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idea for further similar uses. Now practically with every printed item there is a special symbol recorded. For ledger posting there is a set of abbreviated calendar keys covering the twelve months, followed by two rows of non-add numerical keys for the printing of dates.

For this class of work the repeat key offers considerable saving of time. The date is set once and remains set until changed for the next day's business.

With the error keys one figure or the whole item can be taken out of the machine before printing. On machines used in banks for listing transit letter items, there are keys such as "T. N. P." for "telegraph non-payment;" "No. Pro." for "No Protest"; and "B./L. Att." for "Bill of Lading attached." There seems to be no reason why any abbreviation suitable to business records cannot be attached to a machine, limited only by the capacity of the keyboard.

The platens on wide carriage machines can be split so that a continuous roll of paper and loose sheets or forms can both be used at the same time. The two split parts of the platen space independently and a button at the left end provides a means of changing the platen to normal size so that both sections will feed together.

The adding mechanism can also be split and on large machines it can be set to add or non-add a few columns. The non-add keys are commonly used for listing order numbers, etc. Two dials can be used for counting items by setting the one to repeat or by attaching an item counter to the platen. The accountant when checking adding machine lists must beware of non-add items. Such items of course are not added or included in totals. Items can also be added without printing them on the list by shifting the paper away from the printing type. The manufacturers probably intended to meet all the needs arising in an office, but these two features make the machine less desirable for the

accountant, when using the client's adding machine lists in connection with his work.

For inserting and removing sheets rapidly some machines are equipped with injector and dejector devices. There is also a payroll carriage that handles roll paper or sheets and pay envelopes at the same time. A combination two color ribbon can be used, as, for instance, black for debits and red for credits.

As has been already said, clerks soon find figure work that they can more conveniently do on an adding machine, but the accountant should know the work which can be economically done and the particular equipment best suited to do the desired work.

Book Reviews

Trading with the Far East. (Irving National Bank, New York, 1919. 261 p.)

The supply of commercial literature has been enriched by the addition of this volume. It is a companion volume to "Trading with Latin America," published by the same institution during the year 1918.

The present volume attempts, and with much success, to furnish real information on the subject. No pains have been spared in the accomplishment of this purpose.

The need for the book is predicated on an increase in foreign trade which is expected to follow the conclusion of peace negotiations. As stated in the preface, the book "undertakes to provide an interpretation, for commercial purposes, of recent conditions in these countries, with a general analysis of trade opportunities and the possibilities for development of the various resources of the Orient."

One of the best ways in which to convey an idea as to what a book contains is, when they are truly descriptive, to summarize the chapter headings. In the present instance this method seems to serve admirably. The principal headings are as follows:

"America's Opportunity in the Far East—The Viewpoint of the Orient—Policies and Methods in Export Trade—

How to Sell Goods in the Orient—Advertising in the Far East—Banking Service in Far Eastern Trade—Tariff Problems in the Orient—How to Use Export Commission Houses—Financing Export Shipments—Financing Import Shipments—How to Quote Prices, Terms and Discounts—Selling and Shipping Terms Defined—Documents Needed for Export Shipments—Insurance, Marine, Pilferage, Damage, War—Problems in Packing for Export Trade—Care Needed in Dispatching Shipments—Where to Look for Trade Information—Mail Time and Cable Codes—Bureau of Foreign and Domestic Commerce—American Consuls as Trade Missionaries—Japan, America's Best Customer in Asia—The Japanese Island of Formosa (Taiwan)—American Goods in French Indo-China—Manchuria, an Undeveloped Empire—Trade Opportunities in Siberia—India Turns to American Goods—Burma's Resources Basis of Future Trade—Asia's Melting Pot, the Malay Peninsula—Market-Making in Java and Sumatra—Future Markets in Borneo and Celebes—Far Eastern Imports and Exports."

Additions to the Library, May, 1919

Corporation Trust Company. New York State corporation income tax law. New York, Corporation Trust Company, (1919). 14 p.

— New York State personal income tax law. New York, Corporation Trust Company, (1919). 18 p.

Guaranty Trust Company of New York. Banking service for foreign trade. New York, Guaranty Trust Company, (c1919). 15 p.

— New York State franchise tax on business corporations (Corporation Income Tax); amendments of 1919. New York, Guaranty Trust Company, (c1919). 45 p.

— Shipping's share in foreign trade; fundamentals of ocean transportation. New York, Guaranty Trust Company, (c1919). 31 p.

— Tax on personal incomes, State of New York; Chapter 627, Laws of New York 1919, approved May 14, 1919. New York, Guaranty Trust Company, (c1919). 46 p.

— Trading with China; methods found successful with the Chinese. New York, Guaranty Trust Company, 1919. 24 p.

Irving National Bank. Trading with the Far East; how to sell in the Orient; policies; methods; advertising; credits; financing; documents; deliveries. New York, Irving National Bank, (c1919). 261 p.

United States. Senate. Corporate earnings and government revenues; letter from the

Secretary of the Treasury transmitting certain facts, figures, data and information taken from 1916 and 1917 income and excess profits tax returns of corporations to the Treasury Department, and a statement of government revenues (including loans) since the beginning of the war. Washington, Government Printing Office, 1918. 388 p.

United States. Treasury Department. Provisional regulations 46, relating to tax on employment of child labor. Washington, Government Printing Office, 1919.

— Regulations 47, relating to the excise taxes on sales by the manufacturer under Section 900 of the Revenue Act of 1918. Washington, Government Printing Office, 1919. 31 p.

— Regulations 48, relating to the excise taxes on works of art and jewelry under Sections 902 and 905 of the Revenue Act of 1918. Washington, Government Printing Office, 1919. 19 p.

— Regulations No. 49, relating to the collection of tax on transportation and other facilities; Title 5, Sections 500, 501 and 502 of the Revenue Act of 1918. Washington, Government Printing Office, 1919. 48 p.

— Regulations 50, relating to the Capital Stock Tax under the Revenue Act of 1918. Washington, Government Printing Office, 1919. 23 p.

— Regulations 51, relating to excise taxes on toilet and medicinal articles under Section 907 of the Revenue Act of 1918. Washington, Government Printing Office, 1919. 14 p.

— Regulations 52, relating to the tax on soft drinks and other beverages sold in bottles or other closed containers, under the Revenue Act of 1918. Washington, Government Printing Office, 1919. 27 p.

— Regulations 53, relating to the tax on soft drinks, ice cream and similar articles sold at soda fountains or similar places of business, under the Revenue Act of 1918. Washington, Government Printing Office, 1919. 16 p.

— Regulations 54, relating to the excise taxes on sales by the dealers of wearing apparel, etc., under Section 904 of Title 9 of the Revenue Act of 1918. Washington, Government Printing Office, 1919. 30 p.

Wisconsin. State Board of Accountancy. Governmental accounting questions and answers, 1914, 1915, 1916, 1917, 1918. Madison, Wisconsin, State Board of Accountancy, (1919). 50 p.

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