiorentina se dici lo stratto. Nel qd potrai tutti debitori. e creditori. Per le lre che conẽnçano  
con lo n<sup>o</sup>. dele sue carti. cioe quelli che començã p. a. i. a. zc. E del dopio alfabeto. E qd  
similimẽte como sopra dicẽmo conuie ch sia segnato del medemo segno chli giornale e me  
moziale. Postoui el n<sup>o</sup>. dele sue carti. E disopra i margine. da luna bãda e laltra. et in l'istesso  
E in la prima. sua carta. dentro porrai debitoria la cassa. si como ella e la p<sup>a</sup>. uel giornale.  
cosi deue eẽre p<sup>a</sup>. nel qderno. E tutta qlla factata. si costuma basarla stare per ditto cassa. E in  
dar ne i hauere non si pone altro. E qsto p che la cassa se manegia piu che pñta ch fio. a ora  
p ora. i metter e cauar dinari. E po li se lascia el capo largo. E qsto qderno comẽ che sia riga  
gato. de tãte righe. qte che sorte monete volitarar fore. Se trarai. 8 p d p. Farai. 4. righe.  
e dinãge ale 8. farane vnaltra. p metarai el n<sup>o</sup>. dele carti de le pñte che usami de dare. E ha



## EXAMPLE OF MAKING AN ENTRY IN THE JOURNAL.

FIRST. November 8, MCCCCLXXXIII in Venice.

Debit 1.	<i>Line of the debit.</i>	Per cash // A—Capital of myself so and so, etc. In cash I have at present, in gold and coin, silver and copper of different coinage as it appears in the first sheet of the Inventory in cash, etc., in total so many gold ducats and so many silver ducats. All this is our Venetian money; that is counting 24 <i>grossi</i> per ducat and 32 <i>piccoli</i> per <i>grosso</i> in gold is worth:	
Credit 2.			L ..... ( <i>Lire</i> ), S ..... ( <i>Soldi</i> ), G ..... ( <i>Grossi</i> ), P ..... ( <i>Piccoli</i> ).

For the second item you shall say this way:

SECOND. Per mounted and unmounted precious stones of several kinds // A capital ditto for so many mounted *bellassi*, etc., weighing, etc., and so many sapphires, etc., and rubies and diamonds, etc., as the said Inventory shows to which, according to current prices I give these values: *Bellassi* worth, etc.; and so you shall state a price for each kind in total that are worth so many ducats. Their value is

L ..... , S ..... , G ..... , P .....

After you have once named the day, the debtor and the creditor, you may say for brevity—if you don't make any other entry in between: On the day ditto, per ditto, // a ditto.

THIRD. Per silver // A ditto—by which capital is understood—for several kinds of silver which at present I possess—that is, wash basins so many, so many coppers, so many cups, so many *pironi*, and so many *cosilier*, etc., weighing in total so much. Their value is:

L ..... , S ..... , G ..... , P .....

You shall give all the details in entering these items for everything as you have them in the Inventory, giving to each thing a customary price. Make the prices rather higher than lower; for instance, if it seems to you that they are worth 20, you put down 24, so that you can make a larger profit; and so you will enter everything, putting down for each thing its weight, number, value, etc.

FOURTH. Per woolen clothes // A ditto, for so many clothes of such and such color, etc., of such and such style, etc., lined, etc., new or used, etc., for myself or for my wife or for my children, I give the total value, according to the current price, so many ducats. And for cloaks, so many of such and such color, etc., and so on, for all the other clothes:

L ..... , S ..... , G ..... , P .....

FIFTH. Per linen // A ditto, for so many bed sheets, etc., and put down their number and value as the Inventory shows:

L ..... , S ..... , G ..... , P .....

SIXTH. Per feather beds // A ditto, etc., for so many feathers—and here put down all that the Inventory shows, number and value:

L ..... , S ..... , G ..... , P .....

SEVENTH. Per ginger // A ditto, for so many packages, etc., giving all the details that are contained in the Inventory, number, value, according to common prices, etc., so many ducats:

L ..... , S ..... , G ..... , P .....

In this way you can continue to enter all the other items, making a separate entry for each different lot, and as we have said before, giving the current prices, number, marks, weights, as the Inventory shows. Indicate only one kind of money, to which you reduce the estimated values. In the column for the amounts, only one kind of money should appear, as it would not be proper to have appear in this column different kinds of money.

You shall close each entry in the Journal by drawing a line from the end of the last word of your descriptive narrative (explanation) up to the column of the figures. You shall do the same in the memorandum book, and as you transfer an entry into the Journal from the memorandum book, you shall draw a single diagonal line (*una sola riga a traverso*) through it in this way /; this will show that this item has been entered (*posta*) in the Journal.

If you should not draw this line through the entry, you shall check off (*lanciarai*) the first letter of the beginning of the entry, or the last letter, as we have done at the beginning of this; or otherwise you shall use some other sign by which you will understand that the said item has been transferred into the Journal. Although you may use many various and divers expressions or marks, nevertheless you must try to use the common ones which are used by the other merchants, so that it will not look as if you would deviate from the usual mercantile custom.

### CHAPTER 13.

THIRD AND LAST PRINCIPAL MERCANTILE BOOK CALLED THE LEDGER. HOW IT IS TO BE KEPT. ITS ALPHABET (INDEX), AND HOW THIS CAN BE KEPT SINGLE AND DOUBLE.

After you have made all your entries in the Journal in an orderly way, you must transfer them to the third book, called Ledger (*Quaderno Grande, i. e.,* big book). This Ledger contains usually twice as many pages as the Journal. In it there must be an alphabet or repertory or "*trovarello*" (finding key) according to some; the Florentines call it "*Stratto*." In this index you shall write down all the debtors and creditors in the order of their initial letter, together with the number of their respective pages. You shall put the names that begin with A in the A page, etc.

This Ledger, as we have said before, must bear the same sign or mark that is on the Journal and memorandum book: its pages should be numbered; and at the top at the right margin as well as at the left margin, you shall put down the date. On the first page you shall enter cash as debtor. As in the Journal, so in the Ledger, cash should be entered on the first page. It is customary to reserve the whole of the first page to cash, and not to enter anything else either under the debit (*in dare*) or the credit (*in havere*). This because the cash entries are more numerous than all others on account of almost continuously paying out and receiving money; therefore, it needs much space. This Ledger must be ruled, and should have as many lines as there are kinds of money that you want to enter. If you enter *lire, soldi, denari* and *piccoli*, you shall draw four lines, and in front of *lire* you shall draw another line in order to put in the number of the pages of the Ledger debit and credit entries.

uere se scatenano. E dināçe farai. 2. righe. p potere mettere. li di d' mano i mano. como ne li altri qd'erni hai visto che piu non mistedo i qsto zc. p poter trouar p'sto le p'ite zc. E pur sira segnato croci como li altri.

Del modo a portar le p'ite de giornale in quaderno. e p'che de una in giornale sene facia doi in quaderno: e del modo a depennare le p'ite in giornale e de li doi numeri dele carti del quaderno che in le sue margine si pone e p'che.

Cap° 14.



Er laqual cosa. sappi che di tutte le p'ite che tu harai poste in logioriale. al quaderno grāde. te ne couē sēpre fare doi. cioe vna in dare e l'altra in hauere p'che l'li chiama debitorē p lo. Per. E lo creditorē p lo. A. como disopra dicēmo ch' d' luno e de laltro. si deue da p'se fare 1°. p'ita: q'la del debitorē. ponere ala man sinistra. E q'la del creditorē. ala man dextra. E in q'la del debitorē. chiamare la carta. doue sia q'la del suo creditorē. E così in q'la del creditorē. chiamare la carta di q'la doue sia. El suo debitorē. E in q'sto modo sēpre uēgano incatenate tutte le p'ite del ditto qd'erno grāde. nel q'l mai si deue mettere cosa in dare che q'la ancora non si ponga in hauere. E così mai si deue mettere cosa in hauere che ancora. q'la medesima cō suo amōrare nō si metta in dare. E di qua nasci poi. al bilancio che del lib°. si fa. nel suo saldo tāto couē che sia el dare. q'to lauc re. L'ioe sūmate tutte le p'ite che s'irāno poste in dare se fossero bene. 10000. da p're in su vn foglio. E di poi sūmate similmete tutte q'le che in hauere si trouano. tanto debbe fare l'una summa q'to l'altra. altramente dimostrarebbe eēre errore nel ditto qd'erno. cōe nel modo del far suobilancio se dira apieno zc. E così cōe diuina de giornale ne fati. 2. al qd'erno. così a q'la p'ita che del giornale leui farai doi righe a trauerso fo ch'vai leuando. cioe se p'. tu la metti in dare. P'ia farai 1°. riga atrauerso. verio al prin°. dela p'ita. che dinota eēr posta in dare al qd'erno. E se la metti in hauere. o prima. o poi cōe accade ale uolte fare al qd'ernieri q'do li accade scriuere i luogo. ch' li in q'la carta li nanderā. 2. o. 3. p nō ui hauere a tornare. sene spāza di metterle li aloza. E po fo che mette così deue depennare p' hauerla messa in hauere. farai l'altra depenatura. verso man dextra. dal canto doue fineci la p'ita che dnotara eēr messa in hauere. le q'l linee staranno cōe disopra in q'sto uedi figurato a la p'ita. p'. dela cassa. l'una ditta linea. de dare. e lalt°. de hauere. E così dalato i margine dinançe al principio bisogna che pō ghi. 2. nu. luno sotto laltro. q'l di sopra che denoti la p'ita. del debitorē. a q'te carti che la sia posta in lo qd'erno E q'lo de sotto che denoti le carti de ditto qd'erno. doue sia posto el creditorē. cōe vedi li ala p'ita dela cassa disopra i q'sto. che sta così. 1. sēca trameçço. E ancora al cuni costumano così cō trameçço. 2. a guisa de rotti. che nō fa caso. Ma e piu bello sença trameçço. Acio ach' vede nō paressero speçcati. D vero rotti zc. E vol dire q'lo. 1°. di sopra che la cassa. E nella p'. carta del qd'erno. El cauedale. E nella sa carta de ditto qd'erno. i banere. e q'la in dare zc. E nota che sēpre q'to piu p'sso tu potrai mettere el creditorē al suo debitorē. fera piu liquadro. auēga che posto doue si uoglia tanto mōri. Ma p' rispetto del millesimo. che ale uolte se interpōe fra 1°. p'it°. e lalt° respōde male. E cō fatica. nō poca. se ritrouano loz rpi cōe sa chi. pua ch' ogni cosa così apieno nō si po dire. Ma buō. ch' ācora tu al q'to cō tuo naturale ingegno ta iuri. E po sēpre studia d'assetar ditto creditorē immediate a p'sso el suo debitorē in la medema faciata. o vero ila immediate se q'nte. nō interponēdoui fra luno e laltro. al tra p'ita. Pero che nel pprio giornno che nasci el debitorē in q'lo medemo nasci el creditorē E p' q'sto rispetto sēpre se deue acostar luno a lalt° zc.

Del modo a sape dittare le p'ite de la cassa e cauedale nel quaderno in dare e hauere: e d' millesimo che disopra nel principio dela carta a lanti co si mette in esso: e dela sua mutatione e del cōpitir li spacij dele carti fo le p'ite piccole e grādi fo el bisogno dele facēde. Cap°. 15.



D' q'ste cose discor' se. a tuo aimae stramēto. o: mai diramo la p'. p'ita de la cassa i dare e poi q'la del cauedal in hauere in lo libro grāde. Ma cōe e ditto p'. de sopra nel quaderno potrai el millesimo alabacco antico. cioe per alfabeto così. M cccc. Lxxxiii. zc. El di nō se costuma mettarlo disopra in loquaderno cōe in lo giornale. p'che 1°. p'ita in quaderno. hara diuersi di. E po nō si poza seruar ordme deli di. disopra cōe apieno nel se q'nte cap°. se dira. Ma dētro dela p'ita cōe intēderai la p'. uolta E poi così dalato in lo spacio che disopra dicēmo dinançe ala p'ita. q'do tal partita nascesse daltro millesimo che disopra nel principio dela carta fosse scritto che sole auenire ach' de anno in anno nō riporta e salda suoi libri sicbe tal millesimo si poza difuora. nudo in margine ripetto a pōto a q'la p'ita linata cōe uedi posto qui disotto. q'sto solo auene in lib°. grande che in li altri nō po auenire. Dōca t'iaai così. traēdola fore pure alabacco antico p' piu belleça



Before these lines you shall draw two more lines wherein to mark the dates as you go on, as you have seen in the other books, so that you may find each item quickly. This book shall also bear the sign of the cross as the others.

#### CHAPTER 14.

HOW THE ENTRIES SHOULD BE TRANSFERRED FROM THE JOURNAL INTO THE LEDGER AND WHY, FOR EACH ENTRY OF THE JOURNAL, YOU HAVE TO MAKE TWO IN THE LEDGER; HOW ENTRIES IN THE JOURNAL SHOULD BE CANCELLED. THE TWO NUMBERS OF THE PAGES OF THE LEDGER WHICH ARE PLACED IN THE MARGIN OF EACH ENTRY AND WHY.

For each one of all the entries that you have made in the Journal you will have to make two in the Ledger. That is, one in the debit (*in darc*) and one in the credit (*in havere*). In the Journal the debtor is indicated by per, the creditor by a, as we have said. In the Ledger you must have an entry for each of them. The debtor entry must be at the left, the creditor one at the right; and in the debtor entry you must indicate the number of the page of the respective creditor. In this way all the entries of the Ledger are chained together and you must never make a credit entry without making the same entry with its respective amount in the debit. Upon this depends the obtaining of a trial balance (*bilaneio*) of the Ledger.

There can not be a closing (*saldo*) because there must be as much in credit as there is in debit. In other words, you shall add together all the debit entries, even if there are ten thousand, on a separate sheet, and then add together in the same way all the credit entries; the totals of the one should be the same as the totals of the other; otherwise it would show that some mistake has been made in the Ledger. We will speak at length about this when we talk about the way of making the trial balance (*bilancio*). And since for one entry of the Journal you make two in the Ledger, you shall draw two diagonal lines as you make the transfer—that is, if you first transfer the debit entry, you shall first draw a diagonal line (*riga a traverso*) at the beginning of the entry in the Journal which shows that the entry has been posted (*posta*) to the debit into the Ledger. If you transfer the credit entry, either at this time or later, as it often happens that the bookkeeper can make two or three entries on the same page in order to prevent his coming back to write on that same page—in which case he should draw a line at the right side where the entry terminates. This will show that the entry has been transferred to the credit of the Ledger. These two lines, you may see in the preceding diagram, drawn in the margin by the first cash entry; the one is called debit line, and the other credit line. At the side, in the marginal part, you shall write down two numbers before the beginning of the entry, the one under the other. The upper indicates at what page of the Ledger the debit entry is, and the lower indicates the page of the Ledger where the credit is, as you will see at the cash entry in the above example, like this  $\frac{1}{2}$ , without a line between them. Some are accustomed to draw a line in between, like this,  $\frac{1}{2}$ . This does not matter, but it looks nicer without the line between, so that the figures will not appear to the reader as if they were fractions. The upper figure, 1, means cash was entered in the first page of the Ledger, and capital was entered in the second page of the said Ledger; the cash on the debit, and the capital on the credit side. You should know that the closer to the debtor you can place the creditor, the nicer it will look. It is just the same, however, no matter where it is; but it may look bad on account of the date which at times must be put between entries, and it makes it difficult then to find the dates. We can not tell you everything fully, but you with your natural ingenuity must guide yourself. Therefore you always try to put the said creditor immediately after its debtor on the same line or on the line immediately following without entering anything else in between, for whenever there is a debit item there must exist at the same time a credit item. For this reason, get the one as near as possible to the other.

#### CHAPTER 15.

THE WAY IN WHICH THE CASH AND CAPITAL ENTRIES SHOULD BE POSTED IN THE LEDGER IN THE DEBIT AND THE CREDIT. THE DATE WHICH AT THE TOP OF THE PAGE IS WRITTEN DOWN ACCORDING TO THE ANCIENT USE. CHANGING OF THE SAME. HOW TO DIVIDE THE SPACE ON THE PAGES FOR SMALL AND LARGE ACCOUNTS AS THE BUSINESS REQUIRES.

After having told you these things for your instruction, we write now the first entry of the cash in the debit column, and then the first entry of the capital in the credit column, in the Ledger. But, as we have said, you shall write down in the Ledger the year in the old way by using the alphabet, thus: MCCCCLXXXIII, etc. It is not customary to put the day at the top in the Ledger as in the Journal, because one account in the Ledger may have several dates, and therefore you can not keep the dates in order by putting them at the top; but you shall put the days in the body of the entry, as you will understand hereafter.

We put the day to one side, in the space of which I have spoken, just before the entry. If an item refers to a transaction which happened in a different year than that written at the top of the page, which happens when one does not balance and transfer his books at the end of each year, then this year shall be put on the side, in the margin near the entry of the item to which it refers. This only happens in the Ledger, and can not happen in the other books. In making this entry for the year, use the antique letters, which are neater,

## Distinctio nona. Tractatus. xi. De scripturis

non dimeno aqual che tu te caui non fa caso 7c. Donca dirai cosi.

yhs. **AD. cccc. Lxxxiiij.**

Cassa de cōtanti die dare a di. 8. nouembre. per cauedal per contanti de piu forte fra oro e monete me trouo hauere in quella in questo preterence di in tutto ca. 2. §. x<sup>m</sup>. f. g. p.

Et qui nō bisogna che troppo te stēda. p. hauer bē gia steso in giornale. Ma sempre studia dir breue. La prima nel comēzare se dici alquanto; ale sequēti in la medema sol se dici. e a di ditto 7c. per lo tale. car. §. f. g. p.

Laqual cosi posta che lbarai. depēnarai in giornale in dare comme sopra te diffi. Et poi i hauc per lo cauedal dirai cosi. v3.

yhs **AD. cccc. Lxxxiii.**

Cauedal de mi tale 7c. die hauere a di. 8. nouembre. per cassa. per contanti me trouo in quella fin al di presente in ore e monete de piu forte in tutto. car. 1. §. x<sup>m</sup>. f. o. g. o. p. o.

Et cosi ancora. i q̄sta basta succiniamēte dire per lacagion sopra ditto. Altre poi che q̄ sotto ala medema p̄tira. se haueranno apore fin che la sia picna bastara adire. Et a di tanti 7c. per fatal cosa 7c. E dē nedi acēnato qui da canto. e anco in fin di q̄sto barai exemplo. cosi sequirai con breuita in tutte. maxime in quelle partite che a te solo aspettano. cioe che non hai a rendere conto adal cmo. Ma in q̄lle che tu haucrai a rendere cōto adaltri. alq̄to piu ti cōuerra dire. auenga che sempre se recozre. per le chiareçe al giornale 7c. Et poi darai l'altra de pēnarura. a q̄lla del giornale in hauere. cōe sopra ti diffi in. 1. 2. cap. Et in lamargine dauanti. ala p̄tira. porrai li doi numeri cōe diffi pur in ditto loco dele carti doue sōno. Et debitoze el creditoze. cioe q̄llo del debitoze de sopra. Et q̄llo del creditoze de sotto cōe facēmo di sopra. ala p̄tira de lacassa. Et poi subito porrai in lo tuo alfabeto. cioe repozio. q̄sto debitoze e creditoze. ognuno ala sua l̄ra cōe sai che di sopra diffi. Et cōe la cassa. al la l̄ra. Et dicēdo dētro in q̄sto modo. cioe. Cassa de cōtanti. k. 1. Et ancora el cauedal porrai al. Et dicēdo. Cauedal de mi ppzio. k. 2. Et cosi p tuo ingegno adarai asendo. tutte le p̄tite. e li nōi de li debitozi perfōe e robbe 7c. Et cosi de creditozi. porrai nel ditto repozio. a le sue lettere acio poi con facilita possi subito trouarli in ditto quaderno grande 7 cetera.

Et nota che hauendo tu p̄duto el tuo q̄derno p̄ alcun caso de robaria. o incēdio di foco. o naufragio 7c. Et hauēdo tu luno de li altri doi libri. Et cōe memoriale. o vero giornale. cō esso porrai sempre refare vnaltro q̄derno. cō le medesime p̄tite a di p̄ di. Et ponerle al numero de le medesime che i q̄l p̄so si trouauano. Maxime hauēdo tu el giornale. doue q̄do ne leua sti le p̄tite. Et p̄cēsti al lib. tu imargie ponēsti. li doi nu. dli debitozi e creditozi. lūo soua laltro che chiamauano le carti. del q̄derno donerano situati. e di p̄oro atante carti li porrai fare ritornar cō tuo ingegno 7c. Et q̄sto basti q̄to a vna p̄tira posta 7c. Poi la fa p̄tira ch̄so dele soie al q̄derno ponēdola a suo cōdecēte luogo dittarai cosi. Et p̄zi. sempre sença piu te replēbi. porrai di sopra nel principio dela carta. el milesimo se nō vi fosse posto p̄ altra p̄tira. p̄. poche ale nocte in vna medema facia el quadernieri alettara. 2. o. 3. p̄tite so che cogno scera lo spatio cēr bastate al manegio di q̄lla. peche forse uedara q̄lla tale p̄tira haucrsi chiare fiade adoperar. Et p̄ q̄sto li dara vn luoco piu angusto. che a quelle che spesso li acade. a dopare; ala giornata cōe di sopra. al cap. 13. de la cassa e cauedal so detto q̄l sicostumaya lasarli tutta la facia del lib. peche speffissime siade. p̄ cēre gr̄adi le facēde si conuēgano manegiare. Et q̄sto sol si fa p̄ nō hauer t̄aro spesso asar repozio ināce 7c. ora al p̄posito trouato li el loco cōe se dici. dirai cosi in dare. cioe verso man sinistra. cosi sempre la apore el debito. Et cōe de piu forte. diēno dare a di. 8. nouembre. p̄ cauedal. p̄ peçci n. tanti 7c. p̄efano tanto 7c. de quali tanti sonno balassi legati 7c. Et tanti s̄fili 7c. Et tanti rubini coculegni 7c. Et tanti diamanti creçi 7c. lequali in tutto. o vero a forza per forza metto valere a comun p̄gio. de cōtanti duc. tanti 7c. val car. 2

§. 40. f. o. g. o. p. o.

Et cosi depennerai. la p̄tira in giornale. nel dare tirando la linea comme de sopra al. 12. cap. te diffi. Et poi andarai al cauedal. Et porrai q̄sta medema con māco parole per leragion gia di sopra adutte in questo capitolo e porra la in haucere sotto quella p̄. ch̄gia li bai posto dela cassa. Et dirai cosi. v3.

a di o detto. per soie de piu forte commo li apare 7c. car. 3. §. 40. f. o. g. o. p. o.

Et cosi posta farai l'altra de pēnatura. al giornale i haucē. cōe te mōstrai di sopra al. 12. ca. Et porrai i margine li numeri dli carti. doue tal p̄tite al quaderno ponēsti cōmo dēcēmo vno sopra l'altro. comme qui denançe apare che metto habi posta la p̄tira in dar a carti. 3. Et q̄lla del cauedal sta pure alogo suo a carti. 2. p̄fin tanto chella non e picna. che di poi ināce



although it does not matter very much.

Thus, you shall put it this way :

JESUS ..... MCCCCLXXXIII.

Cash is debtor (*dec dare*—shall give) on November 8, “per” capital. On this day I have in moneys of different kinds, gold and other coins; page 2: L.X<sup>m</sup>, S....., G....., P.....

Here you do not need to be very lengthy if you have already given the description in the Journal. Try to be very brief.

At the beginning of the page we say more, but in the entries following it is enough to say: on ditto, “per” such and such; page, etc., L....., S....., G....., P.....

After you have made the entry in this way, you shall cancel in the Journal as I have explained to you. Then in the credit side you shall write down this way:

JESUS ..... MCCCCLXXXIII.

Capital of myself, so and so, is creditor (*dec avere*—shall have) on November 8, “per” cash. On this day I have in cash, in gold and other kinds of money; page 1:

This entry is also sufficient; express yourself briefly for the reason above said. If there are other items to be entered in the same account, it will be enough to say, on ditto, “per” such and such, etc., as has just been shown. At the end of this treatise, I will give you an example, and thus you will go on expressing yourself briefly especially in those things which are private—that is, of which you do not have to give an account to any one. But as to other things for which you have to give an account to other people, it will be better for you to be more explicit, although for explanations we always rely on the Journal. Then you will cancel, by drawing a line, the credit entry in the Journal as I have said above in Chapter 12. In the margin, just opposite the entry, you shall write down the two numbers of the pages where the debit and credit entries are. That is, you should put the number of the debit page above, and the number of the credit page below, as we have done above in the cash entry. Then you shall at once enter in the alphabet or repertory (index) this debtor and this creditor, each one under its own letter as I have told you before. That is, cash at the letter C, by saying in this way: Cash, page 1. And capital also at the letter C, saying: Capital belonging to me, page 2. And so on, you shall enter (in this repertory) all the creditors under their respective letters, so that you may find them easily in the Ledger mentioned.

Take notice, that if by any chance you should lose this Ledger through robbery, or fire, or shipwreck, etc., if you have either of the other two books, that is, the memorandum book or Journal, you can, by means of this book always make up another Ledger with the same entries, day by day, and enter them on the same pages on which they were in the last book; especially so, if you have the Journal in which, when you transferred the different entries into the Ledger, you wrote down at the margin the two numbers of the debit entry page, and the credit entry page, the one above the other, which two numbers indicated the pages of the ledger where the two entries had been entered. In this way you can duplicate your Ledger. This is enough said for the posting of one entry.

For the second entries, which pertains to precious stones, you shall enter in the Ledger as follows:

FIRST, without my telling it to you over again, you shall write down at the top of the page the date, if there has been no date written before because of another account, for at times on the same page two or three accounts are made. Sometimes you won't give much space to one special account because you know that you will not have to use that account over again. Therefore you will give to this account a smaller space than the space you give to other accounts which you had to use more, as we have said above in Chapter 13, when talking about cash and capital, to which we give the whole page, as we have to use these two accounts very often because of the many transactions. This is done in order to lessen transfers.

Now then, after you have found the proper place (in the ledger), you shall write down on the left—because the debtor must always be at the left: Precious stones of many kinds debit (*dienno dare*—shall give), on November 8, per capital, for so many pieces, etc., weighing so much, so many are counted *balassi*, etc., and so many sapphires, etc., and so many rubies, etc., and so many unpolished diamonds in bulk (or divide the different kinds), for a value of so many ducats; page 2: L40; S0; G0; P0.

You shall cancel this item in the Journal on the debit side by drawing a line as I have told you in Chapter 12. And then you will go to capital, and you shall enter this entry with fewer words, for the reasons above expressed in this chapter, writing it down on the credit side under the first entry that you have already made, and you shall express yourself this way:

On the day, or ditto, for precious stones of several kinds, as it appears at page 3: L40; S0; G0; P0.

After which you shall draw another line on the credit side of the Journal, as I have shown in Chapter 12; you shall put down in the margin the two numbers of the pages of the Ledger in which you have made these entries, one above the other, as I have told you. We shall say, for instance, that you have entered the debit entry at page 3; the capital entry will still appear at page 2, as long as that page is not filled.

a tutte laltre la portarai. cōme disotto ne reporti intēderai apieno. E q̄sto p̄ q̄sta. e a sue siml  
lie na bastate zc. E posta che laratai ditto q̄derno. E asertata in giornale. e tu subito lapor  
rai al reitorio o vero alfabeto. cōe disopra i q̄sto cap° fo detto. Etoc ala sua lra. S. o vero.  
3. fo. p̄che lra la. pferirai. cōe idiuersi pacsi acade. che qui i uinegia molto si costuma pone  
re el. 3. doue noi in toscana ponemo el g. sicche acōrdarala tu a tuo iudicio zc.

Lōe se debino dittare leptite delmercantie che per inuentario o altro modo sbomo se ri  
troua: nel quaderno in dare e hauere. Cap°. 16°.



E altre. 4. p̄tite poi su sequēti del tuo mobile. cioè argēti. p̄ani. lini. letti de piuma  
E veste de dosso zc. Poi p̄ te stesso facilimēte mettarai del iuētario in giornale de  
pōto cōe li le ponesti. denotate. p̄che cōe dicēmo disopra cap°. 6°. q̄sto tal inuenta  
rio nō si caua del memoriale. p̄ la ragiōe li assegnata. E po suo dittare in giornale  
E ancora nel grā lib° i dare e hauere. e di porre al alfabeto. lasciaro o mai se q̄re al tuo pegri  
no ingegno del q̄l molto me cōfido E solo la. 7°. p̄tita de cēcer mecbini che ti troui asertare  
mo i giornale. E ancora al q̄derno la q̄l te fia bastate e sufficiēte amaestrāmēto a tutte le altre  
che dimercātia alcun. & ritrouasse. hauēdo sēpre tu da te ināge gliochi loz n°. p̄chi. e misure e  
valute i tutti li modi che tal mercātie se costumasse v̄dere. e cōprare fra mercātī i rialto o fo  
ra. fo li pacsi. dele q̄li cose q̄ apieno nō e possibile ponere exēpli. ma cō facilitā. da q̄sti pochi  
q̄ cōpēdiōsamēte posti porrai di q̄lūcaltri ip̄edere a tua sufficiēza. po che se noi volēmo dar  
te exēplo del modo verso e via. di mercare arrani. lecia. bari. E betōta. cioè aloz nomi d̄peli lo  
ro. E misure loro zc. E costi dela marca. E anche dela nra toscana. troppo serēbbe grāde el  
volume. che cō breuitā itendo concludere E p̄ q̄lla. 7°. de cēcer nel giornale. dirē costi. v3.  
Per cēceri mecbini i mōte a refuso. o i colli dirai cōe a te pare zc. Al ditto che sintēde caue  
dal. p̄che li disopra imēdiate larai p̄ ordiñe de ditto iuētario. cōe dicēmo disopra cap°. 12°.  
in la p̄tita sa de le çoie. p̄ colli tanti pesano. zc. E p̄. 8. tante q̄do fossero arefusso i mōte zc.  
q̄linc retrouo hauere in lemani al dī p̄tite metto di comū corso valere el c°. o vero la 8. zc.  
duē. tanti zc. mōtano in tutto netti duē. tanti zc. val § f g p̄

E costi posta ch̄ larai nel giornale. E tu al memoriale. o vero inuētario. la dipēna. e lāca. al  
modo ditto sop°. al. 12°. cap°. zc. E costi obsuarai p̄ tutte lalt°. zc. Di q̄sta cōe fo detto e de q̄lū  
che altra che i giornale si metta. sēpre al gran lib°. si fanno doppie. cioè 1°. i dare. e laltra i ha  
uere cōe disopra dicēmo cap. 14°. La qual poi nel quaderno in dare. ponendola dittarala i  
q̄sto modo. Posto p̄. sēpre el milesimo se nō ui fosse in capo de la carta. sēca mettarai el çloz  
no disopra po che cōe dicēmo disopra cap. 15°. El di nō si costuma porre sopra nel p̄im° de  
la carta del quaderno p̄ rispetto che in q̄lla medesima faccia potrebono cēre piu p̄tite d̄ diuer  
si debitozi e creditozi. le quali bēche lenaschino sotto vn milesimo. Alia siranno in diuersi me  
si e çorni. cōe discorēdo p̄ tutto poi ap̄endere. E q̄do bene ancora in ditto faccia del libro  
grande nō vi fosse altro che 1°. sola p̄tita di cassa. o daltro ancora el çorno posto disopra nel  
quaderno. nō sipotrebbe seruare. p̄che in ditto p̄tita. oçozira di mettere casi oçozsi in diuersi  
mesi. E di e p̄ q̄sto e che li antichi disopra nel quaderno nō hano i libri mercātefchi vsitato  
mettere el çorno. p̄che non hano ueduto verso ne via ne modo che con uerita si possa aser  
tarcelo zc. Laqual parrita in dare costi porrai dicēdo zc.

Bençeri mecbini. in monte. o uero colli zc. dien dare a di. 8. nonembre per cauedal. per colli  
tanti ze. pesano. §. tante ze. quali mi trouo hauere in casa. o uero magaçen al presente qual  
de comun corso stimo valere el cento ze. duē. tanti ze. E per tutti monta duē. g. p̄. ze. val  
carti. 2.

E costi depennarai la parrita del çornale in dare. cioè a man senestra cōme piu uolte to dit  
to E poi in hauere asertarala in q̄sto modo al cauedal comme te monistrai ponere quella  
dele çoie sopra a cap°. 15°. costi v3.

a di o detto. per çençeri mecbini in monte o uero colli ze. car. 3. § f g° p̄.  
E costi posta che lbarai depennarai la parrita del giornale in hauere. cioè verso mande  
stra. cōe dināçe vedi fatto. E poni li numeri dele carti dināçe alci in margine vno sopra lalt  
tro. Etoc el. 3. disopra el. 2. disotto p̄che tu hai messo el debitoze a carti. 3. nel quaderno. el cre  
ditore e a. 2. Etoc el capital. e subito poi la metti in alfabeto. o vero reitorio ala sua lra. Etoc  
al. 3. se p̄. 3. la cōpiti. o vero al. 8. p̄ la rasō ditto in lo p̄cedēte ca°. a q̄lla p̄tita sa dele çoie zc.

Del modo a tenere conto con li officii publici: e perche: e de lacamera delimpresti in ve  
neria che se gouerna per via de sestieri. Cap°. 17°.



This example will guide you in other cases.

After you have made the entries in the Ledger and marked it in the Journal, you shall put it at once in the index as I have told you above in this chapter—that is, under the letter G or Z, according as to how *Gioie* (stone) is pronounced. In Venice the custom is to pronounce it with Z; in Tuscany, with G. Guide yourself according to your own understanding.

## CHAPTER 16.

HOW THE ENTRIES RELATIVE TO THE MERCHANDISE OF WHICH ONE IS POSSESSED ACCORDING TO HIS INVENTORY, OR OTHERWISE, SHOULD BE MADE IN THE LEDGER BOTH IN THE DEBIT AND THE CREDIT.

You will be able to transfer easily by yourself from the Inventory to the Journal the four items of your personal goods—that is, silver, linen, feather beds, clothes, etc., exactly as you write them in the Inventory, as we explained in Chapter 6. This Inventory was not contained in the memorandum book, for the reasons therein expressed.

And as to how to make these entries in the Journal and the Ledger, and as to how to record them in the Index, I will leave to your ability, on which I count very much.

We shall proceed to enter in the Journal, as well as in the Ledger, the seventh item (of the Inventory), which pertains to Ginger. This must be a sufficient instruction for you by which to make any other entry relative to your merchandise. You should always have in mind their number, weights, measurements and values according to the different ways in which it is customary to make purchases or sales among merchants in the Rialto, or elsewhere. It is not possible to give here full examples for all these operations, but from those few that we give here you will be able to understand how to go ahead in any other case. For if we wanted to give you an example of all the ways in which merchants do business in Trani, Lecce, Bari and Bitonto—that is, to give you the names of their weights, measurements, etc., and also to tell you about the ways that they use them in Marca and in our Tuscany, this would make our treatise very long, which, on the contrary, I intend to make short.

As to this seventh item to be entered in the Journal, we shall proceed thus: Per Ginger in bulk or package—you shall express yourself as you like— // a ditto—by which capital is understood, because you have already mentioned it in the entry immediately preceding, when you entered your second item from the inventory, that is, precious stones—as we said in Chapter 12—I possess on this day so many packages weighing so much, or I possess so many pounds, if in bulk, according to the current prices, of a value by the hundred or by the pound, of so many ducats; in total I give them the value of so many ducats.

L....., S....., G....., P.....

After you have entered it in the Journal in this way, you shall cancel it in the memorandum book or inventory, as we have said in Chapter 12, and you shall do the same for the other items. Of this entry, as we have said, as well as of any entry made in the Journal, you shall make two different entries in the Ledger; that is, one in the debit and the other in the credit.—See Chapter 14. In making the entry in the Ledger in the debit, you shall proceed in this way: First you shall put the year, in case there is none, at the top of the page, without there putting down the day, for, as we have said in Chapter 15, it is not customary to put down the day at the beginning of the page of the Ledger because on that same page several entries may be made under the debit and credit which, while belonging to the same year, refer to transactions made in different months and days. Even if on that page of the Ledger there was only one cash entry or other entry, the day put at the top of the page could not be very well kept because, under the said entry, it would be necessary to write down transactions which happened in different months and days. For this reason the ancient people never put the day at the top of the pages in mercantile ledgers, as they saw that there was no justification for it, etc.

You shall make this entry in the debit (in the Ledger) in the following manner: Ginger in bulk, or so many packages, debit (*dee dare*—shall give) on November 8 per capital, for so many pieces, weighing so many pounds, which I on this day have in my store, or at home in my house, and which according to current prices are worth so many ducats and in total so many *ducats, grossi, piccoli*, etc.; Page 2:

L....., S....., G....., P.....

Then you shall cancel this entry on the debit side of the Journal—that is, at the left, as I have told you often, and then you shall enter it on the credit side under Capital, as I have shown you in entering the precious stones item in Chapter 15, that is:

On ditto per Ginger in bulk or packages, etc.; Page 3: L....., S....., G....., P.....

After you have entered it in this way, you shall cancel the entry on the credit side of the Journal—that is, at the right—as I have shown you before, and you shall also write down at the margin the numbers of the respective pages of the Ledger one above the other—that is, three above and two below, as you have made the debit entry at Page 3 and the credit entry at Page 2, and you shall thereafter enter it in the alphabet or repertory under its respective letter, which may be Z or G, for the reasons given in the preceding chapter.

## CHAPTER 17.

HOW TO KEEP ACCOUNTS WITH PUBLIC OFFICES, AND WHY. THE CAMERA DE L'IMPRESTI (MUNICIPAL LOAN BANK) IN VENICE, WHICH IS MANAGED BY *SESTIERI* (DISTRICTS).

## Distinctionona. Tractatus. xi°. De scripturis.

**H**ora de la tere nō te ne do. altra norma. cioe di q̄lla de pellami. da fodre cōse e cru  
 de. e fine zc. dele quali a 1°. p 1°. formarai la p̄ta in giornale e quaderno p̄ ordie  
 depenando. e segnando in tutti li lochi che non tescordi perche al mercante bi  
 sogna altro ceruello. che de beccaria zc. Quella dela camera diprestio dal  
 tro mōte cōe in firença. el mōte dele dote i genoa li lochio uero altri officii che si fossero cō  
 liquali tu hauesse a fare. per alcuna cagione fa che sempre con loro tu habia buono scōtro.  
 de dare e de lauere in tutti li modi con qualche chiara cca se possibile e de man deli scriuani  
 di q̄lli luochi q̄l t̄e sotto bona custodia al modo che dele scritture e lettere te diro. pebe a q̄  
 sti tali officii spesso se sogliano mutare scriuani. li q̄li ognuno a sua fantasia uole guidare l̄l  
 bri delo officio. blasimādo sempre li scriuan passati. che non tenuan bon ordine zc. E sem  
 pre ognuno p̄uade el suo ordine migliore deli altri. imodo che ale volte inozociano le p̄ite.  
 de tali officii. che non sene tien 1°. cō l'altra. Eguai chi cōtali a afare. E po fa che sta a casa. E  
 col capo abotega. cō q̄sti tali. E cerramēte forsi el fāno a bon fine nō dimeno mostrāo igno  
 rāca. E così tirrai cōto. cō li gabellari. e daniari de robbe che tu uēdie cōpri. caui e metti nele  
 terre zc. E cōe si costuma fare in vinegia. che si tiene p̄ li p̄u dela terra. cōto lōgo cō lo officio  
 dela messetaria. chi a. 2. p. c°. E chi a 1°. p. c°. E chi a. 4. p. c°. zc. Ebiamando el libro. del sen  
 saro. che visinterpone. e notare al tuo libro. E anche la marc. in su ch̄ fa. cioe el lib° doue da  
 in nota li mercati al ditto officio che così lo chiamano in uenetia po che ciascuno sensaro a  
 vno libro. o uero luogo in qualche libro al ditto officio doue lui va a dare in nota li mercati  
 che fa. si cōterrieri. cōe forestieri altramēte caçano in pena. saltramēte faceffaro. E sonno pri  
 uati. E bene q̄lla xcellsa. S. licastiga e lozo. e scriuani ch̄ mal si portassero cōe de molti me ri  
 cordo. già neli t̄pi passati cēre puniti straniamēte. E po santamente fanno a costituire vno  
 el q̄le a solo q̄sta cura. in renedere tutti li officii. cioe se li loro libi. sōno b̄i. o vno male tenuti zc.

Comme se debia tener conto con lo officio dela messetaria in uenetia e del dittare le sue  
 partite in memoriale. çornale. e quaderno. e ancora deli imp̄cti. Cap°. 18.

**S**i che q̄do vorai cō tali officii tener conto. la camera de imp̄cti. farai debitorid  
 de tutta la sorte de cauedali a tanto el c°. zc. Poiando li festieri doue son posti. E  
 similmente se piu ala giornata. necōpraffe che molti se ne vendano p̄ te o p̄ altri  
 cōe sa chi realto v̄sa. Hora b̄n inchi sōno scritti e luogbi. zc. E così nel scotere li  
 loro p̄. sēpre farala creditrici. a di p̄ di. E festier p̄ festieri zc. E così cō loffinio dela messetaria  
 El cōto tirrai i q̄sto modo. cioe q̄do tu comprari alcuna mercantia p̄ meçço d̄ s̄fari. allora  
 de tutto lo amōtare. a ragione de. 2. o de. 3. o de. 4. zc. p. c°. farane creditore el ditto officio dela  
 messetaria. E debitorid q̄lla tale mercantia. plaq̄l cagione tu paghi zc. E po conuene ch̄el cō  
 pratore sempre r̄uega al nēditore nel pagamēto. de contanti. o uero p̄ altro modo che labia  
 a satisfare non fa caso. pebel ditto officio. non vol andar cercando altro senon larata che li  
 aspetta. auenga che liscnsari reportino el mercato in nota. cōmo. e ch̄. e cho. le stato fatto. per  
 chiara cca euidēte de contraēti q̄do fra loro. nascesse differenza alcuna cōe accade. El comun  
 puerbio dici. chi non fa non falla. e chi non falla non imparā zc. dele q̄li d̄se uolendose le p̄ti  
 chiarire bano regresso al mercato notato. plo sensaro. al quale fo li decreti publici li si p̄sta  
 fede cōe a publico instrumento denotaro. E fo la forma di q̄llo. el piu dele volte. El degno  
 officio de consoli de mercanti. formano le loro iuridiche sentençe zc. Dico adonca compran  
 do tu alcuna robba. tu dic sape. q̄llo che la paga de m̄. E p̄ lamita reueni. al uenditore. Cioe  
 se la robba paga. 4. p. c°. a q̄llo officio p̄ decreto publico del dominio. E tu alui reueni. 2. p. c°  
 E tanto manco li cōtra. E bara el suo douere. E tu poi del tutto resti obligato al ditto offi  
 cio. E del tutto larai afar creditore al tuo libro contādo cō lui. E q̄lla tal mercantia farai d̄bi  
 trici. cōe dicēmo zc. pebe el ditto officio non uol cercare. chi vende. ma chi compra. E po pot  
 a tal compratori li e concessio. di cauare tanto di q̄lla mercantia. p̄ q̄to a pagaro la m̄. fora d̄  
 la terra. in loro bolette. ala tauola. de luscita. o per mare o p̄ terra che la uogliano cauare ala  
 giornata. E po conuēgano li mercanti tenere beu conto con lo ditto officio. acio sempre sap  
 pino q̄to possino cauare. pebe non si lassano cauare. per piu che si comprino se di nouo non  
 paghino la m̄. de contanti zc. dele quali compre d̄ sequente ti pongo exēplo. e così. del ditto  
 officio. comme se habino a dittare in giornale. E anche in libro grande. E diro così. Pri  
 ma. in memoriale. semplicemente. 30. o uero noi in questo di posto disopra o comprato da s̄  
 suan anzonio da mesina. çucari. palermi. cassi n°. tante. pani n°. tanti. pefano in tutto. uetri.  
 de pannelle. cassi. corde. e paglie. s̄ tante per duç. tanti. el c°. montano duç. tanti zc. abatto per la  
 sua parte dela m̄. a ragione de tanto per c°. duç. g. p̄. tanti zc. l̄nsaro s̄ suan de gagliardi. vale  
 tutti ducati. g. p̄. tanti zc. pagammo contanti.



I shall not give you any more rules for the other items—that is, leather goods for coverings, tanned or raw, etc., for each of which you shall make entries in the Journal and Ledger, carefully writing down everything and checking off, etc., without forgetting anything, because the merchant must have a much better understanding of things than a butcher.

If you have accounts with the Camera de L'Impresti, or with other banks, as in Florence, or with the Monte de La Dote, in Genoa, as well as similar offices or bureaux with which you have business, see that you keep these accounts very clearly and obtain good written evidence as to debits and credits in the handwriting of the clerks in those institutions. This advice you will carefully follow, for reasons to be explained in chapter on documents and letters. Because in these offices they often change their clerks, and as each one of these clerks likes to keep the books in his own way, he is always blaming the previous clerks, saying that they did not keep the books in good order, and they are always trying to make you believe that their way is better than all the others, so that at times they mix up the accounts in the books of these offices in such way that they do not correspond with anything. Woe to you if you have anything to do with these people. Therefore, be very careful when dealing with them, and be observant at home and keep your head in the store. Maybe they mean well, nevertheless they may show ignorance. In this way you shall keep accounts with the *Gabellari* and *Datiarii* (revenue officers) as to the things that you might sell or buy, things that you grow, things that you plant, etc., as it is the custom in Venice where people are used to keeping an account through the office of the *Messetaria* (market master or exchange), some at 2%, some at 1%, some at 4%. You should mention the book of the broker through whom the transaction was made, and also mention the special mark that the broker has in this book—that is, the book in which he makes a record of the market transaction at said office which they call "*Chiamans*" in Venice. For each broker has a book in the said office, or a place in some book in the said office, in which he has to make a record of all the transactions which he has with the citizens of the town or with outsiders. If the broker should not do that he would be fined and dismissed.

And justly the glorious republic of Venice punishes them and their clerks who should misbehave. I know of many who in the past years have been heavily punished, and right they are in having one officer whose only duty is to oversee all these officers and their books whether they are well kept or not, etc.

#### CHAPTER 18.

#### HOW YOU SHOULD KEEP YOUR ACCOUNTS WITH THE OFFICE OF THE *MESSETARIA* IN VENICE. HOW TO MAKE ENTRIES PERTAINING THERETO IN THE MEMORANDUM BOOK, JOURNAL AND LEDGER, AND ABOUT LOANS.

When you want to do business with the said offices, you shall always charge to the Camera de L'Impresti (municipal loan bank) so many per cent. on all your funds or capital, naming the district where one resides. Likewise, for the amount of the daily sales for many are the sales made for you or for others, as those people know who are familiar with the Rialto. Be careful to put down the name of the party that buys and his place of business, etc. When you withdraw said funds, you shall always credit the said bank, day by day and district by district.

In doing business with the office of the *Messetaria* (exchange), you shall keep the account in this way: When you buy any merchandise through brokers, you shall credit the said office of the *Messetari* with the 2% or 3% or 4% of the whole amount, and shall charge it to that specific merchandise, for you are thus paying for it, etc. Therefore the buyer, when he makes his payments to the seller, should always retain that percentage, no matter whether the payments are made in cash or otherwise, as the said office does not concern itself about anything except the rate (%) to which it is entitled. The brokers make a report of the transaction, how and what for and with whom made, in order to have things clear in case any question should arise, which may happen.

A common proverb says: Who does nothing, makes no mistakes; who makes no mistakes learns nothing, etc.

If any question should arise and the parties wish to settle it, they would go and examine the records of the transaction made by the broker, to which records, according to the public decrees, as full faith is given as to a public notarial document, and according to these records very often the office of the Consuls of the merchants issues its judgment.

I say, then, when you buy anything, you must always know what is due to the *Messetaria*, and you withhold half of this from what you pay to the seller; that is, if the particular thing that you buy is subject to a 4% payment to that office, as per public decrees of the Republic, you withhold 2% of what you give to the seller. You give him that much less in order that he receives what is due him. You then will become a debtor for the whole amount which is due the said office, and you shall credit the said office with it in your Ledger when you keep an account with that office and charge it to the goods that you have bought, as we have said, because that office does not interest itself in the party who sells out, but in the party who buys. In accordance with this, the buyer will be allowed to take out of the official warehouses merchandise in proportion to the brokerage paid and according to their books kept at the shipping counter, whether it came by land or sea. Therefore, the merchants should keep a careful account with the said office so that they know how much merchandise they can take out. They are not allowed to take out more than they have bought unless they have paid the extra brokerage.

Of these purchases, I will give you here an example and how the transaction with the said office must be recorded in the Journal and in the Ledger. First, you shall express yourself in the memorandum book in the following manner:

I (or we), on this day above mentioned, have bought of Mr. Zuan Antonio, of Messina, so many boxes of Palermo sugar and so many loaves of the net weight—that is, without the boxes, wrappers, ropes and straw—so many pounds at so many ducats per hundred; I deduct for what is due to the *Messetaria* at the rate of so much per cent., so many *ducats, grossi, piccoli*, etc. The broker was Mr. Zuan de Galardi; net value, so many *ducats, grossi, piccoli*, paid in cash.

**La medesima in giornale dira cosi**

acontanri.

Per cucari de palermo. A cassa contati a f' quan de antonio damefina. per cassi n°. tante pani n°. tanti. pesano netti. de cassi. pannelle. corde. e paglie. §. tante. a duć. tanti el c°. mótano duć. tanti 7c. abatto. p' la sua parte dela m̄. a rason de tanti per c°. 7c. duć. tanti 7c. restanonetti. duć. tanti 7c. senfar f' quan de gaiardi. § f g p

**La medesima in quaderno dira cosi.**

Zucari de palermo. diē dare. adi tale. p' cassa contati a f' quan dantonio de mesina. per panni numero tanti pesano netti. §. tante per duć. tanti el cento. montano netti in tutto a carti 1°.

**E farai creditrici la cassa di quel tanto 7c.**

§ f g p

**E sempre farai lofficio dela m̄. creditore del doppio che tu retenești aluēditore. cioe p' la sua e platua pre. 7c. E sēpre subito notaro la robba imediate i vnalt°. p'ita sotto farai credito ditto officio per ditto zucaro cōe harai disotto. E dibitrici ditto robba. Per exemplo tu na pagata a contanti. D? prendine vna pte a cōtanti e parte. a tpo p°. imemoriale cosi dirai.**

**A contanti e tempo. a di tanti 7c.**

Jo o comprato a di detto. Da f' quan dantonio. damefina. cucari de palermo pani n°. tanti. pesano netti. §. tante. per duć. tanti el c°. montano duć. tanti. abatto per sua parte de m̄. a rasō de tanti per c°. duć. tanti 7c. de quali al presente. li no contati duć. tati p' parte e del resto mi fa tpo sin tutto agosto pri°. che uien 7c. senfar f' quan de gaiardi val. duć. § g p

**E sappi che de q̄lle cose che se scriue mercato per losensaro. a lofficio non bisogna far scritto de man. perche el mercato basta. ma pure a cautela ale uolte si fa 7c.**

**In giornale la medema dira cosi. prima quel tal de tutto creditore. E poi debitor de q̄l la parte de d. che lui haue.**

yhs. 1493. a di tanti del tal mese 7c.

Per cucari palermini: A f' quan dantonio de mesina per panni numero tanti pesano netti in tutto §. tante. a duć. tanti el c°. montano duć. tanti 7c. abatto per la sua pte de messetaria a rason de tanti per c°. duć. tanti 7c. resta netto duć. tanti 7c. de quali al presente li nedebo contar tanti 7c. E del resto. mi fa termine sin tutto agosto proximo che uien. sensaro ser quan de gaiardi. val. § f g p

**Fanne creditore subito lofficio dela m̄. dela sua rara.**

Per li ditti: a lofficio dela m̄. per lamontar soua ditto. cioe de duć. tati 7c a rasō de tati p c°. p' lamia parte e q̄lla del debitor i tutto monta duć. g. p. tanti val. § f g p

**La parte de contanti. debitor lui. E creditore la cassa. cosi.**

Per f' quan dantonio. de mesina: A cassa cōtati alui p' pte p'eli soua ditti zucari so laforma d' mercato. duć. tati 7c. ape del receuere scritto de sua mano val. § f g p

**La medema in quaderno dira cosi.**

Zucari de palermo. diē dare a di tal dinouembre. per f' quan dantonio damefina. per panni n°. tati pesano netti § tante 7c. p' duć. tanti el c°. mótano netti de m̄. k. 4. § f g p

**Quando uollesse farne partita nuoua. Ma uolendo sequitare la preposta bastaua dire a di. tanti 7c. per f' quan dant° damefina p' panni n° tati pesano §. tate 7c. mōta. k. 4. § f g p**

**La medema in bauere dira cosi.**

Per quan dantonio de mesina. die bauere a di tanti de nouembre. per cucari de palermo. panni n°. tanti pesano netti §. tante per duć. tanti el c°. montano. netti de m̄. duć. tanti. de quali al presente li ne debio dar contanti duć. tanti 7c. delauanço. mi fa tpo per tutto agosto. prio futuro. senfar f' quan de gaiardi. val k. 4. § f g p

**In dare la medema. Per la parte deli contanti. dira cosi.**

Per quan al incontro. die dare a di. tale 7c. p' cassa. cōtati alui p' pte de cucari. hebī dalui sonni patti duć. tanti 7c. ape p' suo scritto de man in libretto. val. k. 1°. § f g p

**La medema. ala m̄. e anche per la precedente i quaderno cosi.**

**D' ffo. dela m̄. die bauer. a di tal p' cucari de palermo cōp'rai da f' quan danto° de mesina pla montare de duć. tati. a tati p c°. senfar f' quan de gaiardi monta. k. 7c § f g p**

**Commo se debfa ordinar el pagamento che hauesse a fare per ditra e banco d' scritto a ne li tuoi libri principali: Cap° 19.**



**Costi p' tal cōpre. q̄sta ti basta a guidarte. o sia a tutti cōtanti. o a pre cōtanti. E p' re tpo. o cōtati e ditra o tutti in banco. o cōtanti e banco. o cōtati. E robbe. o robba. e ditra. o tutta ditra o robbe. e tpo. o robba e banco. o banco e tpo. o bāco e ditra. o banco. cōtanti. ditra. e robbe. 7c. poche i tutti q̄sti modi. se costuma cōp'zare.**

**le q̄li tu per te. al sēco dela pcedēte metterale imemorale. E dirisarale i giornale. quaderno.**



The same should be entered in the Journal in the following manner :

Per Palermo sugar // A cash. Cash paid to Mr. Zuan Antonio of Messina for so many boxes and so many loaves, of the net weight—that is, without the boxes, wrappers, ropes and straw—so many pounds; at so many ducats per hundred, it amounts to so many ducats; I deduct what is due to the *Messetaria* at so much per cent., so many ducats, etc.; net residue, so many ducats, etc. The broker was Mr. Zuan de Gaiardi. L....., S....., G....., P.....

In the Ledger you shall make the entries as follows:

Palermo sugar debit (*dee dare* or shall give) cash. Cash paid to Mr. Zuan Antonio of Messina for so many boxes and so many loaves, weighing, net, so many pounds, at so many ducats per hundred, which amounts to—Page 1: L....., S....., G....., P.....

And you shall credit cash with the same amount, and shall always credit the *Messetaria* with twice the amount which you withhold from the price paid to the seller—that is, for the commission due by the seller and by you.

Immediately after, you shall make another entry crediting the said office with the said sugar and charging the said merchandise. This will do for a purchase by cash. Now we shall consider one made partly in cash and partly on time.

First, in the memorandum book you shall say as follows: By cash and on time on such and such day, I have bought on the said date of Mr. Zuan Antonio of Messina so many loaves of Palermo sugar, weighing net so many pounds, at so many ducats per hundred, making a total of so many ducats. This is in part payment; for the rest I shall have time to pay until the whole month of August next, etc. The broker was Mr. Zuan Gaiardi. D....., G....., P.....

You must understand that you do not need to have a written paper containing the terms of the transaction, for the broker shall record that in the said Office. This record is enough for you, but as a precaution, sometimes people require a contract.

You will make the entry in the Journal as follows: First you shall credit Mr. So-and-So for the total amount, and then charge him for the money that he has received.

#### JESUS ..... 1493

On such and such a day of such and such month, etc., per Palermo sugar // A Mr. Zuan Antonio, of Messina, for so many loaves, weighing net so many pounds at so many ducats per hundred, making a total of so many ducats; deducting for his share of the brokerage at so much per cent., so many ducats, leaving a net balance of so many ducats, of which now I have to pay so many, and as to the rest I have time until the end of next August. The broker was Mr. Zuan de Gaiardi; value L....., S....., G....., P.....

Immediately after, credit the office of the *Messetaria* with the commission due to it: Per ditto // A Office of the *Messetaria*. For the amount above mentioned—that is, so many ducats at the rate of so much per cent. for my share and for the share of the debtor (seller), in all amounting to so many *ducats, grossi, piccoli*: value: L....., S....., G....., P.....

For the cash payment, you shall charge him and credit cash in the following manner:

Per Mr. Zuan Antonio of Messina // A cash. By cash paid him for part payment of said sugar according to the terms of the transaction, so many ducats, as it appears from his receipt written in his own handwriting. Value: L....., S....., G....., P.....

In the Ledger you shall write down as follows:

Palermo sugar debit (*dee dare*—shall give) on such and such a day of November, per Zuan Antonio of Messina, for so many loaves, weighing net so many pounds, etc., at so many ducats per hundred, making a total, net of the brokerage; Page 4: L....., S....., G....., P.....

These items shall be entered in the credit column as follows:

Mr. Zuan Antonio of Messina, credit (*dee avere*—shall have), per Palermo sugar so many loaves, weighing net so many pounds, at so many ducats per hundred, amounting, net of the brokerage, so many ducats, of which I must now pay so many ducats, and for the rest I have time until the end of next August. Broker, Mr. Zuan de Gaiardi; Page 4; value: L....., S....., G....., P.....

For the cash payment you shall put in the debit column:

Mr. Zuan, debit (*dee dare*—shall give), on such and such a day, etc., per cash to him paid for part payment on sugar—I received from him according to our agreement—so many ducats, as it is shown by his own handwriting in his book; page 1: L....., S....., G....., P.....

The account of the *Messetaria* in the Ledger shall be as follows:

Office of the *Messetaria*, credit (*dee avere*—shall have), on such and such day, per Palermo sugar bought from Mr. Zuan Antonio, of Messina, for the amount of so many ducats, at so many ducats per hundred. Broker, Mr. Zuan de Gaiardi; Page, etc.: L....., S....., G....., P.....

#### CHAPTER 19.

#### HOW WE SHOULD MAKE THE ENTRIES IN OUR PRINCIPAL BOOKS OF THE PAYMENTS THAT WE HAVE TO MAKE EITHER BY DRAFT OR THROUGH THE BANK.

And as to the purchases, this should be sufficient to guide you, whether the payment of the purchase should be made all in cash or part in cash and part on time; or part in cash or part by bill of exchange or draft (*ditta*); or all through the bank; or part in cash and part through the bank; or part through the bank and part on time; or part through the bank and part by bill of exchange; or part through the bank, part in cash, part by bill of exchange and part by merchandise, etc.

For in all these ways it is customary to make purchases, and in each case you shall make entries, first in the Day Book, then in the Journal, then in the Ledger, taking as a guide the foregoing example.

**Distinctione nona. Tractatus. xi. De scripturis.**

**M**a q̄do bai'afar pagamēto a pte bāco e ditra. Fa ch' p°. cōsegnī la ditra. e poi p re°. scriuiti banco. p piu figurta. vnde ancoza q̄sta cautella s'usa p molti e bene. q̄do ben pagassero a contanu. de far per resto in banco. E p cōpito pagamēto zc. E pagandolo pte. banco pte. robba. parte ditra. e parte cōtanti. de tutte q̄ste faralo debitoze. E q̄lle tal cose farale creditrici ognuna al suo luogo zc. E se per altri modi te acadesse cōprare. per simili te gouerna. zc.

E hauēdo inteso el curso d' cōprare p tanti uersi p̄derai el v̄dere tuo ad altri. facēdoli debitoze. e creditrici letue robbe. E debitrici lacassa. se ti da contanti. e d̄bitrici le ditte. se te le cōsegna in pagamēto. E creditore. el banco. se tel da. E così di tutto p ordine cōe disopra e ditto d' cōprare. E lui de tutto q̄llo ti da. in pagamēto faralo debitoze zc. e q̄sto ti basti a q̄sta materia a tua instructiōe zc. Dele p̄te famose e p̄iculari nel maneggio traficāte cōe sōno baratti cōpagnie zc. cōe se le habbino a settare e ordinare neli libri mercāteschi. e p°. d' libaratti sēplici cōposti e colt̄po cō apri exēpli d' tutti i memoriale. giornale e q̄der°. La. 20.



**S**ēta. douer dar modo. cōe se habbino a settar alcune p̄te famose p̄iculari. ch' ne li maneggi traficāti si sogliano el piu dele volte. solēnizare. E metterle dap̄se. acio di q̄lle distinte dalaltre. sene possa cognoscere. el p e dāno che di q̄lle se q̄sse. cōe sōno li baratti. e le cōpag. viaggi recomādati. viaggi i sua mano. cōmissiōe hauu te p altri. bandi de scritta. o vero ditra. L'abi reali. dimcōto de botega zc. del q̄li q̄ sequēte succitāmēte a tua bastanza. te daro notitia. cōe le debi guidare. e reggere neli tuoi libri ordinarāmēte. acio nō te abagli in tue facēde. E p°. mostraremo cōe se debia a settare 1°. baratto. Sōno libaratti cōmunāmēte de. 3. sorte cōe disopra in l'eraciō so detto. Distictio. 9°. T. 3°. carti. 161. sin in. 167. apieno sicche li recozri a i tenderli. Dico adōca che in tutti inerti che te ucadesse scriuere i lib°. el baratto. sēpre puramēte. p°. in lo memoriale debi narrarlo ad l'iam. d̄er°. dala p̄tra cō tutti suo modie conditiōi chel s'ira stato fatto. e cōcluso. o comēçani. o fra voi soli. E q̄do farai così narrato. E tu poi alafine riduralo i su li cōtanti. E so che q̄lle tal robbe ueder ai ualere. a cōtanti p t̄to tirarai fora lapri°. acche moneta si voglia imemoriale. che non fa caso. poche poi el q̄dernieri la redura tutta a 1°. sorta alantēnico. cioe q̄do lamet tara al giornale. E al q̄dermo grāde zc. E q̄sto si fa p̄che cauādo tu fori le valure dele robbe q̄l che ti stanno abaratto. nō potresti neli tuoi cōti. e scripture. cognoscere sēca grādissima difficulta. tuo v̄tile. o vero pdittra sequita. Le q̄li sēpre cōuēsi redure a cōtanti. p volerle ben cognoscere. zc. E se di tali mercātie hauute p baratti. uolesti dap̄te p̄icularmēte tenerne cōto. p poder veder il suo retratto. se paramēte da lalt°. robbe che ditral sorta hauesse. p°. in casa. o che dapoi cōprasse. p cognoscere qual sia stata meglioze icepra. lo poi fare. E ācoza accumulare tutte mercātie insieni. cōe se hauesse. p°. çengeri dā te. E hōza q̄sti receuessi del baratto li quali uoler metter con lialtri. nel giornale dirai così. cioe.

Per çengeri bellidi i mōre. o vero in colli: A çucari de latal sorta zc. p colli tanti. pesano. 8 tā te haui dal tal abaratto de çucari fatto i q̄sta forma. cioe che mi li misi el c°. de çucari duē. 24. zc. cō q̄sto che mi desse el l°. de contanti zc. E mettese el c°. di çengeri duē. tanti. p liquali çengeri. li cōti çucari. panī. n°. tanti. pesano 8 tante che acontanti el c°. val duē. 20. E p li ditti çengeri nebbe 8 tante zc. panī n°. tanti zc. vagliano ciascuno. 8 6 8 p

E p̄che ale volte nō saprai. a pōto lo n°. deli panī. che p ditti çengeri intrasse nō fa caso. po ch' poi nela p̄tra se q̄nte. si suplesci q̄l che li mancasse. e q̄l che li fosse piu i q̄lla dela cassa. māca. ra nō dimeno. alincōtro de çucari sēpre. harai el douere aponto. p̄che tutte dua. vāno a çucari i modo che lap̄tra de çucari non pde el n°. de panī. ne dil peso. p̄che nō e sēpre possibi le dogni fraschetta. da p̄se tener cōto. zc. Ora di q̄lla pte de cōtanti che vi sōno corisi. farane d̄bitrici lacassa. E pure el simile. creditori ditti çucari. dicendo così. cioe.

Per cassa: A li ditti zc. Per contanti bebinel ditto baratto. dal ditto zc. per panī n°. tanti zc. pesano 8. tante val. 8 6 8 p

E simili p̄te subito q̄lli mettano i mediate nel giornale a p̄sso q̄lla del baratto. nel q̄l hauesti li conti zc. si che a q̄sto modo d̄traresti. non volendone tener separato conto. Ma se se parato lono i tener nel giornale dirai così. cioe.

Per çengeri bellidi. per conto di baratto sebbeno dal tale zc: A çucari zc. narrando tutto. poi a ponto commo disopra. E in lo quaderno. poi harano loro partita. distincta zc. E questo uo gl'io che ti basti. per tutti li altri baratti che so per te senca piu mi stenda. li saprai guidare zc.

De l'altra partita famosa ditra Compagnie: comme se debino ordinare. e d̄trare in tutti li modi occurenti in ciascuno libro. Cap°. 21.



But when you make a payment part through the bank and part by bill of exchange, deliver first the bill of exchange and then settle through the bank, which is safer. Many observe this precaution on good grounds, whenever they have to make payments part in cash to settle this balance through the bank, etc. If you make payments part through the bank, part by trading something or part by a bill of exchange and part in cash, you shall charge the seller for all these things and you shall credit each of the said things, each thing in its own place.

Now that you know how to go ahead whenever you make purchases, you will also know what you have to do when you sell. In this case, you shall charge the different buyers and shall credit the different goods that you sell and shall charge cash if you get money for the same, and you shall charge bills of exchange if you get a bill of exchange in payment, and credit the latter when the bank pays the exchange.

Therefore, referring again to the purchase, you shall credit the purchaser with all that he gives you in payment, etc.

This will be enough for your instruction on this subject.

## CHAPTER 20.

ENTRIES FOR THE WELL-KNOWN AND PECULIAR MERCANTILE CUSTOMS OF TRADING AND PARTNERSHIP, ETC. HOW THEY SHOULD BE ENTERED IN THE MERCANTILE BOOKS. FIRST: SIMPLE TRADINGS, THEN COMPLEX TRADINGS AND EXAMPLES OF ENTRIES FOR THEM IN THE MEMORANDUM BOOK, JOURNAL AND LEDGER.

Now we shall speak of how certain well-known and peculiar entries should be made which are of the highest importance in commerce, and which usually are kept separate from the others so that they can show their respective profits and losses (*pro e danno*). They cover tradings, partnerships, suggested business trips, trips on your own ventures, commissions from others, drafts (*ditta*) or bills of exchange (*banca descritta*), actual trades, store accounts, etc. I will tell you briefly about these accounts, how you should make the entries in your books so that you don't get mixed up in your affairs.

First, we shall show how to enter a trade (*barato*). Trades are usually of three kinds, as we said in Section 9 of Treatise III, Pages 161 to 167, where it is stated fully and you can refer to it.

I say, therefore, that no matter how you make a record of the trade in your books, you shall first enter it in the memorandum book, stating in detail all about it, its terms and conditions and whether it was made through a broker. After you have so described it, you then at the end shall put a money value on it; and you shall put down such price in accordance with the current value which the things that you have traded have; reckoning in any kind of money in the memorandum book. Afterwards the bookkeeper, when he transfers the entry to the Journal and Ledger, will reduce that money to the standard money that you have adopted.

This is done because, without entering the value of the things that you have traded, you could not, from your books and accounts, learn, except with great difficulty, what your profit or loss is. The merchandise must always be reduced to actual money value in order to take care of it (in the books).

You may keep a separate account of the goods received in trade, if you wish to do that, in order to know how much you make out of them separate from those of the same kind that you might already have at home, or separate from those that you might get after that, in order to know which was the best transaction. You also may keep only one account of all the goods—for instance, if you have already some ginger, and you get some more ginger through a trade. In this case you shall make the entries in the Journal as follows:

Per Ginger in bulk or in packages // A sugar, such and such kind, so many packages, weighing so many pounds. Received from a trade for sugar in this manner: I valued the sugar 24 ducats per hundred, of which I should receive one-third in cash, and I valued the ginger at so many ducats per hundred. The said sugar is in so many loaves weighing so many pounds, worth 20 ducats per hundred, and for the said ginger I received so many pounds of sugar and so many loaves, and their value is:

L....., S....., G....., P.....

And if you do not know exactly how many loaves of sugar you have received for the said ginger, it does not matter, because you may correct the mistake in the following entry, whether the mistake was made plus or minus, or correct it through the cash entry. On the contrary, you know exactly the weight and money value, and you lose nothing in either by not knowing the number of loaves. It is not always possible to keep an account of all small details.

Now you will debit cash for whatever cash you received, and you shall credit sugar in the following manner:

Per Cash // A ditto. In the said trade I received cash from so and so for so many loaves of sugar weighing so many pounds; value:

L....., S....., G....., P.....

You shall record in the Journal direct all these different items soon after the trade is made, and should take the name of the merchandise if you do not want to keep a separate account; but if you want to keep them in a separate account, you will write this way in the Journal:

Per ginger *bellidi* received by trade from so and so, etc. // A sugar, etc., stating everything as shown above. In the Ledger then they will have separate accounts.

This will be sufficient for you for all kinds of trades.

## CHAPTER 21.

THE OTHER WELL-KNOWN ENTRY CALLED PARTNERSHIP. HOW IT SHOULD BE WRITTEN IN EACH BOOK IN THE PROPER MANNER.



Altra partita famosa e la cōp°. ch cō alcūo facesse p ragiōe di qlūche cola si fa  
 cesse o di panni o de sete o de speriarie o de gottōi e de rētozia o de cābi zc. Que  
 ste talisimili sēpre uogliāo sua prita sepata i tutti li .3. libri detti. Nel p°.cioe me-  
 moziale posto che tu harai el di di sopra narrarala sēplīcīmēte turra con modi e  
 cōditiōi ch lauete fatta alegan°. scripto ouer altro ist°. ch fra uoi fosse e noisando el tpo q̄to  
 la sintēde: e di che faculta si fa di fattori e garçoni che sauesse a tenere zc. e quello che mette  
 ciascū perse o de robba o de d°. zc. o debitori o creditori e di tutto a vno a vno farane credi-  
 tori li cōp°. ognū di ql tanto che mette da pfe e debitrice la cassa d la dca cōp°. se da perse la  
 tēi ch meg°. se reggi el trafico tēnedola sepata dala cassa tua piculari q̄: tu fosse ql ch talcō°.  
 guidasse p la ql te cōue fare lib°. dapsē cō qllo die mō evia ch di sop e dco: d tutto el tuo ma-  
 neggio p mē briga: nō dimēo potresti turra tenerla nelli medei toi lib°. verisado noue pite  
 cōmo al pite dicemo ch si chiamāo famose p cēr sepate da tutte tale°. d le q̄li q̄ te do el mō  
 succito cōmo labi adittare i tuo mēoziale e di poi i giornale e q̄derno zc. Q̄da tenēdo di lei  
 lib°. sepate nō ti do alt°. documto senō ch liquidi si cōmo d tutto el tuo trafico e dco. Dirolla  
 così ime°. In q̄sto di biamo scō cōp°. cō li tali e tali alarte d la lana zc. cō pacti e cōditiō  
 ni zc. cōmo ape p scripto o ist°. zc. p āni tāti zc. onde el tal dce cōrāti tāti zc. Lalt°. balle  
 tāte lana frāc°. pesa netta 8. tāte zc. mēfacōto duc. tāti el m°. zc. elalt°. alegg°. tāti veri debito-  
 ri. cioe el tal de duc. tāti. el tal de tanti zc. e così io sborfat d p̄sere duc. tāti zc. e fo i sūma: tur-  
 ro el cor. duc. tāti zc. Poi in tuo giornale dirai i q̄sto modo asettādo tutte cose a suo luogo  
 imagina v°. cassa d compagnia. e vn cauedal di cō°. c. così a tutte le pite ch tu metterai dirai  
 sēpre p cōto d pp°. acio labi acognoscere dalt°. toi pite piculari zc. e p°. pmo festi da la cas-  
 sa comēçarai e poi successiuamente asettarai laltre. Per cassa de compagnia. al tale de ra-  
 gion de compagnia acio se hauesse altri conti con teo non simpacino zc. per contanti mē-  
 se i q̄sto di p la lua rata. 2°. li nri pacti cōmo apare p scripto ouer ist°. zc. val 8. s. 6°. p.  
 Poi similmete dirai de le robbe che hano messe così. Per lana franc°. de la cōp°. al tale  
 balle tante pesano nette in tutto 8. tante so cōta daco:do con tutti ducati tanti el m°. secondo  
 la for°. del cōtratto ouer scripto fra noi zc. mōta in tutto duc. zc. val 8. s. 6°. p. E così an-  
 darai ponēdo tutte p̄li debitori cōsegnari dirai così. Per lo tale de ragiō de cōp°. Al tale  
 ql secōdo nri pacti ei cōsegno p vero debitore de duc. tanti val 8. s. 6°. p. D. mai  
 che al q̄to sei introdotto nō mi curo stēderme piu si cōmo in lo p̄nci°. di q̄sto trattato feci che  
 troppo seria auolerte ogni cosa di nuouo replicare. E po del modo de metterle al q̄deruo  
 grande nō ne dico perche se te sia facile cognoscēdo già tu in lo giornale ql ua debitore e ql  
 creditore. sicche asettarale tu i dare e hauere in quel modo che di sopra i questo te insegna a  
 ca: 15°. e depēnarale i giornale cōmo disti di sopra al ca: 12°. ponēdo sēpre denanze i margine  
 li nūcri dei debitor e creditor: a q̄te carti li harai posti al libro. e così cōmo tu li metti al li-  
 bro grande: così li asetta i alfabeto cōmo di sopra piu fiade banemo mostro zc.

De lordine de le pite de ciascuna spesa: cōmo de casa ordinarie: straordinario: e di mer-  
 cantie: salarij de garçoni e factori cōmo sabino a scriuere: e dittare nelli libri. ca: 22.



Altra tutte le cose ditte te uiene hauere i tutti toi libri q̄ste pite. cioe spesi d mer-  
 atia spesi de casa ordinarie spese straordinarie vna de intrata e vscita e vna de pro e  
 dāno o uoi dire anançi e disauāçi o utile e dāno o guadagno e pdita che tāto va-  
 le le q̄li pite sōno sūmamēte necessarie i ogni corpo increātesco p potere sempre  
 cognoscere suo capitale. e ala fine nel saldo cōmo getta el trafico zc. le q̄li q̄ seq̄nte abaltan-  
 ça chiariremo cōmo se debino guidare nelli libri. Unde q̄lla de spese mercātesche si tene  
 p respecto che nō sēpre ogni peluço si po mettere subito i la pita de la robba che tu uendi o  
 cōpzi cōmo acade che da poi piu di p q̄lla ti cōuerra pagare factini e pesadori e ligadori e  
 barca. e bastagi. e simili a chi vn soldo. ach. 2. zc. de le q̄li volēdone fare picular pita scereb-  
 be lōgo e nō meritano la spesa poche de minimis nō curat p̄to zc. E ācora acade che tu a-  
 doprarai q̄lli medesimi bastagi. factini. barca. e legadori i vn pōro p piu diuerse cose cōmo  
 itruene. ch i ū pōro scarcādo o carcādo diuerse sorte mercātie li a fattigarai e tu li paghi p  
 tutte a vn tratto che nō potresti a ogni mercātia carattare la sua spesa. E po nasci q̄sta pti-  
 ta chiamata spesa de mercātia la ql sēpre sta accesa i dare cōmo tutte laltre spesi fāno. Sala-  
 rij ancora de factori e garçoni de botega si meritano i q̄ste e alcuni ne fa pita a so posta p sa-  
 pere i ditti che spēdano lāno zc. e poi i q̄sta. la saldano: che p niū mō nō possano essere cre-  
 ditrici: e q̄do così le trouassi seria errore nel libro. E pero i memoriale el dirai così.

In questo di habian pagato abastasi barcaroli ligadori. pesadori zc. ch carcaro e scarca-  
 ro zc. le tali e tali cose zc. duc. tanti zc.



The other well-known entry is the buying of anything in partnership (*compra* or *compagnie*—may also mean joint venture but not corporation) with other people, such as silks, spices, cotton, dyes, or money exchanges, etc. These accounts must all be entered in all three books separately from your own. In the first, that is, the memorandum book, after writing down the date at the top, you shall state in a simple way all the purchases with terms and conditions, referring to papers or other instruments that you might have made, stating for how long it was made and what were its objects, mentioning the employes and apprentices that you should keep, etc., and the share, and how much each of you puts in the business, whether in goods or cash, etc., who are the debtors and who are the creditors. You should credit the partners (*compratori*) for the amount which each of them contributes, and you shall debit cash with the same if you keep the account with your own. But it is better for the business if you keep this cash account separate from your private one when you are the one at the head of the business, in which case you should have a separate set of books in the same order and way we have shown previously. This will facilitate things for you. However, you might keep all these accounts in your own personal books opening new accounts which, as we have said, are referred to as well-known accounts because they are kept separate from all the others, and I will show here how to enter them in your Day Book and then in the Journal and Ledger—but if you keep separate books, I will not give you any further instruction, because what I have said so far will be sufficient for you—you shall do as follows: On this day we have made a contract with so and so, and so and so, jointly, to buy (*facto compra*) wool, etc., under terms and conditions, etc., as appears from such and such paper or such and such instrument, for so many years, etc. So and so put in as his share, so much in cash; the other put so many bales of French wool, weighing net so many pounds, etc., estimated at so many ducats per, etc. The third, so and so, put in so many credits, namely, one for so many ducats, etc.

Then, in the Journal, putting everything in its own place, you shall imagine that you have a partnership's cash (*cassa de compagnia*) and a partnership's capital (*capitale de compagnia*); so that in each entry you make, you shall always name the accounts of the partnership so that you can distinguish them from your own entries. First, you make the cash entry, and then follow it systematically by the other entries:

Per Partnership cash // A such and such partner's account—so that if you have other accounts, you will not get confused—so and so put in on this day as his share according to our agreement as appears from the contract, etc.; value: L....., S....., G....., P.....

Then you shall mention the other things that they have contributed:

Per French wool // A partner's account, for so many bales weighing in total, net, so many pounds, as examined by all of us, at so many ducats per bushel, according to the terms of the contract we have made, etc., worth in total so many ducats; value: L....., S....., G....., P.....

And so on for the other different items, and as to the due bills which have been put in the Company, you shall state this way:

Per Mr. So and So, Partnership's account // A so and so, according to our agreement, which so and so transferred to the Partnership as a good due bill of so many ducats: L....., S....., G....., P.....

Now that I have given you a kind of introduction to these new entries, I won't go any further, as it would be a very tiresome thing to repeat all I have said.

And I will not say anything as to the way in which to make these entries in the Ledger, as I know it will be easy for you to know what should be entered as debit and what as credit from the Journal. You shall enter them accordingly as I have told you at Chapter 15, and shall cancel these entries in the Journal as I told you at Chapter 12, always writing in the margin just opposite them the number of the debit and credit pages of the Ledger, and as you enter them in the Ledger you shall also enter them in the index, as I have told you repeatedly before.

## CHAPTER 22.

REGARDING THE ENTRIES OF EVERY KIND OF EXPENSE, AS FOR INSTANCE HOUSEHOLD EXPENSES, ORDINARY OR EXTRAORDINARY, MERCANTILE EXPENSES, WAGES OF CLERKS AND APPRENTICES. HOW THEY SHOULD BE ENTERED IN THE BOOKS.

Besides the entries so far mentioned, you shall open these accounts in your books: that is, mercantile expenses, ordinary household expenses, extraordinary expenses, and account for what is cashed in (*entrata*) and what is paid out (*uscita*); one for profits and loss (*pro e danno*—favor and damages) or (*avanzzi e desavanzi*—increase and deficit), or (*utile e danno*—profit and damage) or (*guadagno e perdita*—gain and loss), which accounts are very necessary at any time so that the merchant can always know what is his capital and at the end when he figures up the closing (*saldo*), how his business is going.

I will show here clearly enough how these accounts should be kept in the books. The account named "small business expenses" is kept because we can not enter every little thing in the account of the merchandise that you sell or buy. For instance, it may happen that after a few days, for these goods that you sell or buy, you will have to pay the porter, the weigher, the packer, the shipper and the driver, and others, paying to this one one penny, to the other one two pennies, etc.; if you want to keep a separate account for each of these different transactions, it would be too long and too expensive. As the proverb says:

*De minimis non curat Praetor* (Officials do not bother with details). And it may be that you will have to employ those same people—drivers, porters, shippers and packers—for different things, as, for instance, you may need them for loading the several merchandises in a seaport, and you will employ them and will have to pay them for all these services at one time, and you could not charge the several kinds of merchandise with its proportion of these expenses. Therefore you open this account which is called "small business expenses," which is always used in the debit as are all the other expenses. You enter in this account the salaries of your store employes, although some keep a separate account of the salaries that they pay so that they know how much they pay for salaries every year, etc. This should also always appear as a debit. If the account should be in credit, this would show that there is a mistake. Therefore you shall say as follows in the memorandum book:

On this day we have paid to drivers, shippers, packers, weighers, etc., who loaded and unloaded such and such goods, so many ducats, etc.;



## Distinctio nona tractatus.xi°. De scripturis

Poi in lo giornale cōuerra dir costi. Per spese de mercãtie: A cassa contati: per bardie e bastagi corde e ligatori de le tal cose in tutto douc. tanti zc. val 8. s. 6. p. In lo qderno dirai costi. Spesi d mercãtia di dare adi tanti p cassa zc. val 8. s. 6. p. Quella d le spesi di casa ordinarie nō si po far sença. Et intendanse spesi di casa ordinarie: cōmo formēti: vini: legne: ogli: sale: carne: scarpe: copelli facture de veste: giupponi: calçe: e sartori zc. be ueraggi: bēuestite: mance: ouer bonemani zc. barbieri: fornaro: aquaruoli: lauature de pan ni zc. masarie de cocina vasi. bicchieri. e uetri: tutri secchi. mastelli. botti zc. bauēga che mol ti de simili masarie vsino tener conto separato per poter presto trouar suo cōto e sãno pita noua. cōmo acoza tu poi fare nō che di qste ma di qualũche altra ti parra. ma io te amacstro di quelle ebel trafico nō po far sença zc. e tal pita di spesi di casa dittarala si cōmo e ditro de quella de la mercãtia. e secōdo che tu vai facēdo spese grosse adi p di metti in li libri com mo del formento e vini legne zc. de le quali ancoza molti costumano fare pita daperse per poter poi alafine de lanno o a tēpo p tpo facilmente sapere quãto de tali cōsumano zc. ma per le spesi piccole cōmo sōno amenuto cōprar. carne e pesci: barbieri e tragbetti si uol torze o vno ouer doi douc. a vn tratto e tenerli da parte in vno sachetto e di quelli andar spedēdo a menuro. Perche nō seria possibili a vna a vna di tali tener conto. E costi dicano per li con tanti in giornale. Per spesi di casa. A cassa qli trassi per spendere amenuto in vno sachet to douc. tanti zc. val. 8. s. 6. p. E poi se ti pare ancoza con queste spesi de casa meter ui le spesi straordinarie che non fa caso. cōmo quãdo spendesse per andare a solacço: e p tra cere alarco o balestro e altri giochi o perdite che ti cascassero e pdesse robbe o denari o ch te fossero tolte o perdesse in mare o per fuochi zc. che tutti simili sintendano spese straordina rie. Le quali ancoza se le voli tenere da parte similmente lo poi fare e molti lusano per fa per netto alafin delanno quanto bano speso de straordinario per le quali anco sintende do ni e presenti che tu facesse adalcuno per alcuna ragione zc. d le quali spese non mi curo piu oltra stenderme perocche so certo che tu per te meglio ormai hauendo a mente le cose dette diuance a settarai che prima non baresti facto sicche queste. lasciando dūremō del modo da settare le partite de vna botega si nel tuo quaderno. e libri ordinarij: cōmo se tu la uollesse te ner tu da te cōmo la resti a tenere che sia bella cosa a sapere sicche notale.

De lordine e mō a sap tener vn cōto de botega i tua mō o adaltri recōmādata e cōmo se debino nelli libri autentici del patrone e anche in quelli de botega separatamente scriuere e dittare.

capi. 23.

**D**ico adonca quãdo hauesse vna botega la q̄l teneffe for nita ala giornata for de casa tua e fore del tuo corpo di casa. aloza p bono ordine tirrai q̄sto mō: cioe de tutte le robbe che tu ui metterai adi p di farala debitrice ali toi libri e. creditrici q̄lle tal robbe ch̄ ui metti. a vna p vna e fa tua imagiatiōe ch̄ q̄sta bore. sia vna p sōna. tua debitrice di q̄l tãto che li dai e p lei spēdi i tutri li modi. E costi p lauerso de tutto ql lo ch̄ ne caui e receui farala creditrici cōmo se fosse vn d̄bitore ch̄ ti pagasse apte apte. E poi ogni uolta che tu uolli con lei cōtare tu porrai vedere cōmo ella te butta. o bene o male zc. E costi poi saprai q̄llo arai afare e l ch̄ mō larai a governare zc. E molti sōno ch̄ ali soi libri sã no debitore el p̄ncipale che ti atēde a ditto botega bēche q̄sto nō si possa debitamente sēça uolũta di q̄l tale. poch̄ mai si deue mettere ne acoza de ragiō si puo porze vn debitore alib. sēça sua saputa ne a ch̄ creditore cō cōditiōi alcũe sēça sua uolũta te q̄l cose facēdole tu fere fti m̄aco che da bene. E li toi libri serēno reputati falsi. e costi d le masarie ch̄ i q̄lla metesse e ordegni necessarij al a ditto botega secōdo sua occurēça: cōmo se fosse speciarã ti conuerra fornirli d uasi. caldieri. ramini. da lauozare zc. di q̄li tutri farala debitrice o colui che li atē de cōmo ditto. e p bello inētario li le assegna scripto d sua m̄ao odaltri d sua uolũta zc. acio de tutto sia bē chiaro. e q̄sto uoglio sia bastate q̄do la botega hauesse consegnata a vnaltro ch̄ p te la facesse o fosse tuo cōmesso zc. Ma se la dca boregavozrai tener a tuoi m̄ai q̄sto or die fuarai e stara bene: e meriamo ch̄ cōpri e trafichi tutto p la ditto botega e nō havi alr. maneggio aloza formarai li libri com mo e ditto. E dicio che vendi e compri farai credito ri chi te da le robbe per tanto tempo se compri a tempo e creditrici la cassa se compri a con tanti e debitrice la botega. E quando tu vendesse a menuto. cioe che non ariuasse a. 4. o. 6. du cati zc. aloza tutri ditti denari repozrai in vna cassetta. ouer salua denaro dōde i capo d. 8. o 10. giorni line cauarai. e aloza farae debitrice la cassa e creditrici la bo. di q̄l tãto: e i la pita dirai p piu robbe uēdute de le q̄li ḡua bauerai tenuto el cōto e molte alr. cose in le q̄li nō mi.



then in the Journal you shall say as follows :

Per small business expenses // A cash. Cash paid for boats, ropes, etc., for such and such goods in total, so many ducats ; value :  
L....., S....., G....., P.....

In the Ledger, you shall state as follows :

Small business expenses (*dee dare*—shall give) debit per cash on this day, etc., value ; page, etc.  
L....., S....., G....., P.....

We can not do without the account of ordinary household expenses. By these expenses we mean expenses for grains, wine, wood, oil, salt, meat, shoes, hats, stockings, cloths, tips, expenses for tailors, barbers, bakers, cleaners, etc., kitchen utensils, vases, glasses, casks, etc.

Many keep different accounts for all these different things, so that they can see at a glance how each account stands, and you may do so and open all these different accounts, and any accounts that you like, but I am talking to you about what the merchant can not do without. And you shall keep this account in the way I have told you to keep the small business expense account, and make each entry day by day as you have such expenses, as for grain, wine, wool, etc. Many open special accounts for these different things so that at the end of the year or at any time they may know how much they are paying out ; but for the small accounts, as meat, fish, boat fares, etc., you shall set aside in a little bag one or two ducats and make small payments out of this amount. It will be impossible to keep an account of all these small things.

In the Journal you shall state so :

Per household expenses // A cash. Cash set aside in a little bag for small expenses, so many ducats, value :  
L....., S....., G....., P.....

If you wish, you can include in the household expenses the extraordinary expenses, as those that you make for amusements or that you lose in some game, or for things or money that you might lose, or that might be stolen or lost in a wreck or through fire, etc., for all are classified as extraordinary expenses. If you want to keep a separate account for them, you may do so, as many do, in order to know at the end of the year how much you have expended for extraordinary expenses, under which title you should include also gifts and presents that you might make to any one for any reason. Of these expenses, I will not speak any longer, because I am sure that you, keeping in mind what we have said so far, will know how to manage yourself. And leaving this subject, I will tell you of the way to open your store accounts in the Ledger and in the other books as if you wanted to conduct a store for your own account. I shall tell you that you must pay good attention, for it is a very nice thing for you to know.

### CHAPTER 23.

IN WHAT MANNER THE ACCOUNTS OF A STORE SHOULD BE KEPT. WHETHER THE STORE IS UNDER YOUR CARE OR UNDER THE CARE OF OTHER PEOPLE. HOW THE ACCOUNTS SHOULD BE ENTERED IN THE AUTHENTIC BOOKS OF THE OWNER SEPARATE FROM THOSE OF THE STORE ITSELF.

I say then that if you should have a store outside of your house (branch store) and not in the same building with your house, but which you have fully equipped, then for the sake of order you should keep the accounts in this way : You should charge it in your books with all the different things that you put into it, day by day, and should credit all the different merchandise that you put in it also each one by itself, and you must imagine that this store is just like a person who should be your debtor for all the things that you may give (*dai*) it or spend for it for any reason. And so on the contrary you shall credit it with all that you take out of it and receive from it (*cavi e recevi*) as if it were a debtor who would pay you gradually. Thus at any time that you so desire, you may see how the store is running—that is, at a profit or at a loss—so you will know what you will have to do and how you will have to manage it. There are many who in their books charge everything to the manager of the store. This, however, can not be done properly without the consent of that person, because you can never enter in your books as a debtor any person without his knowing it, nor put him as a creditor under certain conditions without his consent. If you should do these things, it would not be right and your books would be considered wrong.

As to all the fixtures which you might put in said store necessary to the running of it according to the circumstances—if you had for instance a drug-store, you would have to furnish it with vases, boiling pots, copper utensils, with which to work—you shall charge your store with all this furniture. So all of these things you shall charge, and he who is at the head of the store shall make a proper inventory of all these things in his own handwriting or in the handwriting of somebody else, at his pleasure, so that everything should be clear. And this will be sufficient for a store whose management you may have turned over to somebody or to some of your employes. But if you want to run the store yourself, you shall do as I will tell you and it will be all right. Let us suppose that you buy and do all of your business through the said store and do not have to take care of any other business, then you shall keep the books as I have said before, whether you buy or sell. You shall credit all those that sell goods to you on time, if you buy on time, or credit cash if you buy for cash, and charge the store ; and if you should sell at retail, as when the sale should not amount to four or six ducats, and so on, then you shall keep all these moneys in a small drawer or box from which you shall take it after eight or ten days, and then you shall charge this amount to cash and shall credit the store ; and you shall make this entry as follows :

Per various merchandise sold—for which you shall have kept an account—and so on. I shall not talk at length about this because

uoglio troppo distendere, p che lo cōmo disopra diffusamēte habiāo dco ormai saprai per te  
 itederle cōciosia che cōri non sōno altro che vn debito ordine de la fantasia che si fa el mer-  
 carante per el qual unisōme seruato puene ala notitia de tutte sue facēde e cognosca facil-  
 mēte p q̄llo se le sue cose uāno bene o male. p che el pro. uerbio dici chi fa mercātia e nō la co-  
 gnosca li soi denari douētan mosca 7c. e secōdo le occurrēce li fa remedio. E pero piu e mā  
 cō li sipo sempre agiongere in numero e i multitudine de p̄te. E po de q̄lto tacōtā.

Cōmo se babinō alettare nel giornale e quaderno le parate de li bāchi de scritta: eq̄li se i  
 tēdino e doue ne sia: o de cābi: tu cō loro si andomercatāte: e tu cō altri q̄do fosse bāchieri:  
 e de le quie rāge che p li cābi se fāno. e p che sene facia doi de medesimo tenore ca. 24



Ora per li banchi de scripra d quali se ne troua oggi di inuicetia i bruggia iauer  
 fa e barcelōa e certi altri tuogbi famosi e traficāti u cōuē sap cō loro libri scōtra-  
 re cō grādissima diligētia. E pero e da notar che cō lobancho te poi cōmunamē  
 te impaciare da te ponēdout denari per piu tua figureçça: o uero p modo de di-  
 pouito a la giornata poter con quelli far tuoi pagamenti chiari ap̄tero gioāni e martino per  
 che la ditta del banchio e comme publico istrumēto de notaro p che son per li dominij alci  
 gurati. onde ponēdoui tu da te. d. farai debitoze ditto banchio nominaudo patroni o uero  
 cōpagni del bācho e creditrici la tua cassa così dicēdo i giornale Per banchio de li pama-  
 ni: A cassa per cōtanti li misi cō tali. io o altri che per me fosse in questo di de mio conto fra  
 oro e moneta 7c. i tutto ducati 7c. Val. s. f. g. p. E farate fare dal banchieri doi uersi i luno  
 foglio p piu cautela. E così giogēdogline tu ala giornata farai el simile: cauandone tu lui  
 te fara scriuere a te el receuere: e così le cose si uengano sempre a mātēner chiare: Uero e che  
 aleuolte tal scritte nō si costumano p che cōmo e ditto li libri del banchio sempre sōno publi-  
 chi e autenticchi: ma pur e buono la cautela p che cōmo di sopra fo ditto al mercante le cose  
 mai forō, troppo chiare. Ma se tu uolestē tal p̄ta tenerla con li patroni: o uero cōpagni del  
 banchio ancoza lo poi fare che tanto uale po che noiando tu el bācho a modo disopra sintē  
 de li patrōi e cōp. de quello: per li patrōi diretti così. Per miser Girolimo lipamani dal  
 banchio e cōpagni q̄do fossero piu. A cassa ut supra scquita tutto. E sempre farai neli tuoi li-  
 bri mentione de le chiareççe: patri: e cōditioni che fra uoi uascessero cōmo de scripti de mā: e  
 del luogo doueti reponi i filça: scatola: tascha: o cassa acio possi facilimēte retrouarle: po che  
 cō bona diligēça simili scripture si debono seruare. ad p̄petuam rei memoriā: p li picoli oc-  
 corano 7c. E p che aleuolte cō lo bāchieri porrest i banchi piu facēde e maneggi i mercā-  
 tia p te o per altri cōmo cōmesso 7c. po sempre cū lui ti cōuē tener cōti diuersi p non irriga-  
 re lance cō ronchoni che nascierā grā confusione: e dire i le tue p̄te p cōto de la tal cosa: o  
 p cōto del tal o p rāgiō de mercantia o p rāgiō de cōtanti depositati i tuo nome o d'altri  
 cōmo e ditto: le quali cose so p tuo igegno ormai reggerai 7c. E similimēte te reggerai saltri te  
 acconciasse d. a te pebe cōto si uolestē: faralo debitoze altuo libro p q̄l tal cōto: cioe d pagamē-  
 to noiando p p̄te o p resto 7c. e q̄l tale farai creditoze p lo medesimo cōto e stara bene. E q̄  
 do tu de dco banchio cauasse. d. i cōtāti o p paga mēti cōe adaltri facesse p p̄te o resto o uero  
 p remetter a d'altri i altri paesi 7c. aloza farai el cōtrario de q̄l che finoza e dco: cioe se caui  
 cōtanti farai debitrici la tua cassa: e creditoze el banchio o ner patrōi di quel tanto che ne ca-  
 uasti. E se tu li scriuēsse adaltri farai debitoze q̄l tale e creditoze ditto banchio o patrōi di q̄l  
 tanto noiando el pebe dicēdo i giornale p li cōtanti così. Per cassa al banchio o uer mi-  
 ser girolimo li pamani p contanti i tal di. o i q̄sto di ne trassi a mio bisogno 7c. i tutto. duc.  
 rāti 7c. ual. s. f. g. p. E se adaltri li scriuēsse v̄puta amartio di r̄tti così. Per mart. del ta-  
 le. Al ditto ut supra per duc. rāti 7c. li scrissi p p̄te o p resto o abō cōto o p ip̄resto 7c. i q̄sto  
 di. ual. s. f. g. p. E così leuādo ditte p̄tite d̄l giornale sēpre a suo luogo i q̄derno affectarale: e  
 i alfabeto cōmodi disopra dati e depēnandole cōmo to mostro in memoriale e giornale. p. e  
 mancho per te stesso giōgnēdoli parole. po che non e possibile q̄ de tutto a pieno narrare  
 si che conuē dal tuo cāto sia uigilāte 7c. El medesimo mō te cōuerra obseruare p remette-  
 re li cābi altroue. cōme lon. bruggia: ro. liō 7c. e per ritrar daltro 7c. nommando l̄ie terini-  
 ni 7c. o ala uista o aladata o al suo piacere cōmo se coltuma facēdo mētiōe de p. 2. e. 3. 7c.  
 acio non nasca errore fra te el tuo respondente e de le monete che tu trai e rimetti e le lor  
 ualute e puistiōi e spesi dāni e itressi che cō li protesti poderebbono nascere 7c. si che di tutto  
 si uol far mētiōe el p che e cōme. E cōme o messo che tu babinō a fare con bācho: così uerfa uice  
 prēdi se fosse tu el banchieri mutatis mutandis che quando paghi fa debitoze quel tale e la  
 tua cassa creditrici e sel tuo creditoze sença cauare. d. adaltri li scriuēsse dirai nel tuo giornai



I have given you sufficient explanation previously and you know how to go ahead by this time. For accounts are nothing else than the expression in writing of the arrangement of his affairs, which the merchant keeps in his mind, and if he follow this system always he will know all about his business and will know exactly whether his business goes well or not. Therefore the proverb: If you are in business and do not know all about it, your money will go like flies—That is, you will lose it. And according to the circumstances you can remedy what is to be remedied; for instance, if necessary, you might open other accounts. And this will be sufficient for you.

#### CHAPTER 24.

HOW YOU SHOULD KEEP IN THE JOURNAL AND LEDGER. THE ACCOUNTS WITH THE BANK. WHAT IS UNDERSTOOD BY THEM. BILLS OF EXCHANGE—WHETHER YOU DEAL WITH A BANK OR YOURSELF ARE A BANKER. RECEIPTS FOR DRAFTS—WHAT IS UNDERSTOOD BY THEM AND WHY THEY ARE MADE OUT IN DUPLICATE.

In respect to banks, which you can find nowadays in Venice, in Bruges, in Antwerp, Barcelona, and other places well known to the commercial world, you must keep your accounts with them with the greatest diligence.

You can generally establish connections with a bank. For instance, you may leave your money with the bank as a place of greater safety, or you may keep your money in the bank as a deposit in order to make therefrom your daily payments to Peter, John and Martin, for a bank draft is like a public notarial instrument, because they are controlled by the state.

If you put money in the bank, then you shall charge the bank or the owner or partners of the bank and shall credit your cash and make the entries in the Journal as follows:

For Bank of Lipamani // A cash. Cash deposited with so and so by me, or others, for my account, on this day counting gold and other money, etc., in all so many ducats; value:

L....., S....., G....., P.....

And you will have the banker give you some kind of a written record for your surety; if you make other deposits you shall do the same. In case you should withdraw money, the banker shall have you write a receipt; in this way, things will be kept always clear.

It is true that at times this kind of receipt is not given, because, as we said, the books of the bank are always public and authentic; but it is better to require this writing, because, as I have told you, things can't be too clear for the merchant.

If you want to keep this account in the name of the owners or partners of the bank, you may do so, as it is the same thing, because, if you open the account under the name of the bank, by the bank you mean the owners or the partners. If you keep it under the name of the owners, you shall say this way:

Per Mr. Girolimo Lipamani, banker, and associates—if there are many— // A cash—and here you write as above. In your books you shall always mention all agreements, terms, conditions that there might be; also instruments of writing and places where you keep them, whether file box, pouch or trunk, so that you may easily find them, as these papers should be diligently kept for an everlasting memorial of the transaction (*ad perpetuam memoriam*) on account of dangers.

As you may have several different business relations with the bankers for yourself, or for others, you must keep various accounts with them so that you won't mix one thing with another, and avoid confusion, and in your entries you shall say: On account of such and such thing, or on account of so and so, or on account of goods, or on account of cash deposited in your name or in the name of others, as we have said. You will know yourself how to make these entries. In the same way you will proceed in case others should turn money over to you for some account; you shall charge that account in your book—that is, you shall charge the bank, stating whether it was in part payment or in full, etc., and you shall credit the person that gave you the money. This will be all right.

When you should withdraw money from a bank either to pay somebody else as part payment or payment in full, or to make a remittance to parties in other countries, you shall do in this case just the opposite of what we just said—that is, if you withdraw money you shall charge your cash and credit the bank or owners of the bank for the amount withdrawn; and if you should give an order on the bank for somebody else, you shall charge this party and credit the bank or owners of the bank for that much, stating the reasons. You shall enter the cash item in your Journal as follows:

Per cash // A bank, or Mr. Girolimo Lipamani, for cash which on this day or on such and such day I withdrew for my need, in all so many ducats, value:

L....., S....., G....., P.....

And if you should issue an order in favor of Mr. Martino, for instance, you shall say thus:

Per Martino on such and such a day // A ditto for ditto for cash, etc., for so many ducats, for which I gave an order, in part payment or in full payment, or for a loan, etc., on this day; value:

L....., S....., G....., P.....

Every time you transfer these entries from the Journal into the Ledger, you shall also record them in the index and cancel them, as I have shown you, adding more or less words according to the facts in the case.

You must do the same in case you want to send drafts elsewhere, as to London, Bruges, Rome, Lyons, etc. You shall mention in the letter the terms, conditions, etc., whether these drafts are at sight or at a certain date or at pleasure of the payor, as it is customary, mentioning also whether it is a first, second, third draft, etc., so that no misunderstanding can occur between you and your correspondent, mentioning also the kind of money in which you draw or transmit, their value, the commission, the costs and interest that might follow a protest—in a word, everything must be mentioned, why and how.

I have told you how you have to proceed in dealing with a bank. If on the contrary you are the banker you have to do in the opposite way (*mutatis mutandis*); when you pay you charge the man to whom you pay and credit cash. If one of your creditors, without withdrawing money, should issue a draft to somebody else, you shall say in the journal



## Distinctio nona tractatus. xi. De scripturis

le per quel tale tuo creditore a quel tale acbi lui li acòcia. e così vieni a far còmutatione da vno creditore a unaltro e tu rimani pure debitoze e vieni in q̄sto atto essere persona ineq̄gana e cò-  
muna. còmo testimonio e factore de le parti a tuo inchiostro carta fitto fatica e tempo si che  
dì qua si caua la honesta. p̄uissioe nel cambio essere sēpre licita q̄do mai nō ui corrisse picò-  
lo de uiaggio altre remesse in mano de terçe p̄sone zc. còmo nelli cambi reali in q̄sto a suo  
luogho c̄stato apieno detto zc. *Ma* siando banchieri ricordare nell' isaldi cō toi creditori far  
te tornare fogli pulice o altri scripti che di tua mano hauesse de le q̄li quando ne fai sēpre fan  
ne nel tuo libro mentiōe acio te recordia fartele tornare e stragarli: acio nō uenisse a tēpo cō  
q̄lli altri a domandarte e fatte fare sēpre bone quietanze còmo costumano fare chi attēde al  
cābio: po che lusança e che se tu vieni. verbi gr̄a da gineuera con vna di cābio q̄ in vi. a mis  
giouānifresco baldi da fio. c. cōpa. ch̄ alauista o data: o a tuo piacere te douesse pagare meria  
mo duē. 100. p̄ altre tanti che dila hauesse nele man de chi li scriue cō segnati: aloza el ditto  
mis giouāni ē cōp. acceprādo la līa: e sborciādote ditti. d. te fara scriuere d̄ tua mano doi q̄  
tançe de vn medesimo tenore: e se tu nō sapesse scriuere le far vn terço p̄te o x̄o notaro:  
nō fa cō tentara duna p̄ che luna cōuie che rimandi a q̄l banchieri a gineuera: ch̄ li scriue  
che a te p̄ suo cōto paghi li ditti duē. 100. i farli fede còmo cortescmēte a fatto q̄l tanto che  
li scriue i cui fede in una sua li māda la quietāça di tua mano: e l'altra tene i filça apzesso di se:  
acio q̄do cōtasse cō lui non potesse negarlilo: e di la ancora tu tornādo nō potesse. lamētarte  
di lui ne de mis giouāni po che se tu lo fesse el te mostraria detta quietāça di tua mano e re-  
maresti confuso: si che tutte q̄ste cose sonno cautele che si conuengano de necessita fare p̄ la  
poca fede si troua oggi di Del quale atto ne nascano doi p̄te i lo q̄derno loro. vna in q̄l di  
mes giouāni farēdo d̄bitore q̄l che li scriue p̄ vigore de la dicābio: e l'altra i q̄llo del respōde-  
te a gineuera facēdo creditore mis giouāni di quelli duē. 100. per virtu de vitta tua quietāça  
receuuta. e questo e el debito modo e ordine de cambiatori p̄ tutto el mōdo: acio le loz cose  
vadino cō chiarççe: si che dal tuo lato alquāto affatigandote potrai ogni cosa con summa  
diligēça asettare. zc.

*De* un'altra partita che ale volte se costuma nel q̄derno tenere detta entrata e uscita e ale  
volte senefa libro partiuolare: e per che. ca. 25.

**S**anno alcuni che ne loz libri usano tenere vna p̄rita detta entrata e uscita i la q̄l  
pōgano cose straordinarie o altre còmo ala. fantasia pare. Altri ne tirra una d̄  
spese straordinarie e i simili mettano còmo l' q̄lla dintrata isita p̄feti che li fosser  
fatti. x. gr̄a. e così sc̄do che riceuano e dāno e tēgano cōto i dare e hauere e poi a  
la fine cō laltre le saldāno i. p̄ e dāno e cauedale còmo itenderai nel bilancio zc. *Ma* i uero  
q̄lla detta di sopra spese di casa p̄ tutte e bastate se nō chi uolesse per sua curiosita tener con-  
to da p̄ se fig a vn pōtale de strēga che lo porria fare ma ach̄ fine: epo si d̄ba a le cose cō bre  
uita asettarle. Altri luogho costuma de litrata uscita tener vn libro a sua posta: e poi quello  
saldano a tēpo del bilācio nel vltimo autentico isieme cō le altre facēde: la q̄l cosa non e d̄bias  
mare auēga sia de piu fatica.

Còmo se habino asettare neli libri le p̄te de li uiaggi i sua mano: e quelle de li viaggi re-  
comandati: e còmmo di necessita de tali nascono doi quaderni ca. 26.

**L**i viaggi si costumano fare i doi modi: cioe i sua mano e comandato. vnde na-  
scano diuersi modi i tener loz cōti po che sēpre si prosupōgano libri doppi: o sia  
i tua mano o sia recōmandato. *Per* che lūq̄derno resta i casa e laltro ti cōuē fare  
i niaggio. vnde sel ditto viaggio sia i tua mano p̄ bō ordie de cioche tu porti forma  
tuo iuētario q̄dernetto: giornaletto zc. tutto còmo di sopra se detto: e uēdēdo cōp̄rādo ba-  
ratādo zc. de tutto fa debitori e creditori p̄sone: robbe: cassa: cauedal: de uiaggio: e p̄ e dan-  
no de uiaggio zc. e q̄sto e lo piu sebietto e dica ch̄ si uoglia altri. Auēga ch̄ porresti tener cō-  
to cō la casa dala q̄l tu roglī la faculta che al ditto uiaggio porti facēdola nel libretto del tuo  
uiaggio creditrici: e le robbe debirrici a una p̄ v. e così formaresti tua cassa: tuo cauedale zc.  
ordenatamēte còmo nel tuo famoso. *E* tornādo a saluamēto rēdaresti alacasa altre robbe ali  
contro. o uero. d. e cō lei saldaresti cōto e lutilie o dāno sc̄qto asettaresti a suo luogho nel qua-  
derno gr̄ade. sic̄be aq̄lto modo ancora le tue facēde uerebono chiare. *Ma* sel viaggio recō-  
mādasse adaltri: aloza faresti de tutto nel tuo libro d̄bitore q̄l tale acbi larecomādi dicēdo  
per uiaggio recōmādato al tale zc. e cō lui terresti conto còme se fosse vn tuo auētore de tut-  
te robbe: e d. a p̄rita per partita zc. *E* lui dal cāto suo formāra suo q̄dernetto: e i q̄llo te con-  
uerra fare creditore de tutto. *E* retornādo saldara conteco. *E* sel tuo cōmesso fosse i te bāde



as follows: Per that special creditor of yours // A the man to whom the money was assigned. In this way you just make the transfer from one creditor to another and you still remain as debtor and act as a go-between, as witness or agent of the two parties. For ink, paper, rent, trouble and time you get a commission, which is always lawful, even though through a draft there is no risk of travel, or the risk when money should be transferred to third parties, etc., as in actual exchanges, of which we have spoken in its place. If you are a banker, whenever you close an account with your creditors always remember to get back all the papers, documents or other writings in your own handwriting that they might have. When you issue any such paper always mention it in your books so that when the time comes you will remember to ask for them and to destroy them so that nobody else should appear with these papers and ask money for the second time. You must always require good receipts as those do who are accustomed to this kind of business. For the custom is this: If you, for instance, come from Geneva to Venice with a draft on Messrs. Giovanni Freseobaldi & Co., of Florence, which draft might be at sight or on a certain date or at your pleasure, and the amount were for a hundred ducats, that is, for as many ducats as you have paid to the drawer of the draft, then the said Messrs. Giovanni & Co., when they honor the draft and give you the cash will require you to give two receipts written in your own handwriting, and if you should not know how to write, a third party or a notary public will make them out. He will not be satisfied with one because he has to send one to the banker at Geneva, who wrote him to pay the hundred ducats to you for his account just to show that he honored his request, and for this purpose he will send to the other banker a letter enclosing your receipt written in your handwriting. The other receipt he will keep for himself on file so that in balancing with the other banker, the banker could not deny the transaction, and if you should go to Geneva you could not complain of him or of Mr. Giovanni for if you should complain he would show you your receipt written by yourself and you would not play a beautiful part in it. All these precautions ought to be taken by necessity on account of the bad faith of the present times. Out of these transactions two entries ought to be made in the Ledger, one entry in the account with Mr. Giovanni, in which you shall charge the drawer of the draft, (*letter de cambio*) the other entry in the account of your correspondent at Geneva, crediting Mr. Giovanni with that hundred ducats paid through a draft. This is the method that the bankers of all the world keep so that their transaction may appear clear; therefore you will have to take some trouble on your part and try to enter everything in its own place with great care.

#### CHAPTER 25.

#### ANOTHER ACCOUNT WHICH IS USUALLY KEPT IN THE LEDGER, CALLED INCOME AND EXPENSES, FOR WHICH OFTEN A SEPARATE BOOK IS USED, AND WHY.

There are some who, in their books, are accustomed to keep an account called Income and Expenses (*Entrata e uscita*), in which they enter extraordinary things, or any other thing that they deem proper; others keep an account called extraordinary expenses and in it they record gifts, which they receive or give. They keep it as a credit and debit account, and then at the end of the year they ascertain the remainder (*resto*) which is either a profit or a loss and transfer it to capital as you will understand when we talk about the balance. But really the account we have called "household expenses" is sufficient for all this unless someone should like to keep a separate account for his own curiosity, but it would be of no great value because things should be arranged as briefly as possible. In other places it is customary to keep the income and expense account in a separate book which is balanced when they balance the authenticated books and all other affairs. This custom is not to be criticized but it requires more work.

#### CHAPTER 26.

#### HOW ENTRIES SHOULD BE MADE IN MERCANTILE BOOKS RELATIVE TO TRIPS WHICH YOU CONDUCT YOURSELF OR YOU ENTRUST TO OTHER PEOPLE, AND THE TWO LEDGERS RESULTING THEREFROM.

Trips are made usually in two ways, either personally or through somebody else; therefore two are the ways to keep their accounts and the book always ought to be in duplicate whether the trip is made by you personally or it is in charge of somebody else. One ledger is kept at home and the other one is taken along and kept on the trip. If you conduct the trip yourself, for the sake of order and system, you must take a new inventory also a small Ledger and small Journal among the things you take with you and follow the instruction above given. If you sell or buy or exchange, you must charge and credit according to the facts, persons, goods, cash, traveling capital, traveling profit and loss, etc. This is the best way, no matter what other people may say. You might keep an account with the mercantile house which furnishes you with the goods which you take on the trip. In this case you shall credit the said house in your little Ledger and charge the different goods one by one. In this way you would open your mercantile house accounts, capital account, etc., as in your main books, and coming back safe and sound you would return to the mercantile house either other goods in exchange for those that you took or money, and you would close the accounts with the entering in your big Ledger the respective profit or loss item. In this way your business will be clear. If, however, you entrust the trip to some other party, then you should charge this party with all the goods that you entrust with him, saying: Per trip entrusted to so and so, etc., and you should keep an account with him, as if he were one of your customers, for all goods and moneys, keeping separate accounts, etc., and he on his part will set up a little Ledger in which he makes you creditor for everything. When he comes back he will balance with you; and if your traveling salesman were in fetters (sentence remains unfinished in the original)



De 1°. prita famosa ditta .p e dāno o vero auançi e desauançi. cōe lasabta. a tenere nel q̄der. no. e pebe ella nō si metta nel cōznale comme le altre prite

Cap°. 27



**S**q̄ta doppo ogni alr° pri°. 1°. chiamata de .p e dāno o voi dire vñle e dāno seq̄to o vero auançi e desauançi fo alcūo paese ilaq̄le tutte lalt°. del tuo q̄der° sūp se ba no a saldare cōe nel bilācio se dira. E q̄sta nō bisogna simetta i giornale. ma ba sta solo nel q̄der° pch lanasci i q̄llo dle cose auācate o vero mācate i dare e hēre p laq̄le dirai .p e danno die dare. E .p e dāno die hēre. cioe q̄do dalcūa robba hauesse pdu to. lacui pri°. piu nel tuo q̄derno restasse i dare ch i hēre. aloza aiutarai el suo hēre p pegiar la al dare acio se saldi. de q̄l tanto che li mancasse. dicēdo. e die hēre p .p e dāno q̄l q̄ metto p saldo de q̄sta. p danno seq̄to zc. e segnarai lecarti dī .p e danno nel tra: fuoza lapri°. E al .p e dāno andarai i dare. dicēdo .p e dāno die dare a di zc. p latal robba. p danno seq̄to tan to zc. posto i q̄lla aldie hēre p suo saldo ape acarti zc. E se la fosse piu i hēre ditra robba ch i dare. aloza faresti plo aduerso. E cosi andarai facēdo a 1°. p 1°. de tutte robbe finite. o ma le o bñ ch siēno andate acio sēpre. el tuo q̄derno se ritroui paro de pri°. cioe ch tante sene tro ui i dare q̄re i hēre. pch costi sedcue ritrouare a star bñ cōe se vtra nel bilācio. E costi succin ta mēre vedarai se guadagn o xō pdi e q̄ro. E q̄sta prita. poi ancoza lei si cōuerra saldare i q̄lla del cauedale. laq̄le e vñia de tutti li q̄derni. e p cōseq̄nte receptaculo d tutte le alt°. cōe irēderai zc.

Comme se debino reportare innanze le prite dī quaderno. qñ fossero pie ne e in che luoco sabia portare el resto. a cio nō sia p̄sa malitia nel quaderno. Cap°. 28.



**A**ncoza e danotare q̄do 1°. prita e piena. o i dare o i hēre che nō uisnipo metter piu bisogna portarla innāse i mediate a tutte lalt°. nō lasciādo spacio nel q̄derno fra el ditto reporto. e lalt°. pri°. ch se reputaria fraude nel lib°. E deuesse reportare i q̄sto modo. cōe disop°. dicēmo d saldare i .p e dāno. costi neli reporti. iloz mede sime cōuēse obsuare i dare e i hēre sēca metterle in cōznale pch li reporti nō bisogna poner li i cōznale bēch si potrebbe achī volesse e verria a respōdere ancoz bñ. ma nō fa bisog°. pch se hēria q̄lla fatica. piu sēca frutto. sicche bisogna aiutar la minor q̄°. cioe sēca. piu in dare ch i hēre ditra pri°. di q̄l tanto aiuta el suo hēre zc. E p ex°. chiaro tenemettaro q̄ 1°. e mettiamo che Martinno habia fatto cō teo cōto lōgo de piu pri°. i modo. che la sua posta sia. dare por tare. esia nel tuo q̄der°. a carti. 30. e lult°. pri°. de tutto el q̄der°. sia a carti. 60. i cima. e ala me desima façata sia luogo dapoterui ancoza locare q̄lla de Martinno. E siate d̄bito el ditto 8. 80 f 15. g. 15. p. 24. deliq̄li in tutto te nabia dato. 8 72. f 9. g. 3. p. 17. dico che barta el suo hēre dī suo dare. cioe. 72. 9. 3. 17. resta. 8 8 f 6 g 5 p 7. E de tanto lo deui portar debito: e ananti. E de q̄llo medesimo deui aiutare la prita in hēre. e dirai cosi. adi. zc. p lui medēo q̄l porto auan ti in q̄sto aldā dare p resto q̄l pōgo q̄ p saldo. 8 8 f 6 g 5 p 7. val a carti. 60. 8 f g. p. E d̄pēnc ras lapri°. in dare e in hēre cō 1°. linea diametraliter. E fatto q̄sto andarai a carti. 60. in dai Epozrai ditto resto ponēdo sēpre disop°. p. senō ci fosse el d̄b°. cōe dinanze fo ditto. E di/rai cosi. Martinno die dare a di zc. p lui medemo p resto ratto da d̄ieto in q̄sto posto aldie hēre p saldo d̄ q̄lla. val acarti. 30. 8 8 f 6 g 5 p 7. E q̄sto medesi° modo obsuarai in tutte pri° che hauesse a reportare auanti incatenandole al modo ditto e sēca interuallo alcūo. po ch sē pre le pri°. si vogliono ponere cōe nascano d luogo. sito. di. e milesi°. acio nissū te possi calu niare. zc.

Del modo a sapere mutare el milesimo nel quaderno fra le partite che ala cōz nata acafcano. quando ogni anno nōn si saldasi li libri. Capitulo. 29.



**D**erria ess alevolte che nele tue prite in quaderno. tu hauesse a murar milesi°. E nō hauesse saldato. aloza ditto milesi°. deui ponere in margine aripetto ditra pri ta ch costi e nata. cōe fo detto sopra in cap. 15°. E tutte laltre che la seq̄teranno se intēderanno al ditto mile°. Ma sēpre e buono desaldare ognanno. maxime chi e in cōp°. pebe el .purbio dici ragion spēsā amista lōga. E costi farai a tutte simili.

Comme se debia leuare vn conto al debitore chelo domandasse. e ancoza al suo patrōe siando fatore e commesso de tutta la aministracione de le robbe Capitulo. 30.



**B**isogna oltra li dati documēti. sape leuare vncōto al tuo debitore ch te lo domā dassē. El q̄le nō si po de ragion negare. p̄stim q̄do cō teo hauesse tenuto conto lōgo. de piu anni e mesi zc. aloza farate da prin°. ch inficmi haueste afare. o da al tro terminac ch lui el volesse q̄do fra voi fossero stati altri saldi da q̄l r̄pō ch lovo le per vna volta volentieri li le leua. E de tutto farai vna partita in vn foglio che ui capa. E q̄do in. 1°. facia non capisse saldaraui tutto quello che li haauerai posto. e porzerai el resto dalaltro lato del foglio in dare. ouero haucere commo nel capitulo. 28°. fo detto. E va con tinuando. E a lultimo. redullo in resto netto duna sola partita in dare. o haucere secondo che lanascera. E questi tali conti si uogliono leuare con grandissima dūligenza.



## CHAPTER 27.

### ANOTHER WELL-KNOWN ACCOUNT NAMED PROFIT AND LOSS, OR PROFIT AND DEFICIT. HOW IT SHOULD BE KEPT IN THE LEDGER AND WHY IT IS NOT KEPT IN THE JOURNAL AS THE OTHER ACCOUNTS.

After the other accounts, there must follow one which is named variously, according to different localities, Favor and Damage (*Pro a Damno*), or Profit and Damage (*Utile a Damno*), or Increase and Deficit (*Avanzi e Desavanzi*). Into this other accounts in the Ledger have their remainders, as we will show when we speak of the trial balance. You should not put these entries in the Journal, but only in the Ledger, as they originate from overs or shorts in the debits and credits, and not from actual transactions. You shall open the account this way:

Profit and Loss debit (*dee dare*—shall give), and Profit and Loss credit (*dee havere*—shall have).

That is, if you had sustained a loss in a special line of merchandise and in this account in your Ledger would show less in the credit than the debit, then you will add the difference (*saldo*) to the credit so as to make it balance, and you shall enter as follows:

Credit (*dee havere*—shall have), per Profit and Loss, so much, which I enter here in order to balance on account of loss sustained—and so on, and you will mark the page of the Profit and Loss account where you write down the entry. Then you go to the Profit and Loss account and in the debit column you shall enter as follows:

Profit and Loss debit (*dee dare*—shall give), on this day, to such and such loss sustained, so much—which has been entered in the credit of said merchandise account in order to balance it at page so and so. If the account of this special merchandise would show a profit instead of loss—that is, more in the credit than in the debit—then you will proceed in the opposite way. The same you shall do one by one for all accounts with merchandise or different things, whether they show good or bad results, so that your Ledger always shows the accounts in balance—that is, as much in the debit as in the credit. This is the condition the Ledger will be in if it is correct, as I will explain to you when I am talking of the balance. In this way you will see at a glance whether you are gaining or losing, and how much. And this account must then be transferred for its closing (*saldo*) into the capital account, which is always the last in all the ledgers and is consequently the receptacle of all other accounts, as you will understand.

## CHAPTER 28.

### HOW FULL ACCOUNTS IN THE LEDGER SHOULD BE CARRIED FORWARD AND THE PLACE TO WHICH THEY MUST BE TRANSFERRED SO THAT NO CROOKEDNESS CAN BE PRACTICED IN THE LEDGER.

You should know that when an account has been filled out, either in the debit or in the credit, and you cannot make any more entries in the space reserved for such an account, you must at once carry this account forward to a page after all your other accounts, so that there is no space left in the Ledger between this transferred account and the last of the other accounts. Otherwise it would be considered a fraud. It must be carried forward in the manner which we have given above when writing about the balancing of profit and loss. In making the transfers, you should make entries on the debit and credit sides only, without making any entry in the Journal. Transfers are not made in the Journal; still, if you so desired, you might do that and it would be all right; but it is not necessary, because it would be that much more trouble without any necessity. All that need be done is to increase the smaller quantity—that is, if the account shows more in the debit than in the credit, you ought to add the difference to the credit. I will give you, now, an example of one of these transfers:

Let us suppose that Martino has had a long account with you of several transactions, so that his account should be transferred from ledger page 30. Suppose further that the last account of your book is at page 60, and is at the top of said page, so that on the same page there is space enough to transfer the Martino account. Suppose that there is on debit side, L 80, S 15, G 15, P 24; and the credit shows that he has given you, L 72, S 9, G 3, P 17. Deducting the credit from the debit, there is a remainder (*resta*) of: L 8, S 6, G 5, P 7. This is the amount that you should bring forward to the debit side of the new page, and on the old page you must add the same amount in the credit column to make it balance, saying as follows:

On such and such day, etc., per himself, I bring forward (*porta avanti*) this amount to the debit side as a remainder (*resta*), and the same amount I enter here per closing (*saldo*), that is: L 8, S 6, G 5, P 7. see at page 60:  
L....., S....., G....., P.....

And you shall cancel the account both on the debit and credit side with a diagonal line. After that, you will go to page 60 and shall enter in the debit column the said remainder, always writing down at the top of the page the year, if none already has been mentioned, as has been said above. You shall enter there as follows:

Martino debit on such and such day per himself, as per remainder (*resta*) taken from the page of his old account and therein entered per closing (*saldo*), see page 30: L 8, S 6, G 5, P 7.

This is the way for you to proceed with all accounts that you should transfer: Place them, as I have told you, without leaving any space in between. The accounts should be opened in the order in which they originate in such place and at such time, so that nobody can speak evil of you.

## CHAPTER 29.

### HOW TO CHANGE THE YEAR IN THE LEDGER BETWEEN TWO SUCCESSIVE ENTRIES IN CASE THE BOOKS ARE NOT CLOSED EVERY YEAR.

It might be that you must change the year in your ledger accounts before you balance it. In this case, you should write the year in the margin before the first entry of the new year, as has been previously said at Chapter 15; all the following entries should be understood as having occurred during that year.

But it is always good to close the books each year, especially if you are in partnership with others. The proverb says: Frequent accounting makes for long friendship. Thus you will do in similar cases.

## CHAPTER 30.

### HOW AN ABSTRACT OR STATEMENT OF AN ACCOUNT SHOULD BE MADE TO A DEBTOR WHO MIGHT REQUEST IT, OR FOR YOUR EMPLOYER IN CASE YOU ARE MANAGER OR COMMISSIONER OF THE ADMINISTRATION OF HIS PROPERTY.

In addition, you must know how to make an abstract or a statement of an account if your debtor requests it. This is a favor that cannot be refused, especially if your debtor has had an account with you for years or months, etc. In this case you should go away back to the time when you began to have transactions with him, or back to the time from which he desires to have his statement, in case you have had previous settlements. And you should do this willingly. You should copy all his account on a sheet of paper large enough to contain it all. If it should not be large enough, you will draw a balance at the end of the page and shall carry the latter, in debit or credit, forward to the other side of the sheet, as I told you at Chapter 28. And so on, until the end of the account, and at the end you must reduce the whole account to the net remainder in a single entry in debit or credit, according to the facts. These statements must be made out very carefully.



## Distinctionona. Tractatus. xi. De scripturis.

È q̄sto modo obfuarai nel fatti tuoi. p̄p̄ri. e tuoi auctori. Ma se tu amistrasse p̄ altri. p̄ uita de acomade. o de cōmissiōi. alora similmete costi lo leuarai al patrōe cōe d̄ pōto lbarai molto al libro. facēdote creditore de t̄po i t̄po dele tuoi. puissōi fo v̄ri patti. E poi i fine p̄ resto netto. del ritratto. farate suo debitorē. o vero creditore q̄do del tuo libauesse messo. e lui poi lo reuedara. pōtādolo. cō lisuoi. E trouādolo star bene. te vorra meglio. E piu te fidara. p̄ d̄bebi sogna che de tutto q̄llo te a dato o mandato che del receuere a l̄fe di tua mano li ne asēgni aminstrationi ordinatamēte. E po nota bene. E p̄ lauerso farai tu leuarlo a tuoi fattori. o vero cōmessi similiter. Ma p̄. che fora se dieno li conti si uogliano ben pontare cō tutte lo ro p̄rite i q̄derno i giornale e memoriale. E con tutti luogbi che lauesse scritte acionō nasce se errore frale p̄ti. Del modo e ordine a sape retrattare. o vero istoznare. 1. o piu p̄rite che p̄ errore hauesse poste i alt. luogo ch̄ douessero adare cōe auene p̄ smēoragie. Cap. 11.

**A**ncora necessario al bon quadernieri sapere retrattare. o voi dire storna re ala fiorentina vna partita che per errore hauesse posta in altro luogo che ella douesse andare. comme se lauesse messa in dare. E douiala ponere in hauere Et e contra. E quando douia porla acōnto de Martino E lui la misse a conto de quanti. et ecōtra. Pero che ale volte non si po tanto essere atento che non si falli comme el p̄ouerbio sona. Cioe chi non fa non falla. E chi non falla non imparā. E pero in retrat tarla. tirrai q̄sto modo. Cioe q̄do hauesse messa la p̄rita. poniamola in dare e douia andare in hauere p̄ retrala porra in 1. alt. alicontro dessa i hauere de q̄l tanto de ponto. E dirai in q̄sto modo a di. 7c. p̄ altrettanto posto dimcontro al die dare. E douia metterla q̄ i hauere val a carti 7c. E tra fora q̄lle mēdime. s. f. g. p̄. che ponesti p̄ erro. E denanche a ditto p̄rita farai 1. croci. o altro segno. acio leuando tu el cōto lauēgbi alassare. E subito posta q̄sta p̄ retratto. ch̄ e q̄to senulla hauesse scritto del deuere. E tu poi la reponi i ditto hauere cōe douia andare c̄tara b̄n. Comme se debbia fare el bilancio del libro e del modo a reportare vn libro in laltro. cioe el q̄derno vecchio nel quaderno nuouo e del modo a pontarlo con lo suo giornale e memoriale e altri scontri dētro e di fuore del ditto quaderno. Cap. 12.

**T**este cose finora bē notate bisogna hora dar modo al reporto de vn libro in laltro. q̄do uolesse mutar libro. p̄ cagione che fosse pieno o vero p̄ ordine annuale de milesimo cōe el piu si costumā fare p̄ luochi famosi che ogni anno. marime amilissimi. nuouo li gran mercatanti sēpre lo obfuanō. E q̄sto atto insieme con li seq̄nti. E detto el bilancio del libro. La q̄l cosa voler seq̄re. bisogna grandissima diligētia. e p̄ ordine tirrai q̄sto modo. cioe p̄. farai de hauere vn cōpagno. che mal porresti p̄ te solo farlo. E alui darai in mano el giornale p̄ piu tua cautella. E tu tirrai el q̄derno grande e dirai alui gomecādo dala p̄. p̄rita del giornale che chiamate carti del tuo q̄derno. doue q̄lla sia posta. p̄. i dare e poi i hauere. E cost tu lubbidirai. E trouerai sēpre doue te manda. E q̄l te dira la p̄rita de ch̄ o de chi la tira. E q̄to sia el suo tratto fore. E cost tu vedara i q̄l tal luogo doue te manda. se hauera i q̄l ch̄. o q̄l chi. E q̄l tanto ap̄arto tratto fore. E trouodādola stare ap̄onto cōe i giornale lancarala. cioe pontarala. ouero farali q̄lche segno alibito i su le s. o altroue che non te abagliaffe. E q̄l tal segno o vero lançata che costi in altri luochi si costuma dir. dirai che façā. el cōpagno nel giornale. ala medesima p̄ti. E guarda che mai tu seça lui ne lui sença te pōtasse. ouero lāçasse p̄rita alcuna p̄che porrebe nascere grādi error. po che la p̄rita pōrata che sia vol dire star b̄n. col debito modo. E q̄sto ancora se obfua i leuar de contra debitorē nanche che li le dagbi in mano hauesse scōrrato e pontato cō li luochi d̄l q̄derno e del giornale o d'altri luochi che auesse notate ditte p̄rite cōe sopra al. 30. ca. fo d̄to. E fatto q̄sto p̄ ordine a tutto el q̄derno e giornale. E trouando tu ap̄onto cōe lui i dare e hauere le p̄rite tirai giuste e ben poste. Nota ch̄ lui nel giornale p̄ bona memoria fara doi lançate o vero pōti a 1. sola p̄rita. E tu nel q̄derno usci solo a farne 1. p̄ p̄ti. si cōe vna p̄ti de giornale in q̄derno sene fa doi costi si fa doi ponti. E po nel pontare del bilancio i giornale ach̄ e buono far doi pōti lūo sotto lalt. ale s. o uero doi lāçate 1. sotto lalt. ch̄ dinora dir ta p̄ti. star b̄n i dare e b̄re al q̄der. Al cūi nel giornale p̄ lodare pōtano dauāti al. p. E plo hauere dietro ale. cōe se sia lūo e lalt. sta b̄n. Nō d̄imeno si pōria far ācora cō 1. pōtatu ra sola i giornale. cioe solo plo dare. p̄che tu poi per testesso porresti pontare l̄hauere a qual partita che hai in dare nel quaderno sempre te manda per che subito tu hai quiui el numero dele carti doue sta l̄hauere quando bene quel del giornale non te mandasse sic̄be scontran dote tu con lui solo indare per te stesso porresti sequire lo hauere ma piu commodo te sia cō lo compagno a modo ditto. Ma se fornito el giornale de pōtare a te auancate in quaderno p̄rita alcuna che non uenisse pōrata in dare o in hauere denotaria nel quaderno esser errof. cioe che q̄lla serane posta supflua in q̄l dare o vero hauere. el qual errore tu subito retratta-



The following is the way you have to proceed in adjusting your own business with the business of your employer. But if you should act for others as an agent or commissioner, then you will make out a statement for your employer just as it appears in the ledger, crediting yourself from time to time with your commissions according to your agreements. Then at the end you shall charge yourself with the net remainder, or you shall credit yourself if you had to put in any money of your own. Your employer will then go through this statement, compare it with his own book, and if he finds it correct, he will like you better and trust you more. For this reason, of all the things that he gave or sent you, you should with your own handwriting keep an orderly account when you receive them. Observe this carefully.

On the contrary, if you are the employer, you may have your managers or commissioners make out these statements for you. But before these statements are delivered they ought to be compared carefully with each entry in the Ledger, Journal and Memorandum Book, or with any other paper relative thereto, so that no mistake could be made between the parties.

#### CHAPTER 31.

##### HOW TO TAKE OUT ONE OR MORE ENTRIES WHICH BY MISTAKE YOU MIGHT HAVE ENTERED IN A DIFFERENT PLACE FROM THE RIGHT ONE, WHICH MAY HAPPEN THROUGH ABSENTMINDEDNESS.

The good bookkeeper should also know how to take out—or as they call it in Florence “*stornare*”—an entry which by mistake you might have written down in the wrong place as, for instance, if you had entered it as a debit instead of a credit entry; or when you have to enter it in the account of Mr. Martino and you put it in the account of Mr. Giovanni.

For at times you cannot be so diligent that you are unable to make mistakes. The proverb says: He who does nothing, makes no mistakes: he who makes no mistakes, learns nothing.

And you shall correct this entry as follows: If you had placed this entry in the debit column while you should have put it in the credit column, in order to correct this, you shall make another entry opposite this one in the credit for the same amount. And you shall say thus: On such and such day for the amount which has been entered opposite here under the debit and should have been put in the credit, see page, etc., and you shall write down in the column of figures: L.....S.....G.....P..... which you wrote down by mistake in the other column. In front of these two entries you shall mark a cross or any other mark so that when you make out an abstract or statement of the account you should leave these entries out. After you have made this correction it is just as if you had written nothing in the debit column. You then make the entry in the credit column as it should have been and everything will be as it should have been.

#### CHAPTER 32.

##### HOW THE BALANCE OF THE LEDGER IS MADE AND HOW THE ACCOUNTS OF AN OLD LEDGER ARE TRANSFERRED TO A NEW ONE.

After all we have said you must know now how to carry forward the accounts from one Ledger to another if you want to have a new Ledger for the reason that the old one is all filled up or because another year begins, as is customary in the best known places, especially at Milan where the big merchants renew every year their Ledgers.

This operation, together with the operations of which we will speak, is called the balancing (*bilancio*) of the Ledger, and if you want to do this well you shall do it with great diligence and order. That is, first you shall get a helper as you could hardly do it alone. You give him the Journal for greater precaution and you shall keep the Ledger. Then you tell him, beginning with the first entry in the Journal, to call the numbers of the pages of your Ledger where that entry has been made, first in debit and then in credit. Accordingly in turn you shall obey him and shall always find the page in the Ledger that he calls and you shall ask him what kind of an entry it is, that is, for what and for whom, and you shall look at the pages to which he refers to see if you find that item and that account. If the amount is the same, call it out. If you find it there the same as in the journal, check it (*lanzarala*—mark it with a lance  $\Delta$  or  $V$ ) or dot it (*pontarala*), or any proper mark over the lire mark, or in some other place, so that you can readily see it. You ask your helper to make a similar mark or check—as we are used to call it in some places—in the Journal at the same entry. Care must be taken that no entry will be dotted (*pontata*) either by you without him, or by him without you, as great mistakes might be made otherwise, for once the entry is dotted it means that it is correct. The same is done in making out statements of accounts for your debtors before you deliver them. They should have been compared with the Ledger and Journal, or with any other writing in which the entries of the transaction have been recorded, as we have said at Chapter 30.

After you have proceeded in this way through all the accounts of the Ledger and Journal and found that the two books correspond in debit and credit, it will mean that all the accounts are correct and the entries entered correctly. Take care that your helper shall mark each entry in the Journal with two dots or little lances; in the ledger you mark down only one for each entry because you know that for each entry in the journal there are two made in the Ledger, therefore, the two dots or lances.

In making this balance it is good if you mark in the Journal two dots or lances under the lire, one under the other. This will mean that the entry is correct in debit and credit in the Ledger. Some use these marks in the Journal: They put a mark before the per for the debit and after the lire for the credit. Any way both customs are good, however, one single mark in the Journal might be enough, that is, only the debit mark, because you can then mark yourself the credit side on the page of the Ledger where that entry is as this page is mentioned in the debit entry in your ledger. It will then not be necessary for your helper to call to you this credit page. So that by comparing only the debit side with him you could yourself check the credit side. But it would be more convenient for you if you proceed with your helper in the manner above said.

After you have finished checking off the Journal, if you find in the Ledger some account or entry which has not been checked off in debit or credit, this would indicate that there has been some mistake in the Ledger, that is, that that entry is superfluous whether in the debit or credit, and you shall correct this error



rai daedo la medesima q̄. alincontro. cioe se la tira de piu in dare. Et tu altre tanto potrai in hauere. Et ecotra. la q̄lcosa cōe sabia adittare disopra te fo detto al cap. pcedete. E cosi ha rai medicato tutto. El medesimo seria q̄do lui hauesse in giornale p̄ta supflua. che a te nel quaderno m̄casse in dare o in hauere che pur fallo nel quaderno denotarcbbe. El quale si deue reparare al modo contrario del supfluo. Cioe che tu aloza ditte p̄ta subito la ponghi in dare e in hauere in quaderno. facendo mētionē dela varietà del corno. peche lanascra molto piu tarda in quaderno che nō douia. Dele quali varietà. sēpre el bō quaderniero deue far ne mētionē peche lanascrino p̄ leuar il suspetto del lib. amodo el bon notaro neli suoi instrumēti. ne quali non po ne giugnere ne sminuire senza p̄culare mētionē de tal augumēto. o vero decremento. cosi sēpre tal respecto cōtē che sia nel bon quadernieri. acio la rialta mercantescia. debtamēte se venga amantētere. Ma se la ditte p̄ta. solo mancasse dal dare o dal hauere. aloza basta la ponghi 1°. sola volta. da q̄l tal lato doue lamancasse. con ditte mētionē. Cioe cōe p̄ errore lai fatto zc. E cosi harai tutte sustate tue p̄te. le quali trouandole a sol scontri cōe e discorso denota el tuo quaderno eēr giusto e ben tenuto. Unde nota che nel ditto quaderno sirāno a leuote molte p̄te non pontate con lo scontro del giornale p̄ che non si bano aritrouare in esso. E q̄ste stranno li resti posti al die dare. o in hauere p̄ saldi dele p̄rite nel portarle hauanti cōe dicēmo in lo cap. 28. aloza da te stesso di q̄li tali resti trouerai in ditto q̄derno suoi scontri. cioe in dare. E in hauere. recēdote p̄ lo n°. de le carti ch̄ ila ditte p̄ta notate sirāno. E trouādo scontro a suoi tuoghi giudica similimēte el q̄derno star bñ zc. E q̄llo che finoza se detto del scōtro del quaderno con lo giornale. el simile intēdi p̄. douerli fare del memoriale o uero squartafoglio cō logiornale a di p̄ di. q̄do v̄fassi tener memoria le a modo che in principio di q̄sto trattato de lui te dixi. e cosi cō tutti altri libri tencesse. Ma lultimo conuen essere el quaderno. cio penultimo el giornale. Ideo zc.

Del modo e ordine ascriuere le facende che occurreffero nel tempo che si fa el bilancio. cioe che si saldano li libri. e comme neli libri uechi non si debia scriuere ne innouare cosa alcuna in ditto tempo e lacagione perche.

Cap. 33.

**U**tre q̄ste cose ordinatamente fatte e obseruate. guarda non innouasse piu p̄ti in alcū libro antiano al quaderno. cioe immemorale. E giornale. perche el saldo tutto de tutti li libri sēpre si deue intendere fatto in 1°. medesimo corno. Ma se fa cende te accade in q̄l meço che fai el tuo saldo o vero bilancio. potrai in libri nuoui ne quali intēdi fare reporto. cioe in lommorale o vero giornale. ma nō in quaderno p̄ fin tanto che non li hai portati li resti del p̄ quaderno. E se ancora non hauesse ordinati libri nuoui potrai le facēde con li suoi corni daptē in 1°. sfoglio p̄ fin siran fatti diti libri. E aloza li le potrai signati che siran tutti de nuouo segno. Cioe se q̄li che saldi sirā segnati. croci q̄ti segna de. A. zc. Cōme se debiano saldare tutte le p̄te del q̄derno uechio. e i chi e peche. e de la sūma sūmarū del dare e del auere v̄cio scontro del bilacio.

Cap. 34.

**A**tto ch̄ harai q̄sto cō diligēta. Et tu date saldarai tutto el tuo q̄derno a p̄ta p̄ p̄ti. a q̄sto modo. ch̄ p̄. comēcarai dalacassa debitori. robbe e auentori. E quelle portarai in libro. A. cioe in quaderno nuouo che non bisogna cōe fo detto disopra li resti ponere in giornale. Summarai tutte loz p̄te in dare e hauere aiutādo sēpre lamenoze cōe te diti. sopra del portare auanti. che q̄sto atto de 1°. quaderno in laltro. E de p̄to simile a q̄llo e fra loro non e altra differētia senon che in q̄llo el resto si porta auanti nel medesimo quaderno. E in q̄sto de 1°. libro in laltro. E doue in q̄llo chiamati le carti d̄ q̄l libro. p̄prio in q̄sto s̄ch̄tama le carti del libro sequēte in modo che nel reporto de vn libro in laltro. solo 1°. uolta p̄ ciaschō quaderno se mette la p̄ta. E q̄sta p̄rogatiua a lultima p̄ta sempre deli quaderni che nullaltra mai po hauere cōe nel p̄cesso dato hai notato. E deuesse tal reporto cosi ditare. cioe mettiamo che tu habia. Martino debitoze p̄ resto nello tuo quaderno. croci a carti. 60. de. 8. 12. f. 15. g. 10. p̄ 26. E habilo a portare in quaderno. A. a carti. 8. in dare te conuen nel libro croci. aiutare hauere. doue dirai cosi desotto a tutte laltre partite. E a di zc. ponēdo sempre el medesimo di. che fai el bilancio. p̄ lui medesimo porto in quaderno. A. el die dare per resto qual q̄ pōgo per saldo de questa val acarti. 8. 8. 12. f. 15. g. 10. p̄ 26. E depennarai la ditta partita in dare e hauere diametraliter cōe nel reporto te insegna. ponēdo la sūma de tutta la p̄ta sotto nel capo de ditta p̄ta in dare e in bēre. cioe tāto da lūo lato q̄to da lalt°. acio pa a lochio subito star bñ e i q̄le cōe se ricerca. al bō saldo. ponēdo nel trar fora. el numero dele carti del quaderno. A. doue tal resto porti. E poi in lo quaderno. A. in dare dirai cosi prima ponēdo sopra incima de la carta. el suo milesimo. El giorno ne la partita per lacagione detta sopra in lo cap. 15°. cioe Martino del tale zc. die dare a di. zc p̄



by making an entry for the same amount in the opposite side—that is, if the superfluous entry was in the debit, you make an entry on the credit side, or *vice versa*. And how you should proceed to correct the error I have told you in the preceding chapter. The same would be done in case your helper finds some entry which your ledger did not show whether in the debit or credit column, which also would indicate an error in the ledger and should be corrected in a different way. That is, you should make that entry or open that account in the debit or credit, mentioning the different dates, as the entry would be made later than it should have been. A good bookkeeper should always mention why such differences arise, so that the books are above suspicion; thus the notary public in his instruments need not mention what has been added or omitted. Thus the good bookkeeper must act so that the mercantile reputation be kept up.

But if the said entry should have been entered on only one side, debit or credit, then it would be sufficient for you to put it where it is missing, mentioning how it happened through mistake, etc. So you will go on through all your accounts and, if they agree, you know that your Ledger is right and well kept.

You must know that there may be found in the Ledger some entries which are not in the Journal and cannot be found in the Journal. These are the difference between the debit and credit placed there to close (*per saldi*) the different accounts when they are carried forward, as we have said in Chapter 28. Of these balances or remainders, you will find their correlative entries in the Ledger, whether in debit or credit, on the page indicated in these accounts. When you find each correlative entry in its proper place, you may conclude that your Ledger is in proper order.

What we have said so far about comparing the Ledger with the Journal, should be observed also in comparing the memorandum book or scrap book with the Journal, day by day, if you use the memorandum book, in the manner I spoke about at the beginning of this treatise. If you have other books, you should do the same. The last book to be compared should be the Ledger, the next to the last the Journal.

### CHAPTER 33.

#### HOW THE TRANSACTIONS WHICH MIGHT OCCUR WHILE YOU BALANCE YOUR BOOKS SHOULD BE RECORDED, AND HOW IN THE OLD BOOKS NO ENTRY SHOULD BE MADE OR CHANGED DURING THAT TIME, AND REASONS WHY.

After you have regularly done and observed all these things, see that no new entry is made in any book which comes before the Ledger—that is, in the memorandum book and Journal—because the equalizing or closing (*el saldo*) of all the books should be understood to take place on the same day. But if, while you are balancing your books, some transactions should occur, you shall enter them in the new books to which you intend to carry forward the old ones—that is, in the memorandum book or Journal, but not in the Ledger, until you have carried forward all the different accounts of the old Ledger. If you have not yet a new set of books, then you will record these transactions and their respective explanations on a separate sheet of paper until the books are ready. When the new books are ready, you enter them in these books which shall bear new marks—that is, if the old ones that you are balancing now were marked with a cross, then you should mark these new ones with the capital letter A.

### CHAPTER 34.

#### HOW ALL THE ACCOUNTS OF THE OLD LEDGER SHOULD BE CLOSED AND WHY. ABOUT THE GRAND TOTALS OF THE DEBITS AND CREDITS, WHICH IS THE PREPARATION OF THE TRIAL BALANCE.

After you have done this carefully, you shall close your Ledger accounts in this way: You should commence first with cash account, then the different debtors, then the merchandise, and then your customers. Transfer the remainders in Ledger A, that is, in the new Ledger. You should not, as I have said above, transfer the remainders in the new Journal.

You shall add all the different entries in debit and in credit, always adding to the smaller side the difference, as I have told you above when explaining the carrying forward of the remainder. These two accounts are practically the same thing; the only difference is that in the first case the remainder was carried forward to another page of the same Ledger, while in this instance it is carried forward from one Ledger to another. While in the first instance you would mark down the new page of the same Ledger, in this case you mark down the page of the new Ledger; making the transfer from one ledger to another, any account should appear only once in each ledger. This is a peculiarity of the last entry of the accounts of the Ledgers.

In making the transfer, you should proceed as follows: Let us suppose that the account of Mr. Martino has a debit remainder (*resto*) in your "Cross" Ledger at page 60 of L 12, S. 15, G 10. P. 26, and you want to transfer it to Ledger A at page 8 in debit; in the "Cross" Ledger you have to add to the credit column and you shall put the following at the end of all the other entries: On such and such day—putting down always the same day in which you do the balancing (*bilancio*)—per himself as posted to Ledger A to the debit, per remainder (*resto*), which amount I add here in order to close (*saldo*)—value; see page 8: L 12, S 15, G 10, P 26.

And then you shall cancel the account in the debit and credit diagonally, as I have told you in talking about the bringing forward of the accounts. Then put down the total of all the entries, in the debit as well as in the credit, so that the eye can see at a glance that it is all even. You shall also write down at the new page in Ledger A, in the debit column, as follows: First you put down at the top of the page the year, and you put the day in front of the place where you make the entry for the reason mentioned in Chapter 15, then you say, Mr. Martino so and so, debit (*dce dare*—shall give) on such and such day

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lui medemo p resto tratto del libro. croci. posto al die hauere per saldo de qlla. val a car. 60. § 12. § 15. § 10. p 26. E cosi andarai saldado tutte le pite nel lib. croci. ch tu intedi portare i qderno. A. de cassa. caudal. robbe mobili. e stabil. debitori. creditori. officii. senfarie. pesa. dozi de comun 7c. con liquali se vsa ale volte andare a conto longo 7c. Ma quelle partite che non uolesse portare in ditto quaderno. A. che porrieno eere qlle che solo a te saprega. no. E no se obligato a segnarne coto ad alcu? coe son spesi de mercantia. spesi de casa intrata isita. e tutte spese straozinarie. fitti. pescioi. feudi. o liuelli 7c. qste simili conuegonse saldare in lo medesimo libro. croci. ncla pita del p e danno o vero anasi e desauanasi o voi dire uile e dano. i qsto modo che loro dare portarai i dare ch raro si possano hauere i credito qlle de le spesi dicedo. nel saldo aiutando coe piu volte e ditto sempre lamenoze quantita in dare o i hauere p. p e dano i qsto a carti rate 7c. E cosi tutte le haucrai saldare i qsta del p e danno doue subito poi sumando suo dare e haucere porrai cognoscere tuo guadag. e pdita p ch sira i tal bilancio fatto la parita. cioe ch le cose ch se douia diffalcare siran diffalcate qlle che se douiano agiongner sira pportionatamete a suoi luochi agioe. E se de qsta pita. sira p el dare ch lauere tu haucera pduetto ql tanto i tuo trafico dache lo gomestasti. E se sia piu lo haucere aloza dirai che ql tanto habia i ditto tpo guadagnato 7c. E veduto ch harai p qsta lurile. e danno tuo seqto. aloza qsta saldarai i laprita del caudale. doue nel principio del tuo manegio ponesti lo iuetario de tutta la tua faculta. E saldarala i qsto modo che sel dano se qto sira piu che dio ne guardi ciascuno che realmete fo buon xpiano se adopa aloza aiutarai lo haucere amodo vsato dicedo e a di 7c. p caudal i qstoy danno seqto a carti 7c. val 7c. E depenerai laprita diametraliter i dare e hauere. vt su. ponedo pure la suma nel capo i dare e hauere che deue battere para. E poi ala pita del caudale i dare dirai. caudale die dar a di 7c. p e danno. p danno seqto posto in quella al die hauere p saldo suo val a carti 7c. §. §. §. p. 7c. E cosi sene fosse seqto uile. ch scerbbe qdo qlla del p e danno se trouasse piu i hauere che i dare aloza sugio gnaresti al dare p saldo ql tanto chiamado elecaudale ale carti suoi 7c. e alui la porresti i hauere isieme co laltre robbe mobili e stabilile di nuouo i qsto caudal qle couie eere sepre lulti. pita o tutti liqderni. porrai sepre cognoscere tutta tua faculta. giognedo li debiti e crediti che in lib. A. portasti 7c. E qsta del caudal del qderno. croci saldarai ancoza. E portarala coe laltre nel qderno. A. in resto e suma o voi a pita p pita che lo poi anche fare. ma si costuma farla in suma pebe 1. volta tutto tuo iuetario ape. E recordate chiamai sue carti. 7c. E assestarai poi tutte le pite del qderno. A. ne lalfabeto ognuna al suo luogo coe disopra te dissi. cap. 5. Acio sepre possi co facilita trouare le tue facede secondo loro occurence e cosi sia saldo tutto el primo quaderno con suo giornale e memozi ale. E acio sia piu chiaro de ditto saldo. farai questo altro scontro. Cioe summarai in vn foglio tutto el dare del quaderno. croci. E ponlo a man sinistra. E summarai tutto suo haucere E polo aman dextra. E poi queste vltime summe resummarai. E farane de tutte quelle del darvna suma che si chiamara suma summaru. E cosi farai vna suma o tutte qlle dalauer che si chiamara ancoza lei vna sumasumaru. Ma lap. sira suma summaru. del dare e la si chiama sumasumaru de lo haucere. O se qste doi sume summaru sira pare. cioe che tanto sia luna qto laltre. v3 qlla del dare. e qlla de lo haucere. arguifrai el tuo qderno eere be guidato tenuto e saldato p la cagioe ch di sopra nel cap. 14. fo detto. Ma se luna o ditte summe summaru auangasse laltre denotarebbe erro nel tuo quaderno. el qual poi con diligetia ti couerra trouarlo co la industria olo intelletto che dio te ha dato. e co lartefitio de le ragioni che harai bene imparato. laqual pre coe nel principio del pite dicemo e summamete neces saria albon mercatante altramente non siando bon ragioneri neli soi fatti andara a tastoi coe ciecho. E poralline seqre molto dano. adonca co ogni studio e cura sforzarati sopra tutto eere buon ragioneri chel modo a tua comodita in qsta sublima opa a pieno a tua bastanza. te lo dato con tutte sue regole a tutti suo luoghi debitamente poste. si coe tutto facilmete per la tauola nel principio di qsta opera posta porratrouare. E ancoza p le cose dette q se quente come disopra nel cap. 12. te pmissi a piu tuo ricordo faro 1. epilogo. cioe summara recolra centiale de tutto el pite trattato. che molto senza dubio te sia uile. E p me ricorda rati laltissimo pgare che a sue laude e gloria. Io possa de bene i meglio opado. pcedere 7c.



Del modo e ordine asap tener le scripture menute coe sonno scritti de mano lettere familiari police. peccati snie e altri istrumeti e del registro de le lfe. ipostan. Ca. 35  
 Equita el modo e ordine de saper tener le scripture e chiara qce. menute comme sonno scritti de mano de pagamenti facti quietance de cambi. de robbe date. lettere familiari. quali cose sonno fra mercanti de gradissima stima. e molta impoz



per himself as per remainder (*resto*) carried from "Cross" Ledger, which has been added in the credit column in order to close (*saldo*), see page 60, value: L 12, S 15, G 10, P 26.

Thus you will proceed with all the accounts of the Cross Ledger which you want to transfer to Ledger A: cash account, capital account, merchandise, personal property, real property, debtors, creditors, public officers, brokers, public weighmen, etc., with whom we have sometimes very long accounts. But as to those accounts which you should not care to transfer to Ledger A, as, for instance, your own personal accounts of which you are not obliged to give an account to another, as, for instance, small mercantile expenses, household expenses, income and expenses and all extraordinary expenses—rentals, *pescioni*, *feudi* or *livelli*, etc. All these accounts should be closed (*saldore*) in the Cross Ledger into the favor and damage account, or increase and deficit, or profit and damage account, as it is sometimes called. You shall enter them in the debit column, as it is rare that these expense accounts should show anything in the credit side. As I often have told you, add the difference to the column, either debit or credit, which shows a smaller total, saying: Per profit and loss in this account, see page, etc. By doing so, you shall have closed (*saldore*) all these different accounts in the profit and loss account through which then, by adding all the debit and all the credit entries, you will be able to know what is your gain or loss, for with this balance all entries are equalized; the things that had to be deducted were deducted, and the things that had to be added were added proportionately in their respective places. If this account shows more in the debit than in the credit, that means that you have lost that much in your business since you began. If the credit is more than the debit, that means that in the same period of time you have gained.

After you know by the closing (*saldorai*) of this account what your profit or loss is, then you shall close this account into the capital account in which, at the beginning of your management of your business, you entered the inventory of all your worldly goods. You shall close the account in this way: If the losses are in excess—from which state of affairs may God keep every one who really lives as a good Christian—then you have to add to the credit in the usual manner, saying: On such and such day, Per capital on account of losses in this account, see page so and so, value, etc. Then you shall cancel the account with a diagonal line in debit and credit, and put in the total amount of all the debit entries, as well as of the credit entries, which should be equal. And then in the capital account, you shall write in the debit column: Capital debit (*dee dare*—shall give) on such and such day, per profit and loss account on account of losses as marked down in the credit column of said account in order to close (*per saldo*), value, etc.:

L....., S....., G....., P.....

If instead there should be a profit, which will happen when the profit and loss account would show more in the credit than in the debit, then you should add the difference to the debit side to make the equalization, referring to the capital account and respective page. You should credit the same amount to the capital account, making the entry on the credit side where all the other goods of yours have been entered, personal or real. Therefore, from the capital account, which always must be the last account in the entire Ledger, you may always learn what your fortune is, by adding together all the debits and all the credits, which you have transferred in Ledger A.

Then this capital account should be closed and carried forward with the other accounts to Ledger A, either in total or entry by entry. You can do either way, but it is customary to transfer only the total amount, so that the entire value of your inventory (*inventario*) is shown at a glance. Don't forget to number the pages, after which you will enter all the different accounts in the alphabet of Ledger A, each at its own place, as I have said at Chapter 5, so that you may find very easily the account you want. In this way the entire first Ledger, and with it the Journal and memorandum book, are closed and closed up.

In order that it may be clearer that the books were correct before the said closing, you shall summarize on a sheet of paper all the debit totals that appear in the Cross Ledger and place them at the left, then you shall write down all the credit totals at the right. Of all these debit totals you make one sum total which is called grand total (*summa summarum*), and likewise you shall make a sum total of all the credit totals, which is also called grand total (*summa summarum*). The first is the grand total of the debits, and the second is the grand total of the credits. Now, if these two grand totals are equal—that is, if one is just as much as the other—that is, if those of the debit and those of the credit are alike—then you shall conclude that your Ledger was very well kept and closed, for the reason that I gave you in Chapter 14. But if one of the grand totals is bigger than the other, that would indicate a mistake in your Ledger, which mistake you will have to look for diligently with the industry and the intelligence God gave you and with the help of what you have learned. This part of the work, as we said at the beginning, is highly necessary to the good merchant, for, if you are not a good bookkeeper in your business, you will go on groping like a blind man and may meet great losses.

Therefore, take good care and make all efforts to be a good bookkeeper, such as I have shown you fully in this sublime work how to become one. I have given you all the rules and indicated the places where everything can be found, in the table of contents which I have placed at the beginning of this work.

Of all the things thus far treated, as I promised you in Chapter 12, I will now give you a summary of the most essential things for your own recollection, which no doubt will be very useful to you.

And remember to pray God for me so that to His praise and glory I may always go on doing good.

## CHAPTER 35.

HOW AND IN WHAT ORDER PAPERS SHOULD BE KEPT, SUCH AS MANUSCRIPTS, FAMILY LETTERS, POLICIES, PROCESSES, JUDGMENTS AND OTHER INSTRUMENTS OF WRITING AND THE RECORD BOOK OF IMPORTANT LETTERS.

Here follow the manner and rules for keeping documents and manuscripts, such as papers relative to payments made, receipts for drafts, or gifts of merchandise, confidential letters, which things are very important for merchants



rança. e de gran pericolo in perderle e smarrirle. E prima. dele lettere familiari quasi spesso fra te e li toi anctori possano acaderle. queste sepe stendi e serba in vn banchetto ala fin del mese. E finito el mese legale in vn magço. e ripolle dapre legnando ognuna de fore eloi che la reccui el di che li respondi. E cosi si fa amese p mese. E poi ala fin de l'anno de tutti q̄ti magçi farai vn magço grãde e luoga e segna suo *MS*. E q̄do voi alcuna lra a q̄l ricorri. hauerai i tuo studio ouero scritoio vna cassca. nela q̄l reponrai lre ch̄ li amici te dellerò. ch̄ tu cõ letuoi mandasse aloza. sedici che lamandi a roma. mettila in tasca di roma. e se a firença in q̄lla de firença zc. E poi nel spaciare del fante pigiale con le tuoi al tuo respõdente in quel tal luogo lemanda. peche el seruire sempre e buono e anche susa dar suo beueragio per eẽr seruito zc. atorno esso cina cõpita cõe si fa i piu taschete. cioe in tante q̄te sonno le terre e luogbi in le quali fai le toe facẽde cõe diciamo. Roma. Firençe. Napoli. Milano. Venoa. Lion. Lodra. Bruca zc. E sopra ditte taschete p ordine scriuerai il suo nome. cioe a luma dirai Roma. alaltra tra. Firença zc. in le quali poi reponrai le lre che p q̄lli luogbi te fossero mandate da qualch̄ aico che lamandasse. E fatta che li harai respoza e mandata. pure in ditta lra de fora. cõe fesi del suo reccuere. e p chi. E osi similiter porrai mentione de la respõsta. E pchi lo mandasti con lo suo giorno. El qual di mai in alcu°. tua facenda fa che machi. o piccola o grãde ch̄ la sia maxime in lre in le q̄li sepe si deue porre il millesimo el di. e luogo. el nome tuo el qual nome si costuma mettarlo da pede aman dextra de la lra in vn cartone. el *Lib*. cõ lo di e luogo fra mercatanti se usa ponere disopra nel principio dela lra. *MS* a modo bon xpiano harai sepe amete de ponere el glorioso nome de nra salute. cioe el docci nome de ihu. ouero in suo scãbio la figura de la scã croci. nel cui nome sepe tutte le nre opationi debano eẽr pncipiate. E farai così. croci. 1494. a di. 17. aprile i vinegia. E poi seqta tuo dire. cioe carissimo zc. ma li studiãti e altre genti cõe sonno religiosi zc. che non traficano. vsano nel luogo de ue la lettera e fatta poner di sotto con lo di e *MS*. E li mercãti costumano disopra a modo ditto alr° mente non vi ponendo el di sepe confusione. E di te seria fatto beffe peche sedici la lra che non ha el di notato che le fatta de notte. E q̄lla che non a notato el luogo se dice che le fatta i talr° modo. e non in q̄sto. e oltra le beffe che pegio e ne seque se mandalo vi dixi. Expedita che harai sua respoza. poscia al deputato luogo la poni cõe hai inteso. E q̄llo che ditto habiamo de *MS*. sola irẽdilo p tutte. Unde e ancora da notare che q̄do le lre che tu mãdi fossero de iportança. q̄lle tale se vogliono p registrarle in vn libro da pre solo a q̄sto dputato. nel q̄l registro si deue ponere la lra de verbo ad verbum sella sia d grande iportança cõe sonno lre de cambio. o de robe mandate o d. zc. o vero registrarle solo la substança. cõe memoriale dicẽdo i q̄sto di zc. habiamo scritto altale zc. cõe plo tale zc. li mandamo le tal cose zc. fo p i. sua de di tanti zc. a cõmise e richiese zc. la qual ponemo in tasca zc. E di fuore sigilata che harai la tua che mãdi e fatto la sopra scritta susa. p molti ponerui el suo segno di fuore. acio si cognosca che sia de mercanti. a iquali molto se deue haure riguardo. p che son q̄li cõe i principio di q̄sto trattato dicẽmo che mantẽgano le repub. E a q̄sto fine de reueuerentia el simile li *R*. Cardinali. pongano de fore ellozo distito nome. acio nũu se possi sculare de non sãpe de ch̄la fosse. E molto piu aptamete el sancto padre fa le sue patẽtmete apre cõe sãno bolle breuilegi zc. Auẽga che alcune cose piu intriseche. poga sotto el sigillo di pescatore zc. Le q̄li lre poi a mese p mese o vero anno p anno recorrai i magçi. ouero filçe e da pre le poni ordinatamete i vno armario. o lularetto. sicuro. E cõe nascano ala çornara cõ si la setta. acio possi piu psto a tue occurrece ritrouarle d la q̄l cosa. nõ curo piu dire pch̄ so abastanza mai inteso zc. Scritti de mano nõ pagati de tuoi debitori cõme te acẽnai disopra nel cap°. 17. seruãrai in vn altro luogo piu secreto cõe son cassi e scatole priuate zc. E le q̄tã se similiter. serua in luogo sicuro p ogni rispetto. *MS* q̄do tu pagasse tu ad altri el riceuere faralo scriuere i 1° libretto de pagameti cõe in principio te dixi. acio nõ si possa così facilmete smarrir e pdere. E cosi obseruarai de le pollice che iportano. cõe sãno note de sensaria d mercanti. o de pesadori o bolette d robbe messe o tratte de dogane damare o da terra e setẽce o cartuline de cõsoli o altri officij o altri instrumeti de notari i pgamena q̄li se debano reponre i vn luogo da pre. E cosi copie scritte e pcessi deliute de pcuratori. E auocari. E similmete e buono haure vn lib°. sepato pli ricordi. che si chiami recordãce nel q̄l ala çornara farai le tue memorie dele cose che dubitasse nõ recordarte. che te porre tornar dãno. nel q̄l ogni d al manco la sera nançe vadi adormire darai ocbio. se cosa fosse daspedire o dasare che non fuisse expedita zc. ala q̄l spaçata darai de pẽna. E tosi q̄ farai memoria de cose che al vicino e amico p vno o doi di pstasse cõe sonno vasa de boregga caldare e altri ordigni zc. E quest



and, if they are lost, may cause great danger.

First, we shall talk of confidential letters which you may write to or receive from your customers. You should always keep these in a little desk until the end of the month. At the end of the month tie them together in a bunch and put them away and write on the outside of each the date of receipt and the date of reply, and do this month by month, then, at the end of the year, of all these papers make one big bundle and write on it the year, and put it away. Any time you need a letter, go to these bundles.

Keep in your desk pouches in which to place the letters that your friends may give you to be sent away with your own letters. If the letter should be sent to Rome, put it in the Rome pouch, and if to Florence, put it in the Florence pouch, etc. And then when you send your messenger, put these letters with yours and send them to your correspondent in that particular town. To be of service is always a good thing, and it is customary also to give a gratuity for that good service.

You should have several little compartments, or little bags, as many as there are places or cities in which you do business, as, for instance, Rome, Florence, Naples, Milan, Genoa, Lyon, London, Bruges, and on each little bag you shall write its proper name—that is, you will write on one “Rome,” on another “Florence,” etc., and in these bags you shall put the letters that somebody might send you to be forwarded to those places.

When you have answered a letter and sent the answer away, you shall mention on the outside of the said letter the answer, by whom you sent it and the day, just as you did when you received the letter.

As to the day, you shall never forget to mark it in any of your transactions, whether small or large, and especially in writing letters in which these things must be mentioned, namely: the year, the day, the place, and your name. It is customary to put the name at the end of the right side in a corner. It is customary among merchants to write the year and the day and the place at the top at the beginning of the letter. But first, like a good Christian, you shall always remember to write down the glorious name of our Savior—that is, the name of Jesus, or in its place the sign of the Holy Cross, in whose name our transactions must always be made, and you shall do as follows: Cross 1494. On this 17th day of April in Venice.

And then go on with what you want to say—that is, “My very dear,” etc. But the students and other people, like the monks or priests, etc., who are not in business, are used to writing the day and year at the end after writing the letter. The merchants are accustomed to put at the top as we have said. If you should do otherwise and not write the day, there will be confusion and you will be made fun of because we say the letter which does not bear the day was written during the night, and the letter which does not bear the place we say that it was written in the other world, not in this one; and besides the fun made of you, there would be vexations, which is worse, as I have said.

After you have sent your answer away, you put your letter in its proper place; and what we have said of one letter will apply to all the other letters. It must be observed that when the letters you send away are of importance, you should first make a record of them in a book which is kept for this special purpose. In this book the letter should be copied, word for word, if it is of great importance—as, for instance, the letters of exchange, or letters of goods sent, etc., otherwise only a record of the substantial part should be made similarly as we do in the memorandum book, saying: On this day, etc., we have written to so and so, etc., and we send him the following things, etc., as per his letter of such and such date he requested or gave commission for, etc., which letter we have placed in such and such pouch.

After you have sealed the letter on the outside and addressed it, it is the custom of many to mark on the outside your special mark, so that they may know that it is correspondence of a merchant, because great attention is given to merchants, for they are the ones, as we said at the beginning of this treatise, who support our republics.

For this purpose, the Most Reverend Cardinals do likewise, by writing their name on the outside of their correspondence so that nobody could claim as an excuse that he did not know from whom it was. The correspondence of the Holy Father remains open so that its contents may be known, like bulls, privileges, etc., although for things which are more personal or confidential the seal representing the Fisherman (*Pescatore*—St. Peter) is used to seal them.

All these letters, then, month by month, year by year, you shall put together in a bundle and you will keep them in an orderly way in a chest, wardrobe or cupboard. As you receive them during the day, put them aside in the same order, so that if necessary you might find them more easily; and I won't talk any longer about this, as I know that you have understood it.

You shall keep in a more secret place, as private boxes and chests, all manuscripts of your debtors who have not paid you, as I said in Chapter 17. Likewise keep the receipts in a safe place for any emergency. But when you should pay others, have the other party write the receipt in a receipt book, as I told you at the beginning, so that a receipt cannot be easily lost or go astray.

You shall do the same as to important writing, as, for instance, memoranda of the brokers, or of merchants, or of weighmen, or relative to goods placed in or taken out of the custom house, either land or sea custom houses, and judgments or decrees of the consuls or of other public officials, or all kinds of notarial instruments written on parchments which ought to be kept in a place apart. The same should be said of the copies of instruments and papers of attorneys or counselors at law relative to lawsuits.

It is also wise to have a separate book for memoranda, which we call memoranda book, in which day by day you shall keep a record of the things that you might be afraid of forgetting and, if you forget them, may prove to be dangerous to you. Every day, the last thing in the evening, just before going to bed, you shall glance over this book to see whether everything which should have been done has been done, etc., and you shall cancel with your pen the things that have been done, and in this book you shall make a record of the things that you have lent to your neighbor or friend for one or two days, as, for instance, store vases, caldrons, or any other thing.



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simili documenti con gli altri vniuersali sopra dati repozrai zc. piu e maco conqando esimino endo so luoghi e tpi a te per tuo ingegno parera. pero ch non e possibile apieno de tutto a ponto per ponto i mercantia dare nozia. e notitia poch come altre volte se ditto vol piu patl a fare 1. mercatate che un dottoze deleggi. Ideo zc. cose ch finoza sono dette. sebn lapreda rai son certo i tutte tue facede bn te reggiarai. mediare el tuo peregrino ingegno zc.

Et un nario de regole E modi sopra il tenere vno libro di mercanti. Cap. 36.

Tutti li creditori si debbono mettere al libro dala tua mano destra. E li debitori dala tua mano sinistra. Tutte le pite che se mettono allib. hano a eere doppie: cioe se tu fai vno creditore al si fare 1. debitoro. Lascia pita cosi i dare coe i bere dbbe cotenere ise. 3. cose cioe il giorno del pagameto. La soma del pagameto. E la cagione del pagameto. Ultimo nome dela pita del debito debbe eere il prio della pita del credito. In qllo medesimo giorno che e scritta la pita del debito. i qllo medesimo giorno debbe eere qla del credito.

Lo bilancio del lib. si tede 1. foglio piegato p lo logo sul qle dala mano destra si copiao li creditori del lib. e dala sinistra li debitori. E vedese se la suma del dare e qto qla de laue re. E allora il lib. sta bene. El bilancio del libro debbe eere pari. cioe che tanto debbe eere la suma non dico de creditori. ne debitori. Ma dico la suma del credito qto la suma del debito. E no eendo saria errore nel libro. El conto di cassa conuiene che sepre sia debitrice. overamente pari. E se altrimenti fuisse saria errore nellibro. Non si debbe e non si puo fare 1. debitoro al libro senza licenza e uolunta di qllo tale che a eere debitoro e se pure si facesse qla scrittura seria falsa. Ma similmente non si puo porre neppati ne conditioni a. 1. credito senza licenza e uolunta del creditore. E se pure si facesse qla scrittura saria falsa. El lib. conuiene che sia tutto tratto fuori a 1. medesima moneta. Ma dentro poibn noiare qllo ch a cadese o due. o s. o fiorini. o scudi doro. o qllo che fussi Ma nel trarre fuori conuiene che sia tutto a 1. medesima moneta coe pziapiasti illib. cosi conuiene seguire. La pita del debito. o del credito che si fa i conto de cassa si puo abreuare chi vuole. cioe senza dire la cagione solamente dire da tale di tale. o a tale di tale. peche la cagione si uiene a dichiarar nella pita opposta. Hauedo a fare 1. conto nuouo si debbe scriuere i carta noua senza tornare adietro ancora ch a dietro vi trouassi spacio da metterla. Non si die scriuere idietro. Ma sepre auanti per ordine conuanno li giorni del tpo che mai non ritornano indietro. E se pure si facesse saria da reputare qllo libro falso. Se 1. partita fosse alibro messa per errore che non douessi eere coe aduenne ale volte per ismemoragine e tu la uolesti istornare farai così segnata qla tale partita in margine duna croce o duna. lb. E dipoi scriui 1. pita al incontro. cioe a lo opposito di qla nel medesimo conto. cioe sela partita errata fuisse creditrice. poniamo di 8 50 f 10 d 6. E tu la farai debitrice. E dirai de dare. 8 50. f 10 d 6. sonno per la partita ditto segnata croce che si storna perche era errata e non haueua a eere. E qsta partita segnata. croce coe e l'altra e d fatta. Quando lo spacio duno conto fuisse pieno. in modo ch no ui potesse mettere piu pite. E tu uolesti tirare qllo conto innanzi. Fa così guarda qllo ch e il resto del ditto conto. cioe seli resta hauere o a dare Ora poniamo che qllo conto resti hauere 8 28 f 4 d 2. Dico che tu debbi fare 1. verso soletto dala parte opposta senza mettere giorno. e dirai così. E de dare. 8 28 f 4 d 2. per resto di qsto conto posto hauere in qsto a car. e fatto. E lo detto verso si deve segnare in margine dauanti così. cioe R. che significa resto cioe chel detto verso non ne debitrice ancor che sia dala banda del debitore. Ma uiene a essere trasportato qllo credito per la via del debito. Ora ti conuiene uolgere carta e andare tanto auanti che truoui 1. carta noua. E qui fare creditore il detto conto. E nominarlo e fare pita noua senza metterui il giorno. E dirai così tale di tale d tali de bere. 8 18. f 4. d 2. sono per resto duno suo conto leuato in qsto a ca. E qsta partita si debbi segnare in margine così. cioe R. che significa resto E e fatta. E così comme io to mostro quando il conto resta a hauere così ancora hai a fare quando restassi a dare. cioe quello cai messo dala banda del credito metter dala banda del debito.



Quando el lib. fuisse tutto pieno o uechio e tu uolesti ridullo a 1. alt. li. nuouo fa così p. ti conuiene vedere che se il tuo lib. uechio e segnato i su la couerta poniamo p caso. A. bisogna ch i sul lib. nuouo doue lo voi ridurre sia segnato in su la couerta. B. peche li lib. de mercanti vano p ordine luno doppo lalt. so le lre delo. a b c zc. E dipoi leuare il bilancio del lib. uechio che sia giusto e p. i coe debba essere e da qllo bilancio copiare tutti li creditori e debitori i sul lib. nuouo tutti p ordine così essi stano i sul bilancio. E fare tutti li debitori e creditori ciascuo da pte. e lascia aciasc. tato spatio



These rules, and the other very useful rules of which I have spoken before, you shall follow and, according to the localities and times, you shall be more or less particular, adding or omitting as it seems best to you, because it is impossible to give rules for every little thing in the mercantile business, as we have already said. The proverb says that we need more bridges to make a merchant than a doctor of laws can make.

If you understand well all the things that I have spoken of so far, I am sure you with your intelligence will carry on your business well.

## CHAPTER 36.

### SUMMARY OF THE RULES AND WAYS FOR KEEPING A LEDGER.

All the creditors must appear in the Ledger at the right hand side, and all the debtors at the left.

All entries made in the ledger have to be double entries—that is, if you make one creditor, you must make some one debtor.

Each debit (shall give—*dee dare*) and credit (shall have—*dee havere*) entry must contain three things, namely: the day, the amount and the reason for the entry.

The last name in the entry of the debit (in the Ledger) must be the first name in the entry of the credit. On the same day that you make the debit entry, you should make the credit entry.

By a trial balance (*bilancio*) of the Ledger we mean a sheet of paper folded lengthwise in the middle, on which we write down all the creditors of the Ledger at the right side and the debtors at the left side. We see whether the total of the debits is equal to that of the credits, and if so, the Ledger is in order.

The trial balance of the Ledger should be equal—that is, the total of the credits—I do not say creditors—should be equal to the total of the debits—I do not say debtors. If they were not equal there would be a mistake in the Ledger.

The cash account should always be a debtor or equal. If it were different, there would be a mistake in the ledger.

You must not and cannot make any one debtor in your book without permission or consent of the person that has to appear as debtor; if you should, that account would be considered false. Likewise you cannot add terms or conditions to a credit without permission and consent of the creditor. If you should, that statement would be untrue.

The values in the Ledger must be reckoned in one kind of money. In the explanation of the entries, you may name all sorts of money, either *ducats*, or *lire*, or *Florence*, or *gold scudi*, or anything else; but in writing the amount in the column, you should always use the same kind of money throughout—that is, the money that you reckon by at the beginning should be the same all through the Ledger.

The debit or credit entries of the cash account may be shortened, if you desire, by not giving the reason for the entry; you may simply say from so and so, for so and so, because the reason for the entry is stated in the opposite entry.

If a new account should be opened, you must use a new page and must not go back even if there was room enough to place the new account. You should not write backward, but always forward—that is, go forward as the days go, which never come back. If you do otherwise, the book would be untrue.

If you should make an entry in the Ledger by mistake which should not have been made, as it happens at times through absentmindedness, and if you wanted to correct it, you shall do as follows: Mark with a cross or with an "H" that special entry, and then make an entry on the opposite side under the same account. That is, if the erroneous entry was on the credit side—say, for instance, for L 50, S 10, D 6—you make an entry in the debit side, saying: Debit (*dee dare*) L 50, S 10, D 6, for the opposite entry cross marked which is hereby corrected, because it was put in through a mistake and should not have been made. Then mark with a cross this new entry. This is all.

When the spaces given to any particular account are all filled so that no more entries can be made and you want to carry forward that account, do in this way: Figure out the remainder of the said account—that is, whether it is debit or credit remainder. Now let us say that there is a credit remainder of L 20, S 4, D 2. You should write on the opposite side, without mentioning any date, as follows: Debit L 28, S 4, D 2, per remainder (*per resto*) of this account carried forward in the credit at page so and so. And it is done. The said entry is to be marked in the margin so, namely: *Ro*, which means "*resto*" (remainder), but this does not mean that it is a true debit entry although it is on the debit side. It is rather the credit which is transferred through the debit side. Now you must turn the pages and keep on turning them until you find a new page where you shall credit that account by naming the account and making a new entry without putting down any date. And you shall say in the following manner: So and so is credit (*dee havere*) L 28, S 4, D 2, per remainder (*per resto*) of account transferred from page so and so, and you should mark this entry in the margin by *Ro*, which means "*resto*" remainder, and that is done.

In the same way, as I have shown you, you shall proceed if the account has a debit remainder—that is, what you enter on the credit side you should transfer to the debit side.

When the ledger is all filled up, or old, and you want to transfer it into a new one, you proceed in the following manner: First you must see whether your old book bears a mark on its cover—for instance, an A. In this case you must mark the new Ledger in which you want to transfer the old one by B, because the books of the merchants go by order, one after the other, according to the letters of the alphabet. Then you have to take the trial balance of the old book and see that it is equal. From the trial balance sheet you must copy in the new Ledger all the creditors and debtors all in order just as they appear in the trial balance sheet, but make a separate account for each amount;

q̄to tu arbitri hère a trauagliare cō seco. E i ciascuo p̄ta del debitoze hai a dire p̄ tanti resta adare al lib°. uechio segnato. A. a car. e i ciascuo p̄ta del creditoze hai a dire p̄ tanti resta a hauere al lib° uechio segnato. A. a car. E così e ridotto al libro nuouo. Ora p̄ cancellar il libro uechio ti cōuene a ciascuo coto acceso ispagnerlo cō lo bilancio sopra d̄tio. cioè se vno cōto del libro uechio fara creditoze che l'uedrai p̄ lo bilancio faralo debitoze e dirai p̄ tanti resta hauere a q̄sto cōto posto debbi hauere al lib°. nouo segnato. B. a car. E così ha rai isp̄to tutto il lib°. uechio e acceso al lib°. nuouo. E così cōmo io to moltro duno creditoze così hai a fare duno debitoze. Saluo che doue al creditoze si fa debitoze posto debbi ha uere. E tu hai a fare creditoze posto debbi dare 7 e fatto.

Casi che apriene amettere al libro de mercanti.

Tutti li d. cōtanti che tu ti trouassi che fussino tuoi. pprii. cioè che hauessi guadagnati i. diuersi t̄pi pel passato o che ti fussino stati lassati da tuoi par̄ti morti. o donati da q̄lche p̄ri cipe farai creditoze te med̄mo. E debitoze cassa. Tutte le gioie e mercantie che fussino tue. pprie che tu hauessi guadagnate. o ch̄ ti fussino state lassate p̄ restam̄to. o che ti fussino state donate. E q̄ste tale cose si vogliono stimare da p̄ se luna da lalt°. q̄llo che vaghiano a d. cōtanti. E tante q̄te cose elle s̄no tante p̄te fare al lib°. e fare ciascuo debitrice e dire p̄ tā te mi trouo stimare q̄sto di tanti d. 7c. Posto medesimo creditoze i q̄sto a car. E farai creditoze il tuo cōto. cioè te medesimo di ciascuo p̄ta. Una nota che q̄lle p̄te s̄ntede ch̄ nō s̄e no m̄co di dieci ouc. luna po che le cose minute di poco valore non numerano al libro.

Tutte le cose stabile che tu ti trouassi che fussino tue. pprie cōe s̄no case possessiōi botte. ghe hai a fare debitoze detta casa e stimare q̄llo che la uale a tua discretiōe a d. cōtanti. E f̄ne creditoze te med̄mo al tuo sopra detto cōto. E dipoi fare debitoze la possessiōe da p̄se e stimarla cōe e ditto e fane creditoze te med̄mo al tuo sopradetto cōto. e cōe nelle regole to ditto tutte le p̄te vogliono hère i loro tre cose. cioè il giorno e la q̄. dela pecūia e lacagiōe.

Cōpre che tu facessi di mercantie. o dicbe cosa si fusse p̄ li d. cōtanti debbi fare debitoze q̄lla tale mercantia o q̄lla tale cosa e creditoze la cassa. E se tu dicessi. io lacōprai a d. cōtanti cōe e ditto. Ma vno banco gli pago p̄ me. o veram̄te vno mio amico gli pago p̄ me. R̄ ispodoti che a ogni modo hai a fare debitoze q̄lla tale mercantia cōe disopra o ditto. Ma doue io t̄ i d̄ssi farai creditoze la cassa tu hai a fare creditoze q̄l banco. o q̄llo tuo amico ch̄ p̄ te gli a pagati.

Cōpre che tu facessi di mercantie. o dicbe cosa lista a termine dalcuno t̄po debbi fare debitoze q̄lla tale mercantia e creditoze colui da cui tu lai cōpata p̄ q̄llo t̄po. Cōpre che tu facessi di mercantia. o dicbe cosa si sia a p̄te d. e p̄te t̄po debbi fare debitoze q̄lla tale mercantia e creditoze colui da cui tu lai cōpata p̄ q̄llo t̄po cō q̄lta p̄te che li habbi hauere diciamo si terzo di d. cōtanti. E l'oresto fra sei mesi. p̄ximi futuri. E doppo q̄sto fare unaltra p̄ta. cioè debitoze colui da cui tu lai cōpata di q̄lla q̄. di d. cōtanti che mōta q̄lla terza parte che fu di p̄te dicōtanti. E creditoze la cassa o q̄llo banco che gli pagasse p̄te. Tutte le uedite ch̄ tu facessi di mercantie o daltre cose hai a fare tutto cōme disopra saluo ch̄ hai a mettere plo opposito. cioè che doue disopra ti d̄ssi che s̄pre facessi debitoze la mercantia: q̄ nelle uedite hai a fare s̄pre creditoze la mercantia. E debitoze cassa se e ueduta a d. cōtanti o debitoze q̄l banco che te li hauesse p̄messi. E se e ueduta a termine. hai a fare debitoze colui acui tu lai ueduta p̄ q̄llo termine e se fusse ueduta a p̄te d. e p̄te t̄po hai a fare cōe disopra tu mostrai nelle cōpre q̄lle due p̄te. Se tu uedessi una mercantia abaratto d̄tamo. 30 bo ueduto libbre mille dilana d'inghiliterra abaratto di p̄uere. cioè a libbre d'umilia di p̄uere domando come fa a cōtare q̄lta scrittura al lib°. fa. così ultima q̄llo che vale il p̄te a tua discretiōe a d. cōtanti. D̄ poniamo che tu lo stimi ouc. dodici ilc̄to adōqz le d'umilia libbre vaghiano ouc. 240 cōtanti. e po farai creditoze l'alana d̄ ouc. 240. p̄ q̄to lai ueduta. E q̄sto modo ob̄ua s̄pre i le p̄te tutte d̄li baratti de q̄l se ne hauro 8. d'umilia di p̄uere stimato. 240. ouc. Posto d̄to p̄uere debbi dare i q̄sto a car. E f̄ne debitoze il p̄uere. Danari cōtanti che tu p̄stassi a q̄lche uo amico hai a fare debitoze l'amico acui tu gli hai p̄stati e creditoze cassa. Se tu riceuessi d. cōtanti in p̄stanga da q̄lche amico hai a fare debitoze cassa e creditoze l'amico.

Se tu hauesse p̄so otto. o dieci. o v̄ni ouc. p̄ assicurar nauē o galee o altra cosa debbi fare creditoze sicurtà di nauily e chiarire che e cōe e q̄do e doue e q̄to p̄ c̄to. E debitoze cōto di cassa. Mercantie che ti fussino mandate da altri cō cōmissione di uederle o barattarle d̄lequali tu hauessi hauesse la tua p̄uistiōe. Dico che tu debbi fare debitoze al libro q̄lla tale mercantia attenere al tale di tale p̄ lo porto. o p̄ gabella. o p̄ nolo o p̄ mettere i magazzino. E creditoze cōto di cassa. Tutte le spese di mercantie di d. cōtanti che tu farai. o p̄ nolo. o p̄ gabella. o uerture o scriserie. o portature fa creditoze la cassa. E debitoze quella tale mercantia per la q̄le tu gli hai ispeff.



and leave to each account all the space that you think you may need. And in each debit account you shall say: Per so much as per debit remainder (*resta a dare*) in the old book marked A, at page so and so. And in each credit account you shall say: Per so much as per credit remainder (*resta a havere*) in the old book marked A, at page so and so. In this way you transfer the old Ledger into the new one. Now, in order to cancel the old book, you must cancel each account by making it balance, of which we have spoken—that is, if an account of the old Ledger shows a credit remainder as the trial balance would show you, you shall debit this account for the same amount, saying, so much remains in the credit of this account, carried forward in the credit in the new Ledger marked B, at page so and so. In this way you shall have closed the old Ledger and opened the new one for, as I have shown you how to do for a creditor, the same you shall do for a debtor, with this difference, that while you debit an account, which may show a credit remainder, you shall credit the account which may show a debit remainder. This is all.

#### THINGS WHICH SHOULD BE ENTERED IN THE BOOKS OF THE MERCHANTS.

Of all the cash that you might have, if it is your own—that is, that you might have earned at different times in the past, or which might have been bequeathed to you by your dead relatives or given you as a gift from some Prince, you shall make yourself creditor (*creditor te medesima*), and make cash debtor. As to all jewelry or goods which might be your own—that is, that you may have got through business or that might have been left you through a will or given to you as a present, you must value them in cash and make as many accounts as there are things and make each debtor by saying: For so many, etc., of which I find myself possessed on this day, so many *denari*, posted credit entry at such and such page; and then you make creditor your account (*tuo conto*), that is yourself (*medesimo*), with the amount of each of these entries. But remember these entries should not be for less than ten ducats each, as small things of little value are not entered in the Ledger.

Of all the real property that you might own, as houses, lands, stores, you make the cash debtor and estimate their value at your discretion in cash, and you make creditor yourself or your personal account (*tuo sopradette conto*). Then you make debtor an account of that special property by giving the value, as I have said above, and make yourself creditor because, as I have told you, all entries must have three things: The date, the value in cash, and the reason.

If you should buy merchandise or anything else for cash, you should make a debtor of that special merchandise or thing and like creditor cash, and if you should say, I bought that merchandise for cash, but a bank will furnish the cash, or a friend of mine will do so, I will answer you that any way, you must make a debtor of that special merchandise; but where I told you to credit cash, you should, instead, credit that special bank, or that special friend who furnished the money.

If you should buy merchandise or anything else, partly for cash and partly on time, you shall make that special merchandise debtor, and make a creditor of the party from whom you bought it on time and under the conditions that you might have agreed upon; as, for instance, one-third in cash and the rest in six months. After this you will have to make another entry—that is, make a debtor of the party from whom you bought it for the amount of the cash that you have given him for that one-third, and make creditor cash or the bank which might have paid that much for you.

If you should sell any merchandise or anything else, you should proceed as above with the exception that you should proceed in the opposite way—that is, where I told you that when you bought you should make the merchandise debtor, when you sell you will have to make your merchandise a creditor and charge the cash account if it is sold for cash, or charge the bank that might have promised the payment. And if you make a sale on time, you will have to charge the party to whom you sold it on time, and if you make the sale partly for cash and partly on time, you shall proceed as I have shown you in explaining about the buying.

If you should give merchandise in exchange, for instance, let us say I have sold 1,000 pounds of English wool in exchange for pepper—that is, for 2,000 pounds of pepper—I ask, how shall we make this entry in the Ledger? You shall do as follows: Estimate what the value of the pepper is, at your discretion, in cash. Now let us say that you estimated 12 ducats per hundred; the 2,000 pounds would be worth 240 ducats. Therefore, you shall make the wool a creditor with 240 ducats, for which amount you have sold it. This is the manner that you should follow in all the trade entries. If you have received 2,000 pounds of pepper valued at 240 ducats, you shall make the pepper a debtor and say: Said pepper debtor on this day, see page, etc., etc.

If you should loan cash to some of your friends, you shall charge the friend to whom you have given it and credit cash. If you should borrow cash from some friend, you will have to debit cash and credit your friend.

If you have received 8 or 10 or 20 ducats in order to insure a ship or a galley, or anything else, you should credit the account "ship insurance," and explain all about it—how, when and where, and how much per cent.; and shall charge the cash account.

If anybody should send you any goods with instructions to sell them or exchange them on commission, I say that you have to charge in the Ledger that special merchandise belonging to so and so with the freight, or duty, or for storage, and credit the cash account. You shall credit the cash for all cash that you have to pay on account of goods: for instance, cash paid for transportation or duty, or brokerage, etc., and charge the account of that special goods for that which you have paid in money.





THINGS THAT SHOULD BE RECORDED IN A RECORD BOOK (*RECORDANZE*) OF THE MERCHANT.

All the house and store goods that you may find yourself possessed of—these should be put down in order—that is, all the things made of iron by itself, leaving space enough to make additions if necessary; also leaving room to mark in the margin the things that might be lost or sold or given as presents or spoiled. But I don't mean small things of little value.

Make a record of all the brass things separately, as I have said, and then a record of the tin things, and then the wooden things, and copper things, and then the silver things and gold things, always leaving enough space between each class so that you may add something if necessary, and to put down a memorandum of any object that might be missing.

All sureties or obligations or promises of payment that you might make for some friend, explaining clearly everything.

All goods or other things that might be left with you in custody, or that you might borrow from some friend, as well as all the things that other friends of yours might borrow from you.

All conditional transactions—that is, purchases and sales, as, for instance, a contract that you shall send me by the next ship coming from England, so many *cantara* of *woll di li mistri*, on condition that it is good; and when I receive it I will pay you so much per *cantara* or by the hundred, or otherwise; I will send you in exchange so many *cantara* of cotton.

All houses, lands, stores or jewels that you might rent at so many dueats and so many lire per year. And when you collect the rent, then that money should be entered in the Ledger, as I have told you.

If you should lend some jewels, silver or gold vase to some friend, say, for instance, for eight or fifteen days, things like this should not be entered in the Ledger, but should be recorded in this record book, because in a few days, you will get them back. In the same way, if somebody should lend you something like the things mentioned, you should not make any entry in the Ledger, but put down a little memorandum in the record book, because in a short time you will have to give it back.

How *Lire*, *Soldi*, *Denari* and *Piccoli*, etc., should be written down as abbreviations.

*Lire*; *Soldi*; *Denari*; *Piccoli*; *Libbre*; *Once*; *Danarpesi*; *Grani*; *Carati*; *Ducati*; *Florin larghi*.

(See other side for their abbreviations.)

HOW THE DEBIT (LEDGER) ENTRIES ARE MADE.

MCCCCLXXXIII. Lodovico, son of Piero Forestani, shall give on the 14th day of November, 1493, L 44, S 1, D 8, for cash loaned, posted cash shall have at page 2:

L 44, S 1, D 8

And on the 18th ditto, L 18, S 11, D 6, which we promised to pay for him to Martino, son of Piero Foraboschi at his pleasure, posted said shall have at page 2:

L 18, S 11, D 6

Cash in hands of Simone, son of Alessio Bombeni, shall give on Nov. 14, 1493, for L 62, S 13, D 2, for Franceseo, son of Antonio Cavalcanti, page 2:

L 62, S 13, D 6

Martino, son of Piero Foraboschi, shall give on Nov. 20, 1493, for L 18, S 11, D 6, taken by him in cash, posted Cash at page 2:

L 18, S 11, D 6

Franceseo, son of Antonio Cavalcanti, shall give, on Nov. 12, 1493, L 20, S 4, D 2, which he promised to pay to us at our pleasure for Lodovico, son of Pietro Forestani; page 2:

L 20, S 4, D 2

HOW THE CREDIT (LEDGER) ENTRIES ARE MADE.

MCCCCLXXXIII. Lodovico, son of Piero Forestani, shall have, on Nov. 22, 1493, for L 20, S 4, D 2, for part payment. And for him Franceseo, son of Antonio Cavalcanti, promised to pay it to us at our pleasure; posted shall give at page 2:

L 20, S 4, D 2

Cash in hands of Simone, son of Alessio Bombeni, shall have, on Nov. 14, 1493, for L 44, S 1, D 8, from Lodovico Pietro Forestani, L 44, S 1, D 8; and on Nov. 22, 1493, L 18, S 11, D 6, to Martino, son of Piero Forbaschi, page 2:

L 18, S 11, D 6

Martino, son of Piero Foraboschi, shall have on Nov. 18, 1493, for L 18, S 11, D 6, which we promised to pay him at his pleasure for Lodovico, son of Pietro Forestani; posted shall give entry at p. 8:

L 18, S 11, D 6

Franceseo, son of Antonio Cavalcanti, shall have on Nov. 14, 1493, for L 62, S 13, D 6, which he brought himself in cash; posted cash shall give at page 2:

L 62, S 13, D 6

<p>294 <math>\frac{4}{3} \frac{4}{0}</math> P Pro &amp; danno // A doni uarij , per danno seguito , tratto in resto, per saldo di quello <math>\mathfrak{H}</math> 1 ual <math>\mathfrak{L}</math></p>	<p>Di faldar la partida de li doni, ponendo il resto di quelli in pro &amp; danno.</p> <p>— <math>\mathfrak{L}</math> 2 <math>\mathfrak{D}</math> — <math>\mathfrak{P}</math></p>
<p>295 <math>\frac{4}{3} \frac{4}{1}</math> P Pro &amp; danno // A Spese de uiuer di casa , per piu spese fatte, come in esse appar, per saldo di quelle, <math>\mathfrak{H}</math> 154 <math>\mathfrak{D}</math> 20 <math>\mathfrak{P}</math> 14 — — — — ual <math>\mathfrak{L}</math></p>	<p>Di faldar le spese di vestir in ditto pro &amp; danno,</p> <p>15 <math>\mathfrak{L}</math> 9 <math>\mathfrak{D}</math> 8 <math>\mathfrak{P}</math> 14</p>
<p>296 <math>\frac{3}{4} \frac{4}{4}</math> P Fitti della possession da Moian // A Pro &amp; danno per fitto di quella per l'anno presente, finira de Luio 1541, per saldo de quelli <math>\mathfrak{H}</math> 45 <math>\mathfrak{D}</math> — ual <math>\mathfrak{L}</math></p>	<p>Di faldar li fitti della possession, in pro &amp; danno.</p> <p>4 <math>\mathfrak{L}</math> 10 <math>\mathfrak{D}</math> — <math>\mathfrak{P}</math></p>
<p>297 <math>\frac{4}{3} \frac{4}{5}</math> P Pro &amp; danno // A Spese diuerse per piu spese fatte l'anno presente, come in esse appar, per saldo suo <math>\mathfrak{H}</math> 399 <math>\mathfrak{D}</math> 12 <math>\mathfrak{P}</math> — — — — ual <math>\mathfrak{L}</math></p>	<p>Di faldar le spese diuerse , in ditto pro &amp; danno,</p> <p>33 <math>\mathfrak{L}</math> 29 <math>\mathfrak{D}</math> — <math>\mathfrak{P}</math></p>
<p>298 <math>\frac{4}{3} \frac{4}{0}</math> P Pro &amp; danno // A Spese de salariadi in monte, per piu spese fatte l'anno presente , come in esse appar , per saldo di quelle <math>\mathfrak{H}</math> 48 <math>\mathfrak{D}</math> 12 <math>\mathfrak{P}</math> — — ual <math>\mathfrak{L}</math></p>	<p>Di faldar le spese de salariadi , in ditto pro &amp; danno,</p> <p>4 <math>\mathfrak{L}</math> 17 <math>\mathfrak{D}</math> — <math>\mathfrak{P}</math></p>
<p>299 <math>\frac{4}{4} \frac{0}{4}</math> P Pro de zeccha in monte // A Pro &amp; danno, per utilita seguida, come in quello appar, per saldo suo, <math>\mathfrak{H}</math> 150 <math>\mathfrak{D}</math> — <math>\mathfrak{P}</math> — — — — ual <math>\mathfrak{L}</math></p>	<p>Di faldar in pro de zeccha, in lo ditto pro &amp; danno.</p> <p>15 <math>\mathfrak{L}</math> — <math>\mathfrak{D}</math> — <math>\mathfrak{P}</math></p>
<p>300 <math>\frac{4}{3} \frac{4}{3}</math> P Pro et danno // A Cauedal de mi Aluise Vallareffo, per utilita seguida de l'anno 1540 , tratto in resto, per saldo di quello, <math>\mathfrak{H}</math> 900 <math>\mathfrak{D}</math> 22 <math>\mathfrak{P}</math> 17 ual <math>\mathfrak{L}</math></p>	<p>Di faldar poi il pro &amp; danno nel tuo cauedal, per vltima conclusione.</p> <p>90 <math>\mathfrak{L}</math> 1 <math>\mathfrak{D}</math> 10 <math>\mathfrak{P}</math> 17</p>

Fine dil-presente Giornale, tenuto per mi Aluise Vallareffo, per conto d'ogni traffico, & negotio à me oc corso, da di primo Marzo 1540, fin adi ultimo Febraro del ditto millesimo, nelqual ordinatamente de giorno in giorno , ho scritto di mia mano, ne in esso piu intendo scriuere , per hauer quello concluso & saldato in 12 partite , lequal ho reportate nel libro nouo segnato



## MANZONI'S JOURNAL REPRODUCED

On the opposite page is given an enlarged reproduction of the last page of Domenico Manzoni's journal. As stated before, the writer has not an original copy of Manzoni's book at hand, therefore only this page can be given which was enlarged from a reproduction appearing on page 121 of Brown's History of Accounting.

As we have seen in the historical chapter, Manzoni wrote forty years after Pacioli, but he was the first author to give illustrations of the journal and ledger, although in the text he practically copied Pacioli verbatim. Therefore, in Manzoni's book we have the first expressions in examples and illustrations of the writings of Pacioli.

The page here reproduced is the last page of the journal and contains the journal entries covering the closing of the profit and loss account (*Pro et danno.*)

We will note that the date is in the middle at the top of the page; that the name of the debtor account is separated from the name of the creditor account by two slanting lines, thus: //; that each entry is separated by a line in the explanation column only (not in the money column); that immediately to the left of each entry we find two figures, separated by a short horizontal line or dash; these are the pages of the ledger to which the debit and credit are posted, the top figure representing the debit and the lower one the credit. Immediately before these two figures, we find two slanting lines or dashes; they are the checking marks. We will see that Pietra uses a dot in this place and that Pacioli prefers a dot but mentions a check mark or any other mark. They are not the two slanting lines which are drawn through an entry when it has been posted. These two we find represented in the two little diagonal dashes at the beginning and end, as well as on the under and upper side, of the lines separating the journal entries. The writer believes from the descriptions he has read and illustrations he has seen, that these dashes are the beginning and end of the much described "diagonal lines" and illustrates his idea by the two lines he added to the reproduction in the last journal entry. The omission of these lines like that of the standing lines in the money column, is probably due to lack of printing facilities. You will recall that Pacioli mentions these lines to be made at the beginning of the entry and at the end of the entry, just before the *lire* sign.

The numbers from 294 to 300 in the left-hand margin, are the consecutive numbers of the journal entries, which Manzoni alone and no other writer herein referred to mentions.

On the right we find the four signs of the various denominations, *lire*, *soldi*, *denari*, and *picioli*. A dash is provided wherever a cypher should appear in the money column.

The two lines of printing above the money in the money columns are merely directions which Manzoni as textwriter gave to his reader. They are not a part of the journal entry. You will note that he prints them in different type. The difference in coin between the uniform one used in bookkeeping and the one used locally is also apparent, as the local coin is given as a part of the explanation to the journal entry. The "p" to the left of the journal entry and to the right of the figures in the margin stands for "per" (our by), and immediately after the slanting dashes "//" in front of the name of the credit account is used "A" (our to).

Elsewhere we have stated that except as to numbering the journal entries Manzoni mentioned nothing that Pacioli did not describe. While he copies whole chapters word for word, in some of them, however, he was clearer, more brief and more systematic than Pacioli. We give one of the chapters as an example.

# ABSTRACT FROM DOMENICO MANZONI'S BOOK

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## CAP. XIII.

### Regole breuissime del giornal & quaderno.

Nota che la Regola del Giornale & Quaderno, in se contiene sei cose, cio e.

Dare, Havere, Qualita, Quantita, Tempo & Ordine.

Dare, significa douer dare, cio e il debitore, o uno o piu che siano.

Havere, uvol dir douer havere, cio e il creditore, o uno o piu che siano.

Qualita sono quelle cose che tu maneggi, & siano di che sorte si vogliono.

Quantita, e il numero, peso over misure, o piccioli, o grandi che si siano.

Tempo, si e il giorno, ilmese & lanno, sotto il quale tu fai la partida.

Ordine, e quello, che nella presente opera con facilita insegnamo.

Le due prime, sono affermative, e principali in ogni cosa.

La cosa debitrice, sempre va posta avanti a la creditrice.

Davanti a la cosa debitrice, vi si pone uno per a questo modo P.

Davanti a la cosa creditrice, vi si pone uno A cosi A.

Il P, in tal luogo significa la cosa debitrice.

E lo A in tal luogo significa la cosa creditrice.

Il giornale, si divide il debitore dal creditore, con due liniette a questo modo  
lequali dinotano, che de una partida dalgiornale, sempre se ne convien  
far due nel quaderno.

Il giorno, si nota nel giornal di sopra da la partida.

Et nel quaderno, si nota, dentro dalla partida.

Il numero de le carte del quaderno, nel giornale, si mette avanti la partida.

Et nel quaderno, il medesimo si mette dopo la partida.

Li nomi de le partide vive in l'alfabeto, vi si poneno a man destra.

Et quelli de le cose morte, si notano a man sinistra.

Per le cose vive, qui s intende ogni creaturi animata.

E per le morte, s intende robbe, over ogni altra cosa.

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## TRANSLATION OF THE ABOVE ABSTRACT FROM DOMENICO MANZONI'S BOOK.

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### CHAPTER XIII.

#### Very Short Rules for the Journal and the Ledger.

(In verse form.)

You should note that the rules for the Journal and the Ledger contain six things, namely:

Give, Have, Quality, Quantity, Time and Order.

Give (Debit), means as much as "shall give", that is, the debtor be it one or more.

Have (Credit), means as much as "shall have", this is, the creditor be it one or more.

Quality, by this we understand the things you handle of whichever nature they may be.

Quantity, by this we understand the number, the weight or the measure, be it big or little.

Time, means the day, the month and the year in which the transaction is made.

Order, means that which we can easily learn from the present book.

The first two are most important and refer particularly to all things.

The things made debtor should be placed before the creditor.



In front of that which is made debtor is placed "Per", in this way "P".

Before the creditor we place an "A" in this way "A".

The "P" signifies that in this spot the things were made debtor.

And the "A" signifies that in this spot the things were made creditor.

In the Journal one must divide the debtor from the creditor by means of two small lines in this way //, which denotes that from one entry in the Journal two entries should be made in the Ledger.

In the Journal, The day should be given above the entries.

In the Ledger, The same is carried into the body of the entry.

In the Journal, the number of the Ledger pages is placed in front of the entry.

And in the Ledger we place the same after the entry.

The name of the living account is written in the Index to the right.

And those of the dead things are written to the left.

With "living things" is understood every creature with a soul (*ogni creatura animata*).

And with "dead things" is understood merchandise and everything else.

In Chapter eleven Manzoni also gives eight rules for journalizing. The four principal things pertaining to buying, selling, receiving, paying, exchanging, loaning and gifts are

1. The one who gives.
2. The one who receives.
3. The thing which is given.
4. The thing which is received.

It should be noted that here are four conditions to each transaction. While Manzoni does not explain their use, as we will see later on, Stevin gives us the proper interpretation for this, somewhat as follows:

One transaction will always need a double-entry. If Peter pays £100 we must consider

1. The one who gives, *i. e.*, Peter.
2. The one who receives, *i. e.*, proprietor.
3. The thing which is given, *i. e.*, cash by Peter.
4. The thing which is received, *i. e.*, cash from the proprietor.

Hence proprietor debit to Peter and cash debit to proprietor, which combined by eliminating the quantities of similar name and value, or by cancelling (as in algebra  $a=b$ ;  $b=c$ ; hence  $a=c$ ) makes cash debit to Peter.

Manzoni then follows with these eight rules:

1. Debit merchandise for purchase.
2. Credit merchandise for sales.
3. Debit cash for cash sales.
4. Credit cash for cash purchase.
5. Debit buyer for sales on credit.
6. Credit seller for purchase on credit.
7. Debit persons who promise to pay.
8. Credit persons to whom we promise to pay.

In order to give the reader some idea of the scope of Manzoni's work, we give here a translation of the Index to his book.

## PART I. JOURNAL.

### Chapter

1. Those things which the merchant needs and the system of keeping a Ledger and its Journal.
2. The inventory, what it is and how merchants make it up.
3. Form and example of inventory.
4. Last urging and good instruction for the merchant in connection with the inventory.
5. A certain book, which majority of people use and which is called Memorial, Strazze or Vachetta; what it is; how we must write it up and for whom.
6. Some special little books, which it is customary to use; what they are and how they are written up. (Separate day books for petty expenses, household expenses, salaries, repairs, rents, separate classes of merchandise.)
7. The manner in which in some places the books are authenticated by law.

## Chapter

8. The first book, which is called Journal; what it is and how it is started and kept. (Mentioning the five customary standing lines of a journal.)
9. The two terms which are used in the Journal and the Ledger, the one named "Cash," the other "Capital," and what they mean.
10. Two other terms which are used in the Journal and which are mixed quite often, and what they mean. ("Per" and "A"—Debits separated from Credits by //.)
11. The principles underlying the use and arrangement of the Ledger. (Author claims this is very difficult to understand; "Per" and "A" used to separate debit from credit, but does not say how to make debits and credits except that he gives in connection with the various methods of buying and selling, eight rules for Journal entry.)
12. The manner and system by which each entry in the Journal must be written under the proper terms. (Samples of Journal entries, with application of rules from Chapter 11.)
13. Short rules for the Journal and Ledger, and the six things each entry must contain.
14. Explanation of old abbreviations and what is meant by "*Lire de grossi*." The kind of money used by merchants in bookkeeping and which really does not exist. Common people use: Lire=20 soldi; 1 soldi=12 Picioli.

(In Ducats.)

1 ducat = 24 grossi.

1 grosso = 32 Picioli in gold.

1 Piciolo in gold =  $1\frac{15}{16}$  Picioli in money by common people.

(In Lire de grossi.)

1 lira = 10 ducats.

1 soldo = 12 grossi.

1 lira = 20 soldi.

1 grosso = 32 Picioli.

1 grosso in gold = 5 grossi common money.

15. Explanation needed in order to understand the examples of journal and ledger entries.

## PART II. LEDGER.

1. The second and last principal mercantile book, called Ledger; what it is; how it is opened and kept.
2. The manner in which the old year is written in this book and about the kind of money used in posting. (Year and usually also the money is written in Roman figures; Arabic too easy to change: 0 to 6 or 9. Do not repeat date, but put a line. Leave no open spaces for others to fill in.)
3. The reason for having two entries in the Ledger for each single entry in the Journal.
4. The manner in which we use both terms for each entry in the Ledger. ("A" on debit of Ledger, "Per" on credit of Ledger; unlike the Journal, where "A" denotes credit and "Per" debit.)
5. The manner and system to be used in transferring entries from the Journal to the Ledger. (Crosses Journal entry off with one diagonal line, at the time he enters the Ledger page, but does not say where to put this line.)
6. The manner of marking entries in the Journal which have been posted to the Ledger.
7. The two numbers of the Ledger pages which are written in the margin of the Journal, when the entry is posted from the Journal to the Ledger, the one above the other and separated by a line.
8. Another number, which we write at the beginning of each entry, through which each entry can easily be located again. (Numbers each Journal entry consecutively.)
9. The manner in which the entries are carried to another place in the Ledger when one page is filled. (Cancel blank space on either side to lowest place of writing. Balance not entered in the Journal. Carries balance only, with an abbreviation which means "Carried forward.")
10. The manner and system which should be followed in the checking of the books in order to detect errors. (Gives Ledger to assistant and keeps Journal, thus reversing method of Pacioli. He does not use a dot but "another mark than that used first." (See chapter 6 above and two lines before each entry in the reproduction.)
11. The manner in which a correction in the Ledger is made when we have posted an entry to the wrong page in the Ledger. (Never cross the wrong entry out or erase it, for you cannot prove what was there, and hence it will be construed as deceit. If an entry is posted to debit that should be credit, put another on the credit to offset it, for same amount, then proceed correctly. Mark erroneous and corrective entries with an X or H (*havere*); some make correction in one entry by using double the amount.)
12. How to prepare an account for a debtor or a creditor when he asks for a statement of his account.



## PIETRA'S JOURNAL AND LEDGER REPRODUCED

As stated in the historical chapter, in 1586, or nearly 100 years after Pacioli wrote, Don Angelo Pietra published a work on bookkeeping, which was fully illustrated with numerous examples. Undoubtedly Pietra had both Pacioli and Manzoni before him when writing his book, because he describes matters which Manzoni omitted but Pacioli gave, and also some which Manzoni mentioned and Pacioli did not. This will be explained fully elsewhere.

Pietra was a monk who endeavored to give a system to be used for monasteries, but which he claimed was expedient for those who do not trade, or in other words, for corporations not for profit, and for capitalists. The first page is a reproduction of the title page, in which the reader will find the author's name just above, and the date of publication just below, the picture.

The next page gives a chart of the various methods of buying and of selling, of each of which Pacioli says there are nine. Pietra sets them up here in a far more systematic manner, showing fifteen in all.

We show next the first four lines of the title page to the journal, which are the dedication of the journal: "In the Name of the most holy and undivided Trinity, Father, Son, and Holy Ghost." Also note the cross in the sixth line which is the sign used for the first journal and the first ledger when beginning a new business. Such journal and ledger as we have seen in Pacioli, is called the "cross journal" and the "cross ledger."

Next we give a page of the journal. From this page, we note:

- (1) That the first page of the journal carries the opening of "In the Name of God."
- (2) That thereafter comes the date in the middle of the page. The date is not again given until it is changed and then only the day of the month is given, omitting the year and the name of the month; "*a di detto*," meaning "on the ..... day of the aforesaid month."
- (3) That each journal entry is divided by a line, not clear across the page, but from page column to money column.
- (4) That as in Manzoni's journal, no standing division lines in money columns are given (probably due to lack of printing facilities).
- (5) That the money consideration of each entry is not only mentioned in the money column but also in the explanation of the journal entry.
- (6) That the name of the debit account is given first and the credit last; that they are divided by two small slanting strokes followed by the preposition "a" like this: //a.
- (7) That the name of the debit account is not preceded by "P" or by "Per" as Pacioli and Manzoni require.
- (8) That the pages of the ledger to which the entries are transferred or posted are divided by a horizontal line or dash between the figures, the debit being always on top and the credit below.
- (9) That each entry has a brief but full explanation of the transaction represented by the entry.
- (10) That each entry is carefully checked with a dot (not a check mark as we use and Pacioli described or a dash as Manzoni showed) on the left of the ledger pages in the journal. These dots also appear in front of each ledger entry.
- (11) That Pietra shows no combination journal entry or entries with more than one debit or credit.
- (12) That he does not show the diagonal cancellation lines in the journal as an evidence of posting to the ledger.
- (13) That he does not give any other value sign than the "Lire," omitting the *soldi*, *denari*, and *picioli* signs.
- (14) That he very carefully provides a dash in the money column in the place of the cyphers.

The illustrations of the journal are followed by those of the ledger. The title page contains the name of the ledger, in the fifth line "*Libro maestro*" (master book or principal book). The ledger has the same dedication as the journal.

Folio one of Pietra's ledger is the equivalent of an opening balance account, giving the name of the old and new account, the page in the old ledger and the page in the new ledger, it being posted from the closing balance account in the old ledger and not from the journal. The assets are on the credit side and the liabilities on the debit side of the ledger. The account shows a deficit of L 1706 - 10 - 3. The assets are divided in two: first, the accounts receivable and their total, then the merchandise and other specific accounts.

This page corresponds to the English form of a balance sheet. It is the proprietor's half of the opening inventory journal entry placed direct in the ledger instead of in the journal, and as such this represents a proprietor's account upon the theory that the proprietor is credited for furnishing or loaning to the personification of the asset accounts and charged with the negative assets or liabilities. As our modern capital account represents a net difference between assets and liabilities (leaving surplus out of consideration), it cannot be said that Pietra employed a modern capital account, although the result is the same.

Page 59 of this ledger also represents an account with the proprietor or owner, and is really a continuation of the account on page one. The first entry on the debit is the balance and deficit of L 1706 - 10 - 3, properly transferred from page one without the aid of a journal entry. The following five entries are entries corrective of the net capital, because they refer to transactions of previous years and are of little importance for our study except that they show that the principle of surplus adjustments then existed.

The seventh entry on the debit, of L 4 - 17 - 10, refers to the same ledger page as this selfsame account bears (namely, 59). We find, therefore, the credit end of the entry on the credit side of this page. This entry does not come from the journal, but is merely a "cross" or "wash" entry in the nature of a memorandum for the purpose of recording an omitted transaction. Note how carefully both entries are marked with a little circle (o) to set them off from the others, much the same as we use a cross (X) nowadays for the same purpose, and as Pacioli and Manzoni also mention.

The last entry on the debit side (L 3744 - 0 - 3) is made also without the aid of the journal. Its counterpart is on page 61 of the ledger. It represents the net worth or capital invested at the end of the year, and balances on page 61 with the difference between assets and liabilities, and is merely a methodical closing entry in order that all accounts may be closed at the transfer of all open accounts to the new ledger.

On the credit side we find the first five entries to be surplus adjustment entries. The sixth one is the cross entry already explained, and the last one, L 5448 - 10 - 5, is the net profit balance transferred from ledger page 60 without the use of the journal. Here then we have an account named "Monastery," the proprietor for which these books are kept. It stands charged with a capital deficit, credited with the annual profits and closed with a debit balance representing present net worth, identical with our present day Capital account. The deficit in the opening entry, as would appear from the text, seems to be due to the low values given to the fixed assets in order to avoid heavier taxation by the church authorities. The account shows no definite ledger heading, although the first word on the left page "*Monastero*" (monastery) is the name of the proprietor and is not repeated in each entry. The same method Pacioli and Manzoni describe and therefore we have not approached closer to the definite ledger heading.

Page 60 represents what we call today an "Income and Expenses" account, sometimes misnamed but being similar to a "Profit or Loss" account. It is not so named here. The debit side is called "*Spesa Generale*" (General Expenses),—the credit side "*Entrata Generale*" (General Income).

It should be remembered that these books were not kept for a mercantile establishment, which operates with the object of a profit in view, but only for a monastery, an eleemosynary corporation, an institution or corporation not for profit, hence it could not use the words profit or loss.

The balance on the debit of L 5448 - 10 - 5 is the excess of general income over general expenses, and is transferred to page 59, which we have explained is the proprietor's account or equivalent to our present capital account.

Page 61 contains the last page of the ledger of Pietra's book. It is similar to page one, except that debits and credits are reversed. Here then we have the closing "Balance account," called "*Esito*," which means final or exit. It accurately represents our modern balance sheet, but is placed in the ledger as a permanent record and used as a medium to close all accounts in the ledger. It usually was and quite often now is the custom to start a new ledger each year, hence all accounts should be closed when the ledger is laid away. Pacioli nor Manzoni describe this account. They transfer the open balances of the asset and liability accounts direct to the new ledger.

You will note that the closing entry of L 3744 - 0 - 3 on the credit is taken from page 59, the monastery or capital account. You will also note that it is on the credit side of the account, and a total of the liabilities is drawn before the final balance. This is not done anywhere else in the ledger, showing that this account is different and represents two purposes: one, that of a final trial balance (after Profit and Loss accounts are closed) and thus becomes a statement of assets and liabilities; and, further, that net worth or capital is not considered a liability, but an item distinct from liabilities, for the purpose of closing the capital account in the ledger, and transferring it in the new ledger.

Page 21 of the ledger is given to show how carefully all blank spaces are cancelled by slanting lines; how accounts are kept in two kinds of money with the aid of a double column; that no reference is made to the pages in the journal from which the entries were posted, for the reason stated in the text that the date was a close enough reference; that the journal entries are not numbered, as was done by Manzoni. Pages given immediately before the amounts refer to the ledger page on which the other side of the double-entry appears; note that on the debit the preposition "a" is used for our "to" and on the credit "per" for our "by;" following Manzoni in this respect, but entirely opposed to Pacioli's teachings, opening and closing entries do not carry these prepositions; because they do not constitute true debits and credits as those transferred from the journal; printers then, as now, make errors in figures, as the fourth figure from the bottom of the debit side should be 250 instead of 205, as per addition and the opening entry on page one; the explanation in the journal is repeated in the ledger and more than one line is used for an entry if needed; a single line is drawn under the figures only and then the total put in; the word "*somma*" (total) is used in front of the figures instead of the double line we now rule under the total; no totals or lines are drawn when the account contains only one item; every entry is carefully checked with a dot in the left margin; the name of the account is engrossed at the beginning of the first line on the left and thus approaches the definite ledger heading of the present day; the date belonging to each entry is not set out in a definite column, although the text mentions this; "*dec dare*" (should give or debit) and "*dec havere*" (should have or credit) is only stated once at the beginning of each account and not in every entry, as we would infer from Pacioli the custom was.



In order to give the reader a clear understanding of what is contained in Pietra's book and to show how much more polished, complete and advanced it is than the book of either Pacioli or Manzoni, and to indicate the many new features he introduces, we are giving here a brief description of each chapter in the nature of an index.

1. Day book or scrap book and similar books are necessary in order to get journal and ledger in good form.
2. Explains debit and credit as to "A" and "Per"—our "To" and "By," and the two little lines // which separate debits from credits.
3. Makes a distinction between bookkeeping for bankers, merchants, and capitalists.
4. Describes the three ledgers for these three methods.
5. Says some more about the ledger for capitalist and calls it the "Economic Ledger." Author uses this kind of ledger in his book of samples which he adapts to the business of a monastery.
6. The first part of the inventory covering immovable assets.
7. The second part of the inventory covering merchandise or goods for use in the house (not fixtures—they belong to movables).
8. The third part of the inventory of movable assets.
9. Gives tabulated detailed inventory of the movable assets of a monastery.
10. About qualifications of bookkeeper, namely, bright and of good character; good handwriting; also knowledge, ambition, and loyalty, and gives reasons for each of these.
11. Necessity for use of but one particular coin in the Ledger as the money used in Italy is of so many different varieties. Here is used  
1 Scuto = 4 Lire = 80 Soldi in gold.
12. Describes the measures and weights used by the author.
13. Put a value on those things which are harvested and manufactured, but this should be lower than current prices so that the proceeds will not fall below this value in case of sale. What has been used should be charged to the proper department at the end of the year.
14. About the figures to be used. The Roman figures are difficult to change, but because fraudulent changes are more to be feared by bankers and merchants, he used the easier and more commonly used Arabic figures. Changes can be easily prevented by putting the money sign for lire directly in front and separating the divisions of the lire by little dashes, thus L 18 - 8 - 2—very much the same as done at present in England.
15. About the fiscal year. It can begin when one chooses, but must be twelve months long and must keep the same figures for the same year, namely, from June 1, 1586, to May 31st, 1586, not 1587.
16. Day books or memoranda books are necessary because the journal and ledger, due to their legal authentication, can be used only by the one bookkeeper appointed therefor and whose signature appears therein. Furthermore, transactions must be written down at the time and the place where they occur, and that may not be where the books are kept. Therefore, there are several memoranda books concurrently used, the first one of which is marked with a cross and those which follow with a letter in the order of the alphabet.
17. There should be at least three of these day books or memorials used—one for the cash receipts and disbursements and the deposits in the bank; one for the petty cash disbursements and one for all other entries from which the journal is written up, the latter to be in greater detail than the others. Other day books can be kept with the sales and purchases, rents, taxes, etc. A book is needed for the library and information pertaining to contracts, leases, employes, due dates, etc. Receipts for money loaned should be kept in bound book form so that they may not be lost or stolen. Each department head should keep such a book with its transactions, such as the shoe maker, gardener, tailor, etc.
18. Describes a blotter or tickler which contains a sheet for each month, and a line for each day in which the duties of the storekeeper and butler are written, one for each day in the year.
19. Gives such a book in full detail.
20. About the journal and how to keep it. Journal is basis of the ledger and therefore it is essential that it is kept correctly.
21. The beginning of the journal, in the name of God. The value of prayer to success and the use of the little cross (†) as explained elsewhere.
22. Entries should be made in the journal from day to day and hour to hour, but some times this is not possible, especially in a monastery, where the memoranda or day books of the various departments are delivered only once a month.
23. About the manner and order in which the entries are made in the journal. A list of days on which entries are to be made is prepared by days from all the memoranda or day books, the cash entries always first.
24. Gives an example of this list.
25. Eight things always needed to make a proper journal entry: Debit—Credit—Time—Value—Quality—Quantity—Price—Arrangement;  
The first two being the most important.
26. The greatest difficulty is to find what to debit and what to credit. All entries can be reduced to three principles.

27. List of above three principles:
  1. (Receipt, sales, payment of an account due, borrowing.  
(Disbursement, purchase, payment of a debt, loaning.)
  2. (Purchasing on credit or for cash.  
(Selling on credit or for cash.  
(Exchanging with money or without.
  3. (Assignment of a debt to settle with a creditor, or vice versa, called drafts.
28. About the six other things needed for a proper journal entry.
29. How the journal is arranged. (See reproduction of journal page and explanatory notes appended; omits the consecutive numbering of Journal entry, as so many do, because the date is a sufficient guide to locate the entry in the journal.)
30. About the ledger and its formation.  
Explains the opening account on page 1 of the ledger, and states it is the reverse of the closing account. Here he mentions debit as *debito* and credit as *credito*, although he usually states debit as "*dec dare*" and credit as "*dec havere*." Capital account is the key and the seal of the ledger.
31. Explains the use of the two ledger accounts—"Opening" and "Monastery." "Opening" is what the merchant calls "Capital" and practically he claims the same for "Monastery."
32. Explains what entries may be made in the capital account. Corrections of errors and profits or losses belonging to previous years. What we call surplus adjustments.
33. Gives a table of such capital account entries.
34. About the arrangement of accounts in the ledger, the capital account to be at the end of the book.
35. List of accounts in the ledger.
36. The ordinary index.
37. The special index.
38. Posting figures in the journal (one above the other).
39. How the entry is written in the ledger. ("A" on debit side of ledger, "Per" on credit side of ledger.)
40. Transfer to a new page is made by drawing the difference between the two sides and transferring this to the new page.
41. How to correct errors in the entries.
42. Entries which are written direct in the ledger without having been put in the journal.
43. About the income and expense account and the method of buying and selling. The author here states that merchants use this account for their profits or losses.
44. The vouchering by a signature of the principal disbursements.
45. About the difference in bookkeeping for land rented and that cultivated for one's own account.
46. Three principal reasons why the income should be divided over the same accounts in which the expenses and salaries are separated, namely to each departmental sub-division.
47. When the best time is to enter the rentals from lands. In the fall when the harvest is made, as at the end of the fiscal year is a busy enough time.
48. About personal accounts and the carrying of accounts with two different money values.
49. About the cash account in the ledger, and its peculiar uses.
50. About the acquisition and alienation of lands, for which separate accounts are provided.
51. About the accounts with partners or joint ventures.
52. When and how to check with dots.
53. A short method of checking with dots.
54. How to take a trial balance, which also constitutes the balance sheet. Divides the same in four: 1, expenses; 2, income; 3, assets; 4, liabilities.
55. How to find trial balance errors in a checked ledger.
56. How to refute a wrong opinion about the trial balance. Explains the fact that while debits and credits must equal, that such does not mean that the assets equal the liabilities.
57. How to compute the income and expense account. This he considers the most difficult, as some accounts will have three closing entries,—one for profit on sales; one for merchandise used by other departments of the business; and one for merchandise remaining on hand. Furthermore, measures and weights should also be brought in balance.
58. The manner in which the closing balance account is made up. Accounts are only ruled at the end of the year by a line under the figures or amounts; then entering the total, which must be the same on both sides. If an account is closed during the year, only a line is drawn, but the total is put inside the column and not under the line.
59. About other methods of closing the ledger and their shortcomings. Here the author describes several methods used at that time of closing a ledger and prefers his own because it gives finally in one account the status of the capital, whereas the other methods do not do so.
60. How an account is rendered to the church authorities at the end of the fiscal year.





B. Losses.

- a. omitted debts
  - a. paid Capital to cash
  - b. to be paid Capital to creditor
- b. judgments lost
  - a. paid Capital to cash
  - b. to be paid Capital to creditor

2. At the end of the year.

A. Extraordinary Accounts.

- a. balances of accounts
  - a. what is due Capital to creditor.
  - b. what is owed Creditor to capital
- b. balance sheet adjustment
  - a. what is owed several kinds and without
  - b. what is due connection with the books

B. Ordinary Accounts.

- a. excess in expenses Capital to income
- b. excess in income Expenses to capital

Pietra's Chapter 42 explains about the many entries which are made in the ledger, without going through the journal, and classifies them as follows:

Refers to entries which we transfer from the old ledger into the new, partly daily, partly at the end of the year.

1. the introduction
2. the opening of capital account when it is transferred from the closing capital account and not from a new inventory.
3. balances transferred from one account to another.
4. contra entries to correct errors.
5. profit or loss due to inventory adjustments.
6. the balance of the income and expense account.
7. all closing entries at the end of the year.
8. the closing of the closing capital account.



# INDRIZZO DEGLI ECONOMI.

OSIA ORDINATISSIMA  
INSTRVTTIONE DA REGOLATAMENTE  
FORMARE QUALVNOVE SCRITTURA  
IN VN LIBRO DOPPIO;

AGGIUNTOVI L'ESEMPLARE DI VN LIBRO  
NOBILE, COL SVO GIORNALE, AD VSO DELLA  
CONGREGATION CASSINESE, DELL'ORDINE  
DI S BENEDETTO.

CON DVETAVOLE, L'VNA DE' CAPITOLI, ET L'ALTRA  
DELLE COSE PIU' DEGNE, A PIENO  
INTENDIMENTO DI CIASCVNO

Opera nuoua, non meno vtile che necessaria, a Religiosi, che viuono delle proprie  
Rendite, & ad ogni Padredi Famiglia, che si diletta  
del Libro Doppio

Composta da Don Angelo Pietra Genouese Monaco, & indegno seruo di Giesu Christo.



IN MANTOVA, Per Francesco Osanna. Con licenza de' Superiori. MDLXXXV

Tavola Analitica delle soprascritte quindici partite. Cap. 27.

Tutte le partite si riducono a queste tre Operazioni.	Imborso	Vendere	Ingrossa Cassa & Cresce l'entrata	{ 1	} Adi 1. Settembre.		
		Scodere	Ingrossa Cassa & Mancano crediti	{ 2			
			Imprestito	Ingrossa Cassa & Si fa debito		{ 3	
	Sborso	Comprare	Cresce la spesa & Minuisce la Cassa	{ 4			
		Pagar debito	Mancano i debiti & Minuisce la Cassa	{ 5			
			Imprestare	Si fa credito & Minuisce la Cassa		{ 6	
	Comprare	A credenza	Cresce la spesa & Si fa debito	{ 7		} Adi 2. Settembre.	
		Un pagamento	Cresce la spesa & Si scode credito	{ 8			
	Vendere	A credenza	Si fa credito & Cresce l'entrata.	{ 9			
		Un pagamento	Si paga debito & Cresce l'entrata	{ 10			
	Baratta	Co l prezzo	Cresce la spesa & Cresce l'Entrata	{ 11			
		Senza prezzo	Cresce la spesa & Cresce l'entrata	{ 12			
	Cessione	Partita di Banco	Paga debito & Scode credito	{ 13			} Adi 3. Settembre.
		Sequestro paziente	Rinuova debito.	14			
		Sequestro agente	Rinuova credito	15			

Delle .



AL  
NOME DELLA  
SANTISSIMA ET  
INDIVIDVA TRINITA'  
PADRE, FIGLIO, E SPIRITO SANTO.

GIORNALE DEL LIBRO MAESTRO,  
SEGNATO ✠ DEL MONASTERO,  
DEL GLORIOSO PRECVRSOR  
DI CHRISTO.  
SAN GIO. BATTISTA D'ORIANA,  
DELL'ANNO. 1586.

Cominciato adì primo Giugno. Scritto da me Don Gabriello da Parma,  
Celleraro del detto Monastero, di ordine del molto Reuerendo  
Padre Don Romano Senese Abate, della Congregation  
Cassinese, dell'ordine del nostro Santissimo  
Padre Benedetto.

# A L N O M E D I D I O,

I

Adi primo di Giugno 1586.

Per v	Cartoleria / a Cassa, lire venti β 10. spese in questo libro doppio, col suo Giornale & Alfabeto, con altre due vacchette, e squarciafogli	℥ --20--10--
.32	<hr/>	
.7 .32	Mutationi // a Cassa, lire cinquantacinque β 10. date, cioè ℥ 22. al P.D. Benedetto da Bologna Decano, mutato quello capitolo a Modona, per sua mutatione di vn'anno, e buona mano. e ℥ 33-- 10. date a Don Gio. Pietro da Salò, mutato a Praglia, per sua mutatione di vn'anno, spese fatte, e buona mano, come per loro riceuere appare distintamente nel libro di essi	℥ --55--10--
.7 .35	Dette // a D. Mauro da Piacenza Concelleraro, lire dici sette β 12. conte a D. Valentiniano da Napoli mutato a Roma, per sua mutatione e buona mano, di mesi noue, ch'ei dimorò in questo Monastero, come per suo riceuere	℥ --17--12--
<hr/>		
Adi 2. detto.		
.32 .53	Cassa / a Federico barbarossa malghese, lire trecento quaranta otto β 12. contemi per mano di Marco Solitario formaggiaro, a buon còto del suo debito	℥ --348--12--
.35 .32	D. Mauro Concelleraro / a Cassa. lire cento trenta, contegli per spendere, come al mio libretto appare distintamente	℥ --130--
.38 .32	F. Thomaso di Val camonica spenditore // a Cassa. lire nonantasette β 14. 8. contegli per spendere a minuto	℥ --97--14--8--
.58 .35	Cornelio Landino seruidore // a D. Mauro Concelleraro, lire uenti, da lui hauute a buon conto del suo credito	℥ --20--
.32 .51	Cassa // ad Alessandro del Sole Affittuale, lire quattrocento ottantasette β 10. da lui hauute a buon conto del suo debito	℥ --487--10--
.37 .32	P.D. Placido Mantouano Rettore di Badia / a Cassa, lire cento quaranta, contegli da spendere, come al mio libretto	℥ --140--
.39 .32	F. Mansueto Bresciano custode al Priorato // a Cassa, lire settantacinque, contegli da spendere intorno alle possessioni	℥ --75--
.40 .32	P. Vigilantio Comasco Oblato, custode a Santi Martiri / a Cassa. lire cétouenti, mandategli da spendere, per mano di Fabritio Gallo nostro fattore	℥ --120--
.13 .35	Limosine / a D. Mauro, lire otto, date d'ordine del Reuerendo P. Abate, ad alcuni hebrei fatti christiani	℥ --8--
.58 .39	Berengario Serpentino camparo // a F. Mansueto, lire sette β 10. da lui hauute a buon conto del suo salario	℥ --7--10--
<hr/>		
Adi 3. detto.		
.48 .51	m. Sigismondo Tranquillo // a Gordiano Lampridio affittuale, lire dugento ottanta, contegli a nostro nome in pagamento	℥ --280--
.16 .37	Badia // al P. D. Placido, lire vndeci β 18. per dodici rastelladori, & 24. forche di legno, compre per rastellare & custodire il fieno, come al suo libro	℥ --11--18--
.19 .40	S. Martiri // a F. Vigilantio, lire sette β 15. 6. per dicce pale compre per lo frumento, come al suo libro appare	℥ --7--15--6--

A 2



AL  
NOME DELLA  
SANTISSIMA ET  
INDIVIDVA TRINITA'  
PADRE, FIGLIO, E SPIRITO SANTO.

LIBRO MAESTRO SEGNATO †, DEL  
MONASTERO, DEL GLORIOSO  
PRECURSOR DI CHRISTO,  
SAN GIO. BATTISTA D'ORIANA,  
DELL'ANNO. 1586.

Cominciato al primo Giugno. Scritto da me Don Cefario da Cremona,  
monaco del detto Monastero; di ordine del molto Reuerendo  
Padre Don Romano Senese Abate, E del P. D. Gabriello  
Parmiggiano Decano, e Celleraro del detto  
Monastero, della Congregation Casi-  
nese, dell'ordine del nostro  
Santissimo Padre  
Benedetto.



**INTROITO** del presente libro & dee dare adi primo Giugno, per gl'infrafcritti Creditori del Monastero, qui tirati dall'Esico del libro dell'annopassaro, segnato Z. circe 486. & a quello da i cõti loro come appresso. cioc.

	.Alienationi dal libro Z.—	car. 429.	Tirato in questo libro. —	car. 15	£ 2750	-----
Ven.	.Congregazione nostra Casinese —	430	— Δ — 96 — 4 7—6.	car. 42	£ — 386 — 10	-----
R.D.	.Clemente Aleni —	431		car. 43	£ — 57 — 16 — 6	-----
m.	.Otratio Fortunato in Vinegia —	436	— Δ 1200. a 5 per 100.	car. 45	£ 4800	-----
m.	.Quintiliano Poeta in Vinegia —	436	— Δ — 600. a 4 per 100.	car. 45	£ 2400	-----
m.	.Pompilio Desiderato in Vinegia —	436	— Δ — 600. a 4 per 100.	car. 45	£ 2400	-----
m.	.Bartholo Saladino in Vinegia —	437	— Δ — 500. a 4 per 100.	car. 46	£ 2000	-----
m.	.Zacheo Verace in Milano —	437	— Δ — 600. a 4 per 100.	car. 46	£ 2400	-----
	.Mario Palmerino —	438		car. 48	£ — 547 — 16 — 8	-----
	.Ramondo Pipino —	438		car. 48	£ — 493 — 10	-----
m.	.Sabino Pistoia —	438		car. 48	£ — 643 — 18	-----
	.Quintilio Purpurato —	439		car. 48	£ — 370 — 17 — 6	-----
	.Sigismondo Tranquillo —	446		car. 48	£ — 280	-----
m.	.Torquato Rinieri —	446		car. 49	£ — 325	-----
	.Enea Saiano —	448		car. 49	£ — 195 — 16	-----
	.Illiano dalla Scala —	449		car. 49	£ — 485 — 10 — 8	-----
m.	.Liberio de' Mauri —	449		car. 49	£ — 893 — 15 — 5	-----
	.Horatio Laureato —	450		car. 49	£ — 289 — 16 — 2	-----
m.	.Seneca Valoroso affittuale —	451		car. 52	£ — 785 — 18 — 4	-----
	.Agolante de' Mori ferraro —	463		car. 57	£ — 127 — 12	-----
	.Agrippa Tibullo marangone —	464		car. 57	£ — 68 — 7 — 8	-----
	.Pompeio Belcolore ciroico —	473		car. 57	£ — 18 — 10	-----
	.Eugenio da Pistoia barbero —	474		car. 57	£ — 12	-----
	.Dante Congiurato barbero —	474		car. 57	£ — 10 — 6	-----
	.Gerbino Rultico fornaro —	476		car. 57	£ — 37 — 13 — 10	-----
	.Delfino Commodo camparo —	477		car. 58	£ — 78 — 12	-----
	.Berengario Serpentino camparo —	477		car. 58	£ — 18 — 17 — 8	-----
	.Annibale Germano seruidore —	480		car. 58	£ — 130	-----
	.Cornelio Landino seruidore —	480		car. 58	£ — 30 — 15	-----
	.Agapito Pagani seruidore —	481		car. 58	£ — 12 — 17 — 9	-----
						-----
					.Somma £ 23052 — 16 — 2	-----



**D** Ee hauere adi primo Giugno, per gl' infra scritti Debitori del Monastero, qui ritati dall'Esito del lib. dell'anno passato segnato Z. car. 436. & a quello dai contiloro come appresso. cioè

R.D.	.Lorèzo de' Simonidal libro Z. carze 431	Tirato in questo libro	car. 45	℥	-- 12 -- 6
m.	.Carlo Bianchino conto di tempo 450		car. 45	℥	2750
m.	.Emanuelle Claudiano cò to di tepo 451		car. 55	℥	1850
	.Astolfo Corrado 455		car. 47	℥	657-18
	.Maggio de' Popoli 455		car. 47	℥	600
	.Costante Dragone 455		car. 47	℥	150
	.Tiberio Strelato 456		car. 47	℥	225 16-10
	.Ortuziano Giordano 456		car. 47	℥	258
	.Alessandro del Sole affittuale 457		car. 51	℥	1370
	.Gordiano Lampridio affittuale 458		car. 51	℥	1645 10
	.Federico Barbarossa malghese 459		car. 53	℥	2248 10
	.Marino Orlando molinaro 461		car. 54	℥	485-12
	.Ricardo Salomone molinaro 462	stara 30. Frumento	car. 54	℥	372
	.Cassiano Amiranre molinaro 463	stara 70. Misure	car. 55	℥	348
	.Deodato Falcone massaro 465		car. 56	℥	597-10
	.Demetrio Contestabile massaro 466		car. 56	℥	642-14
	.Valerio Leoni massaro 467		car. 56	℥	378-18-8
	.Fabritio Gallo fattore 476		car. 57	℥	25-15
	.Celestino Rosso seruidore 480		car. 58	℥	16 14-7
m.	.Zerbonio Quaranta già affittuale 481		car. 58	℥	947-16
m.	.Marco T. Villanuova già affittuale 482		car. 58	℥	358-17
	.Fausto Giouiale già nostro massaro 482		car. 58	℥	588-18-6
	.Innocentio Maiorano già fattore 483		car. 58	℥	75-8
	.Leontio Manfredi già nostro mol. 483		car. 58	℥	18-7-6

Restanti di questo anno.			Somma ℥ 16634 - 12 - 1		
.Ordinaria	323	Sale Pesi 70.	car. 2	℥	70
.Calcaria	324	Formaggio Pesi 50.	car. 3	℥	225
.Magazzino d'Oglio	325	Oglio Pesi 30	car. 3	℥	120
.Forno di Farina	327	Farina Stara 45	car. 4	℥	90
.Veltiera	332	Rafcie pezze cinque	car. 6	℥	130
.Calzoleria	333	Cordoani, & suole	car. 7	℥	80
.Barbaria	342	Sapone Pesi 10.	car. 9	℥	30
.Cantina di uino in Camerone	364	car. 20. di uino per uso	car. 24	℥	100
.Cantina detta	364	car. 20. da uendere a ℥ 15	car. 24	℥	300
.Cantina di uino diuersa	365	car. 18. per uso	car. 25	℥	90
.Cantina di uino in Monastero	366	car. 20. per uso	car. 25	℥	100
.Granaro di frumento in Camerone	367	stara 25. per uso	car. 26	℥	50
.Granaro detto	367	stara 155. da uendere a ℥ 3. 18	car. 26	℥	600
.Granaro di Frumento diuerso	368	stara 45. per uso	car. 26	℥	90
.Granaro di Frumento in Monastero	369	stara 20. per uso	car. 27	℥	40
.Granaro detto	369	stara 285. da uendere a ℥ 3. 18	car. 27	℥	800
.Granaro di frumenrata	370	stara 80 per uso	car. 27	℥	120
.Granaro di Vena, e Spelta	380	stara 60. per uso	car. 30	℥	60
.Magazzino di Lino	381	Pesi 30. da uendere a ℥ 8. 6. 8.	car. 21	℥	250
.Cassa del P. Celleraro	412	In contanti	car. 32	℥	1258-10-5
.D. Mauro Concelleraro	418	In contanti	car. 34	℥	75-12-8
.F. Thomaso spenditore	422	In contanti	car. 38	℥	32 10 6
.Monastero NOSTRO.			Somma ℥ 21346 - 3 - 9		
			1706 10 - 5		
			Somma ℥ 23052 - 16 - 2		

**D** Ee hauere adi 23. Luglio per Granaro del Monastero, per lo prezzo commune a 2. di stara 196. frumento hauuto gli quest'anno, come al libro de' Granari appare diuiniamente ————— car. 27 ℥ - 392 ————  
 .Et più per Granari di frumentata, hauuragli questo anno, ragionata a β 30 prezzo commune ————— car. 27 ℥ - 123 ————  
 .Et adi 26. Ottobre / per Cantina del Monastero, per carra 18. uino, hauuto gli come sopra, ragionato a ℥ 5. prezzo commune — car. 25 ℥ - 90 ————  
 .Et più / per Granaro di Miglio, stara 46. ragionato a β 30. ——— car. 28 ℥ - 69 ————  
 .Et più / per Granaro di Melega, stara 48. ragionato a β 20. ——— car. 29 ℥ - 48 ————  
 .Et adi 11. Maggio, per F. Vigilantio, hauuti da Più 8. di prato affittato a ℥ 5. 4. a Simone Guarnaccia ————— car. 40 ℥ - 41 - 12 ————  
 .Somma ℥ - 763 - 12 ————

**D** Ee hauere adi 23. Luglio / per Aquila Gradito affittuale ex parter. per lo prezzo commune a ℥ 2, di stara 25 o frumento ne dee questa raccolta, per lo fitto del primo anno ————— car. 52 ℥ - 500 ————  
 .Et più / per Aquila detto, per stara 40. di Vena, ne dee come sopra, ragionata a β 20. prezzo commune ————— car. 52 ℥ - 40 ————  
 .Et adi 26. Ottobre / per Aquila detto, per carra 18. uino ne dee come sopra, ragionato al prezzo commune ————— car. 52 ℥ - 90 ————  
 .Somma ℥ - 630 ————

**D** Ee hauere adi 23. Luglio / per Seuero Biondo massaro, & affittuale, per stara 70. frumento ne dee per lo fitto di questo 4. anno — car. 52 ℥ - 140 ————  
 .Et adi 26. Ottobre / per Seuero detto per car 10. di uino ne dee come sopra, ragionato a ℥ 5. prezzo commune ————— car. 52 ℥ - 50 ————  
 .Et adi 12. Novembre / per Seuero detto, per lo fitto in denari di questo quarto anno finito a S. Martino, da pagarci come al suo coto car. 52 ℥ - 400 ————  
 .Somma ℥ - 590 ————

**D** Ee hauere adi 27. Luglio / per Granaro di Fava, hauuragli questo anno in nostraparte, ragionata a β 30. prezzo commune ————— car. 29 ℥ - 52 ————  
 .Et più / per Granaro di Legumi, stara 8. hauuti, & ragionati uti — car. 29 ℥ - 12 ————  
 .Et adi 26. Ottobre / per Cantina del Monastero, per carra 12. uino hauuto gli come sopra, ragionato al prezzo commune di ℥ 5. ——— car. 25 ℥ - 60 ————  
 .Somma ℥ - 124 - 10 ————

**D** Ee hauere adi 14. Aprile / per Cassa, uenduto a Gètile Massimino, a ℥ 10. il peso, per mano del P. D. Placido Rettore in Badia ————— car. 34 pefi 102. 12. 6 ℥ 1025 ————  
 .Et per saldo di questo conto, calato per quantosi e stimato di più, in le due partite còtroscritte car. 21 Pefi - 2. 12. 6 ————  
 .Somma pefi 105 ——— ℥ 1025 ————



**P**IETRA SAIDA di la dal Fondico vecchio, Massaria nostra, dee dare adi  
 ultimo Maggio / a Valerio Leonimastaro, per carrezzi, & opere da  
 lui havute quest'anno, come al suo libro saldato d'accordo distinta  
 mente appare \_\_\_\_\_ car. 56  $\mathcal{L}$  - 31 - 17 \_\_\_\_\_  
 .Et piu / all'Entrata generale di quest'anno, tiratogli per saldo di que  
 sto conto \_\_\_\_\_ car. 60  $\mathcal{L}$  - 731 - 15 \_\_\_\_\_  
 \_\_\_\_\_  
 .Somma  $\mathcal{L}$  - 763 - 12 \_\_\_\_\_

**D**EVS DEDIT appressola Citrà, Massaria nostra, dee dare adi ultimo  
 Maggio, all'Entrata generale di quest'anno, tiratogli per saldo - car. 60  $\mathcal{L}$  - 630 \_\_\_\_\_

**I**SOLANA in uia nuova, Massaria nostra, dee dare a di ultimo Maggio / al  
 l'Entrata generale di quest'anno, tiratogli per saldo \_\_\_\_\_ car. 60  $\mathcal{L}$  - 590 \_\_\_\_\_

**S. I**GNATIO in Riua, Ronco nostro, dee dare adi ultimo Maggio / all'En  
 trata generale di quest'anno, tiratogli per saldo \_\_\_\_\_ car. 60  $\mathcal{L}$  - 124 - 10 \_\_\_\_\_

**M**AGAZINO di Lino, dee dare adi pr. Giugno / all'Introi  
 to di questo, per resto qui tirato da car. 363. libro Zcar. 1 pefi 30 -  $\mathcal{L}$  - 205 \_\_\_\_\_  
 .Et adi 16. Giugno / a Badia, hauutogli questo anno, stimato  
 in circa al prezzo, & quantità \_\_\_\_\_ car. 16 pefi 75 -  $\mathcal{L}$  - 625 \_\_\_\_\_  
 .Et adi 14. Aprile / a Badia, per saldo di questo conto spet  
 tante à essa Corte \_\_\_\_\_ car. 17 pefi 0 -  $\mathcal{L}$  - 150 \_\_\_\_\_  
 \_\_\_\_\_  
 Somma pefi 105 -  $\mathcal{L}$  1025 \_\_\_\_\_

1586.

<b>M</b>		MONASTERO nostro del glorioso Precursore , e degno Martire di Christo S. Gio: Battista d'Oriana, quale nostro Sig. per sua diuina bõtà si degni diffendere, e prosperare, dee dare adi primo Giugno / all'Introito generale di quest'anno, tiratogli da car. 484. del libro Z. dell'anno passato ————— car.	1	℥	1706	— 10 — 5 —
1,		.Et adi 7. Ottobre / a Cassa, conti a Delio Pescatore, in pagamento di quanto restaua ad hauere, per pesce da lui ha uuto questa quaresima passata, come per sua lista in filza ————— car.	32	℥	— 95 — 15 — 6 —	
6		.Et più / a Prisciano Volpe, presto di panno, rascia, e tele da lui hauute gli anni passati, come per sua lista in filza appare distintamēte, che per iscordo non si scrissero ————— car.	50	℥	— 47 — 8 —	
7		.Et più / a Cassa, conti a m. Bartholomeo Calcinato, in uirtù di vna sentenza della Ruota, per acqua godutagli da nostri di Badia gli anni passati, della sua rata parte, come appare negli atti di m. Andrea Lo douici notaro diffusamente ————— car.	32	℥	— 135 —	
8		.Et piu / a Santo Squarcialupo, per tanti gli douemo pagare fra otto mesi, in uirtù di una sentenza della Ruota, vscita ne gli atti del detto notaro, per ristoro di tempesta patita l'anno 1582. che esso era Affittuale a S. Remigio, con le spese ————— car.	50	℥	— 135 — 10 — 3 —	
9		.Et adi ultimo Maggio / a F. Thomaso spenditore, per saldo di suo conto qui tirato, per suario occorso gli questo anno ————— car.	39	℥	— 0 — 18 — 1 —	
10	○	.Et più / per Suario occorso quest'anno nel bilancio, come si uede car. ————— car.	59	℥	— 4 — 17 — 10 —	
		.Et più / all'Esito generale di quest'anno, tiratogli per saldo di questo conto ————— car.	61	℥	3744 — 0 — 3 —	
			<hr/>			
			.Somma ℥ 5870 — 0 — 3 —			



1	<b>D</b> .Ee hauere adi primo Ottobre / per Cassa , contone dal R.P. F. Pietro Martire da Turino di S. Domenico, p rāti hauuti da un penitete, in sodisfattione di vno debito suo, che noi si haueuamo scordato. car.	32	℥	—117—113—8—
2	.Et più / per Riginaldo Campione, per la Boschetra del Vallone, datta gli'anno passato da tagliare, e da pagarne a S. Michele profsimo passato, che non si scrisse per i scordo .	47	℥	—50—
3	.Et più / per Cassa, contone da Donino Turchino già nostro Affittuale, in virtù di una Sentéza di Ruora, per lo danno da lui hauuto in arbori tagliati, e non piantati in quel tempo, come ne gli atti di m. Vincézo Rosso notaro appare distintamente .	32	℥	—146—
4	.Et più / per Nastagio Calandra , per ranti ne dee in uirtù di una sentenza del Mag. Podestà. per l'interesse patito in uno paro di caualli da carrozza uendutine per sani .	47	℥	—90—
10	.Et adi ultimo Maggio / per D. Mauro secondo Celleraro , per saldo del suo conto, nel quale e seguito suario questo anno .	36	℥	—2—18—4—
11	<b>O</b> .Et più / per Cōtroscrittione della consimile partita per contro, posta per esempio, essendo il bilancio uero, e reale .	59	℥	—4—17—10—
12	.Et piu / per la Spesa generale, per saldo di quel conto qui tirato, per quanto s'è speso meno questo anno dell'Entrata hauuta. .	60	℥	5448—10—5—
				—————
				.Somma ℥ 5870—0—3—

1586.

**S**PESA generale di quest'anno , finito ad ultimo Maggio, dee dare, per saldo degli infrascritti conti, qui tirati, & estinti dalle loro partite, e come in essi conti distintamente appare cioè

.Ordinaria in danari	car.	4	£	3372	—	13	—	11	—
.Calciaria formaggio pesi 202,	car.	3	£	690	—	14	—	4	—
.Magazzino d'Oglio pesi 168	car.	3	£	719	—	11	—		—
.Foresteria	car.	3	£	205	—	16	—	5	—
.Forno, di Farina stara 438	car.	4	£	876	—		—		—
.Vino consumato, carra 53	car.	4	£	265	—		—		—
.Infermeria	car.	4	£	402	—	17	—	5	—
.Spetieria	car.	5	£	262	—	17	—		—
.Straordinaria	car.	5	£	361	—	13	—	7	—
.Vestieria	car.	6	£	1892	—	5	—	8	—
.Calzoleria	car.	7	£	419	—	12	—	6	—
.Mutationi	car.	7	£	276	—	7	—	6	—
.Viaggi	car.	8	£	298	—	6	—	1	—
.Tasse, & Annate	car.	8	£	3337	—	4	—		—
.Dati, e Grauezze	car.	8	£	616	—	13	—		—
.Spese Capitolari	car.	8	£	100	—	16	—		—
.Cartoleria	car.	9	£	156	—	6	—	3	—
.Libreria	car.	9	£	229	—	16	—	6	—
.Porti di lettere	car.	9	£	87	—	13	—	6	—
.Barbaria	car.	9	£	115	—	9	—	8	—
.Masseritie	car.	10	£	496	—	0	—	10	—
.Vrenfigli	car.	10	£	582	—	17	—	5	—
.Stalla	car.	11	£	1028	—	4	—	8	—
.Fabrica	car.	11	£	1131	—	9	—	6	—
.Reparationi	car.	11	£	210	—	9	—	10	—
.Liti, e Scritture	car.	12	£	411	—	10	—	3	—
.Salariati	car.	12	£	1095	—	18	—	8	—
.Limosine	car.	13	£	680	—	6	—	6	—
.Sagrastia	car.	14	£	900	—	19	—	4	—
.Acquisti fatti	car.	15	£	437	—	8	—	6	—

Somma £ 21660 — 19 — 10 —

.Speso meno dell'Entrata di quest'anno, che si tira al Monast. nro. car. 59 £ 5448 — 10 — 5 —

Somma £ 27109 — 10 — 3 —



**E**NTRATA generale di quest'anno finito ad ultimo Maggio, dee hauere,  
per saldo degl'infra scritti Conti qui tirati, & estinti dalle loro parti  
te, come in essi conti distintamente appare cioè

.Badia di S. Eulgentio in Camerone	car. 17	℥ 4427	-- 19	- 10	-
.Priorato di S. Remigio, Corte nostra	car. 18	℥ 1805	— 9	— 5	—
.S. Mauro Massaria, e Corte nostra	car. 19	℥ 1621	— 3	—	—
.S. Martiri, Massaria, e Corte nostra	car. 19	℥ 179	— 14	— 1	—
.Romea, Massaria nostra	car. 20	℥ 1010	— 18	—	—
.Acqua chiara, Massaria nostra	car. 20	℥ 2925	— 11	—	—
.S. Dionigi, Massaria nostra	car. 20	℥ 747	— 10	—	—
.Honorata, Massaria nostra	car. 20	℥ 1988	—	—	—
.Pietra Salda, Massaria nostra	car. 21	℥ 731	— 15	—	—
.Deusdedit, Massaria nostra	car. 21	℥ 630	—	—	—
.Isolana, Massaria nostra	car. 21	℥ 590	—	—	—
.S. Ignatio, Ronco nostro	car. 21	℥ 124	— 10	—	—
.Malgheria nostra	car. 22	℥ 483	— 12	—	—
.Socida di Bestiami	car. 22	℥ 52	—	—	—
.Razza di Caualli	car. 22	℥ 68	—	—	—
.Terratici diuersi	car. 22	℥ 227	— 10	—	—
.Selue, e Boschi	car. 22	℥ 345	—	—	—
.Molma	car. 23	℥ 1187	— 15	—	—
.Censi, e Liulli	car. 23	℥ 126	— 19	— 11	—
.Fitti di Case, e Borteghe	car. 24	℥ 980	— 4	—	—
.Horto del Monastero	car. 24	℥ 221	— 18	—	—
Aumenti dal commun prezzo					
.Cantina di uino in Camerone, in carra 50. uenduto	car. 24	℥ 444	—	—	—
.Cantina diuersa, in carra 10. uenduto	car. 25	℥ 84	— 3	— 4	—
.Cantina del Monastero, in carra 16. uenduto	car. 25	℥ 128	— 12	—	—
.Granaro in Camerone, in stara 937 Frumento uenduto	car. 26	℥ 1825	— 16	—	—
.Granaro diuerso — stara 478	car. 26	℥ 1074	— 15	—	—
.Granaro del Monastero — stara 250	car. 27	℥ 888	— 16	—	—
.Granaro di Frumentata — stara 220	car. 27	℥ 320	— 10	—	—
.Granaro di Segala — stara 618	car. 28	℥ 900	—	—	—
.Granaro di Miglio — stara 362	car. 28	℥ 271	— 10	—	—
.Granaro di Panigo — stara 175	car. 28	℥ 157	— 10	—	—
.Granaro di Fava — stara 198	car. 29	℥ 319	— 10	—	—
.Granaro di Legumi — stara 15	car. 29	℥ 22	— 8	— 8	—
.Granaro di Melega — stara 230	car. 29	℥ 172	— 10	—	—
.Granaro d'Orgio — stara 30	car. 30	℥ 24	—	—	—
.Somma ℥ 27109 -- 10 — 3 —					

**E**SITO generale di quest'anno, finito ad ultimo Maggio, dee dare, per li  
 infrascritti erediti del Monastero, qui tirati dai conti loro, cioè

	.Quilico Fedele, e fratelli	car. 50	℥ - 473	- 18	-----
m.	.Gordiano Lampridio affittuale	car. 51	℥ - 354	- 14	- 7 -
	.Eutitio Lanciano fornafaro	car. 48	℥ - 824	- 10	-----
	.Henrico Lanfranco malghese	car. 54	℥ 2008	- 12	- 6 -
	.Oberro Basilisco molinaro	car. 55	℥ - 109	- 10	-----
	.Et piu Frumento stara 10.	car. 55	℥ . 20	-----	
	.Demetrio Contestabile massaro	car. 56	℥ - 414	- 18	-----
	.Valerio Leoni massaro	car. 56	℥ - 276	- 12	- 8 -
	.Vittorio, e Cortese Palladini massari	car. 56	℥ - 153	- 15	- 6 -
	.Rinaldo Sansone massaro	car. 56	℥ - 191	- 6	-----
	.Temittio Solimano massaro	car. 56	℥ - 67	- 13	-----
	.Dante Congiurato barbero	car. 57	℥ - 3	- 10	-----
	Inesigibili, & a lungo tempo				
m.	.Marco Tullio Villanuova gia affittuale	car. 58	℥ - 358	- 17	-----
	.Fausto Giouiale gia massaro	car. 58	℥ - 588	- 18	- 6 -
	.Innocentio Maiorano gia fattore	car. 58	℥ - 75	- 8	-----
	.Leontio Manfr edi gia molinaro	car. 58	℥ - 18	- 7	- 6 -

Restanti di questo apno				Somma	℥ 5940	- 11	- 3 -
	.Casciaria formaggio, per uso	pesi 50 a ℥ 2	-----	car. 3	℥ - 100	-----	
	.Cantina di Camerone, per uso	carra 12 a ℥ 5	-----	car. 24	℥ - 60	-----	
	.Cantina di uersa, per uso	carra 20 a ℥ 5	-----	car. 25	℥ - 100	-----	
	.Cantina del Monastero, per uso	carra 16 a ℥ 5	-----	car. 25	℥ - 80	-----	
	.Granaro di Camerone, per uso	stara 10 a ℥ 2	-----	car. 26	℥ - 20	-----	
	.Da uendere	stara 50 a ℥ 4. 10	-----	car. 26	℥ - 225	-----	
	.Granaro di uerso, per uso	stara 10 a ℥ 2	-----	car. 26	℥ - 20	-----	
	.Granaro del Monastero, per uso	stara 82 a ℥ 2	-----	car. 27	℥ - 164	-----	
	.Da uendere	stara 250 a ℥ 4. 10	-----	car. 27	℥ 1125	-----	
	.Granaro di Vena, e Spelta	stara 50 a ℥ 1	-----	car. 30	℥ - 50	-----	
	.Cassa in contanti		-----	car. 34	℥ - 596	- 10	- 6 -
				.Somma ℥ 8481 - 1 - 9 -			

I L F I N E.





1580 61

**E**SITO generale di quest'anno finito ad ultimo Maggio, dee hauere per gli  
 infrascritti debiti del Monastero, qui tirati dai contiloro, cioe

m. .Bartholo Saladino in Vinegia, a Censo Δ 500. —————	car. 46 ℥	2000	
m. .Aquila Gradiro affittuale, conto di tempo	car. 52 ℥	1500	
R.D. Clemente Aleni nostro Curato —————	car. 43 ℥	— 37 — 16 — 6 —	
.Fabritio Gallo nostro fattore	car. 57 ℥	— 24 — 5 —	
.Delfino Commodo camparo —————	car. 58 ℥	— 60 —	
.Annibale Germano seruidore	car. 58 ℥	— 115 —	
	Somma ℥	4737 — 1 — 6 —	
.Monastero nostro resta in credito, come si uede —————	car. 59 ℥	3744 — 0 — 8 —	
	Somma ℥	8481 — 1 — 9 —	

I L F I N E.



## MAINARDI'S JOURNAL REPRODUCED

In 1632 there appeared in Bologna a work on bookkeeping, written by Matteo Mainardi. This book is of far later date than the ones heretofore mentioned, but as explained in the historical chapter it is remarkable in that it attempts to describe, besides the system for the merchants, one for the keeping of executors' and trustees' accounts. It follows Pietra and Manzoni closely in a good many instances.

The illustrations have small value for us except to indicate the little progress that was made in Italy with the shifting of the center of trade from Italy to Holland, as Simon Stevin's book hereinafter reproduced, which was published in 1604 in Holland, was far in advance of this of Mainardi's. We reproduce the title page of the second edition of this book, and a page which explains the purpose of the book as far as trustees' and executors' accounts are concerned. The two pages of the journal we give in order to show that each page is provided with the address to the Deity, that the dot is used for checking, and that we here find so-called combination journal entries, by which we mean entries in which are combined more than one credit or more than one debit in one entry. We do not, however, find the use of the word "sundries," as in Stevin's work and as we use it to this day. It will be noted that in such entries the debits are always named first and itemized before the credits are enumerated, and that the division between debits and credits is made with two horizontal lines or dashes, one below the last debit and one above the first credit. We also note the absence of the money signs, except the principal or the lire sign.

# IL CAMBIO REALE

PER

OGNI PIAZZA.

Formalmente Raggiagliato

DA

MATTEO MAINARDI.

Con diuersi altri Quesiti vtili , curiosi , e necessarij  
alla Mercatura

*In questa nuoua Impressione aggiuntoui il modo ,  
che hoggidì si pratica .*



IN BOLOGNA, M. D. CC.

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Per il Longhi.

*Con licenza de' Superiori.*



## M. DC. XXXIV.



Laude, e gloria della Santissima, & Indiuidua Trinità Padre, Figliuolo, e Spirito Santo; della Gloriosissima Vergine Maria, delli Santi Apostoli Pietro, & Paolo, e delli Santi N.N. nostri Protettori, come ancora di tutta la Corte Celestiale. Amen.

Questo presente Libro chiamato Giornale, di forma N. di carte N. coperto di N. di carte num. N. e segnato N. è di Rutiglio figliuolo del già Sig. Leonido Fongarelli pupillo, d'età d'anni N. & erede (ò ab intestato, ò testamentario) del sudetto Sig. Leonido, passato à miglior vita li 16. Gennaro del presente anno, sotto la tutela di N. sopra del quale, per mano di N. farà notato regolatamente, e formalmente, ogni qualità di beni stabili, e mobili, bestiami, debitori, e creditori del d. già Sig. Leonido, e per conseguenza hora spettante al medesimo Sig. Rutiglio suo figliuolo, & erede, come sopra; e susseguentemente tutte l'entrate, e spese, che frà l'anno seguiranno in questa eredità, le quali partite tutte saranno leuate da questo Libro, e portate per mano del sudetto N. sopra vn altro Libro chiamato Libro Maestro di forma, carta, coperta, e segno come questo, di carte num. N. à suoi appartati luoghi, conforme è lo stile Mercantile, che però esso Pupillo (e per esso il Sig. N. suo Commissario Testamentario) intende, che li sia data piena, & indubitata fede in giudicio, e fuori.

In fede di che &c.

*Io N. Commissario Test. &c. affermo quanto di sopra.*  
*Io N. Scriuano accetto, e giuro quanto di sopra.*

A

GIOR-

## Laus Deo, &amp; B. Virg. Rosarij M. DC. XXXIII.

Adì 31. Decembre Sabbato.

. 10	Alli Manmni, &c. al banco lir. quattrocentotrè, sol. tredici, den. quattro quat li por- tò il nostro Caneuaro contanti, retratti fino à questo giorno sudetto, di Fassi dieci- milla da cauazzatura venduti à minuto, à bolognini sette la carica, e numero set- temilla di vite, à bolognini trentadue il cento, come si vede per una taglia.	L. 403. 13. 4
. 11	A credito Fassi da cauazzatura in casa num. 10000.	L. 291. 13. 4
. 11	A credito Fassi di vite in casa num. 7000.	L. 112.
. 9	A spese di fuoco lir. vintisei, sol. trè, den. due quat. per num. ottocentoquindici Fassi da cauazzatura, e num. quattrocent'ottantadue di vite serbati per casa.	L. 26. 3. 2
. 11	A credito Fassi da cauazzatura num. 815.	L. 20. 7. 6.
. 11	A credito Fassi di vite num. 482.	L. 5. 15. 8.
. 7	A Luca Barbini nostro lauoratore alla Possessione di Pondi lir. centodiciasette quat, ciò lir. cento per li patti in denari contanti, e lir. diciasette per corbe quattro d'Orzo hauuto più mesi sono dal nostro Fattore, à lir. quattro, sol. cinque la corba, d' accordo.	L. 117. —
. 7	A credito alla Possessione di Pondi.	L. 100.
. 9	A credito Orzo à Montorio cor. 4.	L. 17.
. 7	A Domenico Manganello nostro Suozzo alla Possessione di Bella lir. centoquarant' vna, sol. cinque quat. cioè lir. centosinti per li patti, che deue pagare in denari lir. vent'vna, sol. 5. per corbe 5. d'orzo hauuto dal Fattore, d' accordo.	L. 141. 5. —
. 8	A credito alla Possessione di Bello.	L. 120.
. 9	A credito à Orzo in granaro di Montorio corbe 5.	L. 21. 5.
. 7	A Liuijo Carboni, e fratelli nostri mezzaiuoli à Montoria lir. centosefsantatrè, sol. due, den. sei quat. cioè lir. centoquaranta per li patti, che paga in denari, e lir. venutrè, sol. due, den. sei per corbe cinque, e meza d'Orzo hauuto, d' accordo.	L. 163. 2. 6
. 8	A credito la Possessione di Montorio.	L. 140.
. 9	A credito Orzo à Montorio corbe cinque, e meza.	L. 23. 2. 6.
. 7	A Angelo Susa nostro Suozzo à Romanello lir. centoquarantatrè, sol. due, den. sei quat. cioè lir. centouenti per li patti che paga in danari, e lir. vintitrè, sol. dieci, den. sei per corbe cinque, e meza d' Orzo hauuto, d' accordo, più di sono.	L. 143. 2. 6
. 8	A credito la Possessione di Romanello.	L. 120.
. 9	A credito Orzo in granaro di Montorio corbe cinque, e meza.	L. 23. 2. 6.

A Mi.



Adì 31. Decembre Sabbato.

14	A Michele Landinelli nostro bracente à Romanello lir. vintinoue, cioè lir. vinti per la pigione della casa, e lir. noue quat. per corbe due, quar. due d orzo, bauuto più giorni sono dal Fattore, d' accordo.	L. 29.
7	A credito Luogo di Romanello.	L. 20.
9	A credito Orzo in granaro cor. 2. quar. 2.	L. 9.
13	A spese d'Elemosine lir. centononanta, sol. otto, quat. dispensate il Natale passato à diuersi Luoghi Pij, & à poueri della nostra Parochia, per l'anima del Sig. Leonido,	L. 190. 8. —
10	per noi dalli Mannini, &c. A credito alli Mannini, &c. al banco.	
12	A Canape grezzo in Villa lir. cinquecentosessantadou, sol. quattordici quat. per valuta di lib. duemillaottocentoquarant' otto, e meza di Canape, bauuta dalli nostri lauoratori, della sua parte, apprezzata senza pregiudicio lir. vinti il cento.	L. 569. 14. —
7	A credito Luca Barbini per lib. 537. e meza.	L. 107. 10.
7	A credito Domenico Manganeli per lib. 711.	L. 142. 4.
7	A credito Liuiio Carboni per lib. 837. e meza.	L. 167. 10.
7	A credito Angelo Susa, per lib. 612. e meza.	L. 122. 10.
7	A credito Michele Landinelli lib. 150.	L. 30.
14		
7	A spese di reparationi, e fabriche lir. centotrentanoue, sol. sei, den. otto quat. pagati per mandata questu giorno sudetta à M. N. nostro Capelletto, e sono, cioè lir. cinquanta per la sua annua prouisione di coprire, e riuedere tutte le nostre case di Villa, e di Città, e il resto per spese, che dà conto bauere fatto in risarcire le case di Villa, come di tutta ne appare lista in filza di più somma, per mandato dalli Mannini, &c. al banco.	L. 139. 6. 8
10	A credito li Mannini, &c. al banco.	
7	Alla Possessione di Pondi lir. settantasette, sol. otto, den. 8. quat. si fanno buoni à M. Sabadino Pazaglia di Mal' albergo, e sono per sei nauate di stramo, mandatoci li mesi passati, compresi le condotte, così d' accordo insieme.	L. 77. 8. 8
8	Alla Possessione di Bello lir. settantasette, sol. otto, den. otto quat. buoni al sudetto, come sopra, per sei nauate di stramo da letto, come sopra detto.	L. 77. 8. 8
8	Alla Possessione di Montorio lir. centocinque, sol. tredici per otto nauate di strama da letto mandatoli il sudetto, come sopra.	L. 105. 13. —
8	Alla Possessione di Romanello lir. centocinque, sol. tredici quat. buoni al sudetto per altre otto nauate di stramo da letto bauute, come sopra.	L. 105. 13. —
14	A credito Sabadino Pazaglia lir. 366. 3. 4.	

ASA-



# Nieuwe Instructie

Ende bewijs der looffelijcker Consten des Rekenboecks/ende Rekeninghe te houdene nae die Italiaensche maniere / allen Cooplieden / Rentmeesteren / Tollenaren / Assijsmeesteren / zeer nut ende profytelijk: Informerende eenen yeghelijcken / hoe hy zekere ende perfecte Rekeninghe houden sal met dobbel boecken nae der manieren voors. Waer duer elck by hem seluen lichtelijck in allen sinen saken en affaire groote experientie crighen sal.

Ghetranslateert met grooter diligentien / wt die Italiaensche tale in onser spraken duer Jan pmpyn Christoffels (saligher memorien) Coopman van Antwerpen: Ende nu ter liefden en profyte des ghemeynen Weluaerts eerst wtghegeuen int Jaer M. CCCC. XLIII.



Cum Gratia et Privilegio vier Jaren lanck duerende / zoot blijkt by der Copien van die Keyserlijke Maiesteit verleent.



## NOTES ON YMPYN

We are reproducing herewith the title page of Ympyn's book, which we have taken from Kheil's book, where a thorough comparative study is made between Ympyn and Pacioli. Ympyn, as we have seen, was the first Dutch writer who practically translated Pacioli into Dutch, French and English, and from him continental Europe has derived its subsequent texts on bookkeeping. The original of this book was not available to the writer, but we have taken from Kheil's book the most important subject-matters which we review in the following lines:

Ympyn, as stated heretofore, copied Pacioli practically verbatim. We find, however, here and there a few deviations which we think it important to mention at this place.

Pacioli speaks about the two divisions of his book, one covering inventory and the other "disposition." He is somewhat vague in explaining this latter term. Ympyn says that "disposition" is "the establishment, systematizing and execution of the current and customary as well as the extraordinary affairs of a business.

Ympyn suggests that the index should be bound in parchment and placed either at the beginning or the end of the ledger, but in such a manner that it can be taken out if necessary. He uses the Italian terms "Per" and "A" untranslated. In front of corrective ledger entries he uses a cross and does not mention any other distinguishing marks. The term "cash" is personified to cashier instead of pocket book, as used by Pacioli. He enlarges on the terms "Cash" and "Capital" more than Pacioli does. For branch stores the sales are entered into a sales journal, and totaled once a week for transfer to the ledger. Ympyn is more extensive in his explanations than Pacioli about *barrato* or trade, also about the draft and its use. We should remember, however, that Pacioli describes these more fully in the parts of his book not covered by the subject of bookkeeping.

Ympyn recommends a separate book for household expenses, and a petty expense book for the small expenses of the business. The totals are transferred from these books to the journal once a month. He mentions a special cash book for special kinds of species or for foreign money which is handled by the firm, very much as some banks today use a separate account with bank notes of large denominations. He advocates the use of separate books for statistics, or memoranda, in the nature of diaries; and suggests a shipping book. As to accounts, he mentions interest, building rents, ground rents, expenses, household expenses, merchandise expenses, building repair, garden expenses, salaries, loans, expenses of childbirths and an account for marriage gifts.

Like Pacioli and Manzoni, Ympyn uses a profit and loss account, very much the same as we do today. He also draws off a balance to prove the correctness of the ledger. Ympyn, however, puts the balance at the end of the ledger as an account, although he does not explain it as such in his text; in this he does not follow Pacioli. He balances the profit and loss account to capital account without passing it through the journal.

Ympyn specifically mentions that merchandise must be inventoried at cost and he uses a merchandise inventory account, to which all accounts showing an inventory of merchandise or goods on hand are closed and then this account in turn is closed to the balance account. He does not journalize these entries. However, we find that he does journalize his profit and loss items, as does Manzoni, but which Pacioli does not do.

Assets in the balance account are put on the credit side and liabilities on the debit side. He uses no opening balance account in the new ledger, but evidently posts from the old balance account in the old ledger in reverse order to the new ledger, because the closing balance account in the old ledger gives the folios to which the items are posted in the new ledger. We have seen that Pacioli says that you can transfer the capital account either as a balance in one item, or itemized; the latter having the advantage of then representing a summary of the inventory, and each new ledger then starts with an inventory.

The journal, profit and loss, capital, and balance accounts illustrated by Ympyn are printed in Kheil's German review of Ympyn, but we regret that he did not reproduce them actually, as with the modern printing much of the form and arrangement is lost.

Ympyn permits no erasures. He wishes a line drawn through the wrong amount or words the same as Pacioli does, in order to be able to prove of what the error consisted. He insists that explanations to the journal entries must be so clear that anybody can understand the transactions they record; that books kept in the Italian manner as described by him, with a journal and a ledger, "make everything as clear as daylight and will prevent swindles and defalcations, as occur now so frequently and almost daily."

He adds the freight to the merchandise and posts it to the merchandise account. He deprecates trading on long credit, and announces it as bad because "the wolf does not eat any days and the due date comes nearer not only by day but as well by night."

The two diagonal lines of which Pacioli speaks, are used in the journal when the posting is finished and in the ledger when the account is closed or transferred to the new ledger. Capital account Ympyn credits with the assets and debits with the liabilities, which agrees with the idea of the personifying of accounts and results in a net credit in this account, which net credit is the same as we use in the capital account to this day. Ympyn uses no ledger headings and shows but one column in the journal. He uses Roman figures in all money columns, both ledger and journal.

## STEVIN'S JOURNAL AND LEDGER REPRODUCED

The following pages, Nos. 119 to 136, represent reproductions of the journal and ledger and other interesting forms as given in the book of Simon Stevin, which appeared in the Dutch language in Amsterdam in 1604, was rewritten in The Hague in 1607, republished in Latin in 1608, and republished by Stevin's son Hendrick in 1650. As we have seen, Stevin was a tutor and adviser of Prince Maurits of Orange, then Governor of some of the Dutch provinces. Stevin first taught the Prince bookkeeping and then induced him to install a double-entry system of bookkeeping throughout his domains and government establishments.

Stevin apologizes for the use of terms in foreign languages, such as debit, credit, debtor, creditor, balance, journal, finance, etc., but says they are necessary because if he used Dutch terms the bookkeepers would not understand what he was writing about, and as bookkeepers only are supposed to profit by the regulations promulgated and ordered by Maurits, the Prince of Orange, for the double-entry municipal accounting system, he insists that he must use the foreign terms.

The objection of the Prince that government clerks would not understand Italian or double-entry bookkeeping, he overcomes by advising that he could hire and should hire clerks who did know it, for they undoubtedly would be better men.

The objections to the necessity of double-entry bookkeeping for municipalities and governments he reasons away by stating that a merchant has some direct personal supervision over his bookkeepers and cashiers, but the government must direct them through other persons. As this is not as safe as the merchant's personal supervision, it follows that if a merchant needs double-entry bookkeeping and finds it profitable, the government needs it that much more.

Stevin does not give rules for the making of journal entries, but he explains a difficulty which the Prince evidently met, when the latter asks: "If Peter pays me \$100, there are two debits and two credits: I am his debtor and my cash is also a debtor; he is my creditor and his cash is also a creditor. Which two of these four must I select for my books?" Stevin answers: "Take always my creditor and my debtor because Peter keeps books with his creditor and his debtor."

Stevin urges upon the Prince that governmental treasurers invariably become rich, and when they die leave such a muddled state of affairs and records that there is nothing left but to forgive and forget, but that such is not the case with bookkeepers and cashiers of mercantile establishments; they invariably die poor. A merchant, he says, knows what his bookkeeper or his cashier or treasurer should have, but this is not so with a Prince, who has to take the cashier's word for it.

The Prince then asks if bookkeeping ever had been worthy of such consideration that books were published on it. Stevin replied that numerous writers had taken up the subject, and that while doubtless the double-entry system was originated in olden times, yet in Italy where it is said to have been executed first, it is considered an art of which no other is so honorable and worthy.

The Prince (apparently floored by Stevin's lucid arguments) thereupon agrees to take up the study with the view of installing double-entry bookkeeping in the governmental departments as soon as Stevin and he were through with their studies of algebra.

Stevin has a firm place in the heart of the writer, because he mentions in his book that one of his forebears was a treasurer of the city of Flissingen, thus supplying the missing data for the genealogy of his family.

Comparison of the journal and the ledger with the reproductions of the Italian writers heretofore given, will at once show that in printing as well as in arrangement the Dutch were far superior to the Italian. A comparison with Pietra and Mainardi will make this very plain. The examples must be pronounced as being excellent for their time. The journal entries are differently grouped than has been done by any previous writers, very much more systematic, and in many instances only totals from other records are used.

It will be noted that all religious terms at the top of pages or at the beginning of books, customarily used in the Italian method, have been omitted. The slightest reference to the Deity is absent in these books, due to the fight for religious freedom which then waged in Holland. Stevin was a great supporter of the Protestant party, so much so that Brown relates that when in 1645 a proposal was made to erect a statue at Bruges to his memory, a Catholic agitation was aroused in the House of Representatives to defeat the project. Even a clerical editor expunged his name from a Dutch dictionary of biography, where it had appeared in earlier editions. However that may be, the writer having been born in Holland and there having kept numerous sets of books, can vouch that twenty years ago the majority of books which came under his supervision were opened and closed in the name of the Deity.

Stevin's omission of the use of religious terms was followed in England, whereas Europe to this day follows Ympyn and others, which is corroborating evidence that Stevin through Dafforne has influenced English and American bookkeeping more than has Mellis, who followed Pacioli in the use of religious terms.

Through a peculiar coincidence the use of the terms "pepper" and "ginger" appear as frequently in his illustrations and examples, as they do in those of the Italian and other previous writers.

Stevin personifies the impersonal or economic accounts when he states that cash account is an account with the cashier and follows this idea throughout his work in connection with other accounts. He men-



tions the three methods of buying and selling theretofore described by the Italians, namely, on account, for cash, and in trade, and the combinations that can be made with these three. Like his predecessors, he states that in the beginning of every book two entries are necessary, which should cover merchandise, and cash on hand, as also the debts owing and accounts owing, and like Pacioli and Ympyn he explains fully that sometimes a business can be started on credit but he doubts the advisability.

Stevin is the first to use the system of controlling accounts, and as shown in the first page herewith reproduced, in the second line after the table, the same name for these accounts is retained today. He uses the word "*contrerole*," which comes from the French "*controler*," which in turn comes from the two Latin words "*contra*" and "*rotulus*" (our roll) and "*rota*" (our wheel). The definition of the word "control" is "to check by a duplicate register" or "verify an account." The total of his controlling account was obtained from the detailed monthly reports from the sub-treasurers or cashiers of the various places and departments, and were posted to these controlling accounts through the medium of journal entries. From these accounts tables were compiled showing the delinquencies for each year of each sub-treasury or of each place. He describes that an endless variety of these tables may be made in order to show the true status of the various operations at various places. He also states that if no tables are desired, then there should be a separate account for each column in these tables, and especially for each year. The table reproduced shows how particular and careful he was on this subject.

The ledger shows both the page of the journal and the page upon which the other part of the double-entry appears in the ledger. This is one of the first writers who enters the journal pages in the ledger. The pages of the journal are, however, put in the margin, on the left of the date in the ledger and not directly to the left of the amount, as we are accustomed to do at the present time. The explanations in the ledger will appear to you to be shorter and clearer and more to the point as to relevancy than was customary in the Italian method. It should also be noted that the term "per" is used on both sides of the ledger. Stevin says that many bookkeepers use "a" on the debit side where he uses "per." He suggests that his method is more reasonable, as can be learned by translating the entry in an ordinary sentence; thus, which is better language? "Peter is debit to me 'for' ('per') pepper sold to him," or "Peter is debtor to me 'to' ('a') pepper sold to him." He then states that it is not a matter of importance, that his readers can do as they like, but he wishes them to follow the better sentence.

In the journal he does not use the expression "per" before the debtor, nor "a" before the creditor, nor does he divide them with the two slanting lines // as do Pacioli, Manzoni, Pietra and Ympyn. Stevin simply used "debit per" between the names of the debtor and creditor thus coming closer to our present form of journal entry.

It is difficult to state what the two diagonal lines (//) between the debits and credits mean.

In the chapter entitled "Discursion in Theory" there has been set forth in detail Stevin's theory of a double entry with two debits and two credits, thus carrying the transaction through the proprietor's account but eliminating the same by algebraic formula.

The late Joseph Hardeastle, C.P.A., of New York, in 1903, in his "Accounts of Executors and Trustees," chapter on "The Personalistic Theory," very plainly sets forth the same idea elucidated by Stevin. He even goes so far as to state that Pacioli (he spells it with an "i") and Manzoni used the slanting lines between debits and credits to indicate the omission of the word "proprietor" twice.

Stevin explains that Roman figures in the ledger are not needed because they are never used in the journal, which is a book of more importance, and if they are not put in the book of more importance why should we put them in the book of less importance? He explains (as does Pacioli) that the ledger is not important because if the ledger is lost it can be written up entirely from the journal, whereas the reverse is not true, because the detail which the journal contains is lacking in the ledger. He further states that in the Italian books Roman figures are not used in the day book.

It will be noticed that each page of the ledger has a consecutive number (not as we number by giving two pages, the debit and the credit, one and the same number). Stevin explains that this is better because then all your debit pages will be uneven and the credit pages will be even numbers, which will aid in checking if an error is made in putting the little dividing line between figures representing the pages of the debit and the credit in the journal, as is customary in the Italian method. The fact that but one column is used in the journal, makes this little dividing line between the figures of the debit postings and those of the credit postings very important. Stevin further explains in this connection that it is still more confusing with a combination journal entry, where there are a number of debits and but one credit, or vice versa, when the word "sundries" is used. This because the debit of a combination journal entry comes first, and thereafter a number of credits, yet the total of the journal entry (which is the amount for the debit entry), stands at the last and therefore the debit is posted last, as will be seen from the illustration reproduced.

Stevin is the first of the writers mentioned in this book to use combination journal entries with the word "sundries." We have seen that Mainardi has combination journal entries or journal entries with more than one debit and more than one credit, but he does not use the word "sundries."

In the ledger it will be noted that the first entries, or the opening balances on some of the accounts, bear the date of "0 January." The use of the cipher at the beginning of the year, he says is absolutely necessary, because the books are opened on neither December 31st nor January 1st. It is a period in between these two. He explains this with the illustration that the first rung is not the beginning of the ladder.

The date in the ledger is repeated before each entry, instead of following the Italian method of using the words "*a di detto*," which mean "the.....day of the above month," because he says the date to which "ditto" refers may be several pages back and therefore hard to read at first sight.



Unlike Pacioli, Pietra and Ympyn, Stevin uses definite headings for his ledger accounts, and is the first one to use the terms "debit" and "credit" instead of "*dec dare*" and "*dec havere*." He puts the year on top of the page, and he balances his ledger accounts by making a sub-total. Closing entries do not go through the journal. Profit and loss account is written up at the end of the year, and also at the close of particular transactions, and while Stevin does not give a trial balance, in his descriptions he speaks very particularly of the same, and describes how to prepare it. While in his illustration he credits a legacy to the profit and loss account, in his text he admonishes the reader to put it to the capital account, giving his specific reasons for it. Cash entries are journalized in daily totals. He maintains a separate cash book in which the receipts are put on the debit and the disbursements on the credit, the same as they would be found in the ledger if it were a ledger account. He also explains that this looks as if it were double work but it is not, as it is not the bookkeeper's work to keep a cash book, but the cashier's. He further argues that because the bookkeeper is sometimes also the cashier, that fact should not alter the rule. He has a separate cash book for petty expenses, in which to enter small items which are posted to the ledger only once a month, in order to lessen the number of entries.

About the reconciliation of differences between bookkeepers, cashiers, treasurers and others, he claims that these variations are due to the different closing periods of accounts and reports by the various officials, and requires that they be preserved by writing their full detail in the journal and making a reference of the same on the ledger account affected. Stevin says that as the head bookkeepers through these reconciliements would discover entries which belonged to a period previous to the date of their discovery and their entry in the journal, that the current date on which the entry is made in the journal should be used in that book, but that in the explanation the original date should be used (we now use "as of date" so and so). But he warns his readers that when posting these entries to the ledger, the original date and not the journal entry date should be used. He advises that trial balances be taken in February, May, August, and November, which are customary mercantile due dates, which in turn will lead to a settlement of many accounts and will make this work easy and light. Furthermore, it will give data and statistics upon which the merchants can base their buying, selling, and credit budgets for the future. He advises that the Italian method of bookkeeping is so adapted to expansion that whereas before but one bookkeeper could be employed, under the double-entry system any number of bookkeepers can be used, for, if the work becomes too much for one man the system should be revised so as to provide for controlling accounts. This means to post in totals only, so that one sub-division can be given to a bookkeeper to be controlled by one head bookkeeper, who deals in totals only.

As to the cash book, it is used because it obviates the making of numerous journal entries every day, thus shortening the work greatly. He fully illustrates this, and transfers the totals of the cash book to the ledger by journal entries, preferably monthly.

Stevin provides a double column in the ledger account for merchandise. In one of these he puts the weights and measures, and insists that they be balanced also. He says that in his illustrations he made them come out even, although he admits that that very seldom happens. The result, however, would be the same, for the balance to be carried to the new ledger or to be used in "the statement of affairs" would be based upon the weight, and whatever is over or short, as far as weight and measure is concerned, would automatically adjust itself in the profit and loss.

He objects to the name of "*memorial*" as used in the Latin countries for the day book, stating that "*memorial*" is a book of memoranda (things to be remembered), whereas the day book is used to write in roughly the daily transactions preparatory to journalizing them. This he calls a blotter. He draws a line between each journal entry from one side of the book to the other side of the book, through all the standing lines and columns. He explains that this line is necessary, because some entries cover several pages. (How we accountants wish some bookkeepers would make journal entries with explanations pages long!)

Stevin says it is customary to ascertain once a year what the profit or the loss of the business has been. This is what he calls "balancing" or "making a statement of balance" or "ascertaining of capital." For this purpose, he advises to "add together cash and merchandise on hand and actual accounts receivable, deduct therefrom the accounts payable; the difference is net capital provided the accounts receivable are all good. The difference between the net capital of last year and this year is the profit or loss for the year." According to Stevin, the making of a statement of affairs was not done concurrently with the closing of the books, the latter being done only when a new ledger is opened or where the merchant retires from business or dies.

To prove his profit and loss arrived at through the making of a statement of affairs as above explained, he makes up a profit and loss account, which he calls "proof statement." Therefore, his profit or loss is ascertained first from the balance sheet, and in order to prove whether that is correct, he builds a profit and loss account. How few modern bookkeepers and young accountants understand this principle today!

It will be seen from the reproduction of his financial statement and profit and loss account, that the profit and loss statement is just as it would appear in the ledger account if these entries were really posted to a ledger account as we do today. The balance sheet therefore represents an unposted journal entry, whereas the profit and loss account shows the result of a posted journal entry. In this Stevin is of course inconsistent.

Stevin makes the statement of affairs a mathematical problem rather than the result of debits and credits. He adds and subtracts, but does not reason where "proprietorship begins and ends," as he does with all other journal entries. Hence, the entries comprising the closing of the ledger and the profit and loss account should not be in the journal (he reasons), as the making of such entries is only done when proprietorship is affected. They are merely the bringing together to a conclusion of net proprietorship or net capital.



He further explains that the ledger must always be in balance because of the mathematical rule of "equal amounts added to equal amounts must give equal totals."

In closing the ledger, Stevin transfers the balance of the various accounts direct to other accounts in the ledger without the aid of journal entries, and calls it often "by *slote*" the Dutch, and sometimes "*per solde*" the Italian for "in order to close." He puts his assets and liabilities into the capital account, and his profit and losses in the profit and loss account. He finally closes all accounts by closing the profit and loss account into the capital account. As the difference between present assets and liabilities or net proprietorship must be equal to the capital at the beginning of the year, plus or minus the current profits or losses, the entering of the present assets and liabilities in his capital account is an unnecessary duplication, except it be to effect a closing of all ledger accounts and using the capital account for this purpose as a clearing account.

Stevin explains this method by saying that other writers, and especially the Dutch writer Bertholomi de Rentergem, have in the rear of their ledgers a "balance account," (as Pietra and Ympyn) into which they close their ledger accounts. This, Stevin says, is built from a journal entry made in the old journal. This entry is also posted in reverse order in the new ledger from the journal entry in the old journal. This method Stevin does not like. He says these writers when opening their first journal and ledger, in the beginning of a new business, start with an inventory (see Pacioli and others), but in subsequent ledgers he says they do not do this, and there they call it a balance account. Why not be consistent, he pleads, and open each subsequent journal and ledger with an inventory? He dislikes the balance account method evidently so very much that he wants to get away from it as far as he can, and thus he dumps it all into the capital account, because, he adds, "the result is exactly the same."

Stevin gives an exhaustive chapter about the settlement of partnership affairs. He states that if all the partners are active and were conducting a portion of the business in various cities on the principle of branch stores, each partner should keep a separate set of books, very much the same as the method he explains for consignments or traveling agents, and at headquarters or at one of the branches there should be a joint bookkeeper, whose duty it is to deal in totals, so that each partner may know where he stands in relation to the others. If only one partner is active, this partner should keep the books.

He learned in one instance, as very likely modern accountants will learn from time to time, that a good merchant, no matter how illiterate he is or how ignorant he may be about bookkeeping, usually can tell very accurately whether the accountant's financial statement and bookkeeping results are correct. Stevin was called in to adjust the affairs between a number of partners, of a large partnership. The five active partners were residents of the cities of Venice, Augsburg, Cologne, Antwerp, and London, where they conducted branch establishments of the firm. One of these partners had not kept any books. Stevin was finally induced by this partner to visit him and to write up a full set of books of all the transactions of the partnership which he could find, and thus ascertain the financial settlement between the partners. This he did, after considerable labor. The particular partner who had kept no books, however, objected to the settlement, because it was £300 less than he figured was coming to him. To prove this, he stated that they had no assets or liabilities of any kind, having liquidated the business; therefore he said: "If I deduct my disbursements from my receipts, and add to the balance what is due me from the others, the total must be my portion of the profit." Stevin agreed with him that this was right, and the set of books was discarded and a settlement made upon the argument of the partner who was ignorant as far as bookkeeping was concerned. From this experience Stevin determined upon the following rule: when called in to make a partnership settlement, he would demand three things: first, the amount each partner has received more in cash than he paid, or what he paid more than he received; second, the difference between presently existing accounts receivable and accounts payable, to which he added the cash and merchandise on hand; third, what the agreement was between the partners as to divisions of profits and losses. He illustrates the application of this rule by the following example:

A paid more than he received by.....	£2,000
B received more than he paid by.....	4,000
C paid more than he received by.....	3,000

The net assets, or the difference between accounts receivable and payable, added to the cash and merchandise on hand, amounted to ..... £7,000

Each partner was to receive one-third of the profits or stand one-third of the losses. He then puts up the following account:

Partnership Debit.		Partnership Credit.	
Due A .....	£ 2,000	Due from B.....	£ 4,000
Due C .....	3,000	Net assets .....	7,000
Total due A and C.....	£ 5,000		£11,000
Net profit .....	6,000		
Total .....	£11,000		

As of above profit one-third is due to each of the partners, each partner's account would stand as follows:

Due A as per above.....	£2,000	
Plus one-third of the profits.....	2,000	
	<hr/>	£4,000
Due C as per above.....	£3,000	
Plus one-third of the profits.....	2,000	
	<hr/>	5,000
		<hr/>
		9,000
Due from B as per above.....	£4,000	
Less one-third of the profits.....	2,000	
	<hr/>	2,000
		<hr/>
Net assets .....		£7,000

Those of us who have read the numerous involved court cases on partnership settlement, certainly must admire Stevin's ingenuity.

Consignment accounts, which Pacioli calls traveling accounts, are more thoroughly described in this work. Stevin thinks it wrong to debit consignment account and credit merchandise, when the goods are shipped on consignment, because the test when to make an entry is "the beginning and the end of proprietorship." He says it would be foolish to debit a clerk and credit merchandise when a clerk takes goods from a cellar or warehouse to the store or from one part of the store to another. And he feels that consignment is a transaction of a similar nature, with only a greater distance between the places of storage. He states if we want to keep track of these consignment transactions, it should be by way of memoranda but not in the regular books. Like Pacioli, he wants the traveling man or consignee to keep books on the double-entry system and report sales at convenient times, these reports to be entered in a separate journal and ledger until there is "a beginning and an end of proprietorship." It is important to note that Stevin very seldom uses the word "capital," but substitutes the word "proprietorship" throughout.

All the way through, Stevin uses as a test for the making of a journal entry "the beginning and end of proprietorship." Thus, when goods arrive in the warehouse, that is the beginning of proprietorship, and that account is not touched again, as far as the journal and ledger are concerned, until the goods have left proprietorship through consumption. So, if a barrel of beer were received from the brewer, it would go into the warehouse account or the merchandise account, and there remain until finally the butler on one of the war vessels would distribute it to the sailors, when it would be charged out to them. In the interim, however, the warehouse has sent it to a small ship, which brings it to the ocean, there it is transferred onto a transport, and probably is transferred on the ocean two or three times from one steward's warehouse on one ship to another steward's warehouse on another, until it finally reaches the war vessel upon which it is consumed. While he urges the necessity of following this barrel of beer from place to place, he states that this should be done only in memorandum accounts and not in the general ledger.

Equally insistent he is on the reissue of tools used in the construction of fortifications, canals and buildings, or on the farms and in the field. He says that tools are first purchased, issued to one particular piece of work and then returned to the warehouse and used in other places and transferred from place to place until finally worn out. All of this he feels should be carefully recorded but not in the general ledger.

As to the wages, he very carefully explains that a wages or pay roll account avails one nothing. The wages he says should be carefully distributed to each department for which they are incurred, exactly the same as we have seen Pietra does. He first distributes his wages, as he distributes all his supplies, to definite departments. Thus he says we can arrive at true costs. This method he uses also in checking up the supply house and the cook, for he instructs the cook, as we have seen, to give a record of the daily meals served in order to check the pay roll, and he checks the cook by instructing the warehouse men to figure out the cost of the meals per man. Thus he says, if the cost per meal is considerably higher than the average, and the pay roll agrees with the meals served, then the warehouse man has either made an error or stolen some goods.

In this connection, he provides a perpetual inventory, in which each kind of merchandise has two columns, one for the receipts or "ins" and one for the disbursements or the "outs." He balances each column when new goods arrive, then counts what is left, and adjusts his books to the actual count.

Gifts of merchandise, he states, must be valued, for three reasons: first, in order to be able to ascertain actual expenses and consumption of merchandise for each department; second, the proprietor should know at all times for how much he is obligated to others; third, in order to know exactly the actual capital invested.

In municipal accounting, he urges that the ledger of any year be held open until at least the end of the next year, to prevent heavy transcribing, very much the same as is done now with some tax rolls.

Stevin in instructing his bookkeepers in the municipal department, tells them to use the words "debit" and "credit" in the explanation of each journal entry, thus making it a little plainer to the uninitiated in the terms of bookkeeping. From the illustrations it will be noted that he does not do so in mercantile bookkeeping, but only uses the term "debit."

What the writer has said in praise of Stevin should not be interpreted as meaning that he considers Stevin's system perfect or even as perfect as we have today, for in many respects, it is not. But the writer believes that Stevin has left his unmistakable stamp on modern American methods. It would be interesting to study the earliest American financial books and ledgers in order to establish that through the Dutch settlers of New Amsterdam (now New York) Stevin's ideas were brought to America, rather than by way of England through Dafforne, who we will see further on in the book, failed to translate to the English language many of Stevin's ideas.



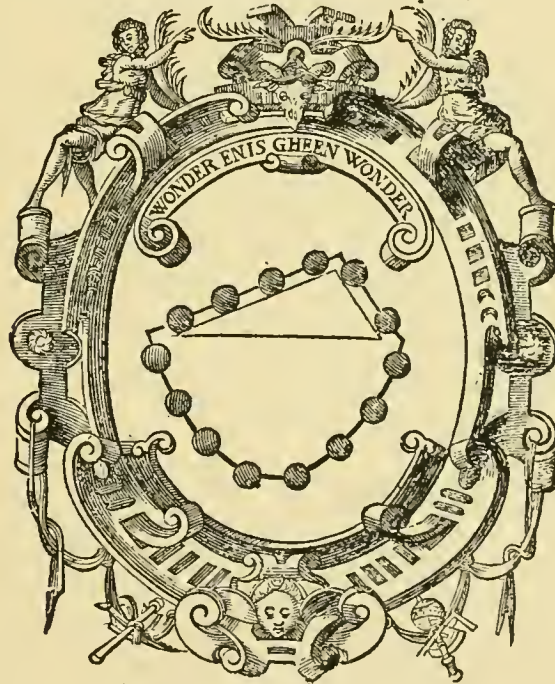
VERRECHTING  
VAN  
DOMEINE

Mette CONTREROLLE en ander behouften vandien.  
*'i Welck is*

*Verclaring van ghemeene Regel, waer deur ver-  
hoet worden alle abuysen mette swaricheden uytte selve spruytende, die-  
men tot noch toe uyt geen Rekencamers van Domeine en Finance  
heet connen weren.*

Wesende Oeffeninghen des Doorluchtichsten Hoogstghe-  
boren Vorst en Heere MAVRITS by Gods Ghe-  
nade Prince van Orange, &c. Ho: Loff: Memorie.

Beschreven deur SIMON STEVIN van Brugghe, in sijn leven des Hooghghemelten Heere  
PRINCEN Superintendent vande Finance, &c. En uyt sijn naghelaten  
Hanschriften by een ghestelt deur sijn Soon HENDRICK  
STEVIN Ambachtsheere van Alphen.



TOT LEYDEN,  
Ter Druckerye van IVSTVS LIVIVS,  
*In't tweede laer des Vredes.*

## STAET VAN MY DIERICK

Roofse gemaectt op den laetsten December 1600.

Staet of capitael debet.	Staet of capitael credit.
Per Aernout Jacobs fol. 14 51. 8. 0.	Per noten fol. 7 - 173 <del>fl</del> 5 onc. tot
Rest debet hier gestelt by sote	7 <del>fl</del> 't pont, comt - - 60. 13. 2
van desen - - - 3140. 9. 1.	Per peper fol. 7 - 120 <del>fl</del> tot 40 <del>fl</del>
Somme 3191. 17. 1.	't pont, comt - - - 20. 0. 0.
	Per Omaer de Srvarte fol. 9. - 513. 12. 0.
	Per Adriaen de VVinter fol. 11 - 150. 6. 0.
	Per Pieter de VVitte fol. 11 - - 448. 0. 0.
	Per Iacques de Somer fol. 13 - 54. 18. 6.
	Per casse fol. 19 - - - 1944. 7. 5.
	Somme 3191. 17. 1.

Sulcx dat Debiteurs, met geret gelt en vwaren, hier meer bedragen dan Crediteurs voor vveerde des capitaels op den laetsten van December 1600 - 3140.9.1.  
 Maer op den laetsten December 1599, of 't begin des jaers 1600 dat een selve is, vvas het capitael van 2153  $\mathcal{L}$  3  $\text{fl}$  8  $\text{fl}$ , vvant treckende den debet 514  $\mathcal{L}$  6  $\text{fl}$ , vanden credit 2667  $\mathcal{L}$  9  $\text{fl}$  8  $\text{fl}$ , blijft als vooren - - - - - 2153. 3. 8.  
 VVelcke getrocken vande 3140  $\mathcal{L}$  9  $\text{fl}$  1  $\text{fl}$ , blijft voor 't gene datter op dit jaer verover is, ende in dese staet gesocht vviert - - - - 987. 5. 5.

## STAET PROEF.

**M**Aer om nu te sien of het boveschreven vast gaet, so dient dit tot een proef: Ick vergaer al de resten der posten van vermeerderende of verminderende capitael, 't vvelck syn de resten der posten die inde voorgaende staetmaking niet en quamen,



men, als totte vvesentlicke staet niet behoorende: Ende vvant de selve syn partyen van vvinst en verlies voorgevallen inden tijt deser bouckhouding, dats sedert o Ianuarius 1600, vvelcke by aldienmen het bouck slote (gelijck int volgende 10 Hoofsttick gedaen sal vvorden) op rekening van vvinst en verlies souden commen, soo moet dan daer deur oock verovering bevonden vvorden van 987  $\mathcal{L}$  5  $\beta$  5  $\delta$ . Tot desen einde begin ick het Schultbouck te overloopen van vooren aen, ende ontmoet my eerst de poste der nagelen fol. 5, vvaer op ick vvinst bevinde van 75. 4. 7. daer na ontinoeten my noten en ander goeden, als hier na volght. Doch staet noch te gedencken, dat overschietende goeden hier berekent vvorden ten selven prijse als inden voorgaenden staet, om dat vvy nemen haer vveerde soo te vvesen, vvildemen in d'een en d'ander nemen den prijs verandert te zijn, men soudet oock meugen doen.

VVinst en verlies debet.	VVinst en verlies credit.
Per onkosten van coomschap fol. 16 - 57. 7. 0.	Per vvinst op nagelen fol. 5 - - 75. 4. 7.
Per onkosten vanden huysse fol. 16 - 107. 10. 0.	Per vvinst op noten fol. 7 - - 109. 7. 2.
Somme 164. 17. 0.	Per vvinst op peper fol. 7 - - 18. 19. 0.
Rest credit als prouffijt overeencom- mende mette voorgaende reke- ning hier gestelt per solde - - 987. 5. 5.	Per vvinst op zimber fol. 9. - - 41. 8. 4.
Somme 1152. 2. 5.	Per rekening van vvinst en verlies (vviens poste te gedencken is dat ten tyde deser vvercking in debet alleenelick hadde tyvee partyen, te vveten van 100 $\mathcal{L}$ en 12 $\mathcal{L}$ , maer in credit drie partien als 4 $\mathcal{L}$ 3. 4. en 15 $\mathcal{L}$ met 1000 $\mathcal{L}$ ) fol. 19 - - - 907. 3. 4.
	Somme 1152. 2. 5.

Nudan het prouffijt deur dese vvyse pock bevonden sijnde van 987  $\mathcal{L}$  5  $\beta$  5  $\delta$ , als te vooren int slot des staets, soo mach dit tot proef des vvercx verstrecken.

MERCKT

		't Jaer 1600.		ℒ	℔	s
0	Ianna.	<i>Verscheyden partijen debet per Capitaal van my Dierick Roose</i> 2667 ℔ 9 ℔ 8 s, deur dat ick ten voornoemden dage staet van goet makende, my bevonden hebbe toe te be- hooren de navolgende partijen van gelt, varen en schulden: Ende eerst:				
4		<i>Casse ingereden gelde</i> - - - - -		880	0	0
4		<i>Nagelen 4 balen vregende</i> n <sup>o</sup> 3 - 87 - tar 1.2. } 5 - 90 <sup>1</sup> / <sub>4</sub> tar 1.4. } 4 - 86 <sup>1</sup> / <sub>2</sub> tar 1.2. } <i>Net 350 ℔ 8 s tot 10 ℔'t pont, come</i> 7 - 91 <sup>1</sup> / <sub>4</sub> tar 1.0. } 355 tar 4.8.		175	5	0
6		<i>Noten 4 balen vregende</i> n <sup>o</sup> 9 - 79 tar 1.4. } 7 - 82 tar 1.4. } <i>Net 320 ℔ tot 9 ℔'t pont, come</i> 6 - 84 tar 1.2. } 8 - 80 tar 1.6. } 325 tar 5.0.		144	0	0
6		<i>Peper 3 balen vregende</i> n <sup>o</sup> 9 - 250 tar 2.0. } 10 - 260 tar 2.0. } <i>Net 758 ℔ tot 30 ℔'t pont, come</i> 11 - 254 tar 2.0. } 764 tar 6.0.		94	15	0
8		<i>Gimber 5 balen vregende</i> n <sup>o</sup> 1 - 266 tar 2.0. } 5 - 260 tar 2.0. } 6 - 258 tar 2.0. } <i>Net 1294 ℔ tot 32 ℔'t pont, come</i> 7 - 264 tar 2.0. } 8 - 256 tar 2.0. } 1304 tar 10.0.		172	10	8
Het navolgende syn Debiteurs getrocken uyt- de voorschreven staet.						
8	-	-	-	200	0	0
10	-	-	-	350	6	0
10	-	-	-	360	8	0
12	-	-	-	290	5	0
Somme				2667	9	8
3	<hr/>					
2	0	Ianna.	<i>Capitaal van my Dierick Roose debet per verscheyden Creditou-            ren, an de welcke ik my ten voornoemde dage deur de voor-            schreven staetmaking bevinde schuldich te syne als vulght:</i>			
13	-	-	-	100	0	0
15	-	-	-	150	0	0
15	-	-	-	264	6	0
Somme				514	6	0
D 3				Onc often		



			t Jaer 1600.			ℒ	ß	ſ
16 5	28	Februa.	Oncoſten van coomſchap debet per caſſe, deur betaelt in deſe maent van Februarij blijkende by 't memoriael van dien			3	0	0
16 5	28	Februa.	Oncoſten vanden huysſe debet per caſſe, deur betaelt in deſe maent van Februarij blijkende by 't memoriael van dien			3	4	0
12 5	7	Maerte.	Iacques de Somer debet per nagelen, deur dat ick an hem vercocht heb 2 balen te betalen binnen 2 maenden, vregende n <sup>o</sup> 3 - 87 tar 1.2. } Net 174 ₣ tot 12 ₧'t pont 5 - 90 <sup>1</sup> / <sub>2</sub> tar 1.1. } 177 <sup>1</sup> / <sub>2</sub> tar 2.6.			104	18	6
6 15	28	Maerte.	Noten debet per Davit Roels, deur dat ick van hem gecocht heb 3 balen te betalen binnen 3 maenden, vregende n <sup>o</sup> 4 - 79 tar 1.0. } Net 238 ₣ tot 8 ₧'t pont, comt - 5 - 80 tar 1.0. } 6 - 82 tar 1.0. } 241 tar 3.0.			95	4	0
16 5	31	Maerte.	Oncoſten van Coomſchap debet per caſſe, deur betaelt in deſe maent van Maerte blijkende by 't memoriael van dien			4	2	0
16 5	31	Maerte.	Oncoſten vande huysſe debet per caſſe, deur betaelt in deſe maent van Maerte blijkende by 't memoriael van dien - -			6	6	0
4 5	6	April.	Caſſe debet per nagelen, deur dat ick contant vercocht heb 2 balen an Joſep Sanders vregende n <sup>o</sup> 4 - 86 <sup>1</sup> / <sub>2</sub> tar 1.2. } Net 175 ₣ tot 13 ₧'t pont 7 - 91 <sup>1</sup> / <sub>2</sub> tar 1.0. } 177 <sup>1</sup> / <sub>2</sub> tar 2.2.			114	3	1
8 5	20	April.	Gimber debet per caſſe, deur dat ick contant gecocht heb 3 balen van Louys Ianß, vregende n <sup>o</sup> 14 - 264 tar 2.0. } Net 794 ₣ tot 30 ₧'t pont - 15 - 270 tar 2.0. } 16 - 266 tar 2.0. } 800 tar 6.0.			99	5	0
16 5	30	April.	Oncoſten van coomſchap debet per caſſe, deur betaelt in deſe maent April blijkende by 't memoriael van dien - -			3	10	0
16 5	30	April.	Oncoſten van den huysſe debet per caſſe, deur betaelt in deſe maent van April blijkende by 't memoriael van dien -			6	0	0
14 9	12	Meze.	Davit Roels debet per Omaer de Syvarte, deur dat ick Davit geſigneeert heb van Omaer t'ontfangen in volle betalingh van dies ick Davit ſchuldich ben, vervallende den 2 Maerte 1600, en in mindering van dies my Omaer ſchuldich is, vervallende 6 Meze 1600			150	0	0

Verſchey-

		't Jaer 1600.		℥	§	3
30	Meye.	Verscheyden partijen debet per Aernout Jacobs, van hem getocht de navolgende partijen te betalen binnen een maent, en eerst:				
4	-	Nagelen 2 balen vregende				
		n <sup>o</sup> 11 - 90 tar 1. 0.				
		12 - 88 tar 1. 0.				
		178 tar 2. 0.		83	0	0
		} Net 176 ℥ tot 10 §'t pont -				
6	-	Noten 2 balen vregende				
		n <sup>o</sup> 13 - 86 tar 1. 8.				
		14 - 88 tar 1. 8.				
		174 tar 3. 0.		68	8	0
		} Net 171 ℥ tot 8 §'t pont -				
15		Somme		151	8	0
10	30	Meye.	Pieter de Witte debet per verscheyden partijen, an hem vereocht te betalen binnen 5 vweken, en eerst:			
9	-	Gimber 8 balen vregende				
		n <sup>o</sup> 4 - 266 tar 2. 0.				
		5 - 260 tar 2. 0.				
		6 - 258 tar 2. 0.				
		7 - 264 tar 2. 0.				
		8 - 256 tar 2. 0.				
		14 - 264 tar 2. 0.				
		15 - 270 tar 2. 0.				
		16, 266 tar 2. 0.				
		2104 tar 16. 0.		313	4	0
		} Net 2088 ℥ tot 36. 8' t pont -				
7	-	Noten 7 balen vregende				
		n <sup>o</sup> 4 - 79 tar 1. 0.				
		5 - 80 tar 1. 0.				
		6 - 82 tar 1. 0.				
		9 - 79 tar 1. 4.				
		7 - 82 tar 1. 4.				
		3 - 84 tar 1. 2.				
		8 - 80 tar 1. 6.				
		566 tar 8. 0.		331	16	0
		} Net 558 ℥ tot 12 §'t pont -				
		Somme		648	0	0
4	31	Meye.	Casse debet per Omaer de Svrarte, van hem ontfaen in mindering van 't verschenen den 6 Meye 1600	30	0	0
9						
12	31	Meye.	Ioos Noivot debet per casse, an hem betaelt in mindering van 't verschenen den 7 Maerte 1600	50	0	0
5						
14	31	Meye.	Aernout Jacobs debet per casse, an hem betaelt in mindering van 't verschenen den 10 April 1600	200	0	0
5						
16	31	Meye.	Oncosten van coomschap debet per casse, deur betaelt in dese maent van Meye blyckende by 't memoriael van dien	4	5	0
5						
16	31	Meye.	Oncosten vanden huysse debet per casse, deur betaelt in dese maent van Meye blyckende by 't memoriael van dien	7	0	0
5						
4	20	Iunius.	Casse debet per Jacques de Samer, van hem ontfaen in mindering van 't verschenen den 1 Maerte 1600	200	0	0
11						
Aernout						



			't Jaer 1600.			L	B	S
14	28	Junius.	Aernout Jacobs debet per casse, an hem betaelt in voldoeningh van 't verschien den 10 April 1600	-	-	64	6	0
16	30	Junius.	Oncosten van Coomfchap debet per casse deur betaelt in dese maent van Junius blijkende by 't memoriael van dien	-	-	2	10	0
16	30	Junius.	Oncosten vanden huysse debet per casse, deur betaelt in dese maent van Junius blijkende by 't memoriael van dien.	-	-	5	0	0
8	4	Julius.	Omaer de Swarte debet per verscheyden partien, an hem vercocht te betalen binnen 2 maenden, die geleverd zyn in handen van Andries Corffyn Facteur, En dat deur last vanden voorschreven Omarr. blijkende by sya missive vanden 16 Junius 1600: En ten eersten					
7	-	-	Peper 3 balen vregende no 9 - 250 tar. 2.0 10 - 260 tar. 2.0 11 - 254 tar. 2.0	} Net 758 ₧ tot 36 S 't pont.		113	14	0
7	-	-	764 tar. 6.0. Noten 2 balen vregende no 13 - 86 tar. 1.8. 14 - 88 tar. 1.8.	} Net 171 ₧ tot 10 B 't pont		85	10	0
5	-	-	147 tar. 3.0. Nagelen 2 balen vregende no 11 - 90 tar. 1.0. 12 - 88 tar. 1.0.	} Net 176 ₧ tot 13 B 't pont		111	8	0
			178 tar. 2.0.	Somme		313	12	0
4	8	Julius.	Casse debet per verscheyden personen, van hemlien ontsaen gereet gelt als volgt.					
11	-	-	Adriaen de VVinter in mindering van verschien 8 Junius 1600			200	0	0
11	-	-	Pieter de VVitte in volle betaling vant verschien 20 Julius 1600			360	8	0
11	-	-	Pieter de VVitte in mindering van 't verschien den 5 Julius 1600			100	0	0
13	-	-	Jacques de Somer in volle betaling vant verschien 1 Mart. 1600			90	5	0
13	-	-	Jacques de Somer in mindering vant verschien 7 Meye 1600			50	0	0
				Somme		900	13	0
16		Julius.	Verscheyden personen debet per casse, an hemlien betaelt gereet gelt als volgt:					5
12	-	-	Isos Noiros in volle betaling van 't verschien 7 Martte 1600			50	0	0
14	-	-	David Roels opt verschien den 28 Junius 1600			60	0	0
14	-	-	Aernout Jacobs opt verschien den 30 Junius 1600			100	0	0
5				Somme		210	0	0
14	20	Julius.	David Roels debet per casse, an hem betaelt in voldoeningh van 't verschien den 28 Junius 1600			35	4	0
6	28	Julius.	Noten debet per casse, deur dat ick gecocht heb 3 balen gereet gelt vregende net 240 ₧ tot 7 B 't pont			84	0	0
19								

Peper

		't Jaer 1600.		L	S	8
	4 Aug.	Peper debet per noten, deur dat ick gemangelt heb tegen Andries Claesf. als volcht :				
6	- - -	Peper 120 $\text{fl}$ tot 40 $\text{S}$ 't pont by Andries Claesf. an my geleveret, comt		20	0	0
7	- - -	Noten 66 $\text{fl}$ 11 oncen tot 6 $\text{S}$ 't pont, die ick an Andries Claesf. geleveret heb, comt		20	0	0
18	18 Aug.	Rekening van vrinst en verlies debet per casse, deur dat ick met Catherine myn dienstmaecht ten huwvlicke gegeven hebbe		100	0	0
10						
	21 Aug.	Verscheyden partijen debet per Arnmout Jacobfz. deur dat ick van hem gelicht hebbe 1000 $\text{L}$ op intrest tegen 12 ten hondert $\text{S}$ 'saers, en dat voor een maent, vvaer af de verscheyden partijen dusdanich zijn :				
18	- - -	Casse deur dat ick van hem ontsaen hebbe de boveschreven hoofsomme van		1000	0	0
18	- - -	Rekening van vrinst en verlies deur dien den intrest der boveschreven hoofsomme op een maent bedraecht		12	0	0
15		Somme		1012	0	0
	10 Sept.	Jacques de Somer debet per verscheyden partijen, deur dat ick hem gegeven heb 500 $\text{L}$ op intrest tegen 10 ten hondert $\text{S}$ 'saers, en dat voor een maent, vvaer af de verscheyden partijen dusdanich zijn :				
19	- - -	Casse deur dat ick hem getelt hebbe de boveschreven hoofsomme van		500	0	0
19	- - -	Rekening van vrinst en verlies, deur dien den intrest der boveschreven hoofsomme op een maent bedraecht		4	3	4
		Somme		504	3	4
	18 Sept.	Adriaen de VVinter debet per verscheyden partijen 180 $\text{L}$ , deur dat hy van my ontsaen heeft op vrissel 100 $\text{L}$ steerlinx tot 33 $\text{S}$ bet pont, bedragende 165 $\text{L}$ , om die vveerom te betalen an Omaer de Svvarte binnen Lonnen op 1 vvec maender na sichts, het pont steerlinx gerekent op 36 $\text{S}$ vvaer af de verscheyden partijen dusdanich zijn :				
19	- - -	Casse deur dat hy van my ontsaen heeft de boveschreven somme van		65	0	0
19	- - -	Rekening van vrinst en verlies, deur dien de vrissel van 3 $\text{S}$ te punde op de 100 $\text{L}$ steerlinx bedraecht		15	0	0
		Somme		180	0	0
14	23 Sept.	Arnmout Jacobfz debet per casse, an hem betaelt datter verschinen vvas den 21 September 1600		1012	0	0
19						
18	21 Sept.	Casse debet per rekening van vrinst en verlies, deur geerst te hebben het goet mijns Ooms		1000	0	0
19						
18	12 Octob.	Casse debet per Jacques de Somer, van hem ontsaen datter verschinen vvas den 10 October 1600		504	3	4
13						
		E				
		Omaer				



			't Jaer 1600.			ℒ	ſ	g
8	14	Decem.	Onaer de Swarte tot Lonnen debet per Adriaen de Winter, deur dat hy voor my ontfacn heeft op vriffel vanden ſelven Adriaen, blijckende by ſyn ſchryven.	-	-	180	0	0
16	31	Decem.	Oncoften van coomſchap debet per caſſe, deur betaelt inde maenden van Julius, Auguſtus, September, October, November, en December, blijckende by 't memoriael van dien	-	-	40	0	0
16	31	Decem.	Oncoften vanden huysſe debet per caſſe deur betaelt inde maenden van Julius, Auguſtus, September, October, November, en December, blijckende by 't memoriael van dien	-	-	80	0	0
			<p>Merckt dat deſe twee laetſte pattien van oncoften ſouden na 't gemeen gebruyck verdeelt behooren te vvorden ten einde van yder maent, ſoo veel op elcke viel: Doch alſoot vergeten vvas, ick en hebt niet vvillen verſchryven, te meer dattet inde daet ſomvvylen ſoo toegaet.</p>					

2

		Capitael debet.		't Jaer 1600.		ƛ	Ɔ	Ɔ
1	0	Janua.	Per verscheyden partijen	-	-	511	6	0
	31	Decem.	Per noten fol. 7, deur datter inde staetmaking bevonden zyn 173 ƛ 5 oncen, nu vveerdich 7 Ɔ 't pont, comt	-	-	60	13	4
	31	Decem.	Per peper fol. 7, deur datter inde staetmaking bevonden zyn 120 ƛ, nu vveerdich 40 Ɔ 's pont, comt	-	-	20	0	0
	31	Decem.	Per Omaer de Svrarte verschynende den 4 Septemher en 14 Decem-ber 1600 fol. 9	-	-	513	12	0
	31	Decem.	Per Adriaen de VVinter verschynende den 8 Junius 1600 fol. 11	-	-	150	6	0
	31	Decem.	Per Pieter de VVitte verschynende den 5 Julius 1600 fol. 11	-	-	448	0	0
	31	Decem.	Per Jacques de Somer verschynende den 7 Meye 1600 fol. 13	-	-	54	18	6
	31	Decem.	Per casse fol. 19	-	-	1941	7	5
				Somme		3706	3	

4

		Casse debet.		't Jaer 1600.		ƛ	Ɔ	Ɔ
2	0	Janua.	Per capitael fol. 3	-	-	880	0	0
2	6	April.	Per nagelen fol. 5	-	-	114	3	1
3	31	Meye.	Per Omaer de Svrarte fol. 9	-	-	30	0	0
3	20	Junius.	Per Jacques de Somer fol. 13	-	-	200	0	0
4	8	Julius.	Per verscheyden partijen	-	-	500	13	0
				Somme		2124	16	1

		Nagelen debet.		't Jaer 1600.		ƛ	onc.	ƛ	Ɔ	Ɔ
1	0	Janua.	Per capitael fol. 3	-	-	350	8	175	5	0
3	30	Meye.	Per Aernout Jacobs fol. 15	-	-	176	0	83	0	0
				Somme		526	8	258	5	0
	31	Decem.	Per rekening van vrinst en verlies fol. 19 hier gestelt by stote van desen, vvesende prouffje op nagelen	-	-			75	4	7
				Somme		526	8	333	9	7

		Noten debet.		't Jaer 1600.		ƛ	onc.	ƛ	Ɔ	Ɔ
1	0	Janua.	Per capitael fol. 3	-	-	320	0	144	0	0
2	28	Maerte	Per Davit Reels fol. 15	-	-	238	0	95	4	0
3	30	Meye.	Per Aernout Jacobs fol. 15	-	-	171	0	68	8	0
4	28	Julius.	Per casse fol. 19	-	-	240	0	84	0	0
				Somme		969	0	391	12	0
	31	Decem.	Per rekening van vrinst en verlies fol. 19, hier gestelt by stote van desen, vvesende prouffje op noten	-	-			109	7	2
				Somme		569	0	500	19	2



		Capitael credit.	't Iaer 1600.	ƛ	ƒ	3	
1	0	Ianna.	Per vreescheyden partijen	-	2667	9	8
	31	Decem.	Per Aernout Jacobs vreeschymende den 30 Iunius 1600 fol. 14	-	51	8	0
	31	Decem.	Per rekening van vwinst en verlies fol. 18	-	937	5	5
				Somme	3706		1

Fol.		Casse credit.		't Iaer 1600.	ƛ	ƒ	5
2	28	Februa.	Per oncoften van coomschap fol. 16	-	3	0	0
2	28	Februa.	Per oncoften vanden huysse fol. 16	-	3	4	0
2	31	Maerte	Per oncoften van coomschap fol. 16	-	4	2	0
2	31	Maerte	Per oncoften vanden huysse fol. 16	-	6	0	0
2	20	April.	Per gimber fol. 8	-	99	3	0
2	30	April.	Per oncoften van coomschap fol. 16	-	3	10	0
2	30	April.	Per oncoften vanden huysse fol. 16	-	6	0	0
3	31	Meye.	Per Ioos Neirof fol. 12	-	50	0	0
3	31	Meye.	Per Aernout Jacobs fol. 14	-	200	0	0
3	31	Meye.	Per oncoften van coomschap fol. 16	-	4	5	0
3	31	Meye.	Per oncoften vanden huysse fol. 16	-	7	0	0
4	28	Iunius.	Per Aernout Jacobs fol. 14	-	64	6	0
4	30	Iunius.	Per oncoften van coomschap fol. 16	-	2	10	0
4	30	Iunius.	Per oncoften vanden huysse fol. 16	-	5	0	0
4	16	Iulius.	Per vreescheyden partijen	-	210	0	0
4	20	Iulius.	Per Davit Roels fol. 14	-	35	4	0
				Somme	703	12	0
				Per slot van desen, en overgedragen in debet fol. 18	-	1421	4
				Somme	2124	16	1

		Nagelen credit.		't Iaer 1600.	ƒ	onc.	ƛ	ƒ	7
2	7	Maerte	Per Jacques de Somee fol. 12	-	174	14	10	13	6
2	6	April.	Per casse fol. 4	-	175	10	114	3	1
4	4	Iulius.	Per Omaer de Svrarte fol. 8	-	176	0	114	8	0
				Somme	526	8	333	9	7

		Noten credit.		't Iaer 1600.	ƒ	onc.	ƛ	ƒ	7
3	30	Meye.	Per Pieter de VVitte fol. 10	-	558	0	334	16	0
4	4	Iulius.	Per Omaer de Svrarte fol. 8	-	171	0	85	10	0
5	4	Aug.	Per peper fol. 6	-	66	11	20	0	0
				Somme	795	11	440	6	0
				31 Decem.	Per capitael fol. 2	deur datter inde staetmaking bevon-			
					den zijn 173 ƒ 5 oncen noten, nu vveerdich 7 ƒ				
					't pont, comt	-	173	5	60
				Somme	969	0	500	19	2

		Peper debet. t Jaer 1600.								
1	0	Ianna.	Per capitael fol. 3	-	-	758	0	91	15	0
5	4	Aug.	Per noten fol. 7	-	-	120	0	20	0	0
				Somme		878	0	111	15	0
31	Decem.	Per rekening van vrinsten verlies fol. 19, hier gestelt by slose van desen vvesende prouffijt op peper		-	-			18	19	c
				Somme		878	0	133	14	0

		Gimber debet. t Jaer 1600.		fl	onc.	ℒ	℔	g		
1	0	Ianna.	Per capitael fol. 3	-	-	1294	0	172	10	8
2	20	April.	Per casse fol. 5	-	-	794	0	92	5	0
				Somme		2088	0	271	15	8
31	Decem.	Per rekening van vrinsten verlies fol. 19, hier gestelt by slose van desen vvesende prouffijt op gimber		-	-			41	8	4
				Somme		2088	0	313	4	0

		Omaer de swarte debet. t Jaer 1600.							
1	0	Ianna.	Per capitael verschynende 6 Maeye 1600 fol. 3	-	-	200	0	0	0
4	4	Iulius.	Per verscheyden partijen verschynende 4 Sept. 1600	-	-	313	12	0	0
6	14	Decem.	Per Adriaen de Winter op vriffel fol. 11	-	-	180	0	0	0
				Somme		693	12	0	0

		Adriaen de Winter debet. t Jaer 1600.		ℒ	℔	g		
1	0	Ianna.	Per capitael verschynende 8 Iunius 1600 fol. 3	-	-	350	6	0
5	18	Sept.	Per verscheyden partijen verschynende 2 maenden na sicht des vriffel briefs	-	-	180	0	0
				Somme		530	6	0



		Peper credit. 't laer 1600.					
4	4	Julius.	Per Omaer de Svvarce fol. 8	758	0	113	14
	31	Decem.	Per capitael fol. 2 deur datter inde staetmaking bevon- den xijn 120 fl piper, nu vveerdich 40 fl' pont, comt	120	0	20	0
Somme				878	0	133	14

		Gimber credit. 't laer 1600.		fl' onc.		L		S	
Fol.									
3	30	Meye.	Per Pieter de VVitte fol. 10	2088	0	313	4		0

		Omaer de Svvarce credit. 't laer 1600.					
2	12	Meye.	Per Davit Reels opt verschenen 6 Meye 1600 fol. 14	-		150	0
3	31	Meye.	Per casse opt verschenen 6 Meye 1600 fol. 4	-		30	0
Somme						180	0
	31	Decem.	Per capitael fol. 2 hier gestelt by stote van desen	-		513	12
Somme						693	12

		Adriaen de VVinter credit. 't laer 1600.		L		S	
Fol.							
4	8	Julius.	Per casse opt verschenen 8 Iunius 1600 fol. 4	-		200	0
6	14	Decem.	Per Omaer de Svvarce opt verschenen hier neven fol. 8	-		180	0
Somme						380	0
	31	Decem.	Per capitael fol. 2 hier gestelt by stote van desen	-		150	6
Somme						530	6

			Pieter de VVitte debit. 't Jaer 1600.					
1	0	Janua.	Per capitael verschynende 20 Junius 1600 fol. 3	-	-	360	8	0
3	30	Meye.	Per verscheyden partien verschynende 5 Julius 1600	-	-	648	0	0
			Somme			1008	8	0

			Jacques de Somer debit. t Jaer 1600.			L B S		
1	0	Janua.	Per capitael verschynende 1 Maerte 1600 fol. 3.	-	-	290	5	0
2	7	Maerte	Per nagelen verschynende 7 Meye 1600 fol. 5	-	-	104	18	6
5	10	Sept.	Per verscheyden partien te betalen 10 Octob. 1600	-	-	504	3	4
			Somme			899	6	10

			Ioos Noirot debit. 't Jaer 1600.					
3	31	Meye.	Per casse opt verschenen 7 Maerte 1600 fol. 5	-	-	50	0	0
4	16	Julius.	Per casse opt verschenen 7 Maerte 1600 fol. 5	-	-	50	0	0
			Somme			100	0	0

			Davit Roels debit. t Jaer 1600.			L B S		
2	12	Meye.	Per Omaer de Swarte opt verschenen 2 Meye 1600 fol. 9	-	-	150	0	0
4	16	Julius.	Per casse opt verschenen 28 Junius 1600 fol. 5	-	-	60	0	0
4	20	Julius.	Per casse opt verschenen 28 Junius 1600 fol. 5	-	-	35	4	0
			Somme			245	4	0

			Aernout Jacobs credit. Jaer 1600.					
3	31	Meye.	Per casse opt verschenen 10 April 1600 fol. 5	-	-	200	0	0
4	28	Junius.	Per casse opt verschenen 10 April 1600 fol. 5	-	-	64	6	0
4	16	Julius.	Per casse op 't verschenen 30 Junius 1600 fol. 5	-	-	100	0	0
5	23	Sept.	Per casse op 't verschenen 21 Sept. 1600 fol. 19	-	-	1012	0	0
			Somme			1376	6	0
			31 Decem.	Per capitael fol. 3 hier gestelt by sate van desen	-	51	8	0
			Somme			1427	14	0



		Pieter de VVitte credit. 't Jaer 1600.						
4	8	Julius.	Per casse opt verschenen 20 Junius 1600 fol. 4	-	-	360	8	0
4	8	Julius.	Per casse opt verschenen 5 Julius 1600 fol. 4	-	-	200	0	0
					Somme	560	8	0
	31	Decem.	Per capitael fol. 2 hier gestelt by fote van desen	-	-	448	0	0
					Somme	1008	8	0

		Iacques de Somer credit. 't Jaer 1600.					13	
				£	§		8	
3	20	Junius.	Per casse opt verschenen 1 Maerte 1600 fol. 4	-	-	200	0	0
4	8	Julius.	Per casse opt verschenen 1 Maerte 1600 fol. 4	-	-	90	5	0
4	8	Julius.	Per casse opt verschenen 7 Meye 1600 fol. 4	-	-	50	0	0
5	12	Octob.	Per casse opt verschenen 10 Octobris 1600 fol. 18	-	-	504	3	4
					Somme	844	8	4
	31	Decem.	Per capitael fol. 2 hier gestelt by fote van desen	-	-	54	18	6
					Somme	899	6	10

		Ioos Noiroot credit. 't Jaer 1600.						
1	0	Janua.	Per capitael verschynende 7 Maerte 1600 fol. 2	-	-	100	0	0

		David Roels credit. 't Jaer 1600.						
1	0	Janua.	Per capitael verschynende 2 Meye 1600 fol. 2	-	-	150	0	0
2	23	Maerte	Per noten verschynende 18 Junius 1600 fol. 6	-	-	95	4	0
					Somme	245	4	0

		Aernout Jacobs credit. 't Jaer 1600.						
1	0	Janua.	Per capitael verschynende 10 April 1600 fol. 2	-	-	264	6	0
3	30	Meye.	Per verscheyden partijen verschynende 30 Junius 1600	-	-	157	8	0
5	21	Aug.	Per verscheyden partijen verschynende 21 Sept. 1600	-	-	1012	0	0
					Somme	1427	14	0

		Oncosten van Coomfchap debet. 't Jaer 1600.				ƒ	℔	ſ	
4	28	Februa	Per casse fol. 5	-	-	-	3	0	0
2	31	Maerte	Per casse fol. 5	-	-	-	4	2	0
2	30	April.	Per casse fol. 5	-	-	-	3	10	0
3	31	Meye.	Per casse fol. 5	-	-	-	4	5	0
4	30	Junius.	Per casse fol. 5	-	-	-	2	10	0
6	31	Decem.	Per casse fol. 19	-	-	-	40	0	0
Somme						57	7	0	

		Oncosten vanden huysse debet. 't Jaer 1600.				ƒ	℔	ſ	
2	28	Februa.	Per casse fol. 5	-	-	-	3	4	0
2	31	Maerte	Per casse fol. 5	-	-	-	6	6	0
2	30	April.	Per casse fol. 5	-	-	-	6	0	0
3	31	Meye.	Per casse fol. 5	-	-	-	7	0	0
4	30	Junius.	Per casse fol. 5	-	-	-	5	0	0
6	31	Decem.	Per casse fol. 19	-	-	-	80	0	0
Somme						107	10	0	

		Casse debet. t Jaer 1600.				ƒ	℔	ſ	
	20	Julius.	Per slot van casse fol. 5, 't welck daer in credit gebracht was	-	-	-	1421	4	1
9	21	Aug.	Per Aernout Jacobsen fol. 15	-	-	-	1000	0	0
5	24	Sept.	Per rekening van vvinft en verlies fol. 19	-	-	-	1000	0	0
5	12	Octob.	Per Jacques de Somer fol. 13	-	-	-	504	3	4
Somme						3925	7	5	

		Rekening van vvinft en verlies debet. 1600.				ƒ	℔	ſ	
5	18	Aug.	Per casse fol. 19	-	-	-	100	0	0
5	21	Aug.	Per Aernout Jacobsen fol. 15	-	-	-	12	0	0
	31	Decem.	Per oncoften van coomfchap fol. 17	-	-	-	57	7	0
	31	Decem.	Per oncoften vanden huysse fol. 17	-	-	-	107	10	0
Somme						276	17	0	
	31	Decem.	Per capitael fol. 3 bier gestelt by slot van deson	-	-	-	927	5	5
Somme						1264	2	5	



		Oncosten van Coomfchap credit. 't Iaer 1600.		£	Ɔ	17
31	Decem.	Per rekening van vvinft en verlies fol. 18 hier gefelt by ftoce van de fen		17	7	8

		Oncosten vanden huylfe credit. 't Iaer 1600.		£	Ɔ	
31	Decem.	Per rekening van vvinft en verlies fol. 18 hier gefelt by ftoce van de fen		107	10	0

Fol		Caffie credit. 't Iaer 1600.		£	Ɔ	19
4	28	Julius.	Per noten fol. 6	84	0	0
5	18	Aug.	Per rekening van vvinft en verlies fol. 18	100	0	0
5	10	Sept.	Per Iacques de Somer fol. 12	500	0	0
5	18	Sept.	Per Adriaen de VVinter fol. 10	163	0	0
5	23	Sept.	Per Aeenout Iacobs fol. 14	1012	0	0
6	31	Decem.	Per Oncosten van coomfchap fol. 16	40	0	0
6	31	Decem.	Per Oncosten vanden huylfe fol. 16	80	0	0
				Somme	1581	0
31	Decem.	Per capitael fol. 2, hier gefelt by ftoce van de fen		1944	7	5
				Somme	3925	7

		Rekening van vvinft en verlies credit. 1600.		£	Ɔ	
5	10	Sept.	Per Iacques de Somer fol. 12	4	3	4
5	18	Sept.	Per Adriaen de VVinter fol. 10	15	0	0
5	24	Sept.	Per caffe fol. 18	1000	0	0
31	Decem.	Per vvinft op nagelen fol. 4		75	4	7
31	Decem.	Per vvinft op noten fol. 6		109	7	2
31	Decem.	Per vvinft op peper fol. 6		18	19	0
31	Decem.	Per vvinft op gimber fol. 8		41	8	4
				Somme	1264	2

D O M E I N E.

ω,

Restanten van Hoghenhuyse.

	1611	1612	1613	1614.	1615
1611	800-0-0				
1612	500-0-0	900-0-0			
1613	370-0-0		600-0-0		
1614	150-0-0		330-0-0	930-0-0	
1615	70-0-0	0-0-0	300-0-0	700-0-0	590-0-0

Den fin der voorschreven tafel is dusdanich : Ghenomen d'eerste vijf jaren van velen, dattet houden der contrerolle gheduert heeft, te wesen van 1611. 1612. 1613. 1614. 1615. Hier af sijn vijf colommen, voor elck jaers besonder contrerolle een : Noch sijn op den cant ghestelt dergheelijcke vijf jaren, haer anwijsingh doende op elck der resten daer nevens staende, waer af 't ghebruyck dusdanich is.

Ghenomen datmen na het jaer 1615 wil weten de sommen der Restanten dieder sijn ten eynde van yder jaer, der jaren 1611. 1612. 1613. 1614. 1615. Omdat te vinden, ick sie dat nevens het jaer 1615 op den cant staen 70-0-0. onder het jaer 1611; Daer na 0-0-0. onder 1612, voorts 300 onder 1613. En so voorts 700-0-0. onder 1614. en 590-0-0. onder 1615. Angaende voorschreven 0-0-0. staende nevens het jaer 1615, en dat onder 1612, sulcx beteyckent het jaer 1612 heel voldaan te wesen, sonder daer na van dat jaers rekening eenighe Restanten meerte connen vallen.

O 2

Het



## RICHARD DAFFORNE PARTLY REPRODUCED

In the Library of Congress and in the Library of Harvard College, we find a book by Gerard Malynes, printed in London in 1656, under the title of "*Consuetudo Vel Lex Mercatoira*," or "The Ancient Law Merchant." This book is a voluminous work, written in the English language, one-half of which contains a digest of the law merchant as then existing; the other half of the volume is occupied by a reprint of Richard Dafforne's book on bookkeeping, "The Merchants' Mirrour." It also contains an introduction to merchants' accounts, by John Collins, together with a treatise by Abraham Liset of Ghent, called "Amphithalami or the Accomptants Closet."

We have seen that Richard Dafforne was really the first writer in the English language whose work went through several editions and therefore may be considered as having been more popular than that of his predecessors Ympyn, Oldeastle, Mellis, and Peele. Dafforne resided for a good many years in Holland, where he obtained his knowledge of bookkeeping. He was a teacher in the Dutch and English languages, and in bookkeeping. Part of his treatise called "The Merchants' Mirrour" was written in Amsterdam before he moved to London. The preface to his book indicates his familiarity with the then existing books on bookkeeping, as he names quite a number. Most of the authors of these books he discredits, but he seems to think highly of Simon Stevin, whom he copied in a number of instances. Simon Stevin, however, was a great scholar, whereas Dafforne evidently was but a shallow teacher, for while he quotes freely from Stevin on the most important points, yet he omits to bring home the force of the question as Stevin does. Thus through Dafforne's faulty transfer of the bookkeeping ideas of the Dutch authors into the English language, we have lost the very essence and foundation of the theory of bookkeeping. Any one reading Stevin first and then Dafforne, will have no trouble in arriving at this conclusion. It is like the reading of a letter from an experienced old man, followed by the treatment of the same subject by a high school student.

In the following pages we are giving a partial reproduction of Dafforne's book, consisting of the title page, the introduction, about half of the text, and a few pages of the journal and ledger, together with the entire trial balance. We are omitting part of the text, because it is simply a repetition of previously mentioned methods, applied to numerous mercantile transactions. All of the text in which he attempts to give some theory or explanations, we have reproduced. It will at once be seen that Dafforne was great at explaining how a thing should be done, but incapable of expressing clearly why a thing should be done. He has attempted this in one or two places, and failed signally. We are reproducing so much of his book, because, as explained before, we believe that in Pacioli, Manzoni, Ympyn, Stevin, and Dafforne we have the gradual steps of the transfer of bookkeeping knowledge, within a little over one hundred years, from the Italian through the Dutch into the English; unless, indeed, the Dutch transferred their knowledge to America, direct through the settlers of New Amsterdam (now New York).

At the time of Dafforne's writing, English mercantile customs and bookkeeping methods certainly were in a bad way, judging by Dafforne's own words and complaints. There is an entire absence in the journal and ledger of references to the Deity, although the text is full of them. Dafforne even quotes in the language in which it was written a Dutch dissertation on "God, the Giver of all good, all knowledge, and all wisdom."

He explains that a merchant in Amsterdam uses a cash book and a bank book, because his ledger and journal are always behind in posting, otherwise "the ledger might cause the avoidance of the use of these two books." He urges the use of a petty expense book, the totals of which are posted once a month or quarterly, in order to avoid numerous small entries.

What Pacioli calls the memorandum book he calls a waste book, because he says everything is transferred from it into the journal, and when this is done it is useless to preserve it. In Holland they do not preserve it. The inventory and the trial balance are not written in this waste book, because they contain information of a private nature. Blotting or erasures in the journal are improper. He puts his slanting lines (//) in the left-hand margin of the waste book, in order to indicate the transfer to another book, and he evidently prefers this method to the diagonal line drawn through the entries, because, as he says, "it obscures the writing and the figures." Checking of the journal and ledger he calls "re-pointing," using the translation of the old Italian expression of "lancing" or "pointing" as explained elsewhere under Pacioli. Dafforne, however, does not say how he does it.

He does not use the expressions "debit" or "credit" throughout his books, but names them debtor and creditor. He charges the one and discharges the other. He insists that nothing can be entered in the ledger unless it is first entered in the journal. This includes the forwarding of balances from a full page to a new page also the closing entries for profit or loss, and the balancing of the accounts.

Inventory he says consists of stock or estate or capital of the owner, which consists of "increasing improperly" and "decreasing improperly" of the stock or estate. He attempts to explain what the word "improperly" means by quoting from Stevin, but he missed entirely what Stevin meant, as he applies it wrongly.

He uses the word "stock" wherever Stevin uses the word "capital." As the word "stock" comes evidently from stick or stem, it really has the same origin as the word "capital," as through all the definitions and derivations of the word "stock" the thought of "main" or "principal" seems to appear. From this we might state that capital stock is really tautology, for the two words mean the same thing.

In explaining the first journal entry "cash debtor to stock," he personifies the cash account, because it "represents (to me) a man." He indicates the meaning of debtor by stating that by reason of giving the cash to the man, he is obliged to "render it back," or, as we have seen in Italian, "shall give." He indicates the meaning of creditor by mentioning the words "upon confidence," or, as we have seen in Italian "trusting." In spite of his quoting so freely from Stevin, and coming so near to what Stevin says, Dafforne has failed entirely to transfer to posterity the idea of the real reason for a double entry or two debits and two credits. The nearest he comes to it is by stating that cash, merchandise, and all we possess are but "members of that whole body (*stocke*), therefore by the joint meeting of all those members the body (*stocke*) is made compleat." Thus it goes through the entire book, always HOW but never WHY, the very opposite of Stevin.

Merchandise of large size and quantities is always kept in a separate account, designated by the name of the merchandise it deals in. If, however, the merchandise consists of small articles of which but a few are handled, the account is called a general merchandise account. He credits a legacy in one place to stock or capital account, and in several other places direct to the profit and loss account. Debtors he calls those "of whom we are to have," or in other words, as written in the Italian, those who "shall give." Creditors he calls "debt-demanders" and as far as inventory items are concerned, he says that *stocke* is debtor to these debt-demanders.

He says that through a personal or private ledger you can keep a secret of a person's present worth or estate. He is very emphatic in denouncing the use of the cash account for this purpose, as he states three Dutchmen do in their treatise, namely, Waninghen, Buingha, and Carpenter. Here he again barely rubs elbows with Stevin's ideas of proprietorship. He flays the three Dutchmen for promulgating ideas as "book deforming" instead of "book reforming," and he calls their ideas "indefendable error," "forged imagineries," "fornain bred defects." He further says: "If we were as exact discussors as we are imitators, we had not been so besotted as to entertain those forrain defects, having better at home." It should be noted that elsewhere he praises Stevin, and nowhere does he flay him like the above three Dutchmen, yet had Dafforne been less of a discussor and more of an imitator, he would have presented Stevin's exact theories without fault, and thus preserved them for us in the English language as Stevin did for his Dutch countrymen.

He gives 15 rules each for journalizing debits and credits, but he personifies everything to debtor and creditor. In the ledger he uses a double column, one for money, the other for quantities and weights. Cash discounts he deducts from cost of merchandise, whereas rebates are credited to profit and loss. Thus he disagrees, as he says, with Passchier Goossens, Johannes Buingha, J. Carpenter, and Henry Waninghen. Dafforne succeeded here through his faulty reasoning, in mixing up things to such an extent that many minds today are still mixed up on this subject. Waninghen and Carpenter want to carry trades of merchandise through the cash account. Rightly he objects to this, for cash he says should have no entry unless money is really paid or received.

He does not call in his text the difference between the debits and the credits "the balance," as we do today. He says deduct the lesser from the greater, and make a journal entry for "the difference." In his ledger accounts, however, he does not call it, like the Italians do, "difference" but he calls it "balance to close." He uses the word "equalizing" where we now use "balancing," the same as we translated Pacioli's word "*saldo*" into "equalizing" or "closing." The closing of the ledger he calls "ballancing of the leager," or "leagers-conclusion." Like Stevin he claims that the ledger needs to be balanced when new books are started, or when the merchant ceases to trade or the owner dies. Balancing, he says, consists of three things, the equalizing of all open accounts, the entering of the difference and transferring of the same to the new account or to the balance account. He does not like the word "balancing," and prefers to call it "estate reckoning," the same as Stevin does, and in this connection he refers to Stevin by saying that Stevin carries his closing balances into his opening capital account, which he calls contradictory, and merely a mistake on Stevin's part. The balancing is divided into a trial balance and a true balance; the trial balance consists of debits and credits of the open ledger accounts before profit and loss entries are made. He published in Amsterdam a "three-fold-mony-ballance," which we have reproduced further on. The true balance he says consists of the "remainders" of the ledger accounts after profit and loss entries have been made.

It should be noted that he says "remainders," as does Pacioli, and not "balances," as we use today. The remainders of the accounts he puts in the true balance on the same side as they are in



the ledger; namely if cash is debit in the ledger it should be debit in the true balance, for he says, balance is a debtor in the place of cash. He gives a detailed explanation of how to close accounts kept in foreign money, and to take care of the profit or loss in the exchange at the time of closing. While he exhibits a balance account and makes journal entries in order to close all accounts in this balance account, he is very particular in explaining that such a procedure is not needed if you desire to use the balance book in the nature of private information. In that case, he says, post direct from the old account in the old ledger to the new account in the new ledger.

The illustrations given of the journal will show that all entries are numbered, that he uses "debitor to" instead of "debit per," as Stevin uses. Neither does he use the slanting lines (//) so customary in the Italian method, for a division between the debit and the credit, although but one column is given. The ledger page references in the journal are written in the form of a fraction, as Pacioli mentions. Ledger headings, while not as used at this day, are more pronounced than the Italian method, and are almost identical to Stevin's ideas.

In the ledger accounts herewith reproduced, "to" is used on the debit side and "by" on the credit. The journal page is also given as well as the ledger folio of the relative entry in the other part of the ledger. Both sides of the ledger bear the same number of the page, and they are called folio. He does not use the word "sundries," in the journal nor in the ledger, nor does he use a sub-total in balancing his ledger accounts, as Stevin does, but uses in front of the total the Italian word "*summe*." Nowhere in his work does he use the term "assets and liabilities." He uses dots instead of check marks.

THE  
MERCHANTS  
MIRROUR.

O R,  
D I R E C T I O N S  
For the perfect Ordering and Keeping of his  
A C C O U N T S.

Framed by way of DEBITOR and CREDITOR, after the  
(so termed) *Italian Manner*: Containing 250 *Rare Questions*,  
With their Answers, in forme of a DIALOGUE.

AS LIKEWISE

A WASTE-BOOK, with a complete JOURNAL and LEAGER thereunto appertaining;  
Unto the which I have annexed two other *Waste-Books* for exercise of the *Studious*: and at the  
end of each is entered the brief Contents of the *Leagers Accounts*, arising from thence.

AND ALSO

A MONETH-BOOK, very requisite for Merchants, and commodious for all other  
SCIENCE-LOVERS of this Famous Art.

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*The Third Edition, Corrected and Amended.*

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Compiled by RICHARD DAFFORNE of *Northampton, Accountant*, and  
*Teacher* of the same, after an *Exquisite Method*, in the  
*English and Dutch Language*.

---

J. Vanden V.

Soo eenigh licht-verispensd Man,  
Syn werk beracht, oft soecht t'ontceeren,  
Die maecthet beeter, Soo hy kan:  
'tHebb groote lust noch meer te Leeren.

H. L. S.

Woezelt iemant vooz het Leezen;  
Niet goet kan syn Wozdel wezen.

---

Leerende, leere ick.

---

*The Contents are immediately prefixed before the Book.*

---

L O N D O N,

Printed by R. H. and F. G. for *Nicholas Bourn*, at the South-entrance of the  
Royall Exchange, 1660.



TO THE  
 RIGHT HONOURABLE  
*A N D*  
 RIGHT WORSHIPFULL  
 THE  
 GOVERNOURS,  
*A N D*  
 FELLOW SHIP

- Merchants Adventurers of England.*  
*English Merchants for the Discovery of New Trades.*  
*Merchants of East-land.*  
 O F *Merchants of England, trading into the Levant Seas.*  
*Merchants of London, trading into the East-Indies.*  
*Adventurers of the City of London, for a Trade upon the Coasts and In-lands*  
*of divers parts of America.*

RICHARD DAFFORNE so wisheth your Understandings  
 Illumination, in your Terrestrial Talents Administration, that  
 with comfort you may hear the joyfull Sentence of your twice com-  
 mended service; *Mat. 25. Ver. 21, 23.*

*Well done thou good, and faithfull servant true,  
 Thou hast been faithfull over things a few,  
 Ile make thee Ruler over many things,  
 Possesse the joy of thy Lord, King of Kings.*

RIGHT HONOURABLE, &c.



After many yeers residence at Amsterdam in Holland, I (upon  
 the often Importunate Letters of some Merchants, my very  
 good Friends) resolved to pitch the Tent of my abode in Lon-  
 don, which being effected in *Annus 1630.* I then (after some rest)  
 set my course unto severall Stationers Shops; there gazing a-  
 bout me (as one reviving from a Trance) to view what the Laborious Artift  
 had acted and divulged in Print (as other Nations) for the Assistance of Mer-  
 chandizing, wherewith (BLESSED BE THE GREAT ALL) this Renowned  
 City is throughly Enterlaced, and Adorned.

But as a Shipper anchoring upon an unknown Ile, presently perceiveth those  
 parts

---

## The Epistle Dedicatory.

---

parts not to be inhabited, by the *Non-tillage*, or the like; even so (contrary to my expectation) I perceiving the number of Writers to be few, feared that love to this Art was likewise small: SEEING THAT GOOD ACCEPTANCE ENGENERETH GOOD PERFORMANCE. The truth of this I can averre with many Instances in severall Authors; as *Forestain*, *John Impen*, *Cloot*, *Memmer*, *Savonne*, *Nicholas Pieterfon*, *Rentergem*, *Marten Vanden Dyck*, *Hoorbeck*, *van Damme*, *Wencelaus*, *Coutereels*, *Simon Stevin*, *John Willemfon*, *Wanninghen*, *Passchia*, *Gooffen*, and divers others, whose Books are extant. By which may evidently be conjectured, that in those times, and in their parts where they then published their Works, were found many *Science-lovers* that affected this Art; by whose allurements those worthy Writers were induced to set Pen to Paper, endeavouring with their best gifts to satisfy the desire of those Art-desirers.

The Merchants of the Low-countries (of whom I can speak in part) being generally enamoured of this Art, because of its Utility, allure their Teachers to industry, by applauding their Vigilancy; encouraging them (with the presence of their Children and Servants in the Schooles) daily to publish new Questions; or at least to revive the profitable Labours of ancient Authors, making them fit for our times.

But we, alas, the small love (pardon my truth speaking) that a great part of our Merchants bear to this Science, daunteth the Pen of Industry in our Teachers, making them with a suspective fear to doubt (& not altogether groundless) that the profit will not countervail their pains; by which means *Teachers*, *Merchants*, and therefore *Youth*, are linked in *Arts enemies shackles*.

What may be the cause of this Ignorance? Are our *Teachers* so insufficient? Or both *dame Nature*, with her *Coadjute* or industry bestowed her Benevolence more sparingly upon our Nation than upon others? The last cannot be: for we can learn it exquisitely abroad of other Nations (as multitudes can witness) why not at home? I answer, as before, because at home (for want of love to this Art) many *Merchants* are insufficient *Presidents* to their Servants, who by their *Documents* can be but *Equivalent Imitators*. Want of love to this *Art*, is the cause why *James Peele*, and others that have written in English upon this subject, are knowne by *Name onely*, and not by *Imitation*. Yea, even the memory of their *Names* dieth, being there is no cause to commit their painfull Labours to the *Name-reviving* Prels. How then shall our *Youth* attain unto this Art, but by frequenting abroad amongst other *nations*? And

*They being then at Rome,  
Will do as there is done.*

This stupidity cannot be imputed to our *Teachers*: for if at home (as other people do) we did by *Love* allure, and with *Reward* induce each other to Art by a competent Dispensation amongst our selves, of that money which we bestow abroad amongst *Aliens*, then would our *Teachers* be vigilant, our *Land* adorned with this Knowledge, and our *Youth* should not need to be transported into other Countries for *Arts documents*.

Against the foresaid Ignorance I have emboldened *my self* to prepare this



## The Epistle Dedicatory.

this *Antidote*, being by *Nature* obliged to offer up part of the *Widowes Mite* of my knowledg unto the *Land* of my *Breaths first drawing*.

Divers are the humours of men: therefore there is but small Probability to please all: yet to endeavour a generall satisfaction is unblameable.

My intent is not to prescribe these *Principles* as fully sufficient, though for their *Number* approveable: for time at present doth not yield permission to impart what my *Affecti*ons desired, and *Will* determined to divulge; but these are *Allurements onely*, to stir up the *better experienced* to amend whae I (through want of *Art*) have not so compleatly handled as I desire, and it deserves, being an *Art* (saith *Simon Stevin* in his *Princely Book-keeping*, fol. 7, & 12.) worthy to be numbred amongst the *Liberall Sciences*. But I already hear *Objections* against the *First, & Second Waste-books*; that therein are exercised some accounts, which are altogether needlesse here in *England*: as is the *Banck-Account*. I grant it to be an *Account* not usefull in our *Kingdome*; but that the knowledge thereof should be un-usefull to this *Arts-Learners*, I deny. True it is, that by *Birth* we are *Circumferenced with the Ocean*; but the *Great-All* hath not so strictly limited us within the bounds thereof, that we are abridged from the *Conversation* and *Entercourse of Merchandizing* with forrain *Nations*, as well by their frequenting of our *Borders*, as we *Commercing* with them in the *Body* of their *Countnes*. And when our *Merchants* (Old or Young) trade with them in their places, *must not they learn to be acquainted with their phrases* used among them concerning *Commerce*? Of which *BANCK* is none of the least in severall places of *Europe*, unto which our *English Merchants* have their *Concourse*. And must the advertisement of the *Course* thereof (before we come to the  $\wedge$  *quall exercise*) be a *Blemish*, and accounted as a *needlesse thing* in my *Book*? *Right Worshipfuls* behold the *Rancor* of black *Envy*, that endeavoureth to have us ignorant of *Martiall affairs*, untill we come to the point of *Battail*. The like *Objection* is alleaged against my entring of an *Account of Time and Ready-mony*. What if we have them not in use amongst our selves? Let us cast up our accounts with other *Nations*, and (to our cost) they will teach us how to frame an account of *Time and Ready-mony*; if our *Factor*, or *Correspondent* be in disburse for us any quantity of mony, and for *Time* worth the reckoning, as experience hath shewed me in many passages. And what then? Must not we seek the aid of some experienced to assist us? because we regarded not the documents of them (at home) that endeavoured to inform us of the *Manner* and *Matter*. What *Amercement* doth not this *Disdain-worthy wilfull Ignorance* merit?

Again, the keeping of an account of *Time and Ready-mony* (say they) may be avoided with an *account Currant*, or a *General account*, upon which is entred matters *Bought, Sold, Drawn, Remitted, Given, or Taken* upon *Deposito*, and the like: of which manner I am no way ignorant. But let us come to the *Period*, or *Foot* of that *General account*, and there the *Conclusion* sheweth, that I am *DEBTOR* to another, or the *Contrary*: how shall I find *Ready-mony* that at present I am to receive or pay upon that account?

OPINION OF BOOK-KEEPINGS  
ANTIQUITY.



Good Friend of mine (saith *Simon Steven*) being exercised in the Old *Histories*, did see this forme of Book-keeping (meaning his owne) before it was perfected in the Presse; he was of judgement that it had not been used in *Italy*, but about two hundred years: But that the same, or one in many parts very like this, was used in the time of *Julius Casar*, and in Rome long before; and that some Reliques of Ancient time are come to the hands of them, that of late have received it again.

Which Opinion I thought not to be un-beseeming, the rather, because it seemeth strange, that so exquisite a Deep-diving-Science should be invented so lately: But be it as it will, I will enter the Opinion of my above-said Friend, who saith, that

In place of the proper words now used in the Italian-book-keeping, formerly other of the like signification were used: as these,

For	{	Debt-book, Great-book, or Leager ———	<i>Tabula accepti &amp; expensi.</i>
		Debitor and Creditor ———	<i>Acceptum &amp; expensum.</i>
		Parcells transported into the Leager ———	<i>Nomina translata in Tabulas.</i>
		Parcells not transported ———	<i>Nomen jacens.</i>
		Waste-book, or perhaps Journall ———	<i>Adversaria.</i>

All which (saith he) is apparent in innumerable places of the Latine Writers; but especially *ex Oratione Ciceronis pro Roscio Comædo*. And that the one side of their Book was used for Debitor, the other for Creditor, is manifest (saith he) in a certain place, *Naturalis historia Plinii, lib. 2. cap. 7.* where he speaking of Fortune, saith thus:

*Huic omnia EXPENSA.*

*Huic omnia FERUNTUR ACCEPTA, & in tota RATIONE Mortalium sola ULTRAMQUE PAGINAM facit.*

If others took regard unto this matter, perhaps further certainty might be found, and that this forme of Book-keeping, not onely by the Romans, but might have been in use before them amongst the Grecians: for being the Romans were no great Inventors, but had their exquisite Art from the Grecians, it is in reason most probable to come from them; whereof further certainty might be found in reading the Greek Histories. Thus much in *Simon Steven, fol. 105, 106.*

A

JUDICIOUS



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87. Of the Kalender, and briefe Contents of the Leager, depending unto the said Waste-book, Lit. Bb. N<sup>o</sup>. 1. with a three-fold Mony-Ballance of the said Leager, Lit. Cc. N<sup>o</sup>. 2.
88. Of the Second Waste-Book, entred for a further Exercise of the Beginner; and taught by me, Lit. Dd. N<sup>o</sup>. 1. whose exquisite varieties cannot truly be discerned but by the working of it; which work will require as much serious study at the very End, as any of the former Propositions: which approveth, that in his Learnings time no waste time is spent.
89. Of the Kalender, and briefe Contents of the Leager, belonging unto the second Waste-book, Lit. Ii. N<sup>o</sup>. 2. including Kk. N<sup>o</sup>. 3.
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# INTRODUCTION.

## THE FIRST PLACE.

SPEAKERS,

*Philo-Mathy. School-Partner.*

*Phil.* **H**OW now School Partner? Whither away thus solitary? it seems you are in some serious Meditation.

*Sch.* Surely you have judged aright: for I was musing upon our Masters Instructions of Book-keeping, taught us by way of Questions and Answers; whereof I have forgotten much, because I frequent not the daily examination.

*Phil.* Very likely: *For Exercise is the Preserver of Art*; therefore do I daily resort to the examination, which (you know) our Master continually useth: the which not only confirmeth what we have, but it is likewise *an Augmenter of Knowledge*, according to the Motto of James Peel: *Practice procureth perfection*

*Sch.* Surely you say truth: Therefore I intreat you (seeing we have time and opportunity) to question me in such things as at present are readiest in your mind; beginning with the first grounds of our Masters Instructions, and so in brief sort to wade through them all, for the refreshing of my memory.

*Phil.* Very gladly: for in questioning of you I shall be the better confirmed in that which already I have obtained. But seeing that all good gifts (even in mean Mechanical matters) proceed from the *All-giver*, as in *Exod. 31. Ver. 2, 3, 4, 6, 7.* appeareth, therefore do I humbly intreat my understandings illumination from thee:

D! al-verballeud' Een, die alles scheppe zyt,  
 Selfstandigh wæzen, zonder Stoek, of form, of Tydt,  
 Of yet dat ons begrip, dedenken kan, of vaten:  
 Al-lehon, Al-matigh, Welys, end' Goedigh hoven maten!  
 Onnoemelike All, All-hærtchende Natuur!  
 Wellet-waaks milde Wozn! Stout ghy te dæzer uur,  
 Of Strael, of Kracht, of Ghæst! Jont my wisdom, and zæghe,  
 Dat ick den grond nyt-bind', end' onder wyz' ter dæghe,  
 Dins wæet maer stuck-werk is, vol omgheft adigheden,  
 Wel sluyten huyden a'ers vaak dan my ghilfen dæden,  
 Ghæst als de Mensch hogh vlieght (end' mist uw' Hulp D' Hæst)  
 Hy snebelt on-bewaard met Icarus ter nêr!  
 Ach! Laat zèlf achtings Liefd, of waan my doe ghen schemis,  
 Ghæft my èn scherp begrip, Goed oordeel, ware kennis.  
 Der dinghen onder scheid dazn, nyt my te Læren,  
 Wel schiften Goed, end' Nutaad, valt dit! wat mach my dæren?

B 2

Taking

Taking now my beginning from our Masters grounds, I intend in order (according to capacity) to passe through them all : and being that Book-writing, by way of Debitor and Creditor, after the (so termed) Italian manner, is renowned to be an exquisite knowledg, shew me its event.

*Sch.* The Event or End is (saith one) that which moveth to *Action*, and the End finall is ever better then that which is for the End ; yet this End cannot be attained, but by another thing intended, as a means thereunto : So, that all things which (as means) are for, and conduce to the End, are not intended, nor profecuted, but out of a deliberate and full intention of the End.

*In like manner.*

The End of Book-writing is to give contentment unto the Book-owner, and to shew him (or them, whom they do concern) at all times, and in every degree, how his Estate standeth in the so written Books. For, the view of a well established Estate in a mans Books, procurereth contentment unto the possessor ; yet this contentment (for no rest without former labour) cannot be attained, but by another thing intended as a means thereunto : to wit, *Book-keeping-knowledge* : and being known, profecuted, and affected ; the same being very Requisite, Usefull, and Commodious for the writing.

{ Princely Revenues, findings of Customes, and the like duties ; of which at present I intend not to treat, but may hereafter have some occasion to shew the necessity thereof in Princely Courts, as well as in Merchants passages. Of the which there is a worthy work compiled in Dutch for Prince Maurice, Conte of Nassaw, which he learned of the Compiler, Simon Stevin h's Mathematician, and exercised the same in his Court, which still (as I have been informed) is there in use, as also in the Swethian Court, and elsewhere.

Of { Merchants-trading ; being for *Proper*, *Factorage*, or *Company* accounts : of this I intend to speak at present.

And this Mirrour of Estate is not to be seen in any Book, but onely in the Leager, whose proper office it is to shew the Estate of the same to the Book-owner.

*Of needlesse Books*

This reprovethe the keeping of a mans Estate in many Books : as in a Book of Buying, another of Selling, another of Receipts, another of Shipping, and what not : All these Books cannot shew a mans Estate, nor Case of standing with any man, or in any Commodity, untill all matters are drawn to a head upon a paper in form of a Leager ; so that they have every way as much trouble in writing their imperfect form, as we in making our work compleat at once : but the generality want capacity to apprehend the manner, and rectifie their own defects : therefore they affect this form but with small affection.

4 *Phil.* Being that the tenor of our speech concerneth *Books*, I take it not unfitting that you rehearse those Books that are most requisite for Merchants use, to avoid all those needlesse Books.

*Of the Cash-Book ; and Banck-Book.*

*Sch.* A Merchant in Amsterdam useth a Cash Book, and a Banck-Book, because his Journall and Leager are (in posting) behind-hand, else the Leager might cause the avoiding for those two Books.

*Of the Specie-Book.*

A Merchant useth likewise a Specie-Book, More usefull for the Low-Countries then for England, because of the variety of Coines there in use ; as likewise in times of controversie to approve what Coines passed in Receipt of Payment : whereof John Coutereels of Antwerp



werp hath shewed a worthy example in his Book called *Den Stile van Boekhouden*,

*Of the petty Expences-Book.*

More, he useth a Book of petty Expences for house-keeping, and small disbursements upon Merchandizing; the which are posted once a moneth, or quarter of a year, into the Journall, of which the said John Coutereets N<sup>o</sup>. B. fol. 9, 10, 11. hath lively instances. Simon Stevin in his Princely Book-keeping, fol. 52. writeth concerning this Book, thus:

This Book of Expences is likewise a kind of a Cash-Book, and is onely for charges, which generally are posted once a moneth in one summe into the Journall: partly, for brevity, to post many petties into one summe: partly, because in great mens houses, its the proper office of some one man to administrate those petty expences, rendring an account of each particular, as well for Mustard and Matches to kindle the fire, as of things of greater importance, unto which end there is kept a Particular-Book.

*Copy Book of Letters.*

More, he keepeth a Copy Book of Letters, which informeth his memory of what he hath written unto others; and this Book is very requisite against controversies of advices, the Letters sometimes not being well understood by the receiver.

*Of the Memoriall.*

A Merchant may use a Memoriall, there to note some things that properly appertain to no other Book: as for instance, I lent unto a man a shilling, or a pound, for a day or a week, its sufficient to note a word or two per memory, without making any Journall parcell of the same: yea not in the Clad or Waste-Book, for that hath another office. *Simon Stevin, fol. 21.* Some enter such things in the Clad, but the same is so large, that by prolongation of time its hard to be found; and causeth likewise a doubt in the Accomptant whether it shall be posted, or not.

*Copy Book for Accounts.*

Some use likewise a Copy Book for Accounts, sent, or delivered to any man, because the Leager agreeth not compleatly in each particular parcell in order, or day, with the sent Account; else that Book, and the writing thereof might be avoided, Of which form, if any man desire an instance, may have it in the Book of John Coutereels, *lit. O. fol. 6. & 7.*

Four other principall Books doth a Merchant use in his Traffique, to wit:

- { Waste-book, fore-runner of the Journall
- { Journall, or Day-book, fore-runner of the Leager.
- A } Leager, or Gather-book, Mirrour of a mans Estare.
- { Façtor-book, for the entring of each particular received, pack or par-

cell of wares alone, that cometh into his hands to sell, either in Commission, or for Company Account. Of these last four Books I intend to treat, and to explain their proper offices, as much as the *All-Comprizer* shall please to impart to my present memories apprehension.

For,

*On thee, O God, I do depend,  
Ever me with thy Shield depend,  
That Jesus my Redeeming Lord  
May Mercies sentence me offord:  
And that the Illuminating Spirit  
Grant that I may know my self aright,  
To put my confidence alone  
In Trinity, but else-where none.  
For none but thou didst wisdom give  
Unto Bezaleel, Uri's sonne:*

Аль

And even of love thou didst relieve,  
 Him with another chosen One.  
 LORD, so infuse thy gifts in me,  
 And aid me in this work of mine,  
 That it to many usefull be,  
 The praise thereof shall all be thine.

## WASTE-BOOK:

So called, because when the matter is written into the Journall, then is this book void, and of no esteem; especially in Holland, where the buying people firme not the Waste-book, as here our Nation do in England.

*Phil.* Explain the office and dependances of the Waste-book.

*Sch.* Two things are to be noted in the Waste-book.

The  $\left. \begin{array}{l} \text{Form} \\ \text{Office} \end{array} \right\}$  thereof:

The *Forme* is, that this book is lined towards the left hand with one line (but some use two) and towards the right hand with three; leaving towards the left hand a Margine or whiteness of an inch or lesse, according to the books largeness, to enter therein the Day; Moneth, Mark of the Commodity, or all: and between the three lines towards the right hand, there to enter the mony, as by severall instances shall be made plain.

The *Office* of this book is, that onely the Daily-trading ought to be written therein, even as it is truly acted:

## A S

Buying, Selling, Receiving, Paying, Drawing, Remitting, Assignments, Shipping, &c. and this must be entred immediately upon the action of the thing acted, to the end no passing parcells be forgotten, according to the Dutch Proverb: Dat men schrijft, Dat blyft, That which is written, Remaineth. In this book ought neither Inventory nor Ballance of the Leager to be entred; for that is against the office of this book: it being onely to write Trafficking passages in. In this book may write Master, Accomptant, or any Servant of the houle, by whom the thing is acted, or by advice and order of another. In this book must the matter be entred in plain sincerity as it is acted, without Debitor, or Creditor forme; for that is the proper office of the Journall: likewise many people understand the Waste-book entrances, that apprehend not the Journall forme. In this book ought the parcells to be entred close under each other as they were acted, without leaving of any empty paper, to avoid suspicion of *Forging* any parcells betwixt them, upon any omitted occasion: and each parcell ought to be separated with a line from the other before written, and ensuing parcel. In this book ought the acted matter to be first entred; partly, because it is a fore-runner of the Journall: especially when the Merchant useth an Accomptant that dwelleth without his house; for he may sometime be absent when such matters are acted. Again, there may be an error committed in Weight, Measure, Quantity or Casting. Again, because the matter or condition may be changed, by diminishing or augmenting of any thing; or by wholly leaving out of any matter, the bargain being broken, and so that parcell cancelled there: for Blotching or Racing out of any parcell in the Journall is unbeseeming.

*Phil.* What considerations else are to be observed in this Waste-book?

*Sch.* Five other things must be duely observed in this book:

1. The Year, Moneth, Day, Town or Place where such matters are acted.
2. The Name and Surname of the Party with whom we trade: or, if it be Factorage, then unto the former name must be added the Owners name for whom the thing is effected, as likewise the place of his Residence: and whether the Bargain be for Time or Ready mony, that's alike, in respect of Booking the same unto him whose Commodities they are.
3. The



3. The quantity or quality of the thing traded for : as, Ells, Pieces, Colours; Weight, Mark, Number, Exchanges, Assignments, or the like.
4. The value of price of the thing traded for : whether Wares, Exchanges, or the like.
5. The conditions or circumstances that were used about the matter : as Time, Suretiship, Bonds given, or taken, Brokeridge, &c.

The Waste Book parcells are of tenour, as the ensuing examples.

Anno 1630. the 25. of March, in London.

	£	s	d
Marmaduke Grimston of Northampton, lendeth me 68. l. untill the first of May next coming : which summe (by his assignment) my Cashier receiveth of Arthur Manering, in consideration whereof I am to allow him certain mony ; being, with principall	69	15	.7
Assigned Sybrant Johnson upon Thomas Coster, for the accompt of Seager Solt, to receive, 495. l. the remainder hath my Cashier received of John Sybrantson, by assignment of the said Coster, with 7. l. 10. for six weeks time forbearance : the whole being	951	9	—
Agreed with Jacob Johnson of Marken, to let him have 3000. Florines for Franckford, at 8 i. d. Flemish, to be repayd to me, or Assignes, the first of June next ; as the Exchange shall then return from Franckford : this being mony for the Company of Edward Denis at Northampton and me, each one halfe, producing	1012	10	—
In part of payment of the same, I deliver him 18. Lasts, 7. Mudde of Rye, being in Company $\frac{1}{3}$ for Edward Denis, and $\frac{2}{3}$ for me ; at 15 0. Gl. each Last ready-mony, is Gl. 3834. 8. 12. The remainder have I made good in Banck (for him) upon the accompt of John Johnson Vinck, abating 22. $\frac{2}{3}$ Gl. for Banck-mony, at one per Cent. the whole produceth	1012	10	—

- 7 *Phil.* What use have those slanting strokes that are drawn in the Margine ?
- Sch.* They have two uses: 1. They shew how far is posted out of the Waste-book into the Journall ; and they are a sure mark that a man omit no parcell, being called away from his posting : neither to enter one thing twice upon the said calling away. 2. They shew how many Journal parcells are included in such a Waste Book parcel : insomuch, that in re-pointing of the Waste-Book, a man may the easier see the quantity of the included parcells, when the Waste and Journall shall be compared against each other. Some draw those strokes on the right hand, where the mony is ; but that multitude of Strokes darkneth the mony summes : each his choice. The Waste-Book parcells ought with all convenient speed to be posted into the Journall, and Leager, to the end the Book owner may the better discern how his case standeth with each man, and matter. Thus much of the Waste-Book in *Form, Office,* and *Circumstances* : Now,

OF THE JOURNAL.

It being the first exquisite Book, wherein carefully must be observed, that each parcel have its Charge, and Discharge : that is, the true Debitor, and Creditor, where-with each Journal parcel ought to begin: which being well apprehended, and with fit words (according to the nature of the matter) expressed, is one of the chiefest principles belonging

*belonging unto book-keeping.* Mark well ; he that can discern the true *Debitor* and *Creditor*, in any propounded proposition (concerning this Art) hath the right (Theorick) *inward-ground-knowledge* and contemplation of the matters : and he, and *only* he (with the help of Arithmetick) goeth firm in his action, to give each man his due, and book his matters under due and true Titles. It is very requisite (if possible it may be effected) that the Journall be written by one man : for in times of controverſie he can beſt answer for his own poſtings.

8 *Phil.* What things are moſt requisite in the Journall to be noted ?  
*Sch.* Three Notable things are to noted in the Journall :

1. The *Matter* whereof it is made.
2. The *Form* thereof.
3. The *Office* whereunto it is used.

### OF THE JOURNALLS MATTER.

9 *Phil.* Proceed to the Explication of the first member.

*Sch.* The *Matter* whereof the Journall is made, may be drawn to five chief branches: for it

- proceedeth {
1. From the Inventory : as in the 10. and ſo to 61. place.
  2. From Traffickes continuall Exercife : as in 62. place (including 205.)
  3. From transporting of full accounts in the Leager unto a new leaf, See 206. place.
  4. From the equalizing of Over, or Under-weights, Measures, or the like. See 212. place.
  5. From the Leagers Conclude, or Ballancing of the Leager. See 215. place

10 *Phil.* Go on with the first branch.

*Sch.* An usuall Inventory generally conſiſteth in

- Stocks, {
1. Ready-mony, and that in Cash, in Banck, or both.
  2. Wares remaining unſould for proper accompt : under this ſecond member is included Houſes, Lands, Rents, Ships-parts ; as alſo Wares unſould for Factorage, or Company-accompts, and thoſe that were formerly ſhipt unto another place, being as yet unſould for Proper, Factorage, or Company accompts.
- Increasing : {
- improperly by means of {
3. Debtors: and them a-gaine in {
  1. People unto whom we formerly ſould : or, that promiſed us payment of exchanges, and the like.
  2. Factors, ¶
  3. Partners, ¶ that have not as yet given us full ſatiſfaction.
  4. Maſters, ¶
- Decreasing : {
- improperly by means of {
4. Debt-deman- ¶
  1. People of whom we have bought, or whoſe Bills we have accepted.
  2. Factors, ¶
  3. Partners, ¶ unto whom we as yet have not given full content.
  4. Maſters, ¶
  5. Wares, partly ſould for Factorage, of Company-account.

11 *Phil.* In the above-ſtanding Table you ſpeak of Stockes Increasing, and Decreasing Improperly ; explain the word Improper.

*Sch.* Simon Stevin, diſcourſing of Merchants Book-keeping, fol. 55. with Prince Maurits.



riss, concerning Stockes Increasing, and Decreasing: the Prince saith, that, *Monies, Wares,* and *Debitors,* Increase Stock: for the more a man hath of them, the greater will his Stock be. Contrarily, *Debt-demanders* Decrease Stock. Simon Stevin replyeth, to be of another Opinion; expressing himself with the ensuing Instance: It (saith he) in former Books I bought of Peter a Bale of Pepper upon Time; that Pepper augmenteth not my Stock: for Peter demandeth of me the value, time being expired. In like manner, my Stock decreaseth not, because Peter is a *Debt-demander*: for its as much augmented by the Pepper. But if a Bale of Pepper be given me, that, truly augmenteth my Stock: for I enter, *Pepper-debitor* to Stock. And, fol 54. A Merchant giving certain hundreds to Marriage with his *Daughter,* that decreaseth Stock. By this may easily be discerned, what Stock Augmenter, and Diminisher properly is.

12 *Phil.* Speaking of Stocks Increasing, and Decreasing, you rehearsed in how many parts the substance of an Inventory did consist; but let me now hear you *nominate* the true *Debitors* and *Creditors* of the same *onely,* without any other Circumstances of Dictations.

*Sch.* To give you the better content, I will speake of each in order as they stand: and first,

OF THE READY MONY.

13 *Phil.* How Book you the Ready-mony after the way of Debitor and Creditor:

*Sch.* *Cash* Debitor to *Stock.*

14 *Phil.* Why make you *Cash* Debitor?

*Sch.* Because *Cash* (having received my mony into it) is obliged to restore it again at my pleasure: for *Cash* representeth (to me) a man, to whom I (onely upon confidence) have put my mony into his keeping; the which by reason is obliged to render it back, or, to give me an account what is become of it: even so, if *Cash* be broken open, it giveth me notice what's become of my mony, else it would redound it wholly back to me.

15 *Phil.* Why do you use the word *Cash,* being the word *Mony* is in use amongst our Nation?

*Sch.* Simon Stevin treating of this word with *Prince Maurits* of *Nassau,* in the first Head-point of his Princely Book-keeping, fol 52. saith, that he could give none other reason, *but onely,* that this word is in *Use,* which if it were not, I account it better (saith he) to have said, *Mony is Debitor.*

Our Master usually alledged the difference between private, and generall discourses, shewing that many words are usually among Dutch, French, and other Nations, with whom a Merchant doth trafficke: therefore he thought it fittest to use generall words, as being generally known, and most usefull in Book-keeping; else (saith he) why should not *Mony* bear its *own Name* as well as other commodities?

16 *Phil.* One other Question I have to demand before you proceed, which is, Why is *Stock* made *Creditor*?

*Sch.* Because the word *Stock* containeth in it, all what a man possesseth; whether *Money, Wares, Debts* due to us, or the like: and (marke this well) *Cash,* yea, each particular thing that I possesse, is but a member of that whole body *Stocke*; therefore by the joynt meeting of all those members, the body (*Stock*) is made compleat.

17 *Phil.* Having passed the first part of Ready-mony, treat now somewhat

OF THE MONY IN BANCKE.

For in the hands of the Honourable *Lords* of the Bancke, I have a certain summe of mony; how shall I Book that?

C

*Sch.* Banck

NOTE.—Pages 23 to 43, 10 to 14, 24 to 44, 48, 49 and 53 of the text are omitted, because they give questions and answers setting forth how journal entries under differing circumstances are made. They do not present any argumentation or theory, nor do they show why they are made, and therefore are practically nothing but repetitions of what has been said in other pages.

- 40 *Phil.* Let me hear you enter this according to the nature of the Inventory.  
*Sch.* They were sent before, and therefore I enter now.  
*Edward Denis* of Northampton his account at Roan in France, in the Administration of *P. D.* Debitor to Stock; for the charges by me done at the first sending. See 46. place.
- 41 *Phil.* But suppose the charges that you did at the first sending were writ off from his above-named Roan account, unto his account currant, being that I would have all disbursed money upon one account; and therefore that account hath no charge now upon it.  
*Sch.* *Edward Denis* of Northampton, his account at Roan in France, in the Administration of *P. D.* is Debitor to Stock: *Nota*, for a Blank summe, both in Debit and Credit; and must be so carried to each account *per Formam*, because there must not be a Debitor without a Creditor, nor the contrary.
- 42 *Phil.* Suppose *P. D.* had in the former books made sale of part, or whole; whereof you had advice then, but no Returns. See 46. place.  
*Sch.* *P. D.* at Roan, for the proper account of *E. D.* at *N. N.* Debitor to Stock; for as much as the known sales import: and so I pass forward, according to the Tables tenour, unto.

Wares abroad, unfold, for Company-  
Account.

- 43 *Phil.* I perceive you cleave close to the Table.  
*Sch.* School-men (as I have read) say, that a good Disputant ought never to digresse from the propounded Proposition, untill it be discussed. Neither ought any Writer to commit a digression from the grounds of his intended subject, as is here the before-entred Table in the 10. place; as also the ensuing three Tables; to wit, The Table of Accounts *Proper* in the 63. place: the Table of *Factorage*-accounts in the 122. place: and the Table of *Company*-accounts in the 174. place. From these I intend not to stray; but in order will work upon them (as the Table shall deliver matter thereunto:) the more, because any one which shall have occasion to seek a matter in any of those particular Tables, whether in the *Inventaries*, *Proper*, *Factorage*, or, *Company*-Tables, may presently know what goeth before, or, followeth his desired matter.
- 44 *Phil.* But to our intended purpose; rehearse some Instances of Company unfold Wares.
- Sch.* { Voyage to Roan, consigned to *Pierre du Pont*, being in Company } Debitor  
for *James Bartram*, and me, each  $\frac{1}{2}$  }  
{ Voyage to Lisborne, consigned to *Pedro del Verdo*, being in } to  
Company,  $\frac{1}{2}$  for *Robert Clifton*, and Partner,  $\frac{1}{8}$  for *James Foyner*, } Stock.  
and  $\frac{1}{2}$  for me. }
- 45 *Phil.* Having in order waded through the second branch of the Inventory-Table, in the 10. place; proceed to the third branch of Stocks increasing: being

DEBITORS, OF WHOM WE ARE  
TO HAVE.

*Sch.* Four in number are they comprehended under, in the third branch of the 10. place, and may all be joynd as under one; yet in brief I will touch each apart: as

- { 1. *B. C.* to whom we formerly sold, or, that he had accepted our Exchanges,  
Debitor to Stock.  
2. *C. D.* at Venice my account currant, Debitor to Stock.  
3. Partner,



- Who hath part of My estate in his hands, to be employed, by him for the good of our Company : *N. N.* my account by him in Company, Debitor to Stock.
- 3. Partner, } Whose part of Stock is in my hands to be by me employed, and I am for him in disburse : *N. N.* his account by me in Company, Debitor to Stock.
- 4. *M. M.* at Colchester his account Curreant, Debitor to Stock.

By the word *Curreant*, do not I understand the account that is opposite to an account of *Time*, (for I distinguish them by the name of *Time*, and Ready-mony) but by *Curreant*, I understand, a *Running* account, (*Conte-Courante*) upon the which all things may passe, as well for time, as Ready-mony.

46 *Phil.* Thus I see you have passed through the three branches of Stocks Increasing, with the dependances of the same in a briefe manner: what followeth next to treat of?

DEBT - DEMANDERS.

*Sch.* In the 10. place is shewed, that Stock hath (Improperly) a Decreasing part; and that again is divided into five Sub-divisions: of these in briefe like wife, after a plain manner: as thus,

- 1. *D. E.* Of whom we formerly bought, or whose Bills in former Books we accepted, and presently Booked them, but not due to be paid in those Books.
- 2. *E. F.* at Constantinople, my account *Curreant*; for that he hath made me more Returns then my sold Wares did import.
- 3. Partner, } My account by him in Company, he having paid out more then his part doth import.  
His account by me in Company: I having received into my hands mony for sold Wares, and detain his part thereof, where he ought to have it.
- 4. *F. G.* His account *Curreant*; the credit of which being heavier then his Debit: but whether it be in Ready-mony, or, for Wares sold upon time, thats not materiall, in respect of his *Running-accounts* form.
- 5. *G. H.* His account of Kerstes, for so much as was sold upon that account in the former Book: See 36. place.
- Durances* in Company,  $\frac{1}{2}$  for *A. B.*,  $\frac{1}{3}$  for *B. C.* and  $\frac{1}{6}$  for me: for so much as in the former Book was sold upon that account: See 37. place, it being compared with this.
- Edward Denis* of Northampton, his account at *Roan in France*, in the Administration of *P. D.* for as much as the known Sales import. *Nota*, in the 42. place, the Factor was made Debitor to Stock, for the like summe: therefore our Stock standeth well in the like case with others. Again, we have our first charges done us good unto our Stock in the 40. place.

*Stock* Debitor to Voyage to Lisborne, consigned unto *Pedro del Vergo*, being in Company,  $\frac{1}{3}$  for *Robert Clifton*, and Partner  $\frac{1}{6}$  for *James Foyner*, and  $\frac{1}{6}$  for me: for as much as the known Sales import. You must conceive, that *Pedro del Vergo*, our account, being in Company,  $\frac{1}{3}$  for *Robert Clifton*, and Partner;  $\frac{1}{6}$  for *I. I.* and  $\frac{1}{6}$  for me: either *standeth*, or, should stand Debitor to Stock, for the like summe, that Stock standeth Debitor to the Voyage for the Sales; for the *Voyage* cannot have a Credit, but by one, or more Debitours that *even* Counter-poize that Credit.

47 *Phil.* I have seen your *Dexterity* in the handling of the Inventory-Table, as also in the Booking of a mans known estate; but if a Merchant will not have his estate known, how

how will you behave your self therein? Ha! I think I have pos'd you now. Now you are stall'd, I trow.

*Sch.* In such difficult Questions you cannot debarte me, to take the aid of some Renowned Authors: for in the first place of our Dialogue I feared my weaknesse, because I frequented not the daily Examination; but although I frequent not the School, I am yet not ignorant of what the Authors passages are upon this Subject: and therefore I will decide your Question, with the Solution of Master *Henry Waninghen* in the first Chapter, the 17. Questions answer; his words are these: *Cash must be entred in place of Stocke, making all that is due to us Debitor to Cash: contrarily, Cash Debitor to all them that are to have of us.*

With him (in the very same words) agreeth his Disciple *Jöannes Buingha*, who now at Amsterdamb, after the death of his before-named Master, succeedeth his place in School-mastership. See the 38. page of his Book, printed 1627.

*J. Carpenter Gent.* in his *Most Excellent Instruction*, printed in London 1632. is a direct Imitator of both the former: See fol. 20.24. of his Book: and no mervaille; for the greatest part of his published Book, is nothing else but a generall copy of *Henry Waninghens* Book, both in words, and number of the Questions. *J. C.* in his Epistle to the Reader, pretendeth Ignorance, of not knowing the Author, who in the French Language many years agoe was easie to be found.

48 *Phil.* Shew me some Instances how they would Book their passages.  
*Sch.* In briefe I will: and first,

#### OF THE WARES.

{ Grograines, }  
Kerfies } Debitor to Cash.  
Durances, }

Of the People that owe to us.

{ Robin Good-fellow, }  
Herman Hard-head, } Debitor to Cash.  
John Gentleman, }

Of the People that we owe unto.

{ Cash Debitor to } Rowland Red-beard.  
Ralph Would-well.  
Reynst Reach-farre.

49 *Phil.* Suppose a man at the making of his Inventory hath some mony, how shall he Book that?

*Sch.* The before-named in the places of their Books mentioned, say, *The Ready-mony is not to be entred, till you disburse the same.*

50 *Phil.* Suppose with part of that concealed mony you bought Wares, and with other part, paid them unto whom you are indebted: how enter you that?

{ Wares, }  
People, } Debitor to Cash.

51 *Phil.* This being thus rehearsed, what will you conclude; have these (think you) digressed?

*Sch.* Suppose they had, what's that to me? But because you should not flout at me, thinking my capacity to be so stupid, that it is void of distinction, I will in some briefe notes onely touch the same.

Firstly,



First, let me consider whether the Book-owner be more indebted then his Estate is worth; which if he be, then is their entrance good, for his Estates concealment: for the Debit side of Cash ought to be heaviest, or, having no mony, it must be even, because all is paid out: but if he have any Estate, then is the Credit of his Cash (who standeth in Stocks stead) heaviest: and therefore an *Error*, being there is more paid, then was received.

Secondly, the commodities that we have at the making of our Inventory, were bought in former Books, and there made *Debitors*; and that we now enter them again *Debitors* to Cash, is to re-buy them: and consequently, in place of *book-reforming*, *book-deforming*, and an *undefendable Error*.

Thirdly, the People whom we now make *Debitors* to Cash, are *absolutely* our *Debitors*; and do we pay them, who are to pay us? many men would desire to be *our* *Debitors*.

Fourthly, As senselesse is it, to make Cash *Debitor* to People that are to have of us; will they that are to have of us 100. l. for a Bill of Exchange by us accepted, say, *Come my Friend*, you have accepted an Exchange, to pay at time expired, which is now: send your man to my house, and the mony shall incontinently be paid to him? *I think nothing lesse*.

Fifthly, Cash may never be *named*. *Nota, not named*, but when money is either truly, and really paid, or, received, as in the 17. place is mentioned. But if these People enter *forged* Imaginaries in the *Fore-front* of their Books: what is not to be expected before the *End*?

Sixthly, The *Stock* which they seek to *conceale*, is manifest in the *difference* of Cash it self. For let then transport their *Cash*, and they shall find (if as before is said, that their Estate stand well) that *Cash* is, and in transporting forward, alwayes remaineth *Creditor*. Ballance that *Cash*, and tell me what shall be done with the *difference*. Carry it to a new account, what then? there it will prove to be *Stock*. Carry it to Profit and Losse, there it will prove to be *Stockes Augmenter*. *Wonder is it*, that these and many other *Forrain bred-defects* must now be *cloathed in English Attire*, and passe for currant amongst us! Surely, our Judgement is weak in the *discerning of this Art*.

52 *Phil.* I perceive their passages in Booking of their Matters, doth not digest with you; is there a more plain way? discover that.

*Sch.* If we were as *Exact Discussors*, as we are *Imitators*; we had not been so *besotted*, as to entertain those *Forrain defects*, having *better at home*.

Look into *James Peele*, whose well-entrances, through neglecting Age (or disdain of *Domestick Writers*, and extolling of *Forrain*) are as strange to us, as though (as the saying is) they were written in *Heathen Greek*. He sheweth us the fit ground-work, how to conceale a mans Estate, in the Booking of his private accounts, and matters manifested for Merchandizing.

*Phil.* Instance some particulars, how to Book the manifested part.

53 *Sch.* You speak of *part*; whether he bring in *part*, or, *All*, who can certainly know that? being that we can but *Aime* at it, as the *Blind* at the *colour of Cloth*. And for that which he manifesteth, may be

entred	}	Cash,	} Debitor unto the Private account.
		Banck,	
		Perpetuanes,	
		Marmaduke Man,	
		John Knoll at Lisborn, my account Proper,—	

54 *Phil.* How shall the Master, or Book-owner, enter into his *private* Books the thing? manifested for Merchandizing?

<i>Sch.</i> Generall account for Traffick, Debi- tor to	}	Cash,
		Banck,
		Perpetuanes,
		Marmaduke Man,
		John Knoll at Lisborn, my account Proper.

D

*Phil.*

- 55 *Phil.* Suppose there is gained upon Wares sould.  
*Sch.* Wares Debitor to Private account, for the Gaines; do the like in Factor accounts, and all other, upon which Gaines ariseth.
- 56 *Phil.* Suppose I lose by Wares, or Exchanges.  
*Sch.* Private account, Debitor to Wares, Exchanges, or, unto that account, upon which Losse ariseth.
- 57 *Phil.* At the Conclude of my Book, I surrender *Monies, Debts, and Unsould-Wares.*  
*Sch.* Private account Debitor to Cash, Men, and Wares, each *name* severally.
- 58 *Phil.* How shall the Book-owner enter back in his private Books the *surrendred* severall matters?  
*Phil.* Cash, Men, Wares, each *name* severally, Debitor to Generall account for Traffick.
- 59 *Phil.* How shall the Book-owner enter into his Private Book, the Gaines that are found upon his Book of Traffick?  
*Sch.* Generall account for Traffick, Debitor to Profit and Losse.
- 60 *Phil.* But if he lost in his Book for Traffick.  
*Sch.* Profit, and Losse Debitor to Generall account for traffick; because it hath *surrendred* back lesse, then formerly was confided unto the same: Judge of the Gaines likewise, that the Generall account for Traffick yielded more, then the first in-laid Principall. Here you see the matter *plainly discoursed.* Here you see the ground-work, by which they are *confuted*, gathered from *one of our own Nation*; which to their mis-entrings might rather have been

A worthy Refutation,  
 Then, by their Approbation,  
 To bring them to our Nation,

But it seemeth that this Absurdity (and many more, which upon due Examination of their works apparently *I can make* appear) was not *discerned*, or, being *discerned*, how to amend it, *Experience had not befriended them.*

- 61 *Phil.* Rehearse some other Instances of their Mis-entrances, that (for the Reader) they may be as *Buoyes* in this *Sea*, to keep him from Ignorances Ship-wrack.  
*Sch.* Very loth am I to pry any further into their Books: for their *Adurdities* are many in divers matters. And if I should dive into them all, it would be thought that I onely uttered *Satyricall Snarlings*, where my *plain meaning* is, to stirre them up to a more *serious study*, that the *filly* beginner be not frustrate of his Expectation: seeking in them (as one saith) *Sapientia*, but finding *Apedia*: therefore let me proceed towards our intended purpose.
- 62 *Phil.* Well; for this time let us do as you desire: What followeth next to treat of, seeing the *Inventory*, with the Dependances (which is the *first matter* whereof the Journall is made) are discoursed?  
*Sch.* The second matter whereof the *Journall* is made, is the next thing in order that we are to treat upon; and proceedeth from

### TRAFFICKES CONTINUAL EXERCISE,

as in the Ninth place is rehearsed: wherein is to be considered three Principall accounts, consisting

In



In } *Proper* } Accounts: and each } *Domestick-affaires*: for so I terme those things,  
 } *Factorage* } of these again, in } which I in actuall Administration, administrate as  
 } *Company* } } *Forraine-affaires*: for so do I nominate those mat- } chiefe Manager in the matter; whether in *Proper*,  
 } } } ters, that another administrateth as chiefe Actor in } *Factorage*, or, *Company* accounts.  
 } } } the matter, without hand-action of me, or, mine: } *Factor* } With the Wares, Bills,  
 } } } and thus do my ————— } *Partner* } and Monies that I  
 } } } } } *Friend*: unto whom I sent my } send to him, to be  
 } } } } } employed for me.

Masters Wares, because they were not *Vendible* here, as in the 39. place is expressed: the said *Friend* is to be countable for the Sales thereof to me, and I to my Master, with whose order I sent them thither; he not having any acquaintance with the man, nor Trading for that place. Of these I intend to treat in *Order*, as they are entred in the above- standing Table: but first I will Book some exquisite

*Rules of aide, very requisite in Trades continuance, to be learned without Book.*

- |   |  |
|---|--|
| <p>1. Whatsoever commeth unto us (whether Mony, or Wares) for <i>Proper</i>, <i>Factorage</i>, or <i>Company</i> account, the same is ————— <i>Debitor.</i></p> <p>2. Whosoever Promiseth, the Promiser is ————— <i>Debitor.</i></p> <p>3. Unto whom we pay (whether with Mony, Wares, Exchanges, Assignations) being for his own account: that man is ————— <i>Debitor.</i></p> <p>4. Unto whom we pay (as above) for another mans account:<br/>The man for whose account we pay, is ————— <i>Debitor.</i></p> <p>5. When we buy Wares for another mans account (whether we pay them presently, or not, that is all one in the entrance) and send them unto him, or unto another by his order.<br/>The man for whose account we bought; and sent them, is for the Wares, and Charges, ————— <i>Debitor.</i></p> <p>6. If we deliver an Assignation unto any man (whether it be our own, or anothers) that man for whose account we deliver that Assignation in payment, is ————— <i>Debitor.</i></p> <p style="text-align: center;"><i>NOTA,</i></p> <p>This is much like the third Article, but this is here thus entred, because this Article is here more largely explained, for the better understanding of Assignation.</p> <p>7. When we, or any other man for us, sendeth commodities unto another Land, or Towne, to be sold, for <i>Proper</i> or <i>Company</i> account, then is</p> | <p>1. Whatsoever goeth from us (whether Mony, or Wares) for <i>Proper</i>, <i>Factorage</i>, or <i>Company</i> account, the same is ————— <i>Creditor.</i></p> <p>2. Unto whom we Promise, the Promised man is ————— <i>Creditor.</i></p> <p>3. Of whom we receive (whether Mony, Wares, Exchanges, Assignations) being for his own account: that man is ————— <i>Creditor.</i></p> <p>4. Of whom we receive (as above) for another mans account:<br/>The man for whose account we receive, is ————— <i>Creditor.</i></p> <p>5. When we buy for our selves, or for another man, and pay not presently,<br/>The man of whom we bought those Wares, is ————— <i>Creditor.</i></p> <p>6. Whosoever delivereth an Assignation unto us upon any man, for his own account: the man of whom we received it, is <i>Creditor.</i><br/>OR,<br/>Upon whom I deliver mine Assignation, to be paid by him for his own account, that man is ————— <i>Creditor</i><br/>OR,<br/>Whosoever (to pleasure, or accommodate me) payeth my Assignation, the accommodating man, is ————— <i>Creditor.</i></p> <p>7. When we receive advice from our <i>Factor</i>, that those sent commodities, or part of them are sold, or lost then is</p> |
|---|--|

Voyage to such a place consigned to such a man ————— Debitor.

8. When we pay Custome, Insurance, or other charges, upon the sending of those commodities, then is

Voyage (as above) ————— Debitor.

9. When we cause the sent goods to be insured, but pay it not presently, then is

Voyage (as above) ————— Debitor.

10. When we ensure any mans sent Wares, and receive the mony presently, then is Cash ————— Debitor.

11. When we Insure any mans sent Wares, and receive not the mony presently, then is the man, for whose account we Insured those Wares, ————— Debitor.

12. When we receive advice, that the former sent Wares, or part of them are sold, then is

The Factor that sold them for our account ————— Debitor.

13. If any man draw Exchanges upon us for himself, or for any other man, the man for whose account the same was drawn, is ————— Debitor.

14. If we remit Exchanges unto any man, for himself, for me, or any other man:

The Factor, *If for me*, or the man for whose account it was remitted, is ————— Debitor.

15. When we lose by gratuities given, whether great, or small, or howsoever, then is Profit and Losse ————— Debitor.

63 *Phil.* Having thus placed your *Rules of aide*, proceed (as was determined) to the first of your before-mentioned Principall accounts.

*Sch.* The first nominated Principall account (for plain apprehensions sake) I will *display* under the form of account.

Voyage to such a place consigned to such a man ————— Creditor.

8. Cash, or charges of Merchandizing is *Creditor*. *Nota*, divers Merchants keep such an account of charges of Merchandizing, especially those that have Cashiers within their own house.

9. The Insurer is ————— Creditor.

10. Insurance-reckoning,  $\int$   
Or  $\int$  is *Creditor*.  
Profit, and Losse. —  $\int$   
Chuse of these which you please.

11. As above ————— Creditor.

*Nota*,

Merchants that trade much in this kinde, use an account in their Books, called *Insurance-reckoning*.

12. When we receive *Returns*, either in Mony or Wares, in lieu of those sould Wares, then is

The Factor that payeth us, or causeth us to be paid, ————— Creditor.

13. If we draw Exchanges upon any man for himself, or for any other man, the man for whose account we draw, the same is ————— Creditor.

14. If any man remitteth Exchanges unto us for himself, for me, or for another man; The Factor, if for me, or the man for whose account the same was remitted to me is ————— Creditor.

15. When we gain by gratuities received, whether great, or small, or howsoever, then is Profit, and Losse ————— Creditor.

*Propex*



Proper, } in }	{ <i>Domestick-affaires.</i> whose parts may be }	{ <i>Buying</i> , upon severall conditions : See the 64. place. { <i>Shipping of Wares</i> to another Towne, or Land, to be sold for my account : See the 85. place. { <i>Selling</i> upon severall conditions : See the 92. place. { <i>Abatements</i> upon } <i>Wares</i> : See the 103. place. } <i>Mony</i> : See the 109. place. { <i>Receiving</i> : See the 108. place, having 12. branches. { <i>Gratuity</i> : See the 110. place: { <i>Paying</i> : See the 111. place.
		{ <i>Forraïn-affaires</i> , con- } <i>Advice</i> , that the sent goods, } <i>Sould</i> : See the 113. place. sisting in } or, part of them are } <i>Lost</i> : See the 117. place. } <i>Returns</i> in } <i>Wares</i> : See the 119. place. } <i>Mony</i> : See the 121. place.

64 *Phil.* The Table being entred in briefe as above, requireth an explaining; therefore let me see your Entrances upon each member apart.

*Sch.* The parts being divided into *Affaires Domestick*, and *Forraïne*, I intend to treat first of the first; and therein again of the branches orderly as they follow, whose beginning is with

BUYING.

65 *Phil.* I buy Wheat, and pay for the same presently, even upon the receipt thereof: How shall I enter that?

*Sch.* Wheat Debitor to Cash. *Nota*, Some will, that of the like Passages should be made a double Entrance, because upon all Occasions the mans name might be found upon the Alphabet: each do his pleasure; I account this way clear, and evident. For afterward if any controversie should arise, that Book (from whence the Question ariseth) will shew the Year, and Moneth; then is it upon my Book easie to be found. *Nota*, All accounts of *Commodities* must have lines *within*, to keep the quantity of *Ells, Measure, Weight*, and the like.

66 *Phil.* I Buy Rye Contant, but pay not instantly.

*Sch.* Rye Debitor to the *Man* of whom I bought it. *Nota*, the word *Contant* signifieth, upon *Demand*; and that again, for 1. 2. 3. daies, or 1. 2. or three weeks: generally, it is included under one moneths time; for that which is contained under the *nomination of moneths*, is 1. 2. 3. or more moneths.

67 *Phil.* I buy upon two moneths time a little parcell of Pepper, Ginger, Cloves, or the like; some one parcell to the value of 10. £ and some lesse.

*Sch.* Groceries, Debitor to the *Man* of whom I bought them: understand my meaning, which is not, that I should make the Commodity Debitor to the *Mans servant*, because I bought it of him.; but unto the Principall, or *Man*, to whom it belongeth, in respect of my knowledge. *Nota*, the Entrance of that which I buy, upon 2. Daies, 2. Moneths, 2. Years, is all as one: for my acknowledged man must be known upon my Books, as well for 2. Daies, as for 2. Years.

68 *Phil.* I buy Latton-wyre upon 3. moneths paying  $\frac{1}{3}$ , part presently.

*Sch.* Latton-wyre Debitor to the *Man Principall*, from whence it came. And then, *Man Principall*, Debitor to Cash, for the  $\frac{1}{3}$  part now paid. I enter this thus in  $\frac{1}{3}$  parts, because some make the Bought Wares Debitor to the Selling man, for the part upon Time: and Wares Debitor to Cash, for the part paid. Here you see Wares are divided into two parts, (which is unseemly) and therefore must have two Journall parcells: so there is every way as much writing, as to make the Wares Debitor to the man for the whole; and then, him Debitor to Cash for the paid part. But if I buy severall Wares to pay  $\frac{1}{3}$  part in monney, what brave divisions would then arise? For each parcell must have two Debtors, and Creditors.

Creditors, which will be no small trouble; or else they must learn to place their parcels with more judgment.

69 *Phil.* I buy Cloth upon 9. moneths Time, which is to ride out  $\frac{1}{2}$ , then to discount for 6. moneths: paying for them in Banck, and enjoy Banck-monies allowance in hand.

*Sch.* Cloth Debitor to the *Man*, for the whole cost upon 9. Moneths: and then, the Man Debitor to Cloth for the Discount; and then, the Man Debitor to Banck for the summe writ in: and then, Cash Debitor to Profit and Losse; because the mony by me written in Banck, and the Discount, counter-vailed the first Principall upon 9. moneths.

70 *Phil.* I buy Barly upon 8. moneths time, discounting instantly; paying part in Mony, part by Assignement, part with Rye: the remainder in Banck, abating so much as the Banck-monies allowance is worth.

*Sch.* Barly Debitor to the *Man*, for the whole upon 8. moneths: 2. the Man Debitor to Cash for the summe payd: 3. the Man Debitor unto him, who was to pay my Assignation for his own account: 4. The Man Debitor to Rye, for the delivered value: 5. The Man Debitor to Banck for the summe made good, either upon his account, or, upon the account of another, by his order: 6. The Man Debitor to Profit, and Losse, for Banck-monies allowance; because this, and the Banck-mony, make both but one compleat part of payment: but if I had writ in Banck his compleat part of payment, and he made good the mony for Banck allowance to me, by paying it in hand; then must we enter, Cash Debitor to Profit, and Losse: 7. The Man Debitor to Barly for the 8. moneths discount. *Nota, Henry Waninghen, Chapter 2. Question 14.* entereth the Man Debitor to Profit, and Losse, for the discount. *Paschier Goossens, in Hamburgh, printed 1594. parcell 44. 47.* and others, entreth the like. *Johannes Buingha, folio 39. Question 7.* entreth the like. *F. Carpenter, fol. 34.* his Booking is with *Henry Waninghen* the 14. parcell alike; and .. nely an Imitator: and so of other Authors. But *premeditation* sheweth, that the *Rebates* of commodities should *not be* carried unto Profit, and Losse, as our printed Authors in generall do, without any further in-sight into the nature of the matter: For *Barly*, which before was *Barly* upon *Time*, is now become *Barly* for *Ready-mony*; which at the buying (in respect of the Time I was to stand out, and have the use of the mony in *mine own hands*) cost me *more* then it now will yield me *Ready-mony*; the while then *Barly* upon 8. moneths was more charged at the buying, then it now is worth *Contant*, reason requireth that *Barly* should be *discharged*, because I have disbursed my mony: See *Ralph Handson upon Abatements in his Table.*

This must be well regarded in *Rebates*, to the end, that each *Horse* may bear his own Burthen; well *noting*, that the *Rebates* are not made good in *mony*: See *Ralph Handson.*

☞ But if we buy sundry commodities, and have an allowance upon the whole buying, then must we enter,

The man of whom I bought, Debitor to Profit, and Losse Proper: for *no one* commodity may enjoy the allowance made upon the whole Cargo, or Parcell; and to make a division *pro rato*, of each commodities Capitall, would be a troublesome (but true) worke: therefore Profit and Losse is the briefest carriage in such matters, being the *Facis* after either of the wayes, redoundeth unto our finall advance for the Abatement. This in brieft.

Buying } For Ready-mony, and presently pay: See the 65. place.  
 } Upon time, the conditions being severall: See 66, 67, 68, 69, 70.

### BARTER, OR TRUCKE.

71 *Phil.* I buy Wares, for other Wares; value being equall.

*Sch.* In-bought Wares (what name soever) Debitor to the Deliverd Wares: this is seldome seen. ☞ But if writing be not tedious unto us, or we not paper-penurious, the best, and most uni-forme Booking (in respect of the generall verieries) of giving, or receiving of diversities (being Wares, and Mony, or severall Wares) is to have the received Wares Debitor to the Trucking Man; and then, the Trucking Man Debitor to the Deliverd Wares.

*Phil.*



72 *Phil.* You have related your minde in things of an Equall value ; but if I buy Wares paying with *other Wares* and *Mony*.

*Sch.* *Henry Waningham*, Chapter 2. unto the 6. *Question*, answereth in Dutch ; 'Tgoet datmen hoert Debit aen Cassa, Daer naer, Cassa Debitaen't goet datmen toeghaest, *I English* is : The Wares that we buy, Debitor to Cash ; afterwards, Cash Debitor to the Wares that we deliver : as thus, The Wares that I buy are worth 100. l. and the Wares that I deliver are worth 90. l. Consequently, *I paying the Man*, he must have 90. l. in Wares, and 10. l. in *Mony* ; so that *Cash* is for the 10. l. paid, more *Credit* then *Debit* ; therefore *Cash* hath its due. With *Henry Waningham* agreeth *J. Carpenter*, fol. 2. parcell 8. as above ; he writeth, the goods bought, owe unto *Cash* for the whole summe : and after, *Cash* oweth unto the goods, which you have delivered to the Seller, for the value of them.

73 *Phil.* Seeing you *Imitate* in entring of their words ; have they your *Approbation* ?

*Sch.* I have related their words, not as an *affectionate-Follower*, but as an *Admirer* of their *Imitation*. For as in the 17. and 51. place by this *D* is said ; *Cash* may not be named (no not *Named*) but where *Mony* is either *Really paid*, or *received* : *Nota*, and the while that it is absolutely false, that *Cash* hath in the above-mentioned 72. place not paid out 100. l. but onely 10. l. nor hath it *received* any peny of the 90. l. therefore for the 90. l. on each side, I say *Cash* is an *Asse*.

74 *Phil.* But in the conclusion, it cometh all to one purpose.

*Sch.* That is not meteriall : why many words, when few may suffice ? For *J. Carpenter* fol. 32. parcell 7. answereth *direct* to the number ; *The goods which you buy, owe to the Seller* : And contrarily, *He oweth to Cash, and to the goods which you have delivered him*. This is somewhat like a mans mony : But as in the 71. place is said ; *Idleness* in writing, or *Penuriousness* in paper, is the cause of these *Folly-entrances*. For not onely in this, but in *Exchanges*, and the like, because we will not have (as some terme it) a *Book full of names*, we must have our passages smothered under the covert of *Imaginary obscurity* ; wheteas we may have them delectably *Booked*, if we were not sparing in writing. Daer en is niet, zonder verdriet, *Nothing without trouble*. But I have no time to discusse other mens works ; therefore let me proceed.

75 *Phil.* I buy Wares, delivering a great value ; and receiving the *Over-plus* back in *Mony*.

*Sch.* In-bought Wares Debitor to the Selling Man, for their value ; 2. The Man Debitor to Delivered Wares, for their value : 3. *Cash* Debitor to the Man, for the Received mony, to equall the Truck. So, in brief ; if the Wares are of an equall value, then enter Bought Wares, Debitor to the Trading man : 2. Trading Man Debitor to Delivered Wares, because the value is equall. If un-equall, and *Mony* given ; then enter, In-bought Wares Debitor to the Trading Man : and then, Trading Man Debitor to Delivered Wares, and to *Cash*. But if un-equall, and *Mony* Received ; In-bought Wares, and *Cash*, Debitor to the Trading Man : and then, Trading Man Debitor to Delivered Wares. And so I proceed to Wares bought, which are to be

Delivered mee, 2. 3. Weekes, or Moneths after  
the agreement.

76 *Phil.* I buy Wares, agreeing now for *Quantity*, and *Price* ; but am to receive them 2 moneths hence.

*Sch.* The *Promising Man* is Debitor to *Promise-reckoning*.

77 *Phil.* I have already by this one parcell conceived, that you digresse from divers Printed Authors : for,

*Passhier Goessens of Brussel*, in the German Language.  
*Pieter Nicolae son Daventriensis*.  
*Fohn Willemson of Leuven*.

*Fohn*

Transporting of Accounts in the Leager from one  
Leafe unto another.

207 *Phil.* What are the *Motives*?

*Sch.* They may be *two*; the one, when the *Leaves* of the Leager are full written in the Debitor, or Creditor side, or both. The other, because the *former* accounts are concluded, so that upon foot of that account, generally there remaineth a remainder due to me, or from me; and we will have the account begunne again upon a *New* Leafe.

208 *Phil.* Is this all?

*Sch.* Herein again is to be observed, whether those accounts that are to be Transported, be *Commodities-accounts*, which in *New* leaves are to be continued as upon the former: or, whether they are *Ships-parts*, *Houfes*, *Rents*, *Lands*, *Interests*, *Insurances*, *Factor-accounts*, or the like: of which (for that time) we make no *estimation* of *Estate*, but onely a transport for *Tradings* further continuance, untill a *Generall* Ballance be made.

209 *Phil.* How must *Commodities-reckonings* fitly be transported, to make *true Journall* parcells of them?

*Sch.* In all transports (if possible) must heedfully be heeded, that not any parcell be posted with *Blinde-summes*, or *Biancks*, as *some* tearme them: that is, *Not without Money-summes*. Many in their Books transport with *Blankes* in their Leager, yet have *Mony* to transport, if they had *Art* to carry them *handsomely* forwards; to which end observe the ensuing *Documents*.

Suppose the *Wares* were *Cambrix-cloth*, and the whole *Debitor-side* contained 400. *Peeces*, which cost 765. *l.* 8. *s.* and that the whole sale in the *Creditor-side* were 278. *Peeces*; producing in mony 789. *l.* 10. *s.* *Nota*, these cannot be subtracted from each other to make *Journall* parcells, but in the one will be *Wares* without *Mony*; and in the other *Mony* without *Wares*: which kind of *Transports* are very absurd, though used by many.

Their forme is as this Instance.

<i>Debitor.</i>	£	<i>Creditor.</i>
2 June, cost of <i>Peeces</i> . 400.	765 8	3 July, sales of <i>Peeces</i> . 278.
7 August, carried to new account.	9. 24 2	7 August, carried to new account.
Peeces 400. 789. <i>l.</i> 10.		Peeces 400. 789. <i>l.</i> 10.

To avoid the above-entred absurdity of *Wares* in one *Journall* parcell, but *no Money*; and *Mony* in the other *Journall* parcell, but *no Wares*: enter as the ensuing *Journall* instance instanceth.

*Cambrix-cloth* upon *folio* 30. Debitor to *Cambrix-cloth* upon *folio* 12. 765. *l.* 8. *s.* for the present costs of 400. *Peeces*, being the whole *Debitor-side*, in *Wares*, and *Mony* for want of place transported to a new leafe, the mony is 765. *l.* 8. *s.*

And then

*Cambrix-cloth* upon *folio* 12. Debitor to *Cambrix-cloth* upon *folio* 30. 789. *l.* 10. *s.* for the sales of 278. *Peeces*, being the whole *Creditor-side*, in *Wares*, and *Mony*, transported for want of place to a new leafe, the mony being 789. *l.* 10. *s.*

Thus ought each *Journall* parcell in *Wares* transporting truly to be *Journalized*, then the Leager will stand as this ensuing instance instanceth.

*Fol.* 12.



Fol. 12.	Debitor.	£	s	12. Creditor.	£	s	
2	June, costs of Peeces. 400.	7765	8	3	July, sales of Peeces. 278.	789	10
7	August, carried to new account Peeces, ———— 278	30789	10	7	August, carried to new account. ———— 400	30765	8
	Peeces 678. 1554. l. 18. s.				Peeces. 678. 1554. l. 18. s.		

And folio 30. will stand

7. Aug. costs of Peeces 400. 765. l. 8. s.      7. Aug. sales of Peeces 278. 789. l. 10. s.

Here you see the Leager stand again as formerly it did, to be continued in writing, as before: here you see each Journall parcell complearely carried: and thus ought Factor-accounts to be crossed: Forrain-mony, under Forrain-mony, as here Peeces under Peeces: and Inlandish-mony under Inlandish-mony, as before is instanced. *Nota*, Do the like in Houses, Lands, Rents, Legacies, Interests, Ships-parts, Insurances, and the like: because the principall (by Deduction) should not be Diminished untill the finall finishing of those accounts.

210 *Phil.* Is this an usuall course in the transporting of all kinds of accounts?

*Sch.* No: In your Generall accounts with Common-trading-people, as also in *Cash*, Bank, Stock, Profit and Losse, or the like: deduct the *Lesser* from the *Greater*, and make a Journall parcell for the *difference*, as thus:

If the *Debitor-side* of any of the above-named accounts (which are to be transported) be heaviest, then for the *difference* make the

*New account Debitor to the old.*

If the *Creditor-side* be heaviest, then for the *difference* of any of those accounts, make the

*old account Debitor to the New.*

211 *Phil.* What Observations arise from hence?

*Sch.* Hence is it manifest, that in the Leager ought to be neither *Debitor*, nor *Creditor*, but such as have their

*originall from the Journall,*

whose proper Office it is, to explain why the *one man*, or *thing* is Indebted unto the other, as hereafter in the Explication of the Journall Office shall appear in the 244. place: and so I end with the *Third Ground matter*, of which the Journall is made.

212 *Phil.* Explicate the *fourth Ground-matter*, of which the Journall is made.

*Sch.* The *fourth Member* of the 9. place, saith, that it proceedeth from the

*Equalizing*, or, even-making of over, or, under-measures,  
*Weight*, *Leackage*, *Pounds*, *Ells*,  
or the like.

213 *Phil.* Instance some matters in *Proper-accounts*.

*Sch.* When we find any *under-measure* in Corn, or *Leakage* in Wine, or *Shortnesse* in Length. then enter, Profit and Losse Debitor to the *wanting-matter*; rating it as you please: for that rating neither augmenteth, nor diminisheth your Estate; but is onely done for decentnesse, to have mony in the Debit, and Credit of such Journall parcell.

*Phil.*

214 *Phil.* Rehearse some instances in *Factorage*-accounts.  
*Sch.* If in weight I find in any commodity lesse by sales, because of driness, or the like; enter, *John Knoll* his account Currant, Debitor to *John Knoll* his account of Saffron: rating them as before, to bring them into the true form of Debitor and Creditor, in Journall and Leager. Hence may easily be gathered how to deal in Company-accounts; which I now passe, and so proceed to the next matter in order.

215 *Phil.* Whence ariseth the *Fist Ground-matter*, that maketh a Member of the Journall?

*Sch.* In the 9. place it is said to arise from the

*Leagers-Conclusion, or Ballancing of the  
Leager.*

216 *Phil.* What Causes may move a man to a Generall Ballance?

*Sch.* The same may be either of these three:

- |  |   |                               |
|--|---|-------------------------------|
| 1. When the Journall, and Leager are full written; | } | Then is a Ballance requisite. |
| so that there must be New-Books: _____             |   |                               |
| 2. When a Merchant ceaseth from Trading: _____     |   |                               |
| 3. When the book-Owner departeth this world: _____ |   |                               |

217 *Phil.* What understand you by the word *Ballance*?

*Sch.* By *Ballance* I understand, *An Equall-making in Equivalent manner all the Open-standing Leager-accounts*; transporting all those Open-standing Leager differences under One last framed accounts Title, whose name Generally we call *Ballance*: for being that that account includeth all the Leagers remaining differences; so it concludeth with One solely it self. *Nota*, the word *Ballance* seemeth to be borrowed from a pair of Scales: for as true Scales ought neither to be heavier then other; so a true taked Generall Ballance ought not to differ the least naming value: for the Generall Debitor and Creditor must justly counter-poize each other in even-monies nomination; else, the Book is out of square; the summes ill taken, or amisse added. In place of the word *Ballance*, I should rather enter *Estate-reckoning*: for by drawing the whole Book to a head, I draw with One an account of my *Estate*. *Simon Stevin* in his *Princely Book-keeping*, carrieth the *Leagers* difference at the Years end, unto the *first begun Stock* when he began his Books: but he contradicteth himself. For he began well the *First day* of January, in making all that owed to him *Debitors* to Stock; and *Stock Debitor* to them who were *Debit-demanders*: but at his *Leagers concluding*, the 31. of December, he entreth *Stock Debitor* to his *Debitors*; and he entreth his *Debit-demanders*, as *Augmentors* of his Stock. Such entrances made by him are but a *mistake onely*; in me they were *meer Absurdities*.

*Ballance* is either a *Triall*, or *True-ballance*.

*Of the Tryall-ballance.*

218 *Phil.* Relate the manner of making a Tryall-ballance.

*Sch.* Add the Debitor summes of all the Leager *Un-equall-open-standing-accounts* upon a Paper together, or in a Book therero prepared: then, add all the Creditor parcels in the whole Leager together by themselves, because the *Uniformity* of the *Generall Additions* should be manifested; if they be to each other *equivalent*, then (if no whole parcell be left out) are the Journall *mony-parcells* truly transported into the Leager.

219 *Phil.* What more is to be said of the Tryall-ballance.

*Sch.* The *Tryall-ballance* is of two sorts: The first is a *Survay* (as above) of the Leager accounts.



accounts, so soon as all the parcells are transported out of the *Waste-book* into the *Journall*, and from thence into the *Leager*: *Nota*, before any *unfold wares*, or *Gain*, and *Losse* of any accounts be meddled with. Of such matter is the first *ballance* of the *three-fold-mony-ballance* in my *Great Waste-Book*, printed 1621. at *Amsterdam* in *English*, and *Dutch*; and shall be in this *Book*.

220 *Phil.* Instance the second sort.

*Sch.* The second sort of the *Tryall-ballance* is seen, when all *unfold Wares*, and *Out-landish monies* are rated: all *Abatements*, as likewise *Gaines* or *Losses* are known. Of such matter is the second *Three-double-mony-ballance* in my *Great Waste-Book*; and shall be in this. In this *second ballance* is also comprised the parcells appertaining to the *true ballance*: *else*, that *second ballance* could not be even-weighty.

### Of the True-ballance.

221 *Phil.* Proceed to the same.

*Sch.* The *true-ballance* ariseth from the *Remainers* of *Leager* accounts; as well in *Mony*, *Unfold Wares*, *Voyages* not wholly sold, *Houses*, *Lands*; *People*, &c. not yet compleatly perfected: and are therefore transported to the *New-Books*, to be there fully finished: Leaving the *Old-Books* to their perpetuall rest, except some *Scrupulous* matter molest them. Of such matter is the *Third ballance* of the *Three-double-mony-ballance* in my *Great Waste-Book*; and shall be in this.

### Observations in ballancing of the Leager.

But for a preparative, first *note*, that *even* as the *Monies*, *Wares*, *Voyages*, *Houses*, *Lands*, and *people* were in their accounts (whether *Debitors*, or *Creditors*) even so must they stand in your *Ballance*: and so of each other matter. Reason, for *Ballance* representeth in that onely account, all that the other represent through the whole *Book*: for if they were *Debitors*, *Ballance* is a *Debitor* in their place: if they were *Creditors*, *Ballance* is likewise a *Creditor*.

222 *Phil.* Go forwards in this matter.

*Sch.* There ought to be observed *A Decent Order* in *Leagers ballancing*: that is, Which account ought first to be concluded, and which last; both in *Debitor* and *Creditor* side: this is not of *Necessity*, but for *Decentnesse* in *Order*.

223 *Phil.* Prosecute your opinion in the Order.

*Sch.* First, ballance the accounts of the *People* of whom you bought: or to whom you sold: *Reason*: because all *Discounts*, *Abatements*, *Mis-castings*, or *Omissions* that have happened, may be rectified: to the end each account may bear its own burthen: take then the difference of each mans account (being found to agree) and enter them into your *Ballance-Book* (as in the 218. place is mentioned) untill the finall *Ballance* be found even-weighty.

224 *Phil.* Which next?

*Sch.* Secondly, ballance the *Peoples* accounts with whom you had to deal for *Exchanges*, *Assignations*, or the like: entering the differences into your *Ballance-Book* thereunto prepared,

225 *Phil.* What followeth:

*Sch.* Thurdly, ballance your *Factors* accounts: first for *Prosper*, and then for *Company*, (but there is no necessity in this *Order*, as is said) the *Remainers* being well found, your  
Gain,

## 4. VOYAGE.

<i>Debitor.</i>	<i>Creditor.</i>
For 100. Pieces of Cambrix shipt at 3. l. each Piece, is ——— 300. l. ———	For Sales of 80. Pieces, at 2. l. 16. s. is ——— 224. l. ———
	Unfold, 20. Pieces, at 3. l. per Piece, ——— 60. l. ———
	Loft by Sales, ——— 16. l. ———
	Summe — 300. l. ———

- 235 *Phil.* Go forward in the order of your Leagers Ballancing.  
*Sch.* Fifthly, ballance your *Commodities-accounts*; first for *Proper*: then, for *Company*.
- 236 *Phil.* Suppose them all sold; and there is Gains.  
*Sch.* The first Voyage is a President.
- 237 *Phil.* Suppose your *Commodities* to be sold in part.  
*Sch.* The second Voyage is an Instance.
- 238 *Phil.* Suppose that none of your *Commodities* are sold.  
*Sch.* The third Voyage sheweth the form.
- 239 *Phil.* Suppose losse upon the Sale of part of your *Commodities*, or upon the whole.  
*Sch.* If losse upon part Sales, the Fourth Voyage is an Instance: If losse upon the Sale of a whole parcell: See

## THE FORME.

<i>Debitor.</i>	<i>Creditor.</i>
For 16. Butts of Sack cost with charges, ——— 134. l. 8. s.	For Sale of 16. Butts, at 8. l. 6. s. is ——— 132. l. 16. s.
	Loft by the Sale ——— 1. l. 12. s.
	Summe 134. l. 8. s.

Under the name of *Commodities* in the second branch of the 10. place, is included *Houses, Lands, Ships-parts*; upon which if you will see the yearly Gain, or Losse, then rate them as they cost; entring them in Credit as in the second Voyage: then, in your House, and Land will appear what is gained by the Rents, above reparation, and maintaining of them; and in your Ships parts will be made plain what is advanced by their Voyages, more then her victualling: carrying your *Proper Gains* or *Loss*, to *Profit* and *Loss proper*; and *Companies Gain*, or *Loss*, to *Profit* and *Loss in Company*. But if you will let them run on untill the finall ending of them; then *cross* them, as is shewed in the second Instance of Cambrix-cloth, in the 209. place.

- 240 *Phil.* What followeth next in the Ballance order?  
*Sch.* Sixthly, ballance your *Company Profit* and *Loss*, imparting to each *Partner* his due upon fit account; and your part upon *Profit* and *Loss proper*.  
Seventhly, ballance your *Partners account*, transporting the difference unto your *Ballance-book* (as in the 218. place is mentioned) untill the finall ballance be found *Even-weighty*.  
Eighthly, ballance *Cash*, and *Bank*, carrying their differences to your *Ballance-book*.  
Ninthly, conclude your *Profit* and *Loss proper*, carrying the difference to your *Stock-account*.  
Tenthly, conclude your *Stock-account*, transporting that difference (which is the  
Summe



(summe of your Estate) unto your Ballance-book: then ought your Ballance account to be equall-weighty.

NOTA,

Having drawn all your Leager to a head in your Billance-Book, and found it to be right taken: then may you take your Journall in hand, and post them as they in order follow upon your Ballance-book, unto your Ballance-account in the Leager.

Or if you will not make a Ballance-account in your Leager, you may let your Ballance-book be your private contentment; and transport each Ballance-parcell out of the Old Leager into the New: avoiding your Ballance-writing into the Journall, both at the End of the Old Leager; or beginning of the New: entering into the Old Leager the *folio* whether carried into the New; and in the New Leager the *leaf* from whence that remainder is brought out of the Old Leager; and so avoid (perhaps) the writing of two or three hundred Journall-parcels in both Leagers.

Particular Observations upon each side of the true-balance in Debit, and Credit, for the Memories refreshing.

241 *Phil.* Rehearse first the Observations that arise upon the Debitor-side of the True-balance.

*Sch.* In a much-Trafficking-Merchants-Books are five things to be regarded:

Firstly, of Debtors, and them in

{	<i>People</i> —unto whom we sold, or that have promised us payment of Exchanges, or Assignations, and the like.	}
	<i>Partners</i> —unto whom we have delivered Mony or Wares, to be by them employed for the Companies good.	
	<i>Factors</i> —that serve us in Commission,—	
	<i>Masters</i> —whom we serve in Commission, —	

who as yet have not given us full satisfaction: Again, the first of these two may arise from Proper, Factorage, or Company-accounts.

Secondly, of the Unfold Wares, formerly shipt to another Town, or Land, there to be sold for Proper, Factorage, or Company-accounts.

Thirdly, of Matters as yet remaining Unfold under our own Administration: consisting again in Wares, Houses, Lands, Jewels, Ships-parts, and the like: whereof some of those Wares may be for Proper, Factorage, or Company-accounts: and those Ships-parts for Proper, or Company-accounts.

Fourthly, of the Ready-mony in Cash, in Bank, or in both.

Lastly, of Company Gain, and Losse; of the which we still keep an open-standing-account, because the Company continueth in Trading, upon unchangeable terms. And these in substance are all that concern the Contents of Ballances-Debitor-side.

242 *Phil.* Proceed to the observations in the Creditor-side of the True balance.

*Sch.* Four things are heedfully to be regarded.

Firstly, Debt-demanders; and them in

{	<i>People</i> —of whom we bought, as also, whose Exchanges we accepted; or whose Assignments we promised unto their Creditor, having entred their Creditor into my book in place of them.	}
	<i>Partners</i> —of whom we have received Mony. or Wares, to employ for Company-account, unto whom (as yet) we	
	<i>Masters</i> —whom we serve in Commission, —	
	<i>Factors</i> —that serve us in Commission, —	

have not given full content: The last of these may arise, either from Proper, Factorage, or Company-accounts. Secondly,

Secondly, Unfold-Wares, Houses, Lands, Jewels, Rents, Voyages, and the like : upon which accounts the Gains or Loss (at present) is not desired to be known ; but are deferred untill the finall finishing of that account, then to know the Generall Gain, or Loss upon the same: and these for *Proper*, some for *Factorage*, and some for *Company-accounts*.

Thirdly, in Companies Profit and Loss Reckonings, because the division is not made in these Old-books, but prosecuted untill the Companies finall finishing.

Lastly, in *Stock-account*, whose difference must be carried to *Ballance* ; for that difference must make your *Ballance-account* *Even-weighty* in the *Generall Addition*: *Nota*, for in it is contained the *true* difference between the *Ready-mony, Wares, Houses, &c. Debtors* in your *Ballance-debit-side*, and the *Debit-demanders* in the *Creditor side* of your *Ballance-account*. Or more plain ; take the whole *Debit-side* of your *Ballance*, deduct from that all that you owe : and the differing mony will be *Equall-weighty*, with the difference brought from your *Stock-account*. And thus much of the *fifth matter*, of which the *Journal* is made.

### Of the Journalls Form.

243 *Phil.* This is the *second branch* in the *Eight place* : of which let me heare your *Explication*.

*Sch.* The *Form* is generally in *folio*, or the full bigness of the *Paper*, be it *small*, or *large*: Ruled towards the *left-hand* with *one line*, and towards the *right-hand* with *three* : entring between them *l. s. ũ*. as in the *Waste-book* is, and in the *Journals Instances* sha'l be made plain.

Some use two lines towards the *left-hand*, as doth *Simon Stevin* in his *Princely-book-keeping-Journall* use three : entring therein the *Day*, and *Moneth* : but that maketh the *Journall* between line, and line, too narrow. My manner of my *day*, and *Moneths* entrances shall be shewed in the *Explication* of the *Journals Office*.

This *Book* is by *some* numbred on each *leaves-side* : the *beginning-side* with *1.* the *second* with *2.* and so through all the *Book* : of which I approve, and use it. For in a *Great-trafficking-book* (as an *East, West, Turkey*, or the like *Company*) severall *sides* are oft-times filled in one *day* : so that the *Margin* of the *Leager* quoteth *directly* to the *side* of that *Journall-leaf*, where the desired *parcell* is : and so avoideth the perusall of needlesse *sides*.

### Of the Journalls Office.

244 *Phil.* Let me know that : for that is the third *Notable* matter mentioned in the *Eight* place.

*Sch.* The *Journals Proper Office* is, to have the *Matter* (thereunto appertaining) entred in *Book-keepings true method*, with *words* suitable to the *Action* ; plainly expressing what ever was obscurely booked in other books.

*Book-keepings Office* is, to book the acted matter in the true *Nomination* of *Debitor* and *Creditor*, with the *brief* (yet plain) *Circumstances* of the *Action*. Heedfully in this *Journall* must be observed, that the *Debitor*, that is, the *Man*, or *Thing*, that ought to be *charged*, be first named, and placed towards the *left-hand*, as thus :

*James Mirth* is Debitor.

Then enter the *Creditor*, *Man*, or *Thing*, that ought to be discharged, as thus

*James Mirth* is Debitor to *John Melody*.

Unto them annex the quantity of *Mony*, as thus :

*James Mirth* is Debitor to *John Melody* 300. l. 12. s. 8. d.

There-unto adde the reason why the *One Man*, or *Thing* is indebted to the other : and this is gathered from the acted matter.

245 *Phil.* As how :

*Sch.* Compare the *Wastebook* parcels in the *6.* place, with the ensuing *Journall* parcels framed out of them, and the *Reasons* may appear by the *Circumstances*.



		£	ŏ	̄
5 6	<i>Dito</i> is Debitor to Bank 369. l. 13. 10. $\frac{1}{2}$ ŏ. written by his order upon the account of <i>John Johnson Vinck</i> , being the full of the before-mentioned exchange; the summe written in, is	369	13	10 $\frac{1}{2}$
5 3	<i>Dito</i> is Debitor to Profit and Loss 3. l. 14. 8. ŏ. for Bank-mony of gl. 2240. 11. 4. pen. at one <i>per centum</i> , is	.3	14	.8
6 5	<i>Edward Denis</i> of Northampton, his account by me in Company, is Debitor to <i>Dito Edward</i> his account of <i>Ready-mony</i> , 213. l. — 5 $\frac{1}{2}$ ŏ. for his $\frac{1}{3}$ of gl. 3834. 8. 12. pen. product of 18. Last, 7. <i>Mudde</i> of Company Rye, sold to <i>Jacob Johnson</i> , as above; $\frac{1}{3}$ thereof is	213	—	.5

246 *Phil.* What signifie those Fractions  $\frac{1}{2}$ ,  $\frac{2}{3}$ , and the like, in the Margine?  
*Sch.* Fractions they are none: but signifying-figures concerning the Leager: for the Figures above the stroke, shew upon what Leager-Leaf the Debtors are to be found; and the Figures under the stroke, point unto the Creditors in the said Leager.

247 *Phil.* Why are some pointed, and not other some?  
*Sch.* Those that are pointed, are transported into the Leager, the other not.

248 *Phil.* Some do not point at all.  
*Sch.* They are subject to mistake, or they must enter each figure above, and under, when they have entred the parcell into their Leager, and that is tedious. The points are very requisite to avoid Omissions, or not to charge one summe twice, if a man should be called from his posting.

249 *Phil.* When do you enter the figures above, or under the stroke?  
*Sch.* I lay the Journall open before me, making first the straight strokes that are between the figures against each parcell, on both sides of the Journall: then do I enter the folio, or leaves, or those figures, before I touch the Leager.

250 *Phil.* How then?  
*Sch.* Then setting my Journall before me, I transport all the Debtors and Creditors (that correspond upon one Leager-leave) one after another into the Leager; then removing my hand from the Leager, immediately I set point by that Debitor, or Creditor, that is posted into the Leager, without removing of my Journall.

*Thus much in brief of the Matter, Form, and Office of the Journall mentioned in the ninth place.*

Anno 1634. the 7. day of June in London. (13)

	£	ₛ	ḡ
	sent payment for Company-use, being	145	11
12.	117. <i>Thomas Trust</i> at Antwerp for company of <i>Randoll Rice</i> $\frac{2}{3}$ , and $\frac{1}{3}$ for me, our account of Time, debtor to Voyage to Antwerp, consigned to dito <i>Thomas</i> for our company $\frac{2}{3}$ , and $\frac{1}{3}$ £. 1515. 7. 5. for the ensuing Wares sold by him: the particulars are, viz.		
10.	8. Bales of Pepper, producing clear Ready-mony, as by the account ————— gl. 2753.9.4.		
	30. Butts of Serrese to <i>Iaques Gerritson</i> ; part at 2. moneths, producing (whereof $\frac{2}{3}$ is received) as by the account, clear mony ————— gl. 12400.—		
	gl. 15153.9.4. pen. reduced at 10. gl. or 33. 5. 4. 6. are	1515	.7
13.	118. <i>Dito Thomas</i> for our company, as above, our account of Ready-mony, debtor to the said <i>Thomas</i> for company R.R. $\frac{2}{3}$ , and $\frac{1}{3}$ me our account of Time £. 1102.—4. 6. for gl. 11020.3.9. pen. by him received of the before entred mony, is here	1162	.4
10.	The 15. day of June. 1634.		
4.	119. Debtors to <i>Jacob Symonson</i> his account of Cambrix-cloth, l.405. for 60. Pieces sold joyntly to the ensuing parties, at 6 £. 15. 5. upon an equall share, at 4. moneths time, viz.		
3.	<i>James Wilkinson</i> 20. Pieces ————— £.135.		
11.	<i>George Pinchback</i> 20. Pieces ————— £.135.		
8.	<i>Andrew Hitchcock</i> 20. Pieces ————— £.135. —————		
	The Rule in the 244. place is <i>contra-dicted</i> .	405	—
8.	120. <i>Jacob Symonson</i> his account of Cambrix-cloth, debtor to Cash £.1.7. 5. for Brokage of £.405. at $\frac{1}{3}$ per centum, is	.1	.7
1.	121. <i>Dito</i> to Profit and Loss £.8.12. 5. for the ensuing particulars, viz.		
7.	For Ware-house-room at 2. 6. per Piece £.—10. 7		
	For Provision of Sales at 2. per C. ———— £.8.2. 5	.8	12 —
2.	122. <i>Dito</i> to <i>Jacob Symonson</i> his account Currant £. 390.14. 5. for the neat proceed made good there, without my prejudice of debts, yet standing out upon 4. moneths time: the sum now transported, is	390	14 —
6.	123. <i>Fean du Boys</i> for company <i>Randoll Rice</i> $\frac{2}{3}$ , and $\frac{1}{3}$ for me, our account Currant, debtor to <i>Thomas Trust</i> for dito. company $\frac{2}{3}$ , and $\frac{1}{3}$ our account of Ready-mony £.1092.17.10. 6. for gl. 11020. remitted in his own Bills, dated their 2. present: payable by, and unto himself, exchange at 121. 6. are $\frac{x}{w}$ . 3642. 58.6. 6. and here at 72. 6.		
13.		1092	17 10
	The 23. day of June 1624.		
6.	124. <i>Randoll Rice</i> his account Currant, debtor to <i>Diego del Varino</i> his account of Fruits £. 541. 4. 5. 9. 6. for severall		
12.	sorts		



Anno 1634. the 20 day of July in London. (19

	£	ₛ	ḡ
6. 185. <i>Randoll Rice</i> his account by me in company debitor to <i>Ballance</i> £.991.7.6.ḡ. for so much due to him upon this account	991	.7	.6
10. 186. <i>Hendrick vander Linden</i> $\frac{1}{2}$ , <i>John van Does</i> $\frac{1}{2}$ , <i>Jaques Reinst</i> $\frac{1}{2}$ , their account of commodities; debitor to <i>Ballance</i> £.194.12.1.ḡ. for 160. Pieces of Figs, and 4. Bales of Pepper sold, being the whole Wares in Credit, transported thus to have the account compleat in new books, as it here standeth: the mony is	194	12	.1
10. 187. <i>Dito Company</i> their account of Ready-mony debitor to <i>Ballance</i> £.99.7.7.ḡ. for conclude due to them	99	.7	.7
13. 188. <i>Dito Company</i> their account of Time, debitor to <i>Ballance</i> £.93.19.8.ḡ. due to them for conclude of this account, being	93	19	.8
13. 189. <i>Ballance</i> debitor to <i>Cash</i> £.947.2.1.ḡ. and is for so much by conclude remaining therein, and transported, being	947	2	.1
7. 190. <i>Profit and Loss</i> debitor to <i>Stock</i> £.1046.8.10.ḡ. for gaines in this handle, transported to conclude this account, being	1046	.8	10
1. 191. <i>Stock</i> debitor to <i>Ballance</i> £.2902.12.7.ḡ. for the difference of that account, being my present Estate; and transported thither to conclude this, being	2902	12	.7

*End of the Journall*

A.

1634.



# OF THE LEAGER.

**H**aving (in form as is instanced) entred all the trading-parcels of Merchandizing into the Journall in such after-following manner as they daily happened; then hath the *Book owner* his whole Trading, with all the Circumstances in writing: but not in such sort, that he is able to confer with any man about his accounts: for each mans severall Parcels are dispersed through the whole Journall; neither doth it (in drawing an account to a Head upon a Paper) content the mind, fearing that any Parcels might be mis-taken or omitted. Upon the like Reason we may conjecture the Obscurity in knowing what mony is in Cash, what weight, measure, and quantity of any Commodity might be in the Ware-house; what Profit or Lossē there is upon any sort of Wares, or Matter; what Weekly, or Monethly debts are to be received, or paid for Wares, or Exchanges: and many such like.

For the avoyding of all such diffidences, the Journall Parcels must be transported into the *Leager* in such manner, that all what doth concern one mans particular, must (under one accounts Title) be gathered together, *to wit*, all his *Debit* parcels upon the Left-hand; and all his *Credit* parcels upon the Right-hand of the *Open lying Leager*; of the which many instances follow in the *Leager*: the like manner must be used in each sort, as *Mony, Wares, People*, or what ever else; each must be gathered together in an Exquisite form, with few words.

The thing charged, or *Debitor*, must have its discharge, or *Creditor*, even opposite against it selfe when the *Leager* lieth open. In this *Leager*, where *Fol.* standeth between the lines before the *L*, both upon the Right and Left-hand, are many Arithmetical Characters. The Character, Characters, or Figures that stand between the two lines upon the *Debitor* side, point (as with a finger) unto the *Folio* where each severall lines *Creditor* standeth in the said Book, whether it be upon the same *Leafe*, or else where: Contrarily, the Figures that stand between the two lines upon the *Creditor* side, point at the *Folio* where each severall lines

*Debitor*



## Of the Leager.

Debitor standeth in the said Book, whether upon the same Leafe or elsewhere.

*In Brief,*

*The Owner, or the Owing thing,  
Or what-so-ever comes to thee :  
Upon the Left-hand see thou bring ;  
For there the same must placed be.*

*But*

*they unto whom thou doest owe,  
Upon the Right let them be set ;  
Or what-so-ere doth from thee go,  
To place them there do not forget.*

T H I S

Book sheweth our *true Estate* in each particular account ; whether Bought, Sold, Sent, or Received, Commodity : People with-in, or without the Land ; Exchanges which way-so-ever, and the Coynes of these severall places ; *Factorage*, *Company*, or what account else belongeth to *Traffick* : So that the *Leager* is the *Mirroure* by which onely the Estate can truly, and plainly be discerned.

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O 2

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Fol. 1.) Anno 1633. in London.

Year	Month	Day	Description	Fol	£	ₛ	ᵈ
<i>Cash is Debitor.</i>							
1634.	1	1	Janu. To Stock, for severall coynes of mony	1	1000	15	7
	5	27	Febr. To <i>Jacob Symonson</i> his account Currant	2	328	10	11
	9	22	April To <i>George Pinchback</i> , received in full	3	9	11	2
	10	8	May To Figs $\frac{1}{2}$ R. R. $\frac{1}{2}$ for me	9	525		
	12	22	Dito to <i>James Wilkinson</i> , received to clear a truck	4	102	16	1
	14	23	June To <i>Diego del Varino</i> his account of Cash	12	25	10	7
	14		Dito To Profit and Losse, gained by <i>Diego's</i> fruits	7	13	4	
	14	2	July To <i>George Pinchback</i> received by his Assignment	3	485	6	5
	16	11	Dito To <i>Jacob Symonson</i> his account Currant	2	28	1	7
	16	20	Dito To <i>Randoll Rice</i> his account Currant	6	284	16	8
16	20	Dito To <i>Andrew Hitchcock</i> received in part	11	100			
Summe					£ 2903	13	
<hr/>							
<i>Stock is Debitor.</i>							
1633.	1	1	Janu. To <i>Jacob Symonson</i> his account Carrant	2	150		
1634.	19	20	July To <i>Ballance</i> , for conclude carried thither	13	2902	12	7
Summe					£ 3052	12	7
<hr/>							
<i>wares are Debtors.</i>							
1633.	1	1	Janu. To Stock, resting unfold	6090	1	477	10
1634.	20	20	July To Profit and Losse gained		7	92	10
Summe				6090	£	570	



Year	Day	Description	Fol	£	s	d
		<b>Cash is Creditor.</b>				
	2.4	Janu. By <i>George Pinchback</i> , paid in part	3	144	—	—
	2.9	Dito By <i>James Wilkinson</i> , paid in part	4	120	—	—
	3.30	Dito By <i>George Pinchback</i> , paid him	3	135	16	8
	4.9	Febr. By <i>Iac. Symonson</i> . his account of <i>Couchaneille</i> , payd	3	5	5	4
	4.21	Dito by voyage to <i>Lisborn</i> , consigned to <i>Diego del Varino</i> for company $\frac{1}{2}$ , and $\frac{1}{2}$ paid	5	594	—	—
	5.13	March by <i>Danfick</i> -exchange for <i>Arthur Mump</i> . and me	8	200	—	—
	5.—	Dito By <i>Kersies</i> in Company $\frac{1}{3}$ <i>Iacob Symonson</i> , $\frac{2}{3}$ for me	4	2	8	6
	9.—	Dito By <i>Iacob Symonson</i> his <i>Cambrix</i> cloth	8	4	7	—
	6.22	Dito By <i>Iacob Symonson</i> his account <i>Currant</i>	2	9	7	9
1634.	6.—	Dito By <i>Figs</i> in company $\frac{1}{2}$ <i>R. R.</i> $\frac{1}{2}$ for me	9	8	7	6
	6.29	Dito By <i>Hendrick vander Linden</i> , and Company their account of commodities, for charges	10	—	12	5
	7.7	April By <i>Silver</i> , for charges of 8. <i>Barrs</i>	10	4	7	2
	10.8	May By <i>Randoll Rice</i> his account <i>Currant</i>	6	99	19	1
	11.13	Dito By <i>Amsterdam</i> -exchange $\frac{1}{2}$ for <i>Iacob Symonson</i>	11	504	19	6
	12.7	June By <i>Diego del varino</i> his account of <i>Cash</i>	12	25	10	7
	12.7	Dito By <i>Figs</i> in Company $\frac{1}{2}$ <i>R. R.</i> $\frac{1}{2}$ for me	9	23	8	9
	12.7	Dito By <i>Andrew Hitchcock</i> paid him	11	73	16	8
	13.15	Dito By <i>Iacob Symonson</i> his account of <i>Cambrix</i> -cloth	8	1	7	—
	19.20	July By <i>Ballance</i> , transported thither to conclude this	13	947	2	1
		Summe	£	2903	13	—
		<b>stock is Debitor.</b>				
1633.	1.1	Janu. By <i>Cash</i> , for severall coynes of mony	1	1000	15	7
	1.—	Dito By <i>Wares</i> for fundry sorts unfold	1	477	10	—
	1.—	Dito By <i>Kettles</i> for 5. <i>Barrels</i> unfold	2	55	—	6
	1.—	Dito By <i>Iean du Boys</i> at <i>Roan</i> my account <i>Currant</i>	2	240	—	—
	1.—	Dito By <i>Iacob Symonson</i> my account by him in company	2	229	—	—
	1.—	Dito By <i>Iacob Symonson</i> his account of <i>Couchaneille</i>	3	3	17	8
1634.	19.20	July By <i>Profit</i> and <i>Losse</i> , gained by this handle	7	1046	8	10
		Summe	£	3052	12	7
		<b>Wares are Creditors.</b>				
		L 1				
1633.	2.13	Janua. By <i>Kersies</i> in company, by me layd in	4	270	—	—
	6.21	March By <i>Iacob Symonson</i> , sold to him	2	300	—	—
		Summe	£	570	—	—

7) Anno 1633. in London.

Day		Fol	£	ₛ	ḡ
			<i>Profit and Losse in company <math>\frac{2}{3}</math> for Randall Rice, and <math>\frac{1}{3}</math> for me, Debitor.</i>		
1634.	3 23	7	2	11	11
	7 29	6	2	11	3
	17 20	13	9	2	6
	18 —	6	444	9	8
	18 —	7	296	6	5
			Summe— £ 755 . 1 . 9		
			<i>Profit and Losse, Debitor.</i>		
1633.	4 17	3	—	10	1
1634.	17 20	3	25	—	11
	17 20	10	3	9	1
	19 20	1	1046	8	10
			Summe— £ 1075 . 8 . 11		

			<i>Ballance, Debitor.</i>		
1634.	18 20	2	301	—	8
	18 20	6	1092	17	10
	18 20	10	194	12	1
	18 20	10	189	12	—
	18 20	11	446	12	9
	18 20	12	402	12	1
	18 20	12	413	6	8
	18 20	13	806	6	11
	19 20	1	947	2	1
			Summe— £ 4794 . 3 . 1		



Anno 1634. in London.

(7)

Day		Fol	£	ₛ	ᵀ
	<b>Contra, Creditor.</b>				
17 <sup>20</sup>	July By Voyage to Lisborn for dito company gained—	5	14	2	8
17 <sup>20</sup>	Dito By <i>Iean du Boys</i> , for dito company, gained—	6	80	11	7
17 <sup>20</sup>	Dito By <i>Iacob Symonson</i> , for dito company, gained—	9	60	—	6
17 <sup>20</sup>	Dito By Voyage to Antwerp, for dito company, gained—	10	600	7	—
	Summe—	£	75	1	9

	<b>contra, Creditor.</b>					
1633.	3 <sup>23</sup>	Janu. By Profit and Losse in company $\frac{1}{2}$ R.R. $\frac{2}{3}$ me—	7	2	11	11
	4 <sup>9</sup>	Febru. By <i>Iacob Symonson</i> his Couchaneille, for provision	3	31	12	2
	5 <sup>13</sup>	March By Kerfies in comp. $\frac{1}{3}$ and $\frac{2}{3}$ for provision & gains	4	128	5	—
1634.	8 <sup>15</sup>	April By <i>Iacob Symonson</i> my acco. by him in comp. gained	2	50	—	—
	9 <sup>22</sup>	Dito By Danfick-exchange, gained by the same—	8	10	19	9
	11 <sup>22</sup>	May By <i>George Pinchback</i> upon Sugar gained—	—	36	5	—
	13 <sup>15</sup>	June By <i>Iacob Symonson</i> his Cambrix for provision—	8	8	12	—
	14 <sup>23</sup>	Dito By Cash, for provision of <i>Diego</i> his Fruits—	1	13	4	—
	15 <sup>2</sup>	July By Amsterdam-exchange in company, gained—	11	23	—	8
	15 <sup>11</sup>	Dito By Figs $\frac{1}{2}$ , and $\frac{1}{2}$ in comp. for provision and gains—	9	114	15	5
	17 <sup>20</sup>	Dito By Wares gained thereby—	1	92	10	—
	17 <sup>—</sup>	Dito By Kettles, gained thereby—	2	20	—	2
	17 <sup>20</sup>	Dito By <i>Iean du Boys</i> my account Currant gained—	2	56	5	6
	17 <sup>20</sup>	Dito By Voyage to Amsterdam consigned to I. S. gained	4	111	17	—
	17 <sup>20</sup>	Dito By Interest-reckoning, gained thereby—	5	16	6	2
	17 <sup>20</sup>	Dito By Voyage to Lisborn $\frac{2}{3}$ , and $\frac{1}{3}$ for my gains—	8	63	17	9
	18 <sup>—</sup>	Dito By Profit and Losse $\frac{1}{2}$ , and $\frac{1}{2}$ for my $\frac{2}{3}$ gains—	7	296	6	5
		Summe—	£	1075	8	11

	<b>Ballance, Creditor.</b>					
1634.	18 <sup>20</sup>	July By <i>Iacob Symonson</i> his account by me in company—	5	512	3	8
	19 <sup>20</sup>	Dito By <i>Randoll Rice</i> his account by me in company—	6	991	7	6
	19 <sup>20</sup>	Dito By <i>Hend. vander Lind</i> , and comp. their commodities	10	194	12	1
	19 <sup>20</sup>	Dito By <i>Hend. vand. Linden</i> , and comp. their ready-mony	10	99	7	7
	19 <sup>20</sup>	Dito By <i>Hend. vand. Lind</i> , and comp. their Time account—	13	93	19	8
	19 <sup>20</sup>	Dito By Stock, for difference there, being my pref. estate—	1	290	12	7
		Summe—	£	4794	3	1

**SURVEY OF THE  
Generall Ballance; or  
Estate-reckoning.**

Thus ought your  
accounts to stand  
at the first view of  
the Bookes, when e-  
very thing is tran-  
sportted out of the  
Waste-Book into the  
Ledger.

Thus ought your  
Second, or Triall-  
Ballance to stand  
with the Losses.

Thus ought your  
True-Ballance to  
stand, which you  
transport into your  
New-Books.

<i>Debitor</i>		Guil. <i>Sti.</i> <i>p.</i>			Guil. <i>Sti.</i> <i>p.</i>			Guil. <i>Sti.</i> <i>p.</i>		
23	Dito. To Banck, as in fol. 1. appeareth	13688	17	.8	5555	2	—	5555	2	—
—	Dito. To House King David, fol. 2 —	.6213	15	—						
—	Dito. To Susanna Peeters Orphans —	.5573	16	.8	.713	14	.8	.713	14	.8
—	Dito. To <i>Fack Pudding</i> my account Currant —	11328	.6	.8	2648	.6	.8	2648	.6	.8
—	Dito. To Wines, for 15. Butts unfold	.1260	—	—	1260	—	—	1260	—	—
—	Dito. To French Aquavitæ, for 58. Hogheads —	.5568	—	—						
—	Dito. To Rye, for 18. Last, 7. Mudde, fol. 3. —	.2877	15	.8	1533	15	8	1533	15	8
—	Dito. To Couchaneille, as in fol. 4. —	10080	—	—	36	—	—			
—	Dito. To Brasil, as in fol. — — —	10888	.3	—	70	11	—			
—	Dito. To Interest-reckoning, fol. —	.44	14	—						
—	Dito. To Profit and Losse, fol. —	320	2	8						
—	Dito. To Voyage to London, consign- ed to <i>Fack Pudding</i> , fol. — —	7810	—	—	2600	—	—	2600	—	—
—	Dito. To Voyage to Hambrough, fol.	2353	3	—						
—	Dito. To Voyage to Dansick, fol. —	1967	.1	—						
—	Dito. To Insurance-reckoning, fol. —	3463	2	8						
—	Dito. To Cash, as appeareth in fol. —	29561	11	—	27153	8	—	27153	8	—
—	Dito. To Cambrix, 11. Peeces unfold	8000	—	—	440	—	—	440	—	—
—	Dito. To Ship the Rain-bow, fol. —	1043	12	8						
—	Dito. To <i>Hans van Essen</i> at Ham- brough, my account Currant, fol. —	3780	—	—	60	—	—			
—	Dito. To <i>Pécter Brasseur</i> at Dansick, my account Currant, fol. — —	3805	14	8	53	12	8			
—	Dito. To <i>Fack Pudding</i> at London, his account Currant, fol. — — —	917	—	—						
	Summe <i>gl.</i> — — —	130544	15	—	42124	10	—	41904	.6	.8



**SURVEY OF THE  
Generall-Ballance, or  
Estate-reckoning.**

Thus ought your  
accounts to stand at  
the first view of your  
Books, when each  
parcel is transport-  
ed out of the Waste-  
Book into the Jour-  
nall and Ledger.

Thus ought your  
Second, or Tryall-  
Ballance to stand  
with the Gains.

Thus ought your  
True Ballance to  
stand, which you  
transport to New-  
Books.

	Creditor.	Thus ought your accounts to stand at the first view of your Books, when each parcel is transport- ed out of the Waste- Book into the Jour- nall and Ledger.			Thus ought your Second, or Tryall- Ballance to stand with the Gains.			Thus ought your True Ballance to stand, which you transport to New- Books.		
		Guil.	Sti.	p.	Guil.	Sti.	p.	Guil.	Sti.	p.
23	Dito. By Banck, as in fol. 1. appeareth	8133	15	8						
—	Dito. By House King David, fol. 2. —	7538	15	—	1325	—	—			
—	Dito. By Susanna Peeters Orphans —	4860	. 2	—						
—	Dito. By Jack Pudding my account Currant — — — — —	9145	—	—	. 465	—	—			
—	Dito. By French Aqua-vitæ 58. Hogf- heads fold — — — — —	6960	—	—	1392	—	—			
—	Dito. By Rye, for 16. Last fold, fol. 3.	1788	12	8	444	12	8			
—	Dito. By Couchaneille, as in fol. 4. —	13950	—	—	3906	—	—			
—	Dito. By Brasil, as in fol. 4. — — —	10817	12	—						
—	Dito. By Interest-reckoning, fol. —	102	16	8	58	2	8			
—	Dito. By Profit and Loffe, fol. — — —	394	. 7	8	74	5	—			
—	Dito. By Voyage to London, fol. — —	8350	—	—	3140	—	—			
—	Dito. By Voyage to Hambrough — —	3816	. 6	—	1463	. 3	—			
—	Dito. By Voyage to Danfick, fol. — —	3805	14	8	1838	13	8			
—	Dito. By Insurance-reckoning, fol. —	3576	6	—	113	3	8			
—	Dito. By Cash, as appeareth in fol. —	2408	3	—						
—	Dito. By Cambrix-Cloth, fol. — — —	8105	12	—	545	12	—			
—	Dito. By Ship the Rain-bow, fol. — —	1432	12	8	389	—	—			
—	Dito. By Hans van Essen my account-	3720	—	—						
—	Dito. By Peeter Brasseur my account-	3752	2	—						
—	Dito. By Jack Pudding at London, his account Currant — — — — —	3294	18	—	2377	18	—	2377	18	—
—	Dito. By Stock, for my just Estate —	24592	—	—	24592	—	—	39526	. 8	8
	Summe gl. — — — — —	130544	15	—	42124	10	—	41904	6	8

## Afterword

To the reader's own judgment have been left the many conclusions that are to be drawn from these reproductions of bookkeeping's earliest exponents.

The author in no sense desired to intrude too strongly his own ideas upon his reader. It has been his intent to show clearly how the ideas expressed by Pacioli in the early Italian vernacular came down through many translations into German, into Dutch, into French and lastly into English, withstanding all the many changes of language, surviving the "Dark Ages" of history and retaining unchanged through the centuries their clarity of thought and purpose until today the modern bookkeeper and the professional accountant are to be found trudging faithfully in the footsteps of the Franciscan Friar of mediæval times.

Natural prejudice or partiality toward heralding abroad the imprint left by the early authors of his mother country on his own profession in its making is to be expected from the writer as an Hollander-born and for this reason, if no other, he has been diffident to drive home the conclusions he himself has formed. It is devoutly to be hoped that the reader will experience the same pleasure in the reading that the author has taken in the making of this contribution to his fellows.











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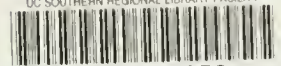
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