The Purchase Book takes the place of the debit merchandise column and the accounts payable credit column, and is the opposite to the sales book, it being for the purpose of recording all goods purchased for the business. These entries are obtained from the invoices of the people from whom the purchase is made. The invoices are numbered and a column is provided in the purchase book for entering these numbers. If it is desired to find the particulars of a purchase the invoice number is found by the purchase book, and if the invoices are filed consecutively it would be an easy matter to get the required information.

The amounts in the purchase book are posted to the credit of their respective accounts in the accounts payable ledger. An example of a purchase book is shown in Fig. 4 of the model set. You will see from Fig. 1 that after deducting from the synoptic those columns for which we have provided other books that the only columns remaining are those shown in Fig. 5 of the model set. This is a form of **Cash Book,** sometimes called a Synoptic Cash Book. In this book only entries for receipts or payments of cash are entered, as will be seen from the class of entries in the cash book of the model set.

POSTING.

In the model set we have made use of a sales account and purchase account in the general ledger, which replaces the merchandise account previously used. The postings are made to the debit of the accounts in the accounts receivable ledger from the sales book, and at the end of the month the accounts receivable controlling account in the general ledger is debited with the total sales for the month and the sales account credited with the same amount.

The postings from the purchase book are directly opposite. The individual amounts are credited to their respective accounts in the accounts payable ledger, and the total purchases for the month are debited to the purchase account in the general ledger and credited to the accounts payable controlling account.

The general journal postings are made directly to the accounts they affect in the same manner as the postings were made from the "sundries" column in previous lessonos. It must be remembered, though, that if any entries in the journal affect any accounts in the accounts receivahle and accounts payable ledger that a corresponding entry should he made in their respective controlling accounts in the general ledger. If this is