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## Word of welcome

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having the first chartered accountant, and it is said that Scotland preceded England in the matter of organizing an institute by about seventeen years. George Watson, born in Edinburgh in 1645, is usually regarded as the first Scottish professional accountant. Although appointed accountant for the Bank of Scotland, he carried on a general practice and a private banking business.

The Institute of Accountants in Edinburgh was organized in 1853. Glasgow followed in 1855 with the Institute of Accountants and Actuaries; Aberdeen in 1867 with the Society of Accountants. The societies were amalgamated in 1893, under the title of "Chartered Accountants of Scotland."

The history of the Societies in England is similar to that of Scotland. In 1870 there was organized the Incorporated Society of Liverpool Accountants. In the same year, in London, the Institute of Accountants came into being. The year 1871 saw a society in Manchester called the Institute of Accountants; 1873, the Society of Accountants in England; 1877, Sheffield, the Institute of Accountants. In 1880 these societies, like those in Scotland, were amalgamated, in this instance under the title of "The Institute of Chartered Accountants in England and Wales."

In the United States the American Association of Public Accountants was organized in 1887. The Public Accountants Act of New York was passed in 1896. In 1905 the Federation of the Societies of Public Accountants in the United States amalgamated with the American Association of Public Accountants. In 1916 came the American Institute of Accountants.

The first legal recognition of the accountancy profession, according to Woolf's "Short History of Accountants and Accountancy," was in South America, where the professional accountant was legally recognized by the courts of Uruguay as early as 1825 and in the Argentine Republic in 1836.

New York State, first to pass a law recognizing public accounting, has always maintained a high standard in the matter of examinations and requirements. Candidates at present (1919) must "present satisfactory evidence of five years' experience in the practice of accountancy, at least three of which must have been completed prior to his admission to the written C. P. A. examination and at least two (of which) of the five years' experience shall have been in the employ of a certified public accountant in active practice in no less grade than that of a junior accountant or its equivalent."

Legislation has been enacted in forty-six of the States authorizing the practice of certified public accountants.

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### A Word of Welcome

With the physical separation occasioned by the recent division of the New York and Executive offices comes a desire to weld together, in an even stronger fellowship, the staffs of all the other offices. We hope that this new headquarters will represent to every man in every office, from manager to junior, his home and rightful place. Here he will find a quiet and, we trust, well-equipped library, to which he may refer when the need arises. Or, when his engagements permit, he may find an opportunity to come here for work or study. In either case all our facilities will be placed at his disposal.

It is possible that the uptown office may prove in many cases to be a convenient place for an accountant-in-charge to confer with clients. Indeed, we believe that many uses, now perhaps unforeseen, may make of our headquarters a real source of convenience, pleasure, and information to us all.

It will, of course, be easier, in the case of the staff of the New York office, to keep in close and friendly touch, and yet, in a very real sense, we desire that the other offices, from the Atlantic to the Pacific,

may look upon our new headquarters as their common home, where they may be sure of a welcoming hand and their "place by the fireside."

### Adding-Listing Machines—Multiple or Full Keyboard Type

**T**HIS type of adding machine may be operated either by hand lever or by electricity. Each row in the keyboard contains all the figures from one to nine and the number of keys depends on the capacity of the machine. On a machine with a capacity of 9,999,999.99 there are 81 keys arranged as follows:

9999999.99

8888888.88

7777777.77

6666666.66

5555555.55

4444444.44

3333333.33

2222222.22

I I I I I I I . I I

Generally with small offset figures representing complements.

It is easily seen that the setting of an amount on the machine is extremely simple. No 0 key needs to be set, the machine automatically prints them. A few figures in an item can be set simultaneously, making the process much faster than the method of writing each figure.

More work has suggested itself to the application of adding machines than to any other type of office appliance on account of the simplicity of operation. However, one need only look into the waste baskets of the average office to find many useless adding machine lists. It is not intended to make one believe that all lists in waste baskets were of no use. The average list of figures in books or on sheets can be added quicker mentally than by relisting them on an adding machine, especially when the machine is stationed at some distance from the clerk's desk.

The one disadvantage of the listing machine over the non-listing machine is that it is slower. It takes just that much more

time to reach the handle and operate it for printing individual items. The electrically driven machine lessens the time.

Supervising the figure work done in an office one must watch to see that the convenience offered by the machine is not abused. There are, of course, many uses for the lists and in such case the full value of the machine is obtained. The routing of figure work to machines requires study.

Full keyboard adding machines can probably be best classified as follows:

Visible or Blind	}	Adding and Listing Machines.
		Adding, Subtracting and Listing Machines.
		Duplex Adding and Listing Machines.
		Calculating Non-listing Machines.

To these machines are added special keys and other attachments with different functions, among which are adding eighths or twelfths directly. One company advertises about five hundred combinations of features.

These machines have but one set of printing type but with movable carriages of different widths they are adapted to taking sheets of paper with several columns in any of which figures may be printed at will. The forms, however, must be ruled to conform with the machine spacing. With the wide carriage one can readily cross-foot figures but cannot cross-foot and add several vertical columns simultaneously, as with some adding typewriters.

Special machines are really standard parts assembled with one or more features or attachments added to do some specific class of work. The present day machine indicates totals, sub-totals, and non-add items by distinctive symbols. The duplex machines with two sets of adding wheels, indicate which items are added in the lower counter and which in the upper, and which are transferred from the upper to the lower counter. The star, indicating that the machine is clear, was the first symbol used and no doubt originated the