

CASH BOOK.

In this book is entered nothing but your cash transactions, and on the left hand, which is called the Dr. or *debtor side*, you must enter all moneys received : in doing this you are making your Cash Account debtor, while at the same time the entry so made is virtually giving the person from whom you received the amount credit. On the right hand or credit side, you enter all moneys paid out, which has an opposite effect to the other side as explained above.

DAY BOOK.

In this book are entered all goods going out, all Bills Receivable and Bills Payable, and all charges or credits of every description except Cash—and your purchases of merchandise, which will be found in your "Invoice Book." You must observe in this book in particular the use of the word *To* in all cases of debit, and the word *By* in all cases of credit ; by so doing you will always be more certain and correct in your posting to the correct side of your Ledger account.

INVOICE BOOK.

Is used altogether in which to copy your Bills of purchases—and thus to keep a Book record of the details of such transactions, in such a manner as is not likely to be lost or destroyed, which might be the case with the original Invoice.

LEDGER.

The Ledger is always the chief book in every person's business, as in it are collected all the debits and credits of every account : the left hand side of this book (or page when so ruled) is invariably the debit side of the Account, while the right hand side is of course the credit side.

Note.—In Single Entry, to ascertain the position of your business, you must take off on sheets of paper all the names that have balances that appear at their debit in your Ledger, all Bills Re-

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