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The Design and Installation of an Accounting System for the University of New Mexico Press

Malcom H. Groll

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of New
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Press

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THE DESIGN AND INSTALLATION OF AN ACCOUNTING SYSTEM
FOR THE UNIVERSITY OF NEW MEXICO PRESS



A Thesis
Presented to the Faculty
of the College of Business Administration
University of New Mexico

In Partial Fulfillment
of the Requirements for the Degree
Master of Business Administration

by
Malcolm H. Groll
June, 1949



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in general
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Master of business administration

Malcolm K. Hall
April, 1901

This thesis, directed and approved by the candidate's committee, has been accepted by the Graduate Committee of the University of New Mexico in partial fulfillment of the requirements for the degree of

MASTER OF ~~ARTS~~ BUSINESS ADMINISTRATION

Daniel V. Holm

DEAN

May 27 - 1949

DATE

THE DESIGN AND INSTALLATION OF AN ACCOUNTING SYSTEM FOR

THE UNIVERSITY OF NEW MEXICO PRESS

By

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CHART

1. Flow Chart of Income

FIGURE

1. Income Statement

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CHAPTER I

THE PROBLEM AND ITS PECULIAR ASPECTS

The University of New Mexico Press is engaged in the business of book publishing and book selling. The primary objective of the Press is to secure the lowest possible printing cost so as to market scholarly publications with a small staff of salesmen, in competition with commercial book publishers. Lower printing costs also permit higher royalty rates to authors, enabling the University Press to secure more worthwhile educational manuscripts. With the United States and many foreign nations as a market for University Press publications, it is necessary to maintain an accurate, detailed, up-to-date set of records.

I. THE PROBLEM

Statement of the Problem. It is the purpose of this study (1) to design a more efficient set of accounting records; and (2) to install, in good working condition, an accounting system that will give the maximum detail to the management of the University of New Mexico Press and yet entail the minimum amount of book-keeping.

Functions a System Should Perform. Since the transactions of a University Press are basically the same as those of a commercial publisher, they may require accounting practices differing

materially from those of an educational institution, and the commercial phases of accounting are more likely to be emphasized in the system arranged for such a business. It is important that the accounts with customers and creditors should be well handled as the Press is a part of the State University. However, the other functions of accounting must not be over-looked if the system arranged is to be most beneficial as an aid in the administration of the Press. First, among other things, the additional functions to be provided for in a system should be as follows:

1. Control over finances.
2. Control over inventories.
3. Control over sales volume.
4. Control over the operating costs.

As departmentalization of duties within the Press has not been carried out to any great extent, the various activities may be centered in one or two individuals. From an accounting point of view, however, the four main factors of control should be given consideration. Even though one individual does supervise the performance of unrelated phases of the Press work, he will need the information provided by these controls to guide him in his administrative duties to the same extent as the director of a large publishing house. The accounting system should also furnish information that will enable the management to analyze these factors of business activity:

1. Unit cost of books by title.
2. Sales of books by title.
3. Gross profit of books by title.
4. Royalty expense per title.
5. Sales commissions by title.

materially from those of an individual publisher, and the commercial phases of accounting are also different. In the system arranged for such a business, it is assumed that the accounts with customers are maintained in the hands of the press as the press is a unit of business. The other functions of accounting are maintained in the system arranged is to be kept in the hands of the publisher. The functions of the Press, First, Second, Third, and Fourth, are as follows: 1. Functions to be provided for in a system of accounting:

1. Control over financing.
2. Control over investments.
3. Control over sales.
4. Control over the operating costs.

As departmentalization of duties within the Press has been carried out to any great extent, the various functions have been entered in one or two departments. From an accounting point of view, however, the functions of the Press are divided into four considerations. They are: 1. The functions of the Press in the performance of their duties. 2. The functions of the Press in the information provided to the publisher. 3. The functions of the Press in the administrative duties of the publisher. 4. The functions of the Press in the large publishing house. The accounting system should be arranged to provide the information that will enable the publisher to maintain the factors of business activity:

1. Unit cost of books by title.
2. Sales of books by title.
3. Gross profit of books by title.
4. Royalty expenses by title.
5. Sales of books by title.

6. The percentage of dealer discounts by title.
7. Net profit by title of books.
8. The turnover of bookstock by title.

The lack of an adequate accounting system in any of these respects not only makes it difficult to determine the true condition of the Press, but often opens the door to serious future financial disturbances. An excess quantity of books may be gathering dust in the stock room merely because they were not disposed of following the reviewing period of the book. If the knowledge of the sales and the turnover of the book title had been available for the management this perhaps could have been prevented. All of the points mentioned will be brought into activity in the functions of the new Press system in following chapters.

Historical Review. It was in the year 1520 that John Siberch, the first university printer, set up his press in Cambridge, England. In July, 1894, the University of Chicago purchased from a stock company the property of the University of Chicago Press. The Princeton University Press, a gift from Charles Scribner, was housed and equipped in 1911.¹ By the scale of years, the University of New Mexico Press is young among University Presses, even among those in America.

¹ Albert R. Griffith, "Administration and Accounting Problems of the University of Chicago Press," (unpublished Master's thesis, The University of Chicago, Chicago, 1929).

6. The percentage of assets owned by the
7. Net profit or loss of the
8. The turnover of the assets.

The lack of an adequate system of accounting is not only makes it difficult to determine the true position of the firm, but often opens the door to serious financial disturbances. An excess quantity of stock is not only a burden in the stock room, but it is also a source of trouble in the revolving period of the stock. The management of the sales and the turnover of the stock must be kept under the management of the firm. The management of the firm must be able to determine the points mentioned with the greatest accuracy and the firm must be able to determine the new system of accounting.

Historical Review. It was in the year 1880 that the first university of the kind was established in Cambridge, England. The University of Cambridge purchased from a book dealer the property of the University of Chicago Press. The University of Chicago Press, which was founded in 1887, was the first university of the kind in the United States. The University of Chicago Press, which was founded in 1887, was the first university of the kind in the United States. The University of Chicago Press, which was founded in 1887, was the first university of the kind in the United States.

¹ Albert E. Atkinson, "The University of Chicago Press," in the University of Chicago Press, The University of Chicago Press, 1911.

In the year 1930 the printing press was transferred from the School of American Research in Santa Fe, and located on the campus of the University of New Mexico. It was operated under joint supervision of the School of American Research and the University of New Mexico. The Printing press was leased from the School in 1932 and operated by the University.² In the early years the activities of the Press were largely those of job printing for the University. But from a print shop a publishing house began to grow. The first pangs of the expansion were felt in the administration of the Printing Plant. With the increasing amount of printing and publishing it became necessary to separate the printing from the book publishing. This separation was made in January 1947. In the catalog of books issued in the fall of 1948 there were listed sixty-nine titles. There were being published at this time three journals covering the fields of Literature, Anthropology, and History, with a paid subscription list aggregating 1,350 names. The University of New Mexico Press published eleven books during the fiscal year ending June 30, 1948, and will publish approximately the same number in the 1949 fiscal year. The University of New Mexico Press has established itself as a regional publisher in the Southwestern and Rocky Mountain regions.

² Biennial Report of the University of New Mexico, 1931-1933 (Albuquerque: The University of New Mexico Press, 1933), p. 58.

II. PECULIAR ASPECTS OF THE PROBLEM

Other Peoples' Books. All books listed and sold by the University Press are not directly owned by the Press. In many instances the books remain the property of the author or a trust agency who conveys unto the Press the sole and exclusive rights and privilege to print, publish, and to put on the market the book, for the length of the copyright and the renewals thereof in the United States of America and elsewhere.

When such an agreement is entered into the author usually subsidizes the publishing of the book. A large percentage of this subsidy is paid upon signing the agreement, and the remainder falls due upon the delivery of the first completed copies of the work to the author. All advertising costs, except the advertising in the University Press catalog, are borne by the author.

Upon entering into such an agreement the Press has the right to edit the manuscript and make such changes as it sees fit. All changes are to be approved by the author. The Press shall handle all sale of the book and receive for its service (which includes storing, insuring, packing, shipping, and billing) a percentage of the gross sales before any receipts shall have been turned over to the author.

All discounts granted to dealers for the sale of other peoples' books or paid to the University of New Mexico Press salesmen are deducted from the retail price of the book, before any proceeds are turned over to the author. The University Press

II. PUBLICATION RIGHTS AND OTHER MATTERS

ARTICLE 1

Other people's books. All books owned by the

University shall be deposited with the Library of the

University and shall remain the property of the University of the

agency who conveyed them to the University and shall be

and privilege to print, publish, and to use in the

book, for the length of the copyright and the right of

in the United States of America and elsewhere.

When such an agreement is made, the University

shall make the publication of the book, in the

this article is made upon the condition that the

er fails due upon the delivery of the book to the

the work to the printer. All other rights reserved.

claim in the University, and the right of the

Upon entering the book in the library, the

right to edit the manuscript and the right to

the. All changes made in the manuscript of the

shall handle all rights in the book and

(which includes editing, printing, publishing, and

and) a percentage of the gross sales and the

have been turned over to the printer.

All discounts granted to the printer shall be

people's books as sold to the University of the

salesmen are deducted from the net sales of the

any proceeds are turned over to the printer.

can, if it deems the book is no longer merchantable or profitable, revert the copyright back to the author. The Press must give a written notice, sixty days before the reversion, to the author at his latest known address. It is also necessary for the Press to render an accounting quarterly at which time to tender to the author all amounts due him.

Sales. The nature of the University Press sales procedure is determined to a great extent by the special sales methods, terms, and contractual agreements used by the Press. For example, sales may be made for cash, on open account, collect on delivery, on consignment, for future delivery, on an inspection approval, and with special consignment contracts.

When adhering to strict terms, some of these methods do not constitute a sale; however the transactions are treated by the University Press as being in the General sales procedure. It is usually understood that a sale is made when the title to the goods is transferred from one individual to another. However, in the course of business many circumstances arise to change this rule. In many instances books are sent out to schools for school use on an inspection or approval basis with the understanding that they may be returned with full credit if the books do not meet the approval of the school. A basis somewhat similar to consignment is carried on with some school purchasing boards. When this method is used the books must be returned within the year in a good saleable condition.

can, if it seems the fact is so, to have the books
revert the copyright back to the author. The University
written notice, after days before the University, to the
at his latest known address. It is also recommended that the
to render an account of the property and of the amount of the
author all accounts are due.

Sales. The sale of the University books is a
there is determined as a profit of 10% on the cost of the books.
terms, and contractual arrangements made by the University.
series may be made for cash, or on credit, or on delivery,
on consignment, for future delivery, or on a long-term basis,
and with special conditions of sale.
When adhering to the usual terms, the University is not
not constitute a sale; however, the University is not
the University is not a sale; however, the University is not
It is usually understood that a sale is made when the title to
the goods is transferred from one individual to another. How-
ever, in the course of business, many other methods are used to
change this rule. In the University books, a sale is made
schools for school use or for distribution to individual students.
the understanding that the books are to be returned when the school is
the books do not pass the ownership to the school, but remain the
what similar to consignment is said to be a sale when the school is
charging books. When this method is used, the University is not
turned within the year is a sale and the title is transferred.

Another problem of procedure arises from the sale of books to departments of the University. Here the sale is neither cash nor on account. The payment is made by a transfer journal entry through the University business office.

Accounts Receivable. When books are sold to a customer on account a sales invoice is sent along with the books. The problem of the accounts receivable is the drudgery necessitated in posting. A file system was developed which decreased the time consumed in entering these purchases in the accounts receivable ledger. This procedure will be discussed later. One copy of the sale invoice is filed alphabetically in a file marked "Unpaid." Upon payment, the invoice is pulled and filed in a "Paid" file.

Cumulative Statements. Cumulative statements are used each month to eliminate the use of a general ledger. The end of the month Balance Sheet and Income Statements are combined in the first pair of trial balance columns and entered on a sheet of eight column journal paper. The next two columns are termed "adjustments" and are used to enter totals from the sales journal and the expense journal instead of being posted to a general ledger. When the totals of these two books are posted in the adjustments columns, the trial balance figures may be carried over to the columns for the Income statement and Balance Sheet, giving automatically a pair of cumulative statements. The

Another process of procedure applied to the work of the
to department of the university, where the work is carried out
not on account of the fact that the work is carried out

through the University, and the work is carried out
on account of the fact that the work is carried out
problem of the account receivable is the fact that the work is
in position, a list of the work is carried out
time consumed in entering the work is the fact that the work is
able ledger. This procedure will be followed in the work
of the sale invoice is the fact that the work is carried out
"Unpaid." Upon payment, the invoice is marked and then the
"Paid" line.

Quantitative procedure. The work is carried out in the
each month to eliminate the work of the work is carried out
of the month balance sheet and the work is carried out
in the first part of the work is carried out
sheet of eight columns, the work is carried out
termed "advertisements" and the work is carried out
journal and the work is carried out
general ledger. The work is carried out
in the advertisement column, the work is carried out
carried over to the work is carried out
sheet, giving the work is carried out

next month these two statements are combined in the trial balance columns and the procedure is ready to operate for the coming month.

CHAPTER II

REVIEW OF THE PREVIOUS SYSTEM

The accounting system of the University of New Mexico Press was not materially changed in the process of designing and installing the new methods. There were some definite changes, however, and the procedures which were modified will be discussed briefly in this chapter as they appeared before the change in methods.

Cash Receipts. The receipts of the University Press were received by the Press secretary who was responsible for all cash, checks, or money orders. Here all receipts were segregated, and the cash and checks were passed to the bookkeeper. When several days receipts were accumulated they were entered in a Cash Receipts Book, and the Press deposit prepared. The bookkeeper deposited the receipts with the cashier in the University business office. The Cash Receipts entry was made in duplicate; the duplicate was used by the bookkeeper in posting to the accounts receivable and the original was sent to the remitter. An illustration of this may be seen in Form 1. The date of receipt, name of the purchaser, title of press books, title of Other Peoples' books, Salesmen's commissions, and Press commissions were all entered upon the receipt. When all items were entered, the invoice number for which the payment was made was then recorded upon the receipt and the bookkeeper signified that he had

THE UNIVERSITY OF NEW MEXICO PRESS
ALBUQUERQUE, N. M.

Date March 15 19 48

Received of Browns Book House

Accounts Receivable:			Barr		3	15
1 Pueblo Indian World	1	92	Commissions Earned Press			84
1 Meet India	1	44	Sales of Publications:			
			1 N.M.State Guide		2	10
			1 Mex. Cook Book		1	20
			1 Yellowstone		1	20
			1 Big Fat			75
Miscellaneous:						
Postage		34				
Invoice # 14457			TOTAL		12	94

Nº 7337

By M.A.G.

Form 1
CAEH RECEIPTS POSTING
(University of New Mexico Press Records)

UNIVERSITY OF CALIFORNIA LIBRARY
1000 UNIVERSITY AVENUE
BERKELEY, CALIF. 94720

rechecked the entries, the cash, and the invoices by signing his name on the Cash Receipt. All checks or cash not identified were held in a correspondence file until correct identification was received. Under or over payments were entered, when small in amount, in accounts called Additional Discount and Other Income, respectively.

Ledgers. The ledger was the means by which the transactions were set up in the accounts. These accounts summarized the debits and credits that had been recorded in the various journals. Each account contained the result of numerous transactions which were a definite part of the financial records of the Press. These accounts had various headings that in some way indicated the activities of the Press as they were recorded, to show the operation of the University Press.

One page or more was used for each account. These pages were headed with the titles and dates necessary to the posting of certain activities within the account. Pages were easily accessible as they were in the loose-leaf binder form and were posted by hand.

The general ledger contained all information in the Accounts pertaining to the Press with the exception of the accounts receivable, which were kept in two subsidiary ledgers. A private ledger was maintained for posting to the accounts of Other Peoples' Books. Within the general ledger separate sections were incorporated for finished goods, accrued salesmen's

checked the entries, the books, and the accounts of the
name on the bank records. All entries of cash and
were held in a separate account. This entry was
was received. Under the name of the bank, the
in amount, in account with the bank, the
Income, respectively.

Income. The income was received in the form of
tions were set up in the accounts. The income was
the dates and credits and debits were set up in the
journal. Each account contained the name of the
actions which were a definite part of the financial
the Press. These accounts for various periods were in
indicated the activities of the Press as they were
show the operation of the Press.
One page or more was used for each account. The
were headed with the name of the account and the
of certain activities within the account. The
accessible as they were in the Press and were
posted by hand.

The General Ledger contained all the accounts of the
accounts pertaining to the Press and the accounts of the
accounts respectively. The accounts of the Press and the
private ledger and the accounts of the Press and the
Other Peoples' accounts. The accounts of the Press and the
tions were included in the General Ledger and the accounts

commissions, accrued royalties, sales by book title, and publishing expense. A Day Book was used as a perpetual inventory record of all books, whether Press owned or not.

The Inventory-Finished Goods account was posted with all entries determining the cost of the book. When all costs were recorded on the ledger sheet, the cost per book was obtained by dividing the total accumulated cost by the total number of books received from the printing plant. Each month the inventory was decreased by the amount of the cost of the posting of sales, advertising, complementary, copyright, desk, and damaged copies of the books. Return sales, when posted, were an increase in inventory. These records were maintained on all books, by title. An illustration of these records may be seen in Form 2.

The Accounts Receivable subsidiary ledger, Form 3, page 14, was also in loose-leaf binder form and hand posted. The pages in the ledger contained the name and address of the purchaser along with information of terms, credit rating, credit limits, and other data. These subsidiary ledgers were posted currently and the combined totals of these two books agreed with the Accounts Receivable control in the General Ledger. Once each month the Press bookkeeper would summarize all receivables and prepare and mail an itemized Press statement to each customer. This statement is illustrated by Form 4, page 15.

Accrued royalties and salesmen's commissions, sales by book title, and publishing expense were also incorporated into

SHEET NO. 521

ACCOUNT NO. _____

RATING _____

NAME Mean a

NAME _____

CREDIT LIMIT _____

ADDRESS Car

ADDRESS _____

TERMS _____

Cost per book .93¢

FORM
N1-DDATE
1948

ITEMS

DATE

Nov. 29 Halftones

24 Printing

Aug. 20 End Sheets-Valliant Printing Co

20 Jackets - Art Work

31 V-R I

31 Jackets F.C.

Sept 31 R. M. Bunker

31 Advertising (12 copies)

31 Author & Copyright (6 copies)

31 Sales (756 copies)

Oct. 30 Advertising (10 copies)

30 Sales (100 copies)

30 Sales returns (10 copies)

RE-ORDER FROM
GENERAL SUPPLY COMPANY
306 WEST GOLD
ALBUQUERQUE, NEW MEXICO
TEL. 5626

MILLERS FALLS

ERASE

RAC CONTENT

UNIVERSITY OF MICHIGAN
LIBRARY
(University of Michigan Press)

SHEET NO. _____

RATING

CREDIT LIMIT None

TERMS Net

ACCOUNT NO. _____

NAME

ADDRESS

FORM
N2-DDATE
1948

DATE	ITEMS
Apr. 21	
May 18	13001
May 18	
May 25	
June 15	
June 30	13897, 14001

RE-ORDER FROM
GENERAL SUPPLY COMPANY
306 WEST GOLD TEL. 5626
ALBUQUERQUE, NEW MEXICO

EPS FALLS
ERASE
CONTENT

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ALBUQUERQUE

The Hi - Jenks Bookstore

414 South Flat Iron

Batavia, Ill.

April 4, 1949

1-1-48	Invoice Number 15111	3	00
1-9-49	Invoice Number 29895	19	90
2-6-49	Invoice Number 30099	265	78
	Balance due	288	68

MILBPS

E Z E R

R-C CO

UNITED STATES DEPARTMENT OF AGRICULTURE
WASHINGTON, D. C. 20250
(Circular 1111)

the general ledger through a sub-ledger system. Royalties accrued throughout the quarter and were paid on the fifteenth day of the month following the close of the quarter. Salesmen's commissions accrued and were paid monthly to the University Press salesmen. A record was maintained in the general ledger of the sales and sales returns of all press books by title, and in a sub-ledger apart from the regular Finished-Goods-Inventory record. A detailed sub-ledger was also used for all publishing expense. The information from this sub-ledger was used by the Press Director as an aid in his budgetary control.

The general ledger accounts used at this time were:¹

- 101 Control Account of the University Controller
- 103 Accounts Receivable Control
 - 103-A Accounts Receivable book One
 - 103-B Accounts Receivable book Two
- 105 Petty Cash
- 113 Finished Goods-Inventory Control
 - 113-A Inventory Sub-ledger
- 117 Equipment
- 125 Prepaid Insurance
- 126 Prepaid Copyright Fee
- 201 Vouchers Payable
- 202 Suspense Account
- 203 Accrued Insurance
- 204 Accrued Salesmen's Commissions Control
 - 204-A Accrued Salesmen's Commissions Sub-ledger
- 205 Accrued Royalties Payable Control
 - 205-A Accrued Royalties Payable Sub-ledger
- 209 Other Peoples' Books Control
 - 209-A Other Peoples' Books Private Ledger
- 224 An Estimated Allowance for Doubtful Accounts
- 251 Earned Surplus
- 302 Publication Sales - Press Owned
- 303 Wrapping and Mailing Income

¹ These same accounts are used in the revised system.

the General ledger through a sub-ledger system. Throughout the quarter and year, it was found that the month following the close of the quarter, the General ledger was not closed and were not ready to be audited. A record was maintained in the General ledger of all sales returns of all goods bought by the company, and in a separate apart from the regular finished-inventory system. A sub-ledger called sub-ledger was also used for all sales returns. Information from this sub-ledger was used by the General ledger as an aid in his bookkeeping system.

The General ledger accounts used at this time were:

101	Control Account of the Department's General
102	Accounts Receivable Control
103-A	Accounts Receivable Book One
103-B	Accounts Receivable Book Two
105	Petty Cash
112	Finished Goods-Inventories Control
113-A	Inventory Sub-Ledger
117	Equipment
125	Prepaid Insurance
126	Prepaid Gasoline
201	Voucher Payable
202	Supplies Account
203	Accrued Insurance
204	Accrued Salaries & Commission Control
204-A	Accrued Salaries & Commission Sub-Ledger
205	Accrued Payroll Taxes Control
205-A	Accrued Payroll Taxes Sub-Ledger
209	Other Payable Book Control
209-A	Other Payable Book Sub-Ledger
224	An Estimated Allowance for Doubtful Accounts
251	Earned Savings
302	Published Sales - Trade Sales
303	Shipping and Selling Expense

1 Those same accounts are used in the revised system.

- 305 Cost of Press Sales
- 311 Commissions Earned
- 312 Subsidies
- 315 Miscellaneous Press Income
- 402 Publishing Expense Control
 - 402-1 Salaries and Wages
 - 402-2 Heat and Light
 - 402-3 Press Supplies
 - 402-6 Insurance Expense
 - 402-9 Telephone and Telegraph Expense
 - 402-10 Travel Expense
 - 402-11 Advertising Expense
 - 402-12 Miscellaneous Expense
 - 402-13 Paid Vacations
 - 402-14 Postage Expense
 - 402-15 Expense of Author and Copyright Copies
 - 402-16 Readers Fees
 - 402-17 Cost -- Damaged and Lost Books Expense
 - 402-18 Expense of Office and Designers Copies
- 404 Discounts Allowed
- 405 Royalties Expense
- 406 Commissions Expense
- 409 Accounts Receivable Cash -- Shortage

There were at this time about 1,100 active accounts receivable in the Accounts Receivable Ledger. The University of New Mexico Press maintained no bookkeeping machines, all posting and entering was done by hand.

403	Accounting	403	Accounting
404	Disbursements	404	Disbursements
405	Receivables	405	Receivables
406	Accounts Payable	406	Accounts Payable
407	Inventory	407	Inventory
408	Fixed Assets	408	Fixed Assets
409	Liabilities	409	Liabilities
410	Equity	410	Equity
411	Income Statement	411	Income Statement
412	Balance Sheet	412	Balance Sheet
413	Statement of Cash Flows	413	Statement of Cash Flows
414	Notes to Financial Statements	414	Notes to Financial Statements
415	Supplementary Information	415	Supplementary Information
416	Other Financial Data	416	Other Financial Data
417	Management Discussion and Analysis	417	Management Discussion and Analysis
418	Corporate Governance	418	Corporate Governance
419	Environmental and Social Information	419	Environmental and Social Information
420	Other Information	420	Other Information

There were no other items listed in the schedule.

able in the accounts receivable ledger. The information is

Mexico Press mentioned in the schedule, and the

entering was done by hand.

CHAPTER III

REVIEW OF THE PREVIOUS SYSTEM CONTINUED

With the installation of new accounting methods in the University Press, there were many accounts, ledgers, journals, and procedures omitted from the system. In this chapter the omitted journals and procedures will be briefly taken into account. An illustration of these items will be given.

Journals. Fundamental to a complete bookkeeping system is some form of record of original entry. It is impossible to maintain a double entry system without this form of original entry being provided in the records. However, to reduce the clerical work in the Press bookkeeping routine, several unique journal forms were used. Instead of posting a great many entries to the ledgers separately, the totals at the close of the accounting period were posted, thus saving many tedious hours of labor. These Journals were of the loose-leaf binder type, and were hand posted.

The Sales Journal of the University Press previously used was designed as more of a summary sheet than a journal. The page contained columns for Dates, Particulars, Accounts Receivable, Press Sales, Other Peoples Books, Sales, and Postage. At the close of each month all invoice numbers were indicated for that month in the column titled "particulars." Accounts Receivable were debited for the total amount of the invoices for that

THE JOURNAL

REVIEW OF THE JOURNAL

With the introduction of the new accounting system to the University Press, there were many changes. The old system and procedures omitted from the system. The new system omitted journals and procedures will be in the new system account. An illustration of these changes will be given.

Journals. Fundamental to a complete accounting system is some form of record of business activity. It is impossible to maintain a double entry system without this form of record. Entry being provided in the account. Journals, as they are called, work in the same way as the other accounts. Journal forms were used. Instead of posting, entries to the ledger were made. The entries of the ledger in the accounting period were posted. This was a very simple labor. These journals were of the ledger type, and were hand posted.

The Sales Journal of the University Press was designed as more of a summary sheet than a journal. The page contained columns for Sales, Returns, and Sales Tax. Sales, Press Sales, Other Receipts, and Sales Tax. At the close of each month all sales returns were entered for that month in the column titled "Returns". At the close of the month were debited for the total amount of sales for the month.

month, Press Sales were credited, for sales of Press books, Other Peoples Books credited for the sale of books not owned by the Press, and postage credited for the total amount of postage on all invoices for the month. This same entry was made in the Sales Journal at the close of each month. An illustration of this entry is demonstrated in Form 5, page 20.

A special Credit Journal was used for Sales Returns and Allowances. The Journal page had columns for the date, name or title, credit memorandum number, debit and credit column for Accounts Receivable, a single column for Press Commissions earned, Other Peoples Books Commissions, title of returned Press books, and number of returned Press books. Entries were made for each credit memorandum at the close of the month, broken down by title and Press owned or otherwise. This form and procedure is demonstrated in Form 6, page 21.

A summary Cash Journal, Form 7, page 22, similar to the University Press Sales Journal, was posted at the close of the month. The Journal page contained columns for cash debits and credits, University control account debits, Accounts Receivable credits, and two columns for miscellaneous debits and credits. The University Business Office receipts, received upon depositing Press income with the Business Office, were entered by number in the column for Particulars. (Form 8, page 23.) The debit and credit cash column acted as a transfer account to the University Control account in that all cash was deposited with the University

month, Press Sales were credited, for sales of Press Sales.
Other Peoples Books credited for the sales of books and papers by
the Press, and papers credited for the sales of books and papers
on all invoices for the month. This means that the sales of the
Sales Journal at the close of each month are transferred to
this entry is demonstrated in Form 2, page 10.
A special credit Journal was used for Sales Journal and
Allowances. The Journal page and column for the Sales, Sales of
title, credit memorandum number, date and amount of credit.
Accounts Receivable, a special column for Press Sales was added.
Other Peoples Books credited, title of credited Press Sales,
and number of received Press books. Entries were made for each
credit memorandum at the close of the month, the amount of title
and Press owned or received, for each and recorded in Press-
stated in Form 2, page 11.
A summary Press Journal, Form 3, page 12, referred to the
University Press Sales Journal, was prepared at the close of the
month. The Journal was recorded on the Press Sales and
credits, University Journal account and the University Press
credits, and the column for University Press Sales and
The University Journal was the same, and the University Press
the Press Sales and the University Press, and the University Press
in the column for University Press. (Form 3, page 12, the last and
credit each column added as a transfer account to the University
Control account in Form 4, page 13, and recorded with the University

Sales Journal

YALE FORM 38-A-12

	Date	Particulars	Fol	103	302	209	402-14
				Acc. Rec. Dr.	Press sls. Cr.	Others Cr.	Bks Postage Cr.
1	July 31	Inv. #s 1000-10232		3 834 37	3 140 75	657 63	35 99
2							
3							
4	Aug. 31	Inv. #s 10233-10437		1356 16	1075 07	254 80	26 29
5							
6							
7	Sep. 30	Inv. #s 10438-10606		1805 55	1230 60	450 02	34 93
8							
9							
10	Oct. 30	Inv. #s 10607-10892		3463 26	2149 62	274 32	39 32
11							
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Form 5
 University Press Sales Journal
 (University of New Mexico Press Records)

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YALE FORM 38-A-12

Form 6
University Press Credit Journal
(University of New Mexico Press Record)

402-14 302

402-14		302		STANDARD 12 COLUMN SHEET	
No Copy	Postage	Press sls.	Name of Books	No Copy	
	Dr	Dr			
			81 Cubby in Wonderland	1 copy	1
	16		700 River of the Sun	3 - 11	2
3 copies					3
1 copy			210 Advent. of Coronado	2 copies	4
1 copy			360 Mex. Cook Book	3 copies	5
1 copy			300 Hop-a-Long	4 copies	6
			225 Baby Jack	3 copies	7
	07		400 Mex. Cook Book	3 copies	8
					9
					10
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Received of

No 50728

Name

Davis, Cliff

B.D.

Diploma

10⁰⁰

University of New Mexico, Albuquerque, N. M.

PAID MAY 10 49
UNM

Date

Code

Amount

7

100.00

Front

Accounts and Code Numbers

Current Funds

1 to 29 Student fees
30 to 59 Receivables and others

Loan Funds

60 to 69 Receivables and others

Endowment Fund

70 to 75 Receivables and others

Plant Funds

76 to 79 Receivables and others

Agency Fund

80 to 99 Receivables and others

Back

Form 8

University of New Mexico Deposit Receipt
(University of New Mexico Records)

Accounts and Code Numbers

Current Funds

1 to 29 Student fees
30 to 59 Receivables and others

Loan Funds

60 to 69 Receivables and others

Endowment Fund

70 to 75 Receivables and others

Plant Funds

76 to 79 Receivables and others

Agency Fund

80 to 99 Receivables and others

1000

15

16

Received of

No 50727

Name

Robert John Barnett

BS Diploma

University of New Mexico, Albuquerque, N. M.

Date

Code

Amount

PAID MAY 10 43

7

100.00

Back

University of New Mexico Deposit Receipt
(University of New Mexico Records)



Date	Particulars	General	Columns	24
		Dr.	Cr.	Numbers

Business office weekly. The University control account was debited for the total amount of the monthly receipts, accounts receivable credited for the amount of sales receipts, additional discounts debited for the amount of cash discounts granted to the customer, and subsidies credited for the amount of book grants. A similar entry was made in the Cash Journal at the close of each month.

The General Journal, Form 9, page 25, was combined with a form of a Voucher Register, although used by the University Press as a General Journal. It entailed four specific columns plus two columns for posting miscellaneous entries. The General Journal maintained a credit column for the University control account, a debit and credit column for the Vouchers that were payable, and a debit column to charge all Publishing expense. Entries in the General Journal were made as they occurred throughout the accounting period. When the entries were all entered for the month, the entries in the two miscellaneous columns were summarized and the totals for each account number were posted to the ledger, thus obtaining a reduction in their monthly posting. All entries were made in the General Journal with the exception of those entries to the specific journals and the monthly closing entries. These closing entries were made on yellow journal paper and filed in the folder that was retained for each month of the year.

Business office weekly. The University control account was debited for the total amount of the monthly receipts, accounts receivable credited for the amount of sales receipts, additional discounts debited for the amount of each discount granted to the customer, and unpaid bills credited for the amount of book grants. A similar entry was made in the Cash Journal at the close of each month.

The General Journal, Form 9, page 25, was combined with a form of a Voucher Register, although used by the University Press as a General Journal. It entailed four specific columns plus two columns for posting miscellaneous entries. The General Journal maintained a credit column for the University control account, a debit and credit column for the Vouchers that were payable, and a debit column to charge all Publishing expense. Entries in the General Journal were made as they occurred throughout the accounting period. When the entries were all entered for the month, the entries in the two miscellaneous columns were summarized and the totals for each account number were posted to the ledger, thus obtaining a reduction in their monthly posting. All entries were made in the General Journal with the exception of those entries to the specific journals and the monthly closing entries. These closing entries were made on yellow journal paper and filed in the folder that was retained for each month of the year.

General Journal

MULTIPLEX COLUMNAR



FORM 50-10

MADE IN U.S.A.

Date		Particulars	Folio Nos.	U.N.M.	Control	Vouchers	Payable	Publication Exp.	General	Columns	Numbers
1947					Cr.	Dr.	Cr.	Number	Dr.		
1	Jan 2	Payroll Vouchers Payable	Auth	#1	1 2 4 38	1 2 4 38					
2	7	Petty Cash Voucher	Auth	#2	7 5 00	7 5 00					
3	9	Payroll Voucher Payable	Auth	#3	3 7 0 36	3 7 0 36					
4	9	Petty Cash Voucher	Auth	#4	5 9 48	5 9 48					
5	10	Accrue Royalties & Commissions	Auth	#5	8 4 4 31					#205	5 8 3 66
6		" " " "	"	"						#102	2 6 0 65
7	13	Albuquerque Postmaster	Auth	#6		1 5 0 00		#402-14	1 5 0 00		
8	23	Eves Ready Label Corp.	Vo.	#1			3 91	#402-3	3 91		
9	31	Pitney Bowes Inc.	vo	#2			9 61	#402-14	9 61		
10	31	Record Journal Salaries	Jr.Vo	#1			1 6 9 7 64	#402-1	1 6 9 7 64		
11	31	Royalties Expense	Jr.Vo	#2						#405	2 9 2 88
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Form 9
University Press General Journal
(University of New Mexico Press Records)

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CHAPTER IV

THE PRESENT ACCOUNTING ROUTINE--SALES PROCEDURE

The accounting methods of the University Press in use at the present time are a combination of old and new records and procedures. The installed records and procedures were mingled with those parts of the old system that would best present a more efficient set of records without disrupting the flow of business of the University Press. Many of the former methods and forms are unchanged, and will be mentioned only as they occur in the discussion of the accounting system as it is used in the present routine. Flow of forms procedures and records may be seen in Chart I, page 27.

Use of Invoices. All orders, direct or mail, are received by the University Press Secretary. Here the orders are segregated into orders for the University Press, the University Publications Series, or the Southwestern Journal of Anthropology. Orders for the latter two publications are passed on to their respective offices. Once the book orders are segregated they are invoiced by the Press Secretary in triplicate form. The three copies which are shown in Forms 10, 11, and 12, are as follows:

1. Original Invoice - White - Shipping Department
2. Duplicate Invoice - Pink - Bookkeeping Department
3. Triplicate Invoice - Yellow - Bookkeeping Department

CHAPTER IV

THE PRESENT ACCOUNTING ROUTINE--SALES PROCEDURE

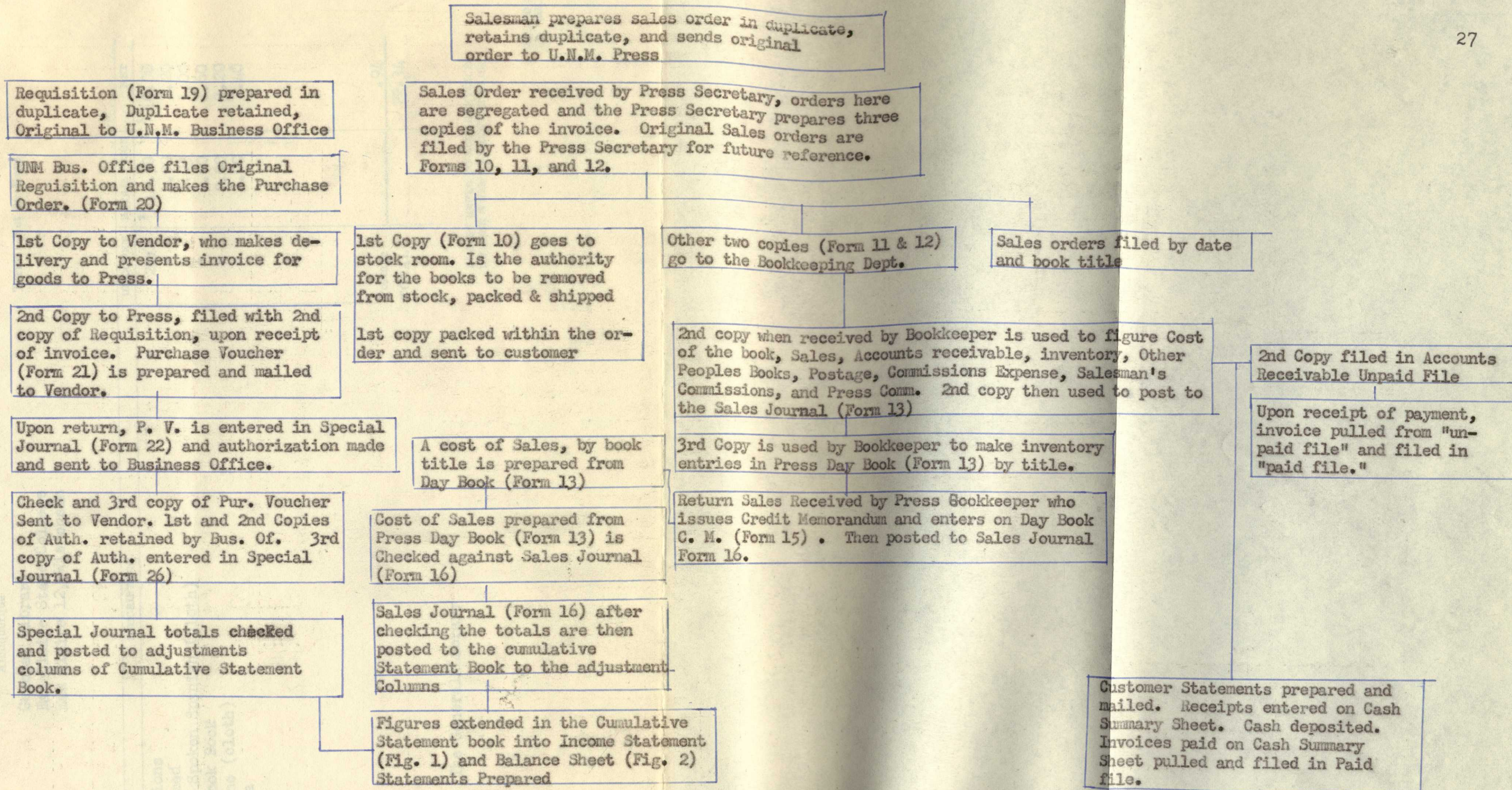
The accounting methods of the University Press in use at

the present time are a combination of old and new records and procedures. The installed records and procedures were aligned with those parts of the old system that would best present a more efficient set of records without disrupting the flow of business of the University Press. Many of the former methods and forms are unchanged, and will be mentioned only as they occur in the discussion of the accounting system as it is used in the present routine. Flow of forms procedures and records may be seen in Chart I, page 27.

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1. Original Invoice - White - Shipping Department
2. Duplicate Invoice - Pink - Bookkeeping Department
3. Triplicate Invoice - Yellow - Bookkeeping Department



Flow Chart of Forms, Procedures and Records
in use at the University of N. M. Press

ORIGINAL

UNIVERSITY OF NEW MEXICO PRESS

THE UNIVERSITY OF NEW MEXICO

Albuquerque

General Library

Eau Claire State College

Eau Claire 12, Wisconsin

INVOICE NO. 19890

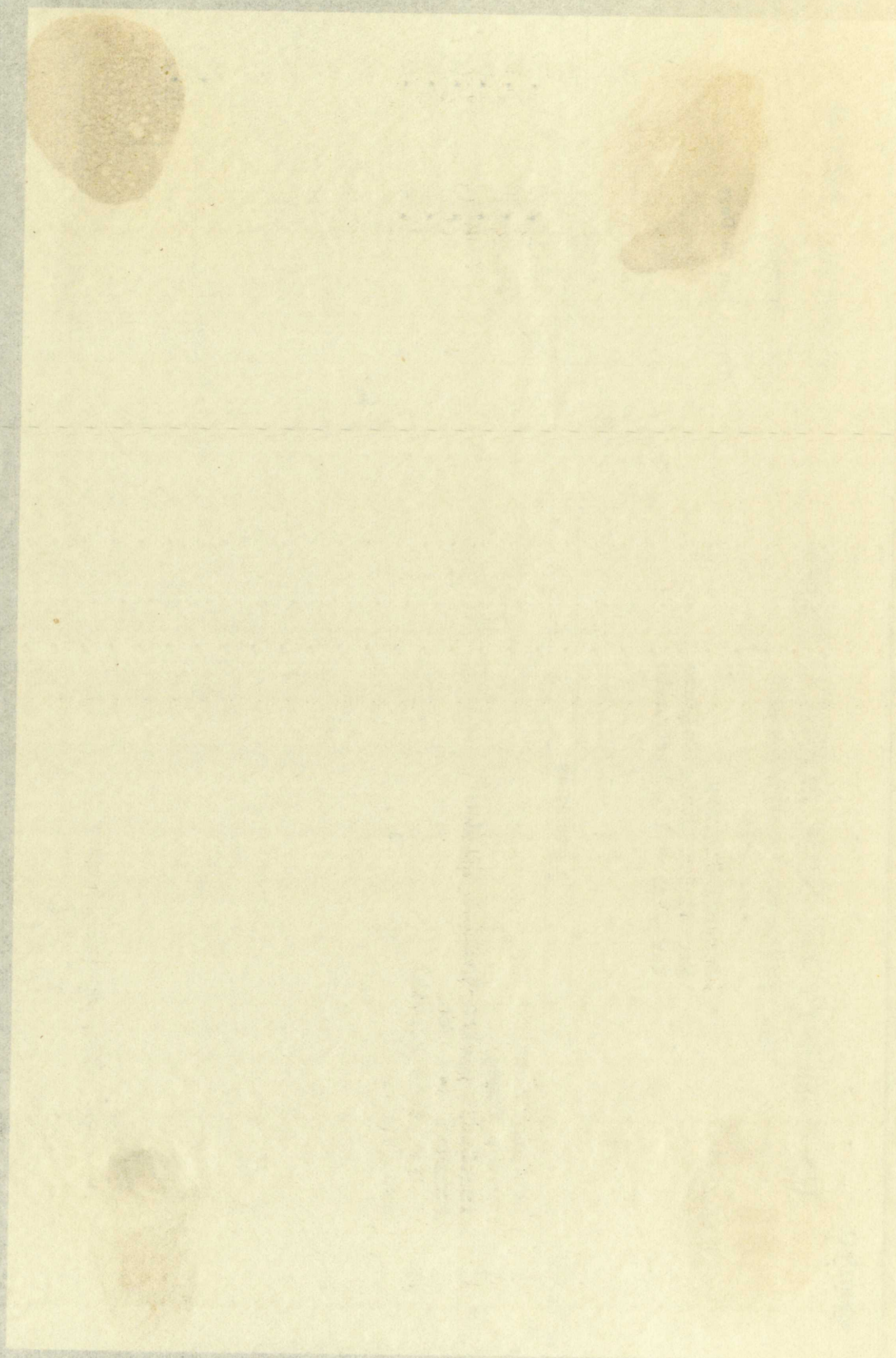
Date 2-9-49

Terms: Net 30 Days

NO. COPIES	DESCRIPTION	DISCOUNT	RETAIL PRICE	NET
1	Set Functions	20%	\$ 12.50	\$ 10.00
1	Arauco Tamed	"	4.00	3.20
1	Practical Spoken Spanish (cloth)	"	1.25	1.00
1	Mexican Cook Book	"	2.00	1.60
2	Yellowstone (cloth)	"	2.00	3.20
1	Meet India	"	3.00	2.40
		Postage		.94
		TOTAL		22.34

SHIPPED TO: The General Library

PLEASE REFER TO ABOVE INVOICE
NUMBER WHEN PAYMENT IS MADE



Form 10
Original located
(University of New Mexico Press, 1961)

DUPLICATE

UNIVERSITY OF NEW MEXICO PRESS

THE UNIVERSITY OF NEW MEXICO

Albuquerque

General Library
Eau Claire State College
Eau Claire 12, Wisconsin

INVOICE NO. 19890

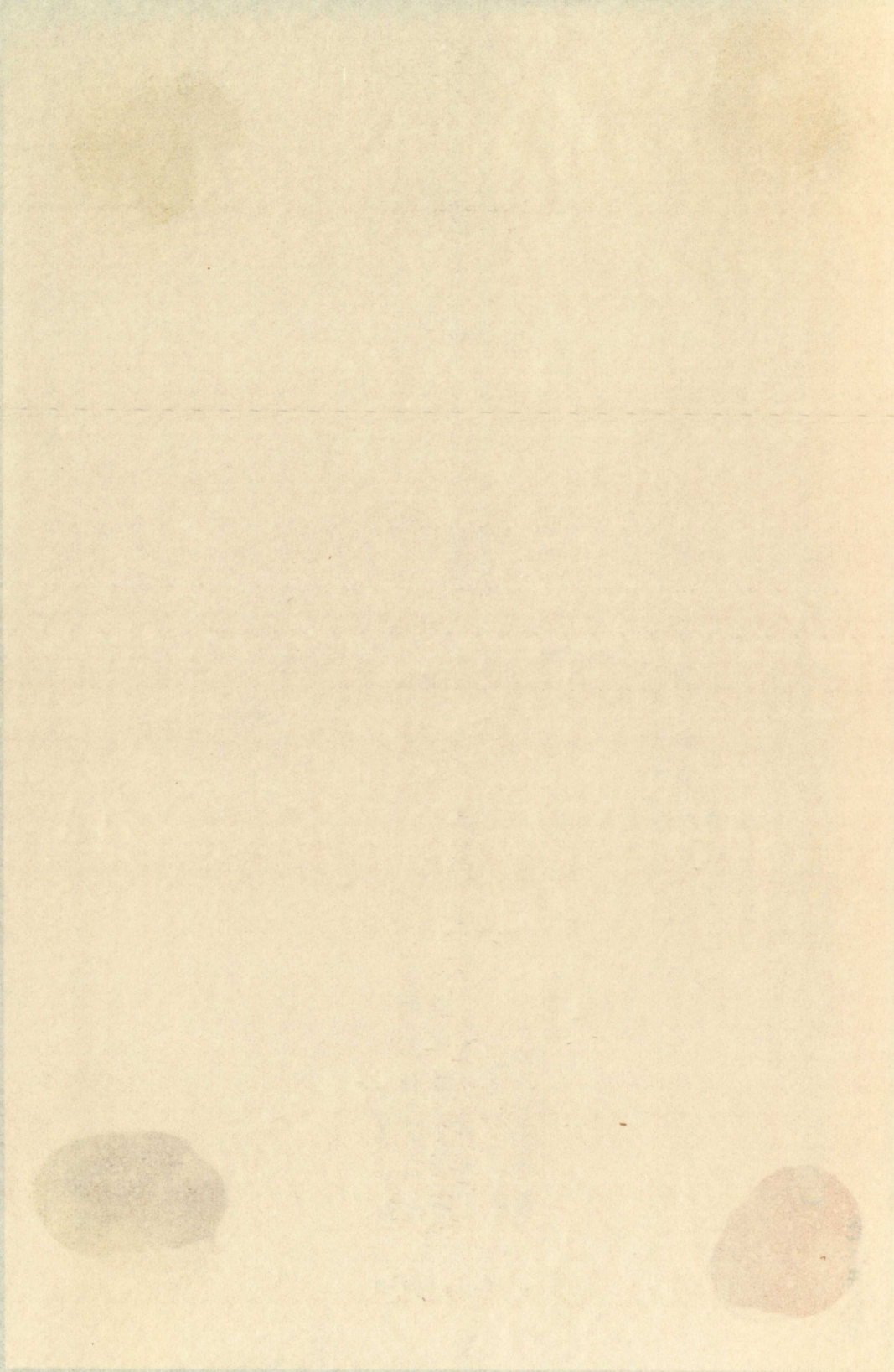
Date 2-9-49

Terms: Net 30 Days

NO. COPIES	DESCRIPTION	DISCOUNT	RETAIL PRICE	NET
1	Set Functions	20%	\$ 12.50	\$ 10.00
1	Arauco Tamed	"	4.00	3.20
1	Practical Spoken Spanish (cloth)	"	1.25	1.00
1	Mexican Cook Book	"	2.00	1.60
2	Yellowstone (cloth)	"	2.00	3.20
1	Meet India	"	3.00	2.40
Postage				.94
TOTAL				22.34

SHIPPED TO: The General Library

PLEASE REFER TO ABOVE INVOICE
NUMBER WHEN PAYMENT IS MADE



(University of the South Pacific Library)
1980-1981
11-12

TRIPPLICATE

UNIVERSITY OF NEW MEXICO PRESS

THE UNIVERSITY OF NEW MEXICO
Albuquerque

General Library
Eau Claire State College
Eau Claire 12, Wisconsin

INVOICE NO. 19890

Date 2-9-49

Terms: Net 30 Days

NO. COPIES	DESCRIPTION	DISCOUNT	RETAIL PRICE	NET
1	Set Functions	20%	\$ 12.50	\$ 10.00
1	Arauco Tamed	"	4.00	3.20
1	Practical Spoken Spanish (cloth)	"	1.25	1.00
1	Mexican Cook Book	"	2.00	1.60
2	Yellowstone (cloth)	"	2.00	3.20
1	Meet India	"	3.00	2.40
		Postage		.94
		TOTAL		22.34

SHIPPED TO: The General Library

PLEASE REFER TO ABOVE INVOICE
NUMBER WHEN PAYMENT IS MADE

1/6

UNIVERSITY OF
TORONTO
LIBRARY

(University of Toronto Press)
Toronto, Ontario
Canada

The various invoices are sent to the different departments, as indicated above. This provides a smooth routine throughout the Press of all the orders received.

The original invoice, which is an order for the books to be removed from stock, packaged, and mailed, is included within the parcel of books. Upon receipt of the parcel the customer may use the invoice to check against the books actually received. In case of an error, a disclosure of the error to the University Press will result in its being rectified. When Payment is made for the shipment the invoice or invoice number can be included with the customer's check, to assure the customer of accurate posting to his account.

The two remaining copies of the invoice are forwarded to the Press Bookkeeping department. Here the duplicate is used to post to the perpetual inventory account -- called the Press Day Book. The Day Book, as shown by Form 13, is a complete record of the inventory of all books published by the University Press regardless of ownership. The inventory is retained by title and will disclose the number of books of any title on hand, at any time. The Day Book indicates the book title, author's name, customer's name and address, date of sale and invoice number, and the number of copies sold to the customer. Also indicated are complimentary, review, consigned, exhibit, damaged, and returned copies of the book. A column is used to accumulate the monthly sales totals and another to indicate the

The various invoices are sent to the different departments, as indicated above. This provides a smooth routine throughout the Press of all the orders received.

The original invoice, which is an order for the books to be removed from stock, packaged, and mailed, is included within the parcel of books. Upon receipt of the parcel the customer may use the invoice to check against the books actually received. In case of an error, a disclosure of the error to the University Press will result in its being rectified. When payment is made for the shipment the invoice or invoice number can be included with the customer's check, to assure the customer of accurate posting to his account.

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TITLE Simon Bolivar

AUTHOR Gerhard Masur

Date		Customer	Invoice No.	Number of Copies						No. of Copies Paid	Monthly Sales	Copies on Hand
				Sold	Comp.	Review	Damaged	Returned	Exhibit	Consign.		
1948												
Dec	1	Copies Received from printer										5,000
	1	Harvard-Coop	16178	1							4.50	4,999
	1	Charles E. Louisean	16179	1							6.50	4,998
	1	Methodist Pub. House	16185	10							44.50	4,988
	2	Baker and Taylor	16199	25							113.30	4,963
	3	Register of Copyright	16230		2							4,961
	3	Bookazine Co. Inc.	16233	10							44.50	4,951
	3	American Historical Rev.	16251			1						4,950
	3	Publishers Weekly	16252			1						4,949
	3	Dallas Morning News	16253			1						4,948
	3	A. C. McClurg	16261		1							4,947
	3	Marshal Field	16270		1							4,946
	3	American News Co.	16271		1							4,945
	4	Charles E. Louisean	16300						2			4,943
	5	Bookazine Co. Inc.	CML20					3				4,946
												4,856
	31	Baker and Taylar	17104	10								4,846
				151	5	3		3	2		679.50	151
1949												4,846
Jan	1	Smith College Library	17191	2							9.00	4,844
	1	Univ. N. Mex. Library	17200	2							9.00	4,842

Form 13
Inventory Day Book
(University of New Mexico Press Records)

[illegible]

number of copies of the books in inventory. The Day Book provides an accurate up-to-date inventory figure to be used as a check against the monthly analysis of sales.

The bookkeeping department, upon receipt of the triplicate copies of the invoices arranges them in numerical order for costing. When the costing of an invoice is completed, the total figure representing the cost of all books upon the invoice, is written near the center of the invoice and circled. Books that are not directly owned by the University Press are marked "O. P." to indicate their belonging to other people. The commissions earned by the Press for selling these other peoples' books are determined and written upon the invoice. The approximate average earning of the Press on these sales is fifteen per cent of the net amount of the sales. Commissions earned by the various salesmen are also determined and written on the invoice. The salesmen's commissions vary inversely with the customer's discount; i.e., as the customer's discount, Form 14, increases, the salesmen's commissions decrease. Salesmen's commissions range from six to fifteen per cent. Upon completion of the costing process, the invoices are entered in the Sales Journal in numerical order. When the posting to the Sales Journal is complete the invoices are alphabetically filed in the Accounts Receivable "Unpaid" file.

58

ALL THE
WORLD
WAS
A
MOUNTAIN

number of copies of the books in inventory. The Day Book provides an accurate up-to-date inventory figure to be used as a check against the monthly analysis of sales.

The bookkeeping department, upon receipt of the triplicate copies of the invoices arranges them in numerical order for costing. When the costing of an invoice is completed, the total figure representing the cost of all books upon the invoice, is written near the center of the invoice and circled. Books that are not directly owned by the University Press are marked "O. P." to indicate their belonging to other people. The commissions earned by the Press for selling these other peoples' books are determined and written upon the invoice. The approximate average earning of the Press on these sales is fifteen per cent of the net amount of the sales. Commissions earned by the various salesmen are also determined and written on the invoice. The salesmen's commissions vary inversely with the customer's discount; i.e. as the customers discount, Form 14, increases, the salesmen's commissions decrease. Salesmen's commissions range from six to fifteen per cent. Upon completion of the costing process, the invoices are entered in the Sales Journal in numerical order. When the posting to the Sales Journal is complete the invoices are alphabetically filed in the Accounts Receivable "Unpaid" file.

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DISCOUNT SCHEDULE

To Dealers Handling Books for Resale:

Trade Books

1 copy of one title	33 1/3%
2 - 49 single or assorted titles	40%
50 - 99 single or assorted titles	41%
100 - 249 single or assorted titles	42%
250 - 499 single or assorted titles	43%
500 - 999 single or assorted titles	45%
1000 or more single or assorted titles	46%

Text Books

10 or more	20%
Free desk copy with order of ten or more	

Libraries

All orders	20%
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Terms: F.O.B. Albuquerque, net 30 days

No discount on University Bulletins

The University of New Mexico Press

Albuquerque

Form 14

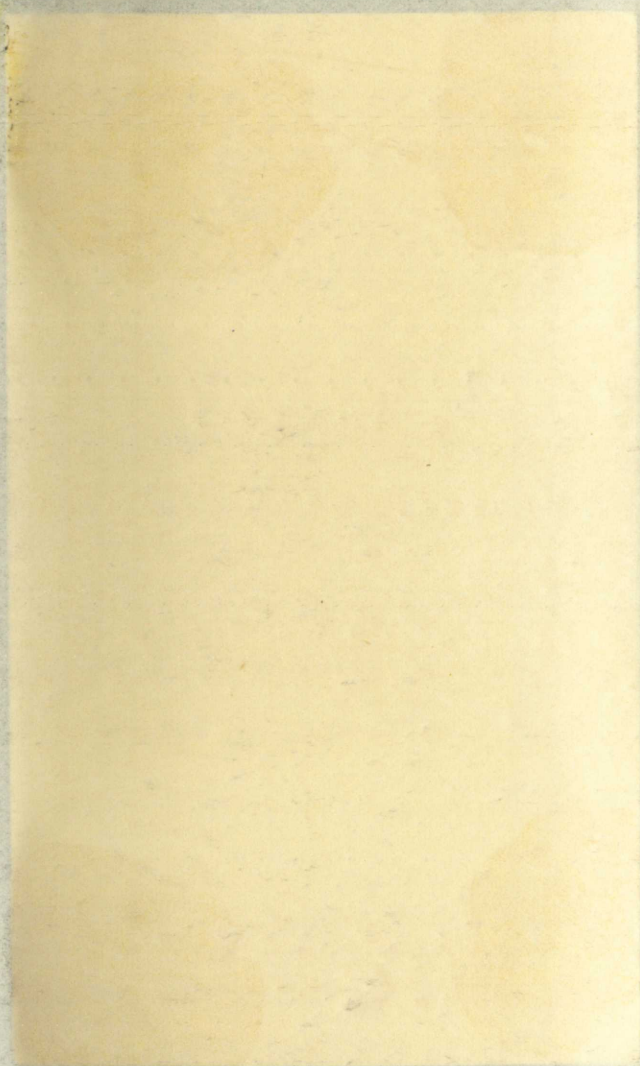
Discount Schedule

(University of New Mexico Press Records)

MILLERS FALLS

1882

1882



UNIVERSITY OF MICHIGAN LIBRARY
ANN ARBOR, MICHIGAN

Credit Memorandums. Credit memorandums are issued by the University Press bookkeeping department after the returned books have been accepted by the sales department. Books are returnable to the Press only by the consent of the Sales Manager. A copy of the letter of permission, to return the books, and the receipt of the returned books must be forwarded to the bookkeeping department before action is taken to issue credit memorandums. Credit memorandums, like invoices, are prepared in triplicate form. The three copies which are illustrated in Form 15 are as follows:

1. Original Credit Memorandum - Customer's Copy.
2. Duplicate Credit Memorandum - Bookkeeping Department
3. Triplicate Credit Memorandum - Bookkeeping Department

The original copy of the credit memorandum is returned to the customer. This copy is his permission to debit his account with the University Press and is retained by him as evidence of a debit to his account by the Press. The duplicate copy is retained by the bookkeeping department and is used to make entries for the returned books in the Press Day Book. They are then filed numerically, like the duplicate copies of the invoices, for reference use by the bookkeeping and sales departments. The triplicate copy, similar to the triplicate copy of the invoice, is used for entry at the close of the month in the Press Sales Journal. The credit memorandums are then filed alphabetically in the accounts receivable "Unpaid" file.

Credit Memorandum. Credit memorandums are issued by

the University Press bookkeeping department after the returned books have been accepted by the sales department. Books are returnable to the press only by the consent of the Sales Manager. A copy of the letter of permission, to return the books, and the receipt of the returned books must be forwarded to the bookkeeping department before action is taken to issue credit memorandums. Credit memorandums, like invoices, are prepared in triplicate form. The three copies which are illustrated in form 12 are as follows:

1. Original Credit Memorandum - Customer's Copy.
2. Duplicate Credit Memorandum - Bookkeeping Department
3. Triplicate Credit Memorandum - Bookkeeping Department

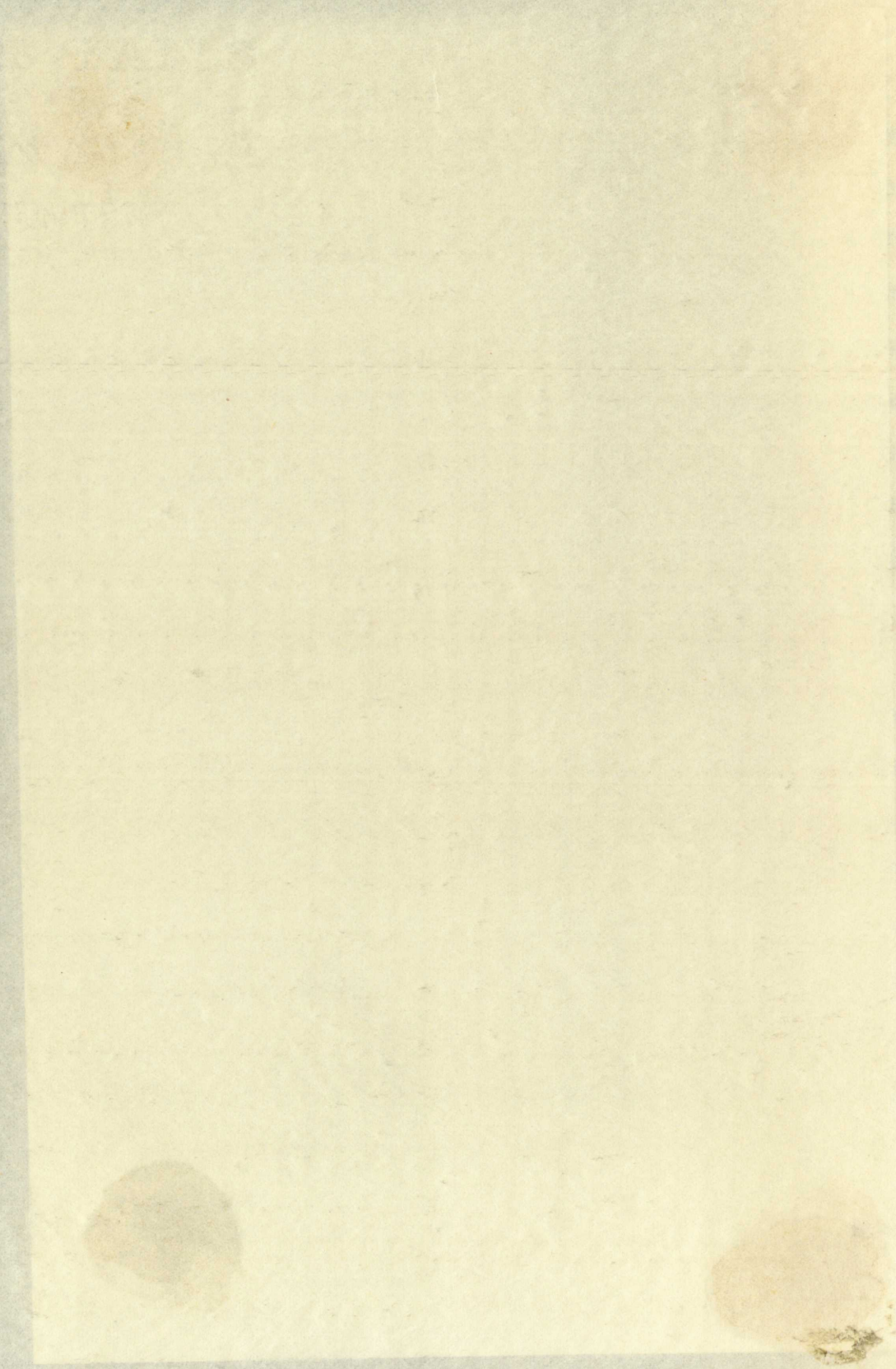
The original copy of the credit memorandum is returned to the customer. This copy is his permission to debit his account with the University Press and is retained by him as evidence of a debit to his account by the Press. The duplicate copy is retained by the bookkeeping department and is used to make entries for the returned books in the Press Day Book. They are then filed numerically, like the duplicate copies of the invoices, for reference use by the bookkeeping and sales departments. The triplicate copy, similar to the triplicate copy of the invoice, is used for entry at the close of the month in the Press Sales Journal. The credit memorandums are then filed alphabetically in the accounts receivable " unpaid" file.

CREDIT MEMORANDUM
UNIVERSITY OF NEW MEXICO PRESS
 THE UNIVERSITY OF NEW MEXICO
 Albuquerque

General Library No 497
 Eau Claire State College
 Eau Claire 12, Wisconsin DATE April 2, 1949

NO. COPIES	DESCRIPTION	DISCOUNT	RETAIL PRICE	NET
1	Set Functions	20%	12.50	10.00
1	Arauco Tamed	"	4.00	3.20
1	Practical Spoken Spanish (cloth)	"	1.25	1.00
1	Mexican Cook Book	"	2.00	1.60
2	Yellowstone (cloth)	"	2.00	3.20
1	Meet India	"	3.00	2.40
Postage				.94
TOTAL				22.34

Invoice #19899



Sales Journal. The University Press Sales Journal is a one line entry special journal. It is an adaptation of the older two line entry simple journal method. Ten special columns, representing active Press accounts, are used to record the information accumulated on the triplicate copy of the sales invoice. The use of the one line entry special journal reduces immensely the amount of work entailed with the simple type of journal. This type of journal is especially useful in the recording of Press sales, in that all sales are in a single class of transactions. The Press Sales Journal, Form 16, is of the loose leaf binder type and is hand posted.

Within this journal all invoices and credit memorandums are entered. Even though an invoice may have been made in error or voided, it is entered in numerical order along with the other invoices. The date, invoice number, and the word "Void" being the extent of the entry in this case. Invoices denoting orders are entered in numerical order. The date of the invoice and the customer's name are added for informative purposes. Accounts receivable are debited for the total amount of the invoice. The sales account column is credited for the sale of Press owned books. Other People's Books column is credited for the sale of books not owned by the Press, and commissions earned are credited for the amount of the commissions earned by the Press upon the sale of Other People's books. A single column is used for accumulating the cost of sales and the inventory reductions,

Sales Journal. The University Press Sales Journal is a

one line entry special journal. It is an adaptation of the older two line entry simple journal method. Ten special columns, representing active Press accounts, are used to record the information accumulated on the triplicate copy of the sales invoice. The use of the one line entry special journal reduces immensely the amount of work entailed with the simple type of journal. This type of journal is especially useful in the recording of Press sales, in that all sales are in a single class of transactions. The Press Sales Journal, Form 16, is of the loose leaf binder type and is hand posted.

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Sales Journal

MULTIPLEX COLUMNAR

FORM 50-10
WILSON JONES

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Date		Name	dno	103	302	402-14	Cost	406	A	B	C	209	Others	Bk	Comm	Ear
1948			#	Acct	Rec	Postage	201-305	Dr	District	District	District	Cr.	Cr.	Cr.	Cr.	Cr.
							Cr. 113		Cr.							
Nov 3		G. B. Jackson, Dallas, Tex	15757	1010	1000	10	316	150								
15		Red Cedar Book Shop	15758	976	720	16	498	108	144						168	3
16		Santa Fe Bk & Stationery Co	15759	3590	2470	70	1415	370	528						734	15

Form 16
Sales Journal
(University of New Mexico Press Records)

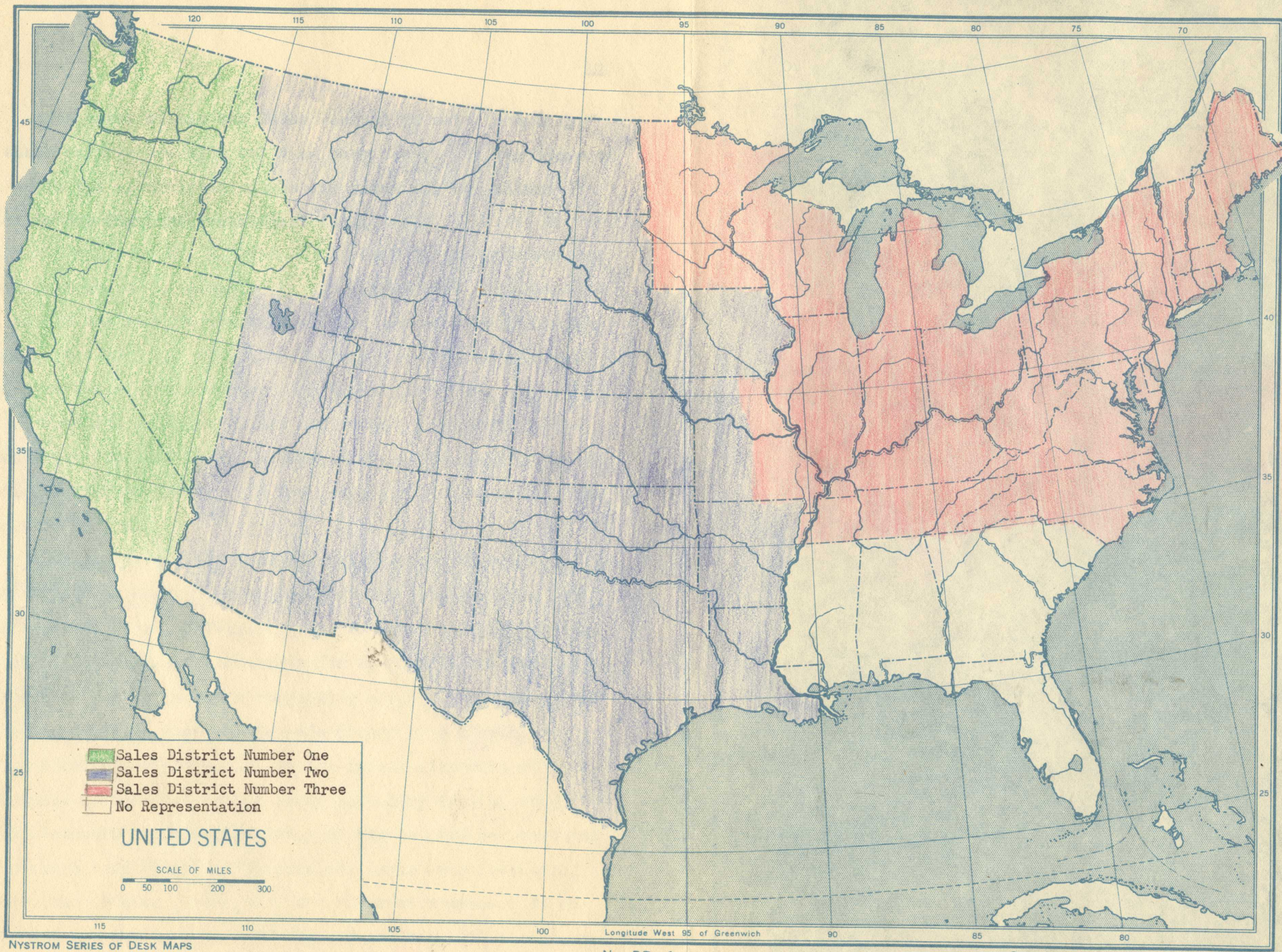
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the total of this column being used for both entries. A column is kept for each of the three sales districts, Form 17, in the United States, and these columns are credited with the amount of Salesmen's commissions from these districts. A commissions expense column is used for that portion of the salesmen's commissions earned by the sale of Press owned books. When an invoice indicates the sale of both classes of books it is necessary to determine the salesman's commission separately on each class of books. The amount of salesmen's commissions and commissions earned by the Press on the sale of Other People's books column. An illustration of this may be seen on line two of Form 16, page 38. When an invoice indicates sale of Other People's books only, the same procedure is used to reduce the amount entered in the Other People's books column.

Credit Memorandums are entered in the sales journal after all invoices for the month have been recorded. All entries of the Credit Memorandums are made in red ink to indicate a reduction in the column. The same procedure is used to enter Credit Memorandums as is used in the entry of invoices. Salesmen's commissions and commissions earned by the Press are reduced also for the commission on the returned books. The use of Credit Memorandums in the Sales Journal produces a net total figure to be posted to the Cumulative Statement book.

the total of this column being used for both entries. A column is kept for each of the three sales districts. Formally, in the United States, and these columns are credited with the amount of Salesmen's commissions from these districts. A commission expense column is used for that portion of the salesman's commissions earned by the sale of Press owned books. When an invoice indicates the sale of both classes of books it is necessary to determine the salesman's commission separately on each class of books. The amount of salesman's commissions and commissions earned by the Press on the sale of Other People's books column. An illustration of this may be seen on line two of Form 16, page 38. When an invoice indicates sale of Other People's books only, the same procedure is used to reduce the amount entered in the Other People's books column.

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NYSTROM SERIES OF DESK MAPS

No. DD 1

COPYRIGHT BY A. J. NYSTROM & CO., CHICAGO

Form 17
Sales Districts

UNITED STATES
DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON, D. C.

Each entry within the Sales Journal is self balancing, and these entries are made daily as they occur. At the close of each month the accumulated totals are ruled and the totals posted to the Cumulative Statement book.

Each entry within the Sales Journal is posted to the Sales account and these entries are made daily. At the end of each month the accumulated balance is posted to the Cumulative Sales account.

CHAPTER V

THE PRESENT ACCOUNTING ROUTINE - RECEIVABLES

The present routine of handling receivables contains many of the old procedures. Through an altering of the procedure of receiving cash, an internal check was established. The separation of the actual handling of cash from the records pertaining to cash, restricts the opportunity for a discrepancy or a collusion. The use of the Accounts Receivable files have eliminated much of the time consumed by the old method of posting to the accounts receivable ledger. The procedure of accounting for cash and receivables as they are in use today will be discussed briefly in this chapter.

Cash Receipts. All receipts, cash or check, are received by the Press Secretary; who segregates them into receipts for the University Press, University Publications, and Southwestern Journal of Anthropology. Receipts for the latter two Publications are passed on to their respective offices. The actual physical receipt of cash may be made either by a direct cash sale or a remittance by mail. In the direct cash sale of books the invoice is made out by the Press Secretary in the presence of the customer. The original copy of the invoice is presented to the store room clerk who removes the books from inventory, initials the invoice to indicate the books were removed from stock, and returns both the invoice and the books to the Press

CHAPTER 7

THE PRESENT ACCOUNTING ROUTINE

The present routine of handling receivables consists of the old procedures. Through an analysis of the procedure of receiving cash, an internal check was established. The idea of the actual handling of cash is to restrict the opportunity for a discrepancy or mistake. The use of the accounts receivable is not restricted much of the time consumed by the old method of handling the accounts receivable ledger. The procedure of handling the ledger and receivables as they are in use today will be discussed briefly in this chapter.

Cash Receipts. All receipts, cash and accounts receivable

by the Press Secretary, who ascertains that the receipts are the University Press, University, Philadelphia, and Pennsylvania Journal of Anthropology. Receipts for the University Press are passed on to their respective offices. The actual physical receipt of cash may be made either by a cashier or a sale or a receipt by mail. In the latter case, the receipt the invoice is made out by the Press Secretary or the University of the customer. The original copy of the invoice is sent to the store room clerk who removes the invoice from the store room and initials the invoice to indicate the amount of cash received. Stock, and returns both the invoice and the cash to the store

Secretary. The Secretary after receiving the amount due, stamps the invoice paid and presents it to the customer along with the books he has purchased. The cash received is sealed in an envelope marked with the invoice number and date. This envelope is placed by the Secretary in the group of receipts awaiting identification by the bookkeeping department.

Upon opening the mail, the Press Secretary, attaches the check to the envelope it was received in, runs a tape on the receipts, and forwards them to the bookkeeping department. Here the receipts are checked against the accounts receivable. If, in checking against the accounts receivable, any discrepancy is discovered, the checks must be put aside for further investigation. Upon receipt of the necessary information to identify the check, they are again placed in the process. After the day's receipts have been found correct they are given to the Director of the Press. The Director compares the receipts with the tape made by the Secretary. If the bookkeeping department has detained any of the checks for investigation, a sheet explaining this fact must accompany the funds given to the Press Director. The Press Director, when satisfied that all receipts are in order, makes out a Daily Cash Summary Sheet. This sheet is illustrated in Form 18. These sheets are numbered consecutively and after being made out by the Press Director must be accounted for by the bookkeeping department. The Cash Summary Sheet indicates the name and address of the remitter, check or money order

Secretary. The Secretary after receiving the amount due, stamps the invoice paid and presents it to the Treasurer. With the books he has purchased. The cash received is placed in an envelope marked with the invoice number and date. The envelope is placed by the Secretary in the group of receipts which are identified by the bookkeeping department.

When opening the mail, the Press Director, together with the check to the envelope it was received in, runs a tape on the receipts, and forwards them to the bookkeeping department. Here the receipts are checked against the account receivable. If, in checking against the account receivable, any discrepancy is discovered, the check must be put aside for further investigation. Upon receipt of the necessary information to identify the check, they are again placed in the process. After the check receipts have been found correct they are given to the Director of the Press. The Director compares the receipts with the tape made by the Secretary. If the bookkeeping department has been notified any of the checks for investigation, a sheet explaining this fact must accompany the forms given to the Press Director. The Press Director, when satisfied that all receipts are in order, makes out a Daily Cash Summary Sheet. This sheet is illustrated in Form 18. These sheets are numbered consecutively and after being made out by the Press Director must be accompanied for by the bookkeeping department. The Cash Summary Sheet indicates the name and address of the writer, check or money order.

NO. 54

Total Amount Deposited

Form 18
Daily Cash Summary Sheet
(University of New Mexico Press Records)

number, invoice numbers, and the amount remitted. A tape is attached to the cash summary sheets and checked against it. The Press Director endorses the checks, seals them in an envelope, and sends the deposit to the University Business office. The cash summary is then sent to the bookkeeping department. The University of New Mexico deposit receipt, Form 8, page 23, is attached to the cash summary sheet by the bookkeeping department which has received it through campus mail.

Accounts Receivable. The Cash Summary Sheet, after the deposit receipt has been attached, is used as a guide in pulling the triplicate copies of the invoices from the Accounts Receivable "Unpaid" file. The accumulated pulled invoices are totaled and used to aid in reconciling the end of the month accounts receivable figure on the Cumulative Statement. In this reconciliation the accounts receivable files are reconciled with the accounts receivable control account on the Cumulative Statement. If any discounts have been allowed or taken by the customer, the amount of the discounts must be considered and an entry made to correct the balance of the accounts receivable. A careful check is made at this time each month to determine if any of the accounts are becoming stagnant. The customers who are very careless about keeping up their accounts are then placed on a C.O.D. basis. This aids in keeping the losses from bad debts to a minimum. Upon completion of the scrutinizing of the accounts receivable, the invoices are checked off by the use of code

number, invoice number, and the amount. The invoice is
attached to the cash summary as a receipt. The
The Press Director endorses the invoice, and it is then
loose, and sends the receipt to the University of New
The cash summary is then sent to the University of New
The University of New South Wales deposits the cash summary
is attached to the cash summary sheet by the University of New
ment which has received is the cash summary sheet.
Accounts Receivable. The cash summary sheet is
deposit receipt has been returned, it will be a receipt for the
the original copies of the invoice and the cash summary sheet
able "Unpaid" file. The accounts receivable file is used
and used to aid in reconciling the cash summary sheet.
receivable figure on the University of New South Wales
list on the accounts receivable file and reconcile with the
accounts receivable control account. The University of New
If any discounts have been allowed at the University of New
amount of the discounts may be calculated and added to the
correct the balance of the accounts receivable control account.
is made at this time each year by the University of New
accounts are becoming stagnant. The University of New South
less about keeping up their accounts and the University of New
basis. This aids in keeping the accounts receivable control
minimum. Upon completion of the accounts receivable file
receivable, the invoice is added to the accounts receivable

letters against the entries made in the Sales Journal, each code letter being different and each indicating the month the invoice was paid. This provides a further check upon the invoices in case one should be unaccounted for at some future time. Upon completion of the checking off press in the Sales Journal, the invoices are filed alphabetically in the Accounts Receivable "Paid" file. These records are retained for future use by both the Bookkeeping and Sales Departments.

When the accounts receivable files agree with the control account on the Cumulative Statement, the bookkeeping department prepares and mails monthly statements to the customers. This in itself is a slow and tedious process. A careful check must be maintained to see that the customers are not billed for an amount received at the last moment. It also is necessary to be extremely careful that statements are not sent to customers having Credit Memorandums in the "Unpaid" file. Immediately upon completion of a statement, it is mailed to the customer.

At the close of the fiscal year all accounts receivable are examined and classed by the State Auditors. The allowance for estimated losses of bad debts for the coming fiscal year is set up at this time. The accounts that have proved uncollectable in the past fiscal year are written off the books and a recommendation is made for the next fiscal year to the Director of the University Press.

lasters against the charges made in the latter journal, but
each letter being distributed and each containing the same
invoice was paid. This practice is entirely correct in all
votes in case one should be questioned for the same
time. Upon completion of the election the names in the
Journal, the invoices and the receipts should be
Responsible "false" title. These should be placed in the
use by both the bookkeeping and false receipts.
When the accounts receivable title comes out the balance
account on the Cashier's Statement, the balance in the
prepaid and utility monthly statements to the Cashier's
itself is a slow and tedious process. A careful check must be
maintained to see that the statements are not listed for an amount
received at the last month. It must be necessary to be
ly careful that stated and are not more to be made.
Credit Memorandum in the Journal title. Journal title
pletion of a statement, it is called to the attention.
At the close of the fiscal year all accounts receivable
are examined and checked by the Cashier and the balance
for estimated losses of bad debts for the coming year is
set up at this time. The statement that is now prepared
able in the past fiscal year has written off the books and a
commentation is made for the next fiscal year in the statement
the University Trust.

CHAPTER VI

GENERAL OFFICE ACCOUNTING PROCEDURE

Much has been written in regard to the methods of general office accounting, the ills and causes of a poor system, or the virtues of a good system. However, despite the many excellent volumes written and published, a complete description of the University of New Mexico Press general accounting procedures will be illustrated herewith.

Off Campus Purchases. Purchases of five dollars or more, made off the campus of the University, require the approval of the Purchasing Agent. This approval is obtained through the use of the Purchase Requisition. The requisition as illustrated by Form 19, is made in duplicate, the original copy is sent to the University Purchasing Agent and the duplicate is retained by the Press bookkeeping department. When a requisition is approved for off campus purchase, a Purchase Order, Form 20, page 49 is issued by the Purchasing department. The original and duplicate copies of the Purchase Order are returned to the Press and the purchase may now be completed. The Press, upon placing the order, must give the vendor the original copy of the Purchase Order. This Purchase Order when signed by the Purchasing Agent, is the authority for the Press to enter into a purchase agreement

CHAPTER VI

GENERAL PRINCIPLES OF THE THEORY

Such has been written in regard to the theory of general office accounting, the idea and content of a good system of the virtues of a good system. However, besides the very valuable volume written and published, a complete description of the University of New Mexico Press generally, including procedures will be illustrated hereafter.

Off Campus Purchase. Expenses of the business or home, made off the campus of the University, require the approval of the Purchasing Agent. This approval is obtained through the use of the Purchase Application. The application is illustrated in Form 19. It is made in duplicate. The original copy is sent to the University Purchasing Agent and the duplicate is retained by the Press bookkeeping department. When a requisition is approved for off campus purchase, a purchase order, Form 20, is issued by the Purchasing Department. This order is filled out in duplicate copies of the Purchase Order are retained in the Press and the purchase may not be completed. The order, when filled out, must give the vendor the original copy of the Purchase Order. This Purchase Order is signed by the Purchasing Agent, is the authority for the Press to make a purchase of goods.

UNIVERSITY OF NEW MEXICO
PURCHASE REQUISITION

1937

176

REQUISITION

DATE

DATE

FOR FOREIGN PURCHASE OF MATERIAL REQUIRED FOR
MAY BE REQUISITIONED BY PURCHASING DEPT.

OF CATALOG NUMBER WHEN POSSIBLE

APPROVED

TO

WANTED

AND COST

AND SOURCE

AND

PURCHASE ORDER

UNIVERSITY OF NEW MEXICO
ALBUQUERQUE, N. M.

Page 49

SHOW THE INFORMATION IN
THE BOX BELOW ON ALL PACK-
AGES, INVOICES, AND CORRE-
SPONDENCE:

No. **03881**

DEPT. **UNM Press**

SING DEPT.

PHONE 8861

April 25, 1949

REQ.
NO. 7559

ACCT. 285

Greene Supply Company
18989 East New York Avenue
Albuquerque, New Mexico

RENDER A SEPARATE INVOICE
AND A PURCHASE VOUCHER
FOR EACH ORDER. DO NOT
COMBINE SEVERAL PURCHASES
ON ONE INVOICE.

SEND INVOICES, WITH BILLS OF
LADING OR SHIPPING MEMO-
RANDA, TO PURCHASING DE-
PARTMENT.

MAKE ALL DELIVERIES TO THE
UNIVERSITY RECEIVING DE-
PARTMENT.

PROVIDE THE FOLLOWING:

	PRICE
5 rolls 24" Brown Wrapping Paper	20.00
5 rolls 18" Brown Wrapping Paper	15.00
2 bundles 2" Brown Wrapping Tape	9.30
12 rolls $\frac{1}{2}$ " Texcell Tape	13.92
	<hr/>
	58.22

SAMPLE USED FOR THESIS

CONFIRMATION ORDER

Form 20
Purchase Order
(University of New Mexico Press Records)

PURCHASING AGENT

PURCHASE ORDER

UNIVERSITY OF NEW MEXICO

ALBUQUERQUE, N. M.

Page 49

PHONE 8881

ISSUING DEPT.

R.O.
NO.

7559

ACCT. 385

APR 11 25, 1949

Greene Supply Company
1889 East New York Avenue
Albuquerque, New Mexico

PROVIDE THE FOLLOWING:

2 rolls 24" Brown Wrapping Paper
2 rolls 18" Brown Wrapping Paper
2 bundles 2" Brown Wrapping Tape
12 rolls 1/2" Tenscell Tape

20.00
12.00
9.30
13.23
54.53

SAMPLE USED FOR THESES

CONFIRMATION ORDER

Form 30
Purchase Order
(University of New Mexico Press Records)

PURCHASING AGENT

RENDER A SEPARATE INVOICE
AND A PURCHASE VOUCHER
FOR EACH ORDER. DO NOT
COMBINE SEVERAL PURCHASES
ON ONE INVOICE.

SEND INVOICES WITH BILLS OF
LADING OR SHIPPING MEMO
RANDA TO PURCHASING DE
PARTMENT.

MAKE ALL DELIVERIES TO THE
UNIVERSITY RECEIVING DE
PARTMENT.

SHOW THE INFORMATION IN
THE BOX BELOW ON ALL PUR
CHASE ORDERS, INVOICES AND OTHER
CORRESPONDENCE.

No. 05883

DEPT. UNIV. PRESS

PURCHASE ORDER

UNIVERSITY OF NEW MEXICO
ALBUQUERQUE, N. M.

Page 49

SHOW THE INFORMATION IN
THE BOX BELOW ON ALL PACK-
AGES, INVOICES, AND CORRE-
SPONDENCE:

No. **03881**

DEPT. **UNM Press**

ASING DEPT.

PHONE 8861

April 25, 1949

REQ.
NO. 7559

ACCT. 285

Greene Supply Company
18989 East New York Avenue
Albuquerque, New Mexico

RENDER A SEPARATE INVOICE
AND A PURCHASE VOUCHER
FOR EACH ORDER. DO NOT
COMBINE SEVERAL PURCHASES
ON ONE INVOICE.

SEND INVOICES, WITH BILLS OF
LADING OR SHIPPING MEMO-
RANDA, TO PURCHASING DE-
PARTMENT.

MAKE ALL DELIVERIES TO THE
UNIVERSITY RECEIVING DE-
PARTMENT.

PROVIDE THE FOLLOWING:

	PRICE
5 rolls 24" Brown Wrapping Paper	20.00
5 rolls 18" Brown Wrapping Paper	15.00
2 bundles 2" Brown Wrapping Tape	9.30
12 rolls $\frac{1}{2}$ " Texcell Tape	13.92
	<hr/> 58.22

SAMPLE USED FOR THESIS

CONFIRMATION ORDER

Form 20
Purchase Order
(University of New Mexico Press Records)

PURCHASING AGENT

RECEIVING DEPT. COPY

PURCHASE ORDER

UNIVERSITY OF NEW MEXICO
ALBUQUERQUE, N. M.

ING DEPT.

788

NO.
REC.

APR 22, 1949

ACCT.

Albuquerque, New Mexico
1949 East New York Avenue
Brown Supply Company

PROVIDE THE FOLLOWING:

- 12 rolls 1/2" X 100' Type
- 2 bundles 1/2" Brown wrapping tape
- 2 rolls 1/2" Brown wrapping tape
- 2 rolls 1/2" Brown wrapping tape

SAMPLE USED FOR THESE

CONTAINERS

(University of New Mexico - Albuquerque)
Purchase Order
Form 10

PURCHASING AGENT

PURCHASE ORDER

UNIVERSITY OF NEW MEXICO
ALBUQUERQUE, N. M.

Page 49

SHOW THE INFORMATION IN
THE BOX BELOW ON ALL PACK-
AGES, INVOICES, AND CORRE-
SPONDENCE:

No. **03881**

DEPT. **UM Press**

ISSUING DEPT.

PHONE 8861

April 25, 1949

REQ.
NO. **7559**

ACCT. **285**

Greene Supply Company
18989 East New York Avenue
Albuquerque, New Mexico

RENDER A SEPARATE INVOICE
AND A PURCHASE VOUCHER
FOR EACH ORDER. DO NOT
COMBINE SEVERAL PURCHASES
ON ONE INVOICE.

SEND INVOICES, WITH BILLS OF
LADING OR SHIPPING MEMO-
RANDA, TO PURCHASING DE-
PARTMENT.

MAKE ALL DELIVERIES TO THE
UNIVERSITY RECEIVING DE-
PARTMENT.

PROVIDE THE FOLLOWING:

	PRICE
5 rolls 24" Brown Wrapping Paper	20.00
5 rolls 18" Brown Wrapping Paper	15.00
2 bundles 2" Brown Wrapping Tape	9.30
12 rolls $\frac{1}{2}$ " Tactell Tape	13.92
	<hr/>
	58.22

SAMPLE USED FOR THESIS

CONFIRMATION ORDER

Form 20
Purchase Order
(University of New Mexico Press Records)

PURCHASING AGENT

DEPT'L COPY

PURCHASE ORDER

UNIVERSITY OF NEW MEXICO

ALBUQUERQUE, N.M.

DATE

DATE

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UNIVERSITY OF NEW MEXICO

ALBUQUERQUE, N.M.

DATE

TO

UNIVERSITY OF NEW MEXICO

ALBUQUERQUE, N.M.

UNIVERSITY OF NEW MEXICO

ALBUQUERQUE, N.M.

with the vendor. The vendor when rendering his invoice for the merchandise, must indicate the number of the Purchase Order to secure payment.

into An emergency purchase order may be secured when time will not permit the use of the regular routine. Under these circumstances the requisition is prepared, the Purchasing Agent called by telephone, and an emergency purchase order requested. Upon presenting the requisition number, a purchase order number will be assigned to the requisition. This number is then written on the Purchase Order in the column indicated, on both copies of the requisition, and the requisition sent to the Purchasing department. A purchase can now be made by presenting the vendor with the Purchase Order number. The vendor will receive, in the near future, by mail, a Confirmation copy of the original Purchase Order.

copy Petty Cash Fund. A petty cash fund is maintained by the Press to handle purchases not requiring a Purchase Order. This petty cash fund is administered by the Press Secretary, who is responsible to the Press Director for its condition. A printed invoice, signed by the purchaser and approved by the Press Director is presented to the Press Secretary for reimbursement of the purchase. The petty cash fund is replenished only when the fund is exhausted. At the time the fund is replenished, the various expense accounts are charged in the Special Journal,

with the vendor. The vendor when receiving his invoice must
merchandise, must indicate the number in his invoice and
secure payment.

An emergency purchase order may be issued when time does
not permit the use of the regular procedure. Under these cir-
cumstances the requisition is prepared, the emergency order
called by telephone, and an emergency purchase order is issued.
Upon presenting the requisition number, a purchase order number
will be assigned to the requisition. This number is then writ-
ten on the Purchase Order in the column indicated, on the bottom
of the requisition, and the requisition sent to the issuing
department. A purchase can now be made by presenting the requisition
with the Purchase Order number. The vendor will receive a
the next feature, by mail, a confirmation copy of the original
Purchase Order.

Petty Cash Fund. A petty cash fund is established by the
Press to handle purchases not requiring a Purchase Order. This
petty cash fund is administered by the Press Treasurer, who is
responsible to the Press Director for its administration. A check
issued, signed by the Treasurer and approved by the Press
Director is presented to the Press Treasurer for reimbursement
of the purchase. The petty cash fund is replenished only when
the fund is exhausted. At this time the fund is replenished,
the various expense accounts are charged in the special journal.

for the accumulated invoices held in the petty cash box. It is then necessary for the bookkeeper to requisition a check from the University Business office to replenish the amount charged into the various expense accounts.

Purchase Vouchers. As soon as the vendors invoice is received by the Press it is reviewed by the Director of the Press. The Director must approve all items on the invoice before he will initial the invoice and send it on to the bookkeeping department. The bookkeeping department, after receiving the initialed invoice, checks the invoice against the duplicate copies of the requisition and purchase order. After the invoices have been identified with the duplicates, a Purchase Voucher is prepared in duplicate. A Purchase Voucher illustration may be seen in Form 21. The original invoice, the duplicate copies of the requisition and purchase order are attached to the duplicate copy of the Purchase Voucher and held by the department. The Original copy of the Purchase Voucher is mailed to the vending company to be signed and returned for payment. The Purchase Vouchers are accumulated until the fifteenth day of each month, when they are listed on an Authorization for payment. The Press Authorization, Form 22, page 53, is prepared in triplicate and requires the approval of the Press Director. After the Director identifies each vendor's amount listed and signs the Authorization, it is sent to the University Business office where the

for the accumulated invoice held in the petty cash book. It is then necessary for the bookkeeper to register the invoice in the University Business Office of Accounts and General Services into the various expense accounts.

Purchase Voucher. As soon as the invoice is received by the Press it is reviewed by the Director of the Press. The Director must approve all items on the invoice before he will initial the invoice and send it to the accounting department. The bookkeeping department, after receiving the initialed invoice, checks the invoice against the copies of the requisition and purchase order. When the invoice has been identified with the requisition, a purchase voucher is prepared in duplicate. A purchase voucher is initialed and seen in form 21. The original invoice, the duplicate copy of the requisition and purchase order are attached to the duplicate copy of the purchase voucher and sent to the accounting department. The original copy of the purchase voucher is mailed to the vendor company to be signed and returned for payment. The purchase vouchers are accumulated until the 15th of each month. When they are listed on an alphabetical list, the list is initialed, form 22, page 22, is prepared in triplicate and requires the approval of the Press Director. The list is identified each vendor's account listed and when the list is initialed, it is sent to the University Business Office for the

PURCHASE VOUCHER

Page 52

FOR PURCHASES, AND SERVICES OTHER THAN PERSONAL

STATE OF NEW MEXICO, UNIVERSITY OF NEW MEXICO, DR.
ALBUQUERQUE, NEW MEXICO

April 25, 19 49

To Albuquerque Publishing Co.

Street 1178 Green Ave.

City Albuquerque State New Mexico

of every service	Quantity	ARTICLES OR SERVICES (Itemize)	Unit Price	AMOUNT	
				Dollars	Cents
0	10	Rolls of paper		6	00
IMPORTANT Attach original and two copies of your own invoice to this voucher, sign as indicated (X) below, and return all papers to the Business Office of the University of New Mexico.					
_____% _____ Days					

I certify that the above bill is correct and just and that payment therefor has not been received.

Signature of Payee must be in ink or indelible pencil

X Payee _____

X Per _____

Title _____

ACCOUNTING CLASSIFICATION

To Be Paid From _____ Fund \$ 6 00

CHECKED BY

I, or We, certify that the above articles were received in good condition after due inspection thereof, or the services rendered as stated; that they were necessary and proper, and that the amounts claimed are just and reasonable and that no part thereof has been paid.

Department _____

APPROVED _____

Title _____

DISBURSING OFFICE

No. _____

Per _____

Amount Earned \$ _____ by _____

Form 21
Purchase voucher
(University of New Mexico Press Records)

PURCHASE VOUCHER

FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

STATE OF NEW MEXICO, UNIVERSITY OF NEW MEXICO, DE
BUENOS AIRES, NEW MEXICO

Albuquerque Publishing Co.

1178 Green Ave.

Albuquerque New Mexico

ARTICLES OR SERVICES
Quantity
Unit Price
Amount

10 Bolls of paper

Attach original and two copies of your own invoice to this
voucher, also as indicated below, and retain all papers in
the Business Office of the University of New Mexico.

I certify that the above bill is correct and that payment
therefor has not been received.

ACCOUNTING CLASSIFICATION

AMOUNT		Unit Price	ARTICLES OR SERVICES	Quantity	e of very Price
Dollars	Cents				
6.50					

ITEMIZED STATEMENT

by

FOR PURCHASES, AND SERVICES OTHER THAN PERSONAL

Page 52

19

Address

[illegible]

Signature of Payee must be in ink or indelible pencil

X Per

X Payee _____

Title _____

ACCOUNTING CLASSIFICATION

To Be Paid From	Fund	\$
-----------------	------	----

CHECKED BY

I, or We, certify that the above articles were received in good condition after due inspection thereof, or the services rendered as stated; that they were necessary and proper, and that the amounts claimed are just and reasonable and that no part thereof has been paid.

Department

APPROVED

Title _____

DISBURSING OFFICE

19

No. _____

Form 21

Per _____

Earned \$_____ by _____ (University of New Mexico Press Records)

ITEMIZED STATEMENT

UNIT OF SERVICE		QUANTITY	ARTICLES OR SERVICES	UNIT PRICE	AMOUNT	
Dollars	Cents					
<div>APPROVED</div> <div>774</div> <div>RECEIVED BY</div> <div>To Be Paid From</div> <div>I or we certify that the above articles were received in good condition after the inspection thereof, or the services rendered as stated, and that there is no defect and proper, and that the amounts claimed are just and reasonable and that no part thereof has been paid.</div>						

PURCHASE VOUCHER

FOR PURCHASES, AND SERVICES OTHER THAN PERSONAL

STATE OF NEW MEXICO, UNIVERSITY OF NEW MEXICO, DR.
BUQUERQUE, NEW MEXICO

Page 53

April 25

, 19 49

To Vouchers-Payable - University of New Mexico Press

Street _____

City _____ State _____

Quantity	ARTICLES OR SERVICES (Itemize)	Unit Price	AMOUNT	
			Dollars	Cents
	Mountain States Telephone and Telegraph Co.		14	00
	Typewriter Service Co.		184	00
IMPORTANT Attach original and two copies of your own invoice to this voucher, sign as indicated (X) below, and return all papers to the Business Office of the University of New Mexico.				

I certify that the above bill is correct and just and that payment
therefor has not been received.

Signature of Payee must be in ink or indelible pencil

X Payee

University of New Mexico Press

X Per

Title Director

ACCOUNTING CLASSIFICATION

University of New Mexico Press Authorization #55

198 00

To Be Paid From _____ Fund

\$

198 00

CHECKED BY

I, or We, certify that the above articles were received in good condition after due
inspection thereof, or the services rendered as stated; that they were necessary
and proper, and that the amounts claimed are just and reasonable and that no
part thereof has been paid.

University of New Mexico

Department

APPROVED

Title Office Manager

DISBURSING OFFICE

No. _____

University Press Authorization

Per

(University of New Mexico Press Records)

nt Earned \$ _____ by _____

Form 22

checks are prepared. The Business office returns the triplicate copy of the Authorization along with the checks. The checks and the duplicate copies of the Purchase Vouchers are mailed to the vendors. The original Purchase Voucher and the triplicate copy of the Authorization are used to charge the accounts when entered in the Special Journal at the close of the month.

Campus Purchases. Unlike "off the campus" purchases, purchases "on the campus" do not require the approval of the Purchasing Agent. The requisitions, like "off the campus" purchase requisitions, are made in duplicate form. It is imperative that both copies of the requisition be presented to the vending department at the time of the purchase, as these requisitions are the authority for the Press to enter into a purchase agreement with the vending department. "On the campus" purchases are paid by journal entry, charging the purchasing department and crediting the vending department for the amount of the purchase, on the University Business office monthly statement. This Statement appears in Form 23.

Campus Sales. Both copies of the Purchase Requisition are accumulated until the end of the month when they are charged with the actual cost of the goods or services received. An "on the campus" Sales invoice, Form 24, page 56, is used to charge the various departments. These sales invoices are made up in triplicate form and are as follows:

checks are prepared. The Business Office returns the triplicate copy of the Authorization along with the checks. The checks and the duplicate copies of the Purchase Vouchers are mailed to the vendors. The original Purchase Voucher and the triplicate copy of the Authorization are used to charge the accounts when entered in the Special Journal at the close of the month.

Campus Purchases. Unlike "off the campus" purchases, purchases "on the campus" do not require the approval of the Purchasing Agent. The regulations, like "off the campus" purchases regulations, are made in duplicate form. It is imperative that both copies of the regulation be presented to the vending department at the time of the purchase, as these regulations are the authority for the Press to enter into a purchase agreement with the vending department. "On the campus" purchases are paid by Journal entry, charging the purchasing department and crediting the vending department for the amount of the purchase, on the University Business Office monthly statement. This statement appears in Form 23.

Campus Sales. Both copies of the Purchase Regulation are accumulated until the end of the month when they are charged with the actual cost of the goods or services received. An "on the campus" Sales Invoice, Form 24, page 26, is used to charge the various departments. These sales invoices are made

up in triplicate form and are as follows:

UNIVERSITY OF NEW MEXICO

GENERAL LEDGER

ACCOUNT UNIVERSITY PRESS.....PUBLISHING

NO. 504

DATE	ACCT. NO.	DESCRIPTION	DEBIT	CREDIT	BALANCE
MAR 24 49	285	BALANCE FORWARD			34,854.55
MAR 24 49	285	MAR 2		536.42	34,318.13
MAR 29 49	285	7307 AUTH	189.72		34,507.85
MAR 31 49		7840 GENERAL PAYROLL	1,152.50		35,660.35
MAR 31 49		7971 PETTY CASH	64.25		35,724.60
MAR 31 49		8007 MISC TIME SLIPS PAYROLL	157.95		35,883.55
MAR 31 49		JV 549 PRINTING CHGS FOR MAR	2,632.50		38,516.05
MAR 31 49		JV 554 CREDITS FOR MARCH		330.90	38,185.15

Form 23
University Monthly Statement
(University of New Mexico Press Records)

to Bus. Office
to Buyer
Retained by Selling Dept.

UNIVERSITY OF NEW MEXICO N9

546

Albuquerque, N. M.

Page 56

Selling Department:

- ☒ University Press
☐ University Printing Plant
☐ University Food Stores
☐ Bldgs. and Grounds

Other _____

April 25 19 49
School of Inter-American Affairs
University of New Mexico campus

[illegible]

Administrative / M

For the Office
of the Registrar
of the University of New Mexico

- Selling Department:
- ☐ University Press
 - ☐ University Printing Plant
 - ☐ University Book Store
 - ☐ Book and Records

April 25
School of Journalism
University of New Mexico

Item	Description	Quantity	Unit Price	Total
1	Books	100	1.00	100.00
2	Supplies	50	0.50	25.00
3	Services	10	2.00	20.00
4	Travel	5	4.00	20.00
5	Postage	10	0.20	2.00
6	Telephone	10	0.20	2.00
7	Insurance	10	0.20	2.00
8	Interest	10	0.20	2.00
9	Depreciation	10	0.20	2.00
10	Other	10	0.20	2.00
	Total			178.00

1. Original Copy - University Business office
2. Duplicate Copy - The department purchasing
3. Triplicate Copy - Press Bookkeeping department

The various copies are sent to the departments indicated above. Along with the original copy of the Campus Sales Invoice is sent the duplicate copy of the Requisition. The Business office copy is used to charge the purchasing department and credit the vending department, by journal entry on the monthly Business office Statements. The duplicate copy is sent to the purchasing department to identify the Business office charge for the month. The press bookkeeping department retains the triplicate copy of the Campus Sales Invoice as part of their records.

Authors' Royalties. The contract between the author and the University Press reveals the royalty agreement. In almost all instances the accounting with the author and the payment for accrued royalties are made quarterly. Occasionally royalties are advanced to the author before the sale of the book. These conditions are infrequent and occur only when the author resides in a foreign country.

All royalties accrue immediately upon sale of the book. At the close of each month the royalties are determined from the Press Day Book, where they are accumulated daily. The royalties may be determined on the net proceeds from the sale. Royalties are accrued in the Special Journal by an entry crediting the accrued royalties payable, and debiting royalties expense

accounts. The accrued royalties payable account is debited for the amount of royalties paid; thus the accrued royalties payable account is reduced to the actual amount of accrued royalties each quarter. A balance will be present in this account, if royalty payments are withheld, and the royalties allowed to accrue.

An advance in lieu of royalties is very similar to those paid in advance. When an advance is given in lieu of royalties, the amount is considered as part of the cost of the book. This method effects a charge-off of a part of the royalties paid each time a book is sold. When royalties are paid in advance, the author's accrued royalty account is charged with the amount advanced. Then as the royalties accrue the account is credited, thus reducing the debit created by the advance payment. The corresponding debit being made to the royalty expense account. When the credits exceed the debits in the accrued royalties account, then the payments are made quarterly.

In the last method, the author may desire a certain number of the book in lieu of the royalties. When this method is used, the bookkeeper has a choice of two ways of handling the cost of the books. In the first method the number of books transferred to the author is deducted from the total number of books received from the printer. This will increase the cost per book, but not affect the total cost. Then as the books are sold they are charged to the cost of sales and credited to inventory in the

accounts. The accrued royalties payable account is debited for the amount of royalties paid; thus the accrued royalties payable account is reduced to the actual amount of accrued royalties each quarter. A balance will be present in this account, if royalty payments are withheld, and the royalties allowed to accrue.

An advance in lieu of royalties is very similar to those paid in advance. When an advance is given in lieu of royalties, the amount is considered as part of the cost of the book. This method effects a charge-off of a part of the royalties paid each time a book is sold. When royalties are paid in advance, the author's accrued royalty account is charged with the amount advanced. Then as the royalties accrue the account is credited, thus reducing the debit created by the advance payment. The corresponding debit being made to the royalty expense account. When the credits exceed the debits in the accrued royalties account, then the payments are made quarterly. In the last method, the author may desire a certain number of the book is in lieu of the royalties. When this method is used, the bookkeeper has a choice of two ways of handling the cost of the books. In the first method the number of books transferred to the author is deducted from the total number of books received from the printer. This will increase the cost per book, but not affect the total cost. Then as the books are sold they are charged to the cost of sales and credited to inventory in the

Sales Journal. The other choice is where the total number of books received from the printing plant is used to determine the cost per book. The cost of the book is then multiplied by the number of author's copies and this amount is considered royalty expense. In either case no royalties will be accrued on the book.

When the royalties are paid, the check is accompanied by the Press Royalty Report. The Royalty Report is illustrated by Form 25. The report to the author discloses:

1. Title of the book.
2. Copies on hand at last report and since bound.
3. Damaged, advertising, exhibit, review, and returned copies.
4. Copies now on hand.
5. Copies sold on which royalty is payable.
6. Royalty per copy.
7. Amount of check enclosed.

These royalty reports are made in duplicate, and the duplicate copy is retained for reference used by the Bookkeeping department.

Sales Journal. The other choice is where the total number of books received from the printing plant is used to determine the cost per book. The cost of the book is then multiplied by the number of author's copies and this amount is considered royalty expense. In either case no royalties will be received on the book.

When the royalties are paid, the amount is accompanied by the Press Royalty Report. The Royalty Report is illustrated in Form 25. The report to the author includes:

1. Title of the book.
2. Copies on hand at last report and since then.
3. Damaged, advertising, exhibit, review, and returned copies.
4. Copies now on hand.
5. Copies sold on which royalty is payable.
6. Royalty per copy.
7. Amount of check enclosed.

These royalty reports are made in duplicate, and the duplicate copy is retained for reference used by the bookkeeping department.

**The University of New Mexico Press
Albuquerque**

Royalty Report

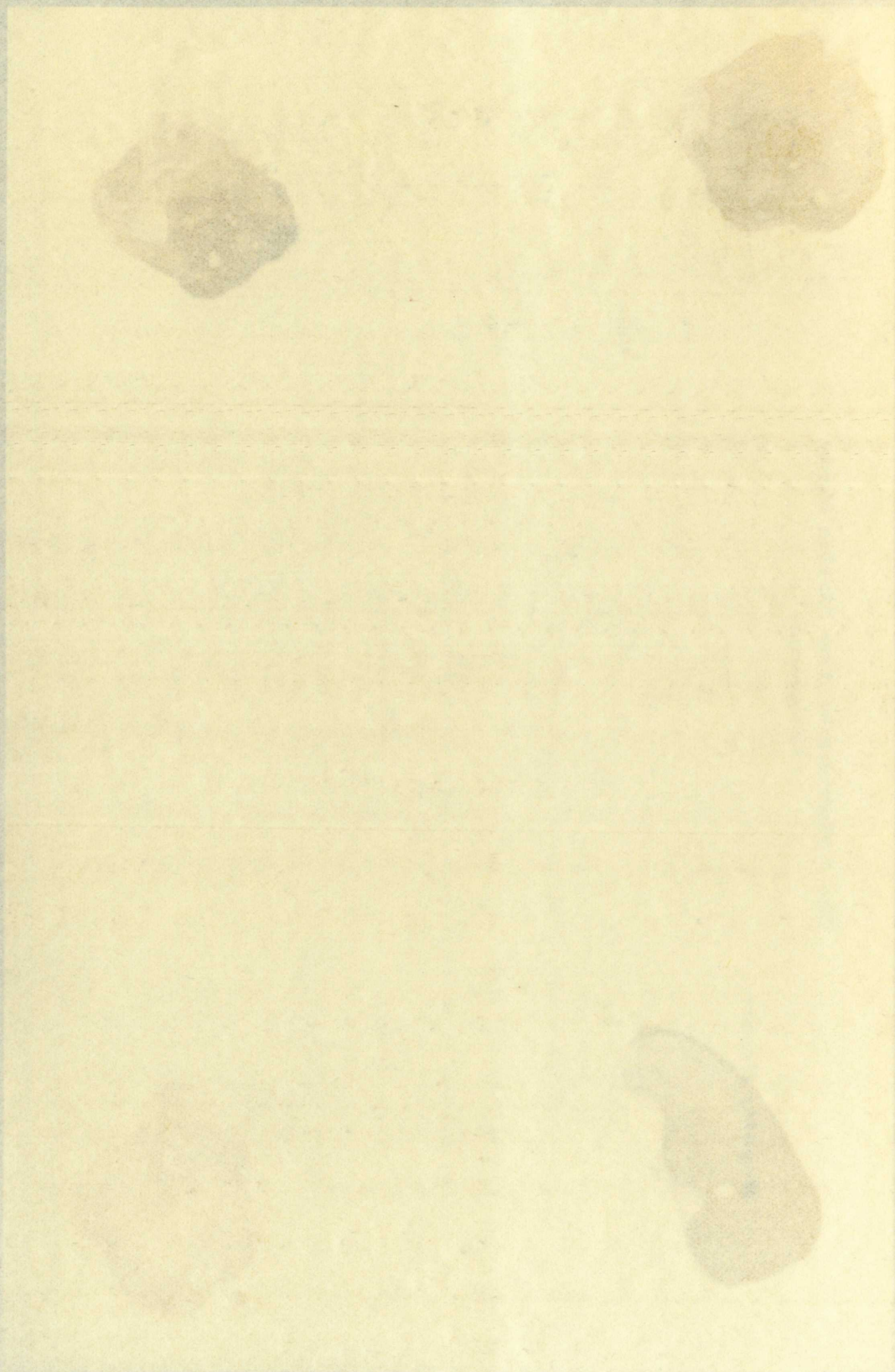
Victor R. Jones
University of Indiana
Bloomington, Indiana

Date
April 25, 1949

Your account has been credited with the amount of royalty due you, as shown by the following statement:

TITLE OF BOOK	Copies on hand at last report and since bound	Damaged, Ad- vertising, and Exhibit Copies	Copies now on hand	Copies sold on which Royalty is payable	Royalty per copy	Check enclosed
Government of the People	2045	2 Review 4 Complimentary 5 Desk 6 Return	1044	996	10% 2,369.10	236.94

6 Return



UNIVERSITY OF CALIFORNIA LIBRARY
DIVERSITY OF CALIFORNIA LIBRARY
UNIVERSITY OF CALIFORNIA LIBRARY

CHAPTER VII

THE ACCOUNTS AND THE SPECIAL JOURNAL

The material presented in this chapter is a part of the General Office Accounting Procedures. However, to weave the material more closely together, it will be presented separately with the hope that the reader will obtain a clearer picture of the accounting methods of the University Press.

The Special Journal and its aspects will be first considered followed by a review of the major entries of the more active accounts. Finally the operating statements will be reviewed and illustrated.

THE SPECIAL JOURNAL

Description. The Special Journal is a twenty-four column, single line entry journal, of the loose-leaf binder type and is hand posted. It contains a single column for the dates, particulars, folio numbers, the inventory account and all active expense accounts. A pair of debit and credit columns are used for the University control account, the accounts receivable, vouchers payable, and for the miscellaneous entries. At the end of each month the totals of all columns plus the miscellaneous entries are posted to the Cumulative Statement Book. An illustrated Special Journal appears in Form 26.

CHAPTER VII

THE ACCOUNTS AND THE SPECIAL JOURNAL

The material presented in this chapter is a part of the General Office Accounting Procedures. However, so weave the material more closely together, it will be presented separately with the hope that the reader will obtain a clearer picture of the accounting methods of the University Press.

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YALE FORM 4824

STANDARD 24 COLUMN SHEET

402-6	402-9	402-10	402-11	402-12	402-13	402-14	402-15	402-16	402-18	Miscellaneous	Entries
Insurance	Rel & Rel	Travel	Advertising	Miscellaneous	Vacation	Postage	Authors Copy	Readers Fee	* Designers	#	Cr.
Dr	Dr	Dr	Dr	Dr	Dr	Dr	Dr	Dr	Dr		
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
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31											
32											
33											
34											
35											
36											

2520

2470

9430

Publications
202

306

204

9813

405

28951

205

28951

205

40000

Form 26

The University Press Special Journal
(University of New Mexico Press Records)YALE
COLUMNAR SHEET
FORM 4824
MADE IN U.S.A.

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36

COLUMNAR SHEET
FORM 4824
MADE IN U.S.A.



Date	Particulars	Folio #	U. N. M. ¹⁰¹ Control		Accounts Receivable ¹⁰³		Vouchers Payable ²⁰¹		Inventory ¹¹³	Salaries ⁴⁰²⁻¹	Heat & Light ⁴⁰²⁻²	Supplies ⁴⁰³⁻³	
			Dr.	Cr.	Dr.	Cr.	Dr.	Cr.	Dr.	Dr.	Dr.	Dr.	
2	Cash Report # 48009	55	53642			53642							1
3	Cash Report # 48288	56	129150			29150							2
11	Arizona Trade Bindery	Y-140											3
15	Vouchers Payable	A-62		7631			7631						4
31	Salaries	JE-1		348910									5
31	Printing Charge	JE-2		262350									6
31	April Credits	JE-3	33096			3470							9
31	District 1 Salamon	Y-141						9813					10
31	Accrued Royalty	JE-4											11
31	Royalty Payment	A-63		40000									12
													13
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													32
													33
													34
													35

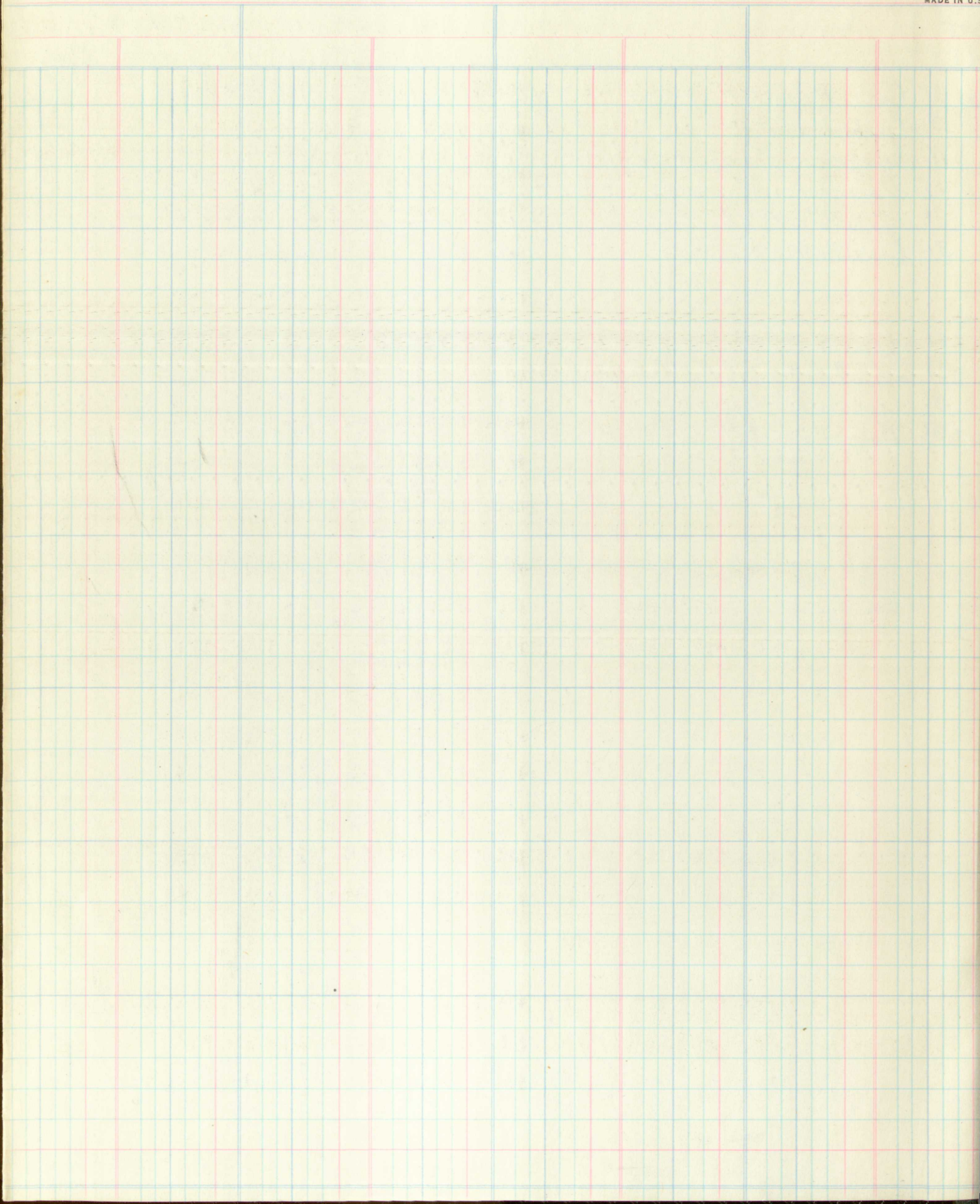
Cubby Ritz
100000
Cubby Ritz
243205

Yellowstone
235345
Ant Padg
11700
Yellowstone
71700

348910

17414

1000



Cash Summary Report. An entry is made in the Special Journal each time a deposit is made with the cashier of the University. The date, cash receipt number, and the cash summary sheet number are entered. The University Control Account is debited for the amount of the deposit and accounts receivable credited. This entry is illustrated on line one of Form 26. When part of the cash deposited does not apply to the Accounts Receivable, the credit will be to the accounts receivable and the other account involved. A book subsidiary is used to illustrate (line two) this division of the credit half of the entry. Other possible entries may be supplies, labor or advertising.

Purchase Vouchers. Vouchers are entered in consecutive order in the Special Journal. All vouchers will be entered as to date, name, and voucher number. The amount will be credited to the vouchers payable account since every voucher represents an increase in a liability. The debit may be to an expense or inventory account, or perhaps to several of the accounts. A voucher may represent the cost of binding a book, the entry then would be, line three, a credit to vouchers payable to increase the liability and a debit to the inventory account, increasing the cost of the book.

Authorizations. On the authorization the amount of each check and the check number are listed separately and are therefore positive proof of the reduction of cash in the bank. Since

Cash Summary Report. An entry is made in the Special

Journal each time a deposit is made with the cash summary. The date, cash receipt number, and the cash summary sheet number are entered. The University Journal is debited for the amount of the deposit and appropriate amounts credited. This entry is illustrated on line one of form 20. When part of the cash deposited goes toward the University Receivable, the credit will be to the University Receivable and the other account involved. A cash statement is used to illustrate (line two) this division of the credit between the cash and other possible entries may be suggested, depending on circumstances.

Purchase Voucher. Vouchers are entered in the Special

order in the Special Journal. All vouchers will be entered to date, name, and voucher number. The amount will be credited to the purchase voucher account and the amount of the increase in a liability. The debit will be to an account in inventory account, or perhaps to several of the accounts. A voucher may represent the cost of creating a book, the amount then would be, line three, a credit to purchase voucher and a debit to the liability and a debit to the inventory account. The increasing the cost of the book.

Authorization. On the authorization the amount of cash

check and the check number are listed separately and the amount of the positive proof of the transfer of cash in the bank is

this reduction is shown through the University control account, all authorizations will be credited to this control account. The liability having been recorded separately in the Vouchers Payable credit column, the total then of each authorization will be debited to vouchers payable. The Journal entry would then appear as a debit to vouchers payable and a credit to the University Control Account. This entry is illustrated on line four of Form 26.

Business Office Statements. Once each month the University Business Office renders each department a monthly statement showing all the charges and credits made against the department. This statement is a copy of the detail summarized in the University Control Account and the cumulative balance of the statement will always be in agreement with the balance of such account in the Press cumulative statement book. Since the payroll of the Press is paid by the University, one of the journal entries each month, line five, will be a credit to the control account and a debit to salaries expense. Another monthly entry is the printing costs sent through by the Printing Plant. This entry seen on line six is a credit to the control account and a debit to the inventory, advertising, and (or) supplies account. Payment for Press sales or services to the University Departments are made on the Business Office Statement. The control account is debited and accounts receivable, labor, supplies, postage or

this reduction is shown through the University's financial statement.
all authorizations will be reported to the University's financial statement.
The liability for the University's financial statement is the University's
Payable credit account. The University's financial statement will
be debited to the University's financial statement. The University's financial statement
appear as a debit to the University's financial statement and a credit to the University's
credit Control account. This entry is debited to the University's financial statement
of Item 26.

Business Office Statement
The Business Office Statement is a statement of the University's financial statement
showing all the changes and credits and debits to the University's financial statement.
This statement is a copy of the University's financial statement in the University's
University Control account and the University's financial statement in the University's
will always be in agreement with the balance of the University's financial statement.
The Press cumulative statement account, which is payable to the University's financial statement
Press is paid by the University's financial statement, and the University's financial statement
month, line five, will be a credit to the University's financial statement and a
debit to salaries expense. The University's financial statement will be the University's
ing costs and through the University's financial statement. This entry will
on line six is a credit to the University's financial statement and a debit to
the inventory, advertising, and for advertising expense. The University's financial statement
for Press sales or expenses to the University's financial statement is a
made on the University's financial statement. The University's financial statement is
debited and associated with the University's financial statement.

other accounts may be credited. An illustration of some of the credits received through the control account is seen on line six of Form 25.

Miscellaneous Column Entries. An entry may be required to one of the accounts not possessing special column. When this type of entry is necessary, a debit or a credit along with the account number is entered in the miscellaneous columns. An example of this, line eight of Form 26, is the recording of the Salesman's commission voucher. The credit is to the Vouchers Payable column and the debit, in the miscellaneous entry columns, to account number 204, accrued commissions payable. Another entry made monthly in the miscellaneous section is the accruing of Authors' royalties. The journal entry, line nine of Form 26, to record the royalties accrued and the expense, is a debit to account number 405, royalties expense, and a credit to account number 205, accrued royalties. This entry accrues the royalty and expenses it monthly. The accrued royalties are not vouchered, therefore the liability does not appear in the Vouchers Payable account. The entry necessary when the royalties are paid, line ten of Form 26, is a credit to the University Control account and a debit to accrued royalties. This entry is made directly from the Press Authorizations.

Operating Statements. The University Press Income Statement and Balance Sheet are taken directly from the Cumulative

other accounts may be credited. In the ledger of the
credits received through the bank, credit is given and the
bill of form 25.

Classification of Accounts. In the ledger, accounts
to one of the accounts and payments are recorded. When a
this type of entry is necessary, a debit is given to the
the account number is entered in the ledger and the entry is
example of this, the bill of form 25, the receipt of the
Salesman's commission voucher. The entry is as follows:
Payable column and the debit in the receipt column.
to account number 204, receipt of commission voucher.
entry made monthly in the receipt column and the amount
of Author's royalties. The entry is as follows:
to record the royalties received and the entry is as follows:
account number 205, royalties received and the entry is as follows:
number 205, received royalties. This entry records the royalties
and expenses it monthly. The account royalties are debited
ed, therefore the liability does not appear in the journal
able account. The entry is as follows:
line ten of form 25, is a credit to the royalties account.
account and a debit to received royalties. The entry is as follows:
directly from the sales collection.

Operating Statement. The statement of the business
ment and Balance Sheet are taken directly from the ledger.

Statement Book. This book maintains all the account titles that contain a balance and accumulates this balance monthly. After the totals are posted from the Sales Journal and the Special Journal, to the adjustments columns, then the figures are extended to form a cumulative Income Statement and a cumulative Balance Sheet. Each month an Income Statement is prepared from these figures and a Balance Sheet quarterly. The monthly Income Statement appears in Figure 1, and the Balance Sheet in Figure 2, page 68. These Statements are prepared in triplicate and the original is sent to the office of the University Controller, where it is checked against the University records. The duplicate copy is used by the Press Director management purposes and the triplicate is filed in the office of the Press Bookkeeper.

Examination Book. This book contains all the answers to the

test which is a balance and shows the results of the examination.

After the books are made the master and the master's

Special Journal, to be used by the master and the master's

are attached to the book. The book is then bound in a

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UNIVERSITY OF NEW MEXICO PRESS

INCOME STATEMENT

For the Period from July 1, 1948 to March 31, 1949

Sale of Press Publications		\$35,371.71
Cost of Press Sales		<u>17,751.59</u>
Gross Profit on Sales		\$17,620.12
Operating Expenses		<u>17,368.73</u>
Net Profits for Period		\$ 251.39
Other Income:		
Wrapping and Mailing	\$ 130.96	
Commissions Earned	548.83	
Miscellaneous Income	<u>106.80</u>	
Total Other Income		<u>786.59</u>
Gross Income		\$ 1,037.98
Other Expenses:		
Discounts Allowed	\$ 23.06	
Royalty Expense	5,475.46	
Commissions Expense	1,988.07	
Cash Short	<u>7.20</u>	
Total Other Expense		<u>7,493.79</u>
Total Net Loss		<u>\$ 6,455.81</u>

Figure 1
Income Statement
(University of New Mexico Press Records)

UNIVERSITY OF MICHIGAN LIBRARY

INCOME STATEMENT

For the Period from July 1, 1943 to June 30, 1944

		Sale of Press Publications
		Cost of Press Sales
		Gross Profit on Sales
		Operating Expenses
		Net Profit for Period
		Other Income:
		Shipping and Handling
		Commissions Earned
		Miscellaneous Income
		Total Other Income
		Gross Income
		Other Expenses:
		Disbursements Allowed
		Royalty Expense
		Commissions Expense
		Cash Short
		Total Other Expenses
		Total Net Loss

UNIVERSITY OF NEW MEXICO PRESS

BALANCE SHEET

As of March 31, 1949

ASSETS

Current Assets:

Accounts Receivable	\$15,800.23	
Less: Allowance for Bad Debts	<u>444.61</u>	\$15,355.62
Petty Cash		75.00
Inventory of Books		74,151.97
Equipment		2,580.09
Unrecovered Printing Cost		1,478.14
Copyrights		30.00
Suspense		<u>45.96</u>
Total Assets		<u>\$93,716.78</u>

LIABILITIES AND SURPLUS

Current Liabilities:

Vouchers Payable	\$ 667.00
U.N.M. Control	35,522.87

Other Liabilities:

Insurance	\$ 44.00	
Salesmens Commissions	378.94	
Royalties	<u>2,833.35</u>	<u>3,256.29</u>

Total Liabilities	\$38,779.16
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Surplus:

Surplus:	\$62,759.76	
Less: Surplus deductions	<u>7,822.14</u>	<u>54,937.62</u>

Total Liabilities and Surplus	<u>\$93,716.78</u>
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Figure 2
Balance Sheet
(University of New Mexico Press Records)

UNITED STATES OF AMERICA

REPORT

OF THE

1933

Current Assets	
Accounts Receivable	10,000.00
Notes and Accounts Payable	10,000.00
Inventory of Goods	10,000.00
Unrecovered Printing Costs	10,000.00
Copyrights	10,000.00
Patents	10,000.00
Total Assets	60,000.00

LIABILITIES AND EQUITY

Current Liabilities	
U.S. National Bank	10,000.00
Other Liabilities	10,000.00
Inventory	10,000.00
Patents	10,000.00
Copyrights	10,000.00
Total Liabilities	60,000.00
Surplus:	
Surplus	10,000.00
Loss: Surplus	10,000.00
Total Liabilities and Surplus	60,000.00

(Continued on next page)

CHAPTER VIII

CONCLUSION

The first step in the actual work of investigation and study was the preliminary survey of the University of New Mexico Press. The survey of the Press was divided into the several phases of study as follows:

1. History of the University Press.
2. Organization of the Press.
3. Present Accounting Methods and Procedures.
4. General Accounting Practice with University Presses.
5. University Press Publications and Services.
6. Deficiencies of the Present Records and Methods.
7. The Desired Performance of the System.

A knowledge of these divisions was sought by working with the Director of the Press and its employees as bookkeeper for a period of nine months. Also a selected survey was made of University Presses throughout the United States¹. Of the Presses contacted 55 per cent indicated their records were kept by their University, 17 per cent maintained their own records, 13 per cent

¹ University of California Press, University of Chicago Press, Columbia University Press, Cornell University Press, Duke University Press, Fordham University Press, the University of Georgia Press, Harvard University Press, the Illinois University Press, Iowa State College Press, John Hopkins Press, Louisiana State University Press, Michigan University Press, New York State University Press, North Carolina University Press, Oklahoma University Press, the University of Pennsylvania Press, Pittsburgh University Press, Princeton University Press, Rutgers University Press, Stanford University Press, Southern Methodist University Press, Toronto University Press, Washington University Press, the University of Wisconsin Press, the Xavier University Press, and the Yale University Press.

were installing new records, less than one half of one per cent had no records, and four and one half per cent failed to answer. In this survey it was determined that only ten of the University Presses in the United States had their books printed in a University Printing Plant. These University Printing Plants are located in California, Chicago, Illinois, Oklahoma, New Mexico, Stanford, Princeton, Toronto, Nebraska, and Washington. It was further determined that the three main financial objectives of University Presses are to operate at a profit, to operate and break-even, or to operate with a subsidy.

The University of New Mexico Press has operated six months since the installation of the new system. Under these circumstances it would ordinarily be difficult to come to any definite conclusions on its operation. An accounting system, regardless of how carefully it is designed, is of little value except as it accomplishes the result intended. To insure this it is necessary to train the personnel of the organization to carry out the requirements of the new installation. The author of this study feels that these requirements have been fulfilled and that the purpose of this study has been accomplished. A more efficient set of accounting records has been installed and more detail is available for the management of the University Press.

were installing new records, and then one half of the old records
had no records, and the other half had records. In this survey it was determined that only one half of the records
pressed in the United States and Canada had been pressed in the
also British records. These records were pressed in California, Ontario, Illinois,
Ford, Princeton, Newark, New Jersey, and New York. The records were
that delivered to the University of California at Berkeley and
University of California at Berkeley and the University of California at
Berkeley, or to others with permission.
The University of California at Berkeley Press has received and
since the records are of the new type, they are different
because it would be difficult to identify the records as they are
conclusions on the other hand, as they are different, they are
of new records, it is difficult to identify the records as they are
it is complicated and the records are different. In fact, the records
very to find the records of the University of California at Berkeley
the records of the University of California at Berkeley are different
study tests that these records are different. The records are
that the records of the University of California at Berkeley are different
efforts are to identify the records and the records are different
detail is available for the University of California at Berkeley.

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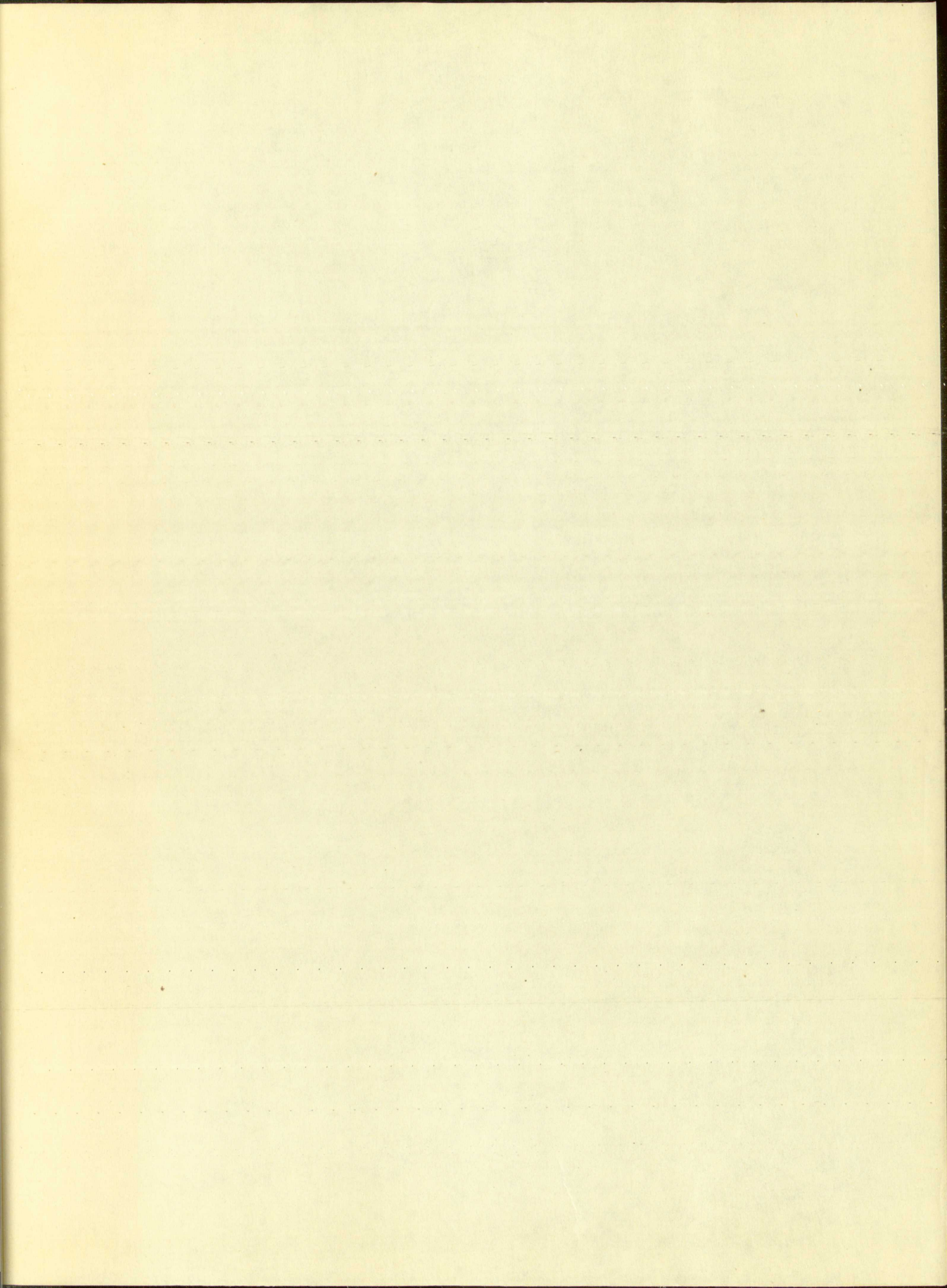
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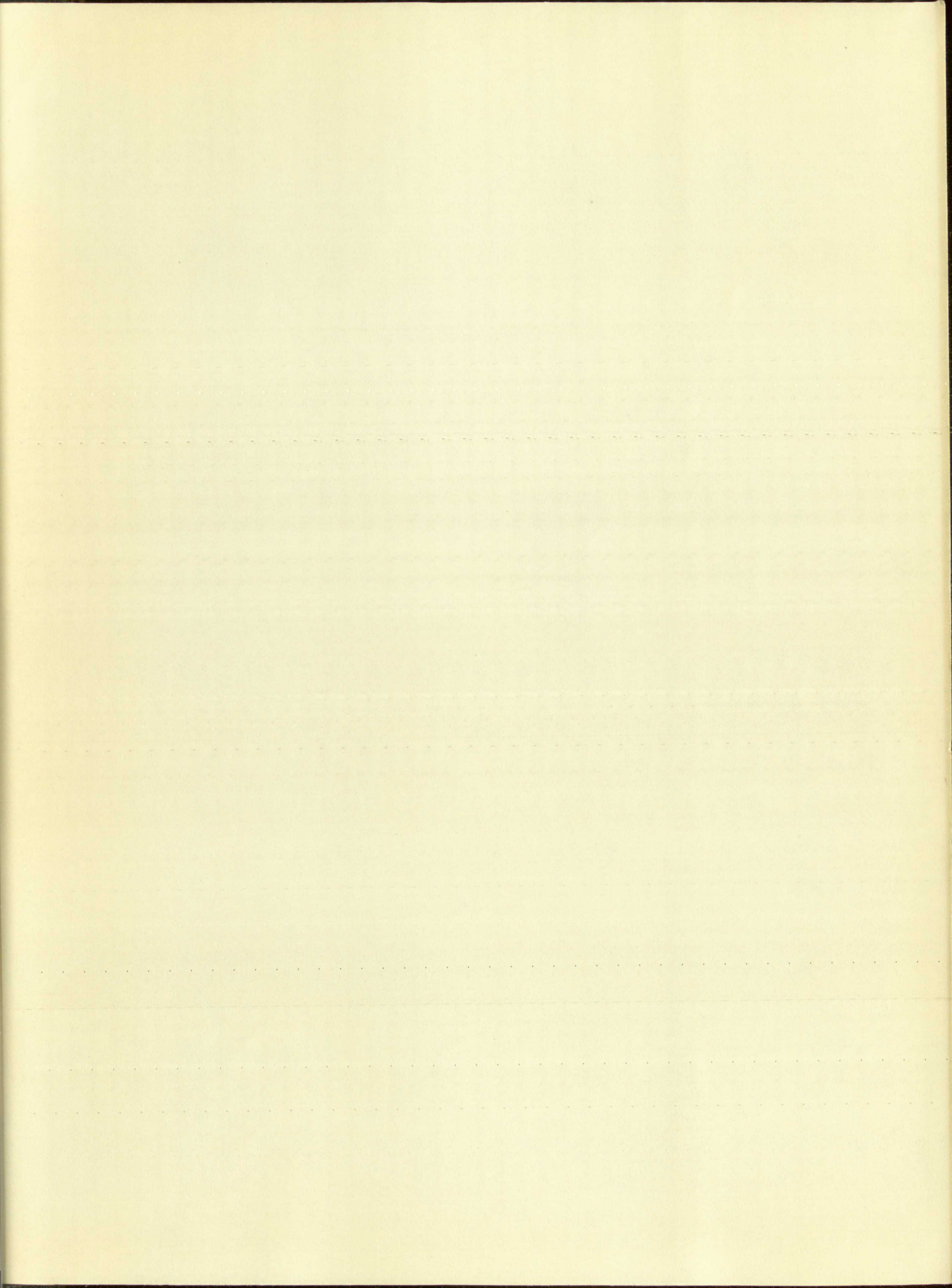
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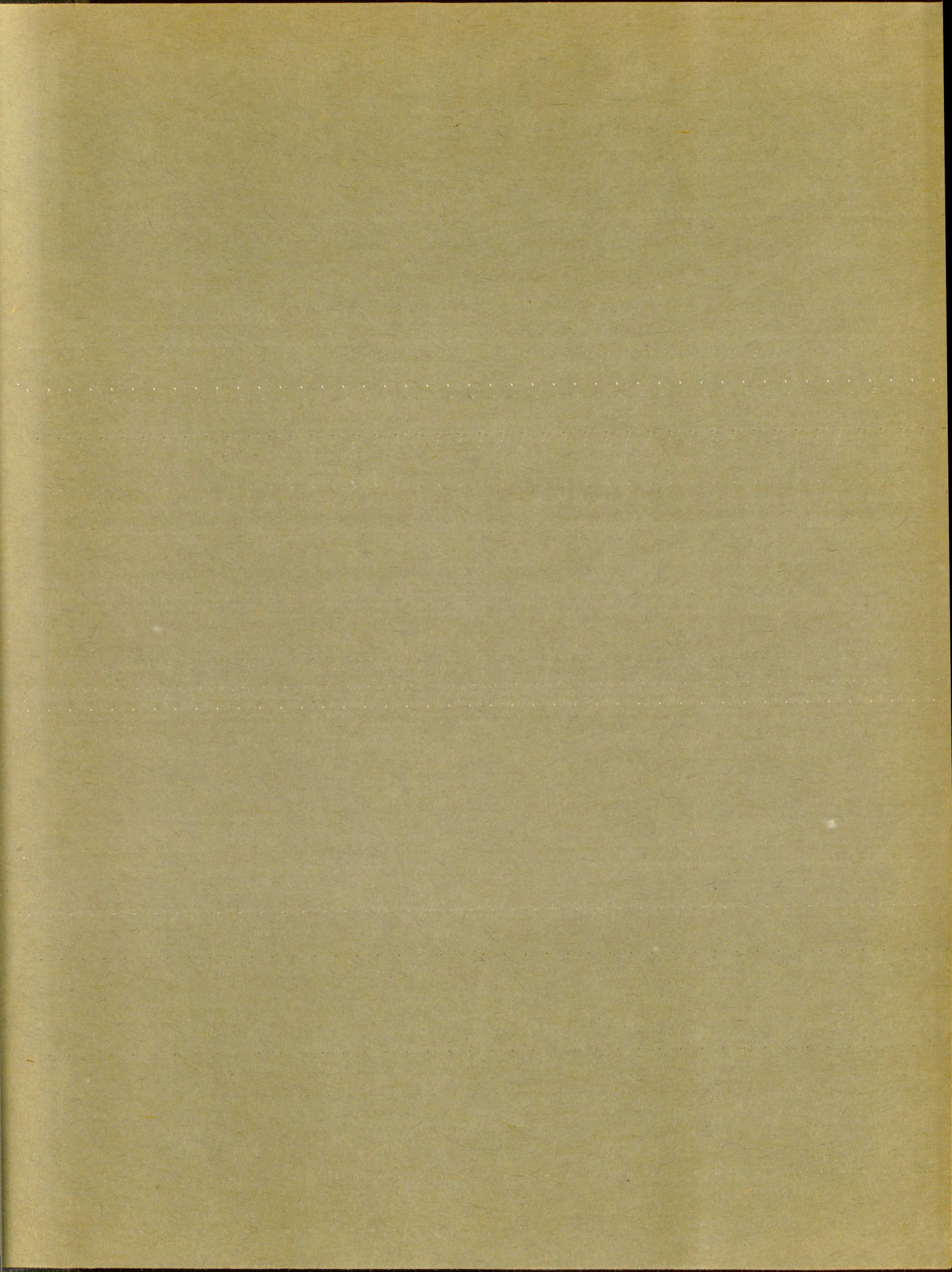
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ERASE

NOY CONTENT







Date Due

MAR 16 1953		
JAN 18 1954		
SEP 25 1960		
SEP 26 RECD		
OCT 27 1961		
OCT 31 RECD		
DEC 1 1963		
NOV 18 RECD		
MAR 17 1964		
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