

EXERCISE. Adjust the following transactions in a cash account similar to the model.

Jan. 1. The proprietor invests cash \$8247.50. 2. Received cash for merchandise \$187.42. 3. Sold Merchandise for cash, \$587.67. 4. Paid cash for Merchandise, \$493.85. 5. Bought Merchandise for cash \$283.51. 6. Paid cash for our note favor John Jones, \$1417.16. 7. Paid cash for rent of store, \$171.90. 8. Remitted cash to B. Brown on account, \$1234.56. 9. Lent H. Clark, cash, \$78.90. 10. Borrowed cash, \$1513.28. 11. Found \$136.75. 12. Received cash for J. Tasker's note, \$242.25 and for interest due on same \$12.13. 13. Received cash from John Dunn on account, \$187.63. 14. Paid Bookkeeper on account, \$57.50, also clerk, \$25. 15. H. Clark returns the money lent him on 9th instant. What is the amount of cash on hand? Write a letter similar to the model, and get your work signed by the teacher.

2. PERSONAL ACCOUNTS.

A personal account is an account with a person, company, bank, or other institution competent to sue or to be sued.

It is kept to show whether he owes us, or we owe him, and how much. It is Dr. when he owes us, also when we get out of his debt, and Cr. when we owe him, also when he gets out of our debt.

When the Dr. side is the larger he owes us, and when the Cr. side is the larger we owe him. When the sides are equal the account has been settled. When we have a transaction with a person and immediate payment is made, there is no necessity to open an account with him, as there is no indebtedness existing between the parties.

MODELS.

(Open a separate account with each person, company, &c.)

Feb. 1. J. D. Davis owes us on account \$122. 2. We owe H. Buie, on account \$232. 3. Sold J. Tasker Merchandise on account \$682. 4. Bot. Merchandise of W. J. Davis, on account \$2134. 5. Sold J. D. Davis bill of goods on account \$1238. 6. Bot. of H. Buie on account 100 brls. of Flour, at \$6.12. 7. Paid W. J. Davis in full of account \$— Received of J. D. Davis cash on account ~~\$344~~ 9. Gave H. Buie, cash \$344 and our note for the balance of account. 10. Sold J. D. Davis, bill of goods per Sales Book, \$318. 11. Bot. of H. Buie, bill of goods per invoice, \$600.

Dr. J. D. DAVIS. Cr.

He owes us. We get out of his debt.				We owe him. He gets out of our debt.			
Feb.	1	122		Feb.	8	344	
	5	1238				1234	
	10	318					
		1678				1678	

Dr. H. BUIE. Cr.

He owes us. We get out of his debt.				We owe him. He gets out of our debt.			
Feb.	9	344		Feb.	2	232	
	"	500			6	612	
		1444			11	600	
						1444	

Dr. J. TASKER. Cr.

He owes us. We get out of his debt.				We owe him. He gets out of our debt.			
Feb.	3	682		Feb.		82	