

CHAPTER VI

THE CHINESE BOOK-KEEPING SYSTEM

It is felt that if one wishes to have a thorough knowledge of how these towkays operate their business one must have some idea of the Chinese book-keeping system as practised in Beserah. In this Chapter the writer will give a brief account of this book-keeping system.

The system used in Beserah involves the use of the following account books:-

- | | |
|-------------------------|--------|
| (i) Purchases Day Book | (進貨部). |
| (ii) Sales Day Book | (免貨部). |
| (iii) Journal | (日清部). |
| (iv) Stock Ledger | (歸原部). |
| and (v) Current Account | (總部) |

Purchases Day Book

All purchases made by the towkays are recorded in this book on a day-to-day basis. Let us say on 5th June, 1958, Towkay A purchased in cash 10 pikuls of fresh anchovy from a jeragan named Abdullah at a price of \$10.00 per pikul. On the same day, too, Towkay A bought from another jeragan named Ahmad 20 pikuls of fresh anchovy at \$10.00 per pikul on credit. Assuming that only these two purchases were made that day then these entries would be closed as follows:-

一九五八年六月五日
 現採買 10 担 魚 100 元
 對 20 担 魚 200 元
 計共 1400 元

The first line written above in Chinese is the date, month and year. This must be repeated on every new page of the book. The second line indicates the towkay's cash purchase from Abdullah of 10 pikuls of fish, amounting to \$100.00. The third line shows the purchase of the towkay from Ahmad for 20 pikuls of fish, amounting to \$200.00. The last line is the sum of total value purchased that day.

The two entries mentioned above are then posted to the Journal (日清), (a detailed explanation is given later in the chapter).

Sales Day Book (貨部)

As its name suggests, this book only records the sales of the towkays on a day-to-day basis. Entries are made in a way similar to those in the Purchases Day Book. Let us assume that on 5th June, 1958, too, Towkay A sold to a certain Mr. Lim in cash 10 pikuls of dried anchovy for \$150.00 and to another customer, Mr. Wong, 30 pikuls of dried anchovy for \$900.00 on credit. Assuming that two sales were made then the day's account would be closed as follows:-

一九五八年六月五日

現 先生 乾魚 10担 1100元
對 先生 乾魚 30担 900元

計共 1100元

As usual, the first line in Chinese is the date, month and year. The second line indicates the towkay sold in cash to Mr. Lim 10 pikuls of fish for \$200.00. The third line shows Mr. Wong bought 30 pikuls of fish, amounting to \$900.00, on credit. The last line is the sum of sales made that day. These two items, too, will be posted to the Journal, as will be described in the section below.

Journal (日清)

This is the most complicated and a very important account book. All entries in the two above mentioned account books must be re-recorded in this Journal. This book is divided into two halves - the top half and the bottom half - by two narrow lines drawn across the centre of the page.

The four entries, two from Purchases Day Book and two from Sales Day Book, are recorded together in the Journal because the transactions were made on the same day, 5th June, 1958. An example is shown below:-

一九五八年六月五日
現 先生 乾魚 10担 1100元
對 先生 乾魚 30担 900元
計共 1100元
現 先生 乾魚 10担 1100元
對 先生 乾魚 30担 900元
計共 1100元

一九五八年六月五日市
 現兌林先生乾魚 110 担 1100 元
 對兌董先生乾魚 110 担 1100 元
 共計 1-00 元

As usual, the first line in Chinese is the date, month and year. The second line indicates the towkay sold in cash to Mr. Lim 10 pikuls of fish for \$200.00. The third line shows Mr. Wong bought 30 pikuls of fish, amounting to \$900.00, on credit. The last line is the sum of sales made that day. These two items, too, will be posted to the Journal, as will be described in the section below.

Journal (日清)

This is the most complicated and a very important account book. All entries in the two above mentioned account books must be re-recorded in this Journal. This book is divided into two halves - the top half and the bottom half - by two narrow lines drawn across the centre of the page.

The four entries, two from Purchases Day Book and two from Sales Day Book, are recorded together in the Journal because the transactions were made on the same day, 5th June, 1958. An example is shown below:-

一九五八年六月五日市
 現兌林先生乾魚 110 担 1100 元
 對兌董先生乾魚 110 担 1100 元
 共計 1-00 元
 現兌林先生乾魚 110 担 1100 元
 對兌董先生乾魚 110 担 1100 元
 共計 1-00 元

As usual, the first line written in Chinese is the date, month and year. The top half of the Journal records all moneys coming in, whether cash or credit. In other words, the sales of the Towkay A are all recorded on the top half. But the cash sale is written in capital letters (大碼) and the sale on credit written in small letters (小碼) as shown in the example above. The bottom half records the purchases of Towkay A. ~~But the cash purchase of Towkay A.~~ But the cash purchase is written in capital letters (大碼) and the credit purchase in small letters. Hence, the towkay's sales to Mr Lim and Mr Wong are recorded on the top half and the towkay's purchases from Jerngans Abdullah and Ahmad are recorded on the bottom half. Once again, these four entries in the Journal will be posted to either, Stock Ledger (貨部) or Current Account (錢部).

Stock Ledger.

As this account book deals in goods and expenditure so all such entries will be posted in this book, which is numbered and can be divided into many sections as necessary. The first two pages are used as an index for writing up the sectional topics as shown below:-

The front page of the Stock Ledger.

	(14)	(9)	(1)	Page
	(Rubber section) 樹膠部	(COPRA section) 椰油部	(Fish section) 魚部	

The number of pages of each section is written above the section itself. Since Towkay A is dealing in fish as mentioned above, so all his transactions must come under the Fish Section. The four entries as mentioned in the Journal will be recorded in this book exactly in the same way as in the Journal as can be seen from the example below:-

Handwritten entries in Chinese characters, separated by a vertical line. The entries appear to be a ledger or journal record with columns for dates, names, and amounts.

But, in this account book, no date, month or year is written on the first line as found in the previous three account books. The top half records the dates, the customers' names, the amount of fish taken and the value of the fish sold by the towkay. In this case, on 5th June the towkay sold to Mr Lim 10 pikuls of fish, amounting to \$200.00 and also to Mr Wong 30 pikuls of fish for \$900.00. The bottom half records the purchases from Abdullah 10 pikuls of fresh fish, amounting to \$100.00 and from Ahmad 20 pikuls of fish for \$200.00. The account is not closed every day. It may be closed and the total taken at the end of each month.

Current Account (流水帳)

This book deals with the customers' and suppliers' accounts. As in the Stock Ledger, the first two pages in this book are used

as an index for writing up the names of the customers and suppliers. The entries are posted from the Journal at the end of each day's business.

In this book, therefore, we have to write in the Index the names of Mr Lim, Mr Wong, Mr Ahmad and Mr Abdullah, as follows:-

14.	10.	4.	1.	Page
亞都拿	亞哈馬	黃先生	林先生	

In the transactions mentioned above, Mr Wong owed Towkay A \$900.00 and Towkay A owed Ahmad \$200.00 for his fish. Accordingly, Mr Wong's account will be written as follows:-

Page 4.

收 亞 哈 馬 魚 200 元
 付 亞 都 拿 魚 900 元

The top half shows on June 5, Mr Wong bought fish on credit, amounting to \$900.00. Assuming that on 8th June, he paid \$900.00 to the towkay. The account will then look like this:-

黃先生
六月廿三日
總
九月八日
共計
X00
元

The towkay's debt to Mr Ahmed will be also be recorded almost in the same manner but under towkay's section. At the end of every month the total may be taken and a statement of account is given to each customer to show the amount he owes.

The writer realises that the above description is not very comprehensive, but it is hoped that the reader may benefit much from reading through this chapter.