

The number of lines required for the different letters in the Ledger Index are —

Five for B; two for C; two for D; two for E; one for F; one for G; one for H; one for I; two for M; four for P; one for R; two for S; one for T; three for W.

The accounts requiring a full page in the Ledger are, Merchandise, Cash, Trial Balance, and Balance Account.

Carry along the Day Book, Cash Book, and Bill Book together. Transfers from the Day Book to the Journal or Ledger can be made at the end of each day's business, or they can be left until the Day Book has been completed.

In actual business the Cash Book should be balanced at the end of each day; it will be sufficient here to balance at the end of each week, that is, January 8, 15, 22, and 29. Cash paid on account should not be considered as part of cash sales, but should be entered in the Cash Book separately.

Transfer the accounts from the Day Book to the Journal or to the Ledger in the order in which they occur, placing a mark in the margin of the Day Book, opposite each account, to indicate that the account has been posted.

In posting, first enter the name or Ledger title in the Index, and place after it the number of the page in the Ledger on which the account is to be entered.

MEMORANDA OR HISTORY OF THE BUSINESS.

TRURO, Jan. 1, 1887.

I, Peter Kaufman, this day commence a general mercantile business.

The following statement shows the condition of my affairs at this date: —

ASSETS. — Value of shop and furniture, \$1,100.00; merchandise on hand, \$4,346.00; cash, \$516.34; Wm. Smith's note, \$180.00, drawn September 15, 1886, for 4 months at 7 per cent; Robert Fuller's note, \$214.00, drawn October 31, 1886, for 2 months at 7 per cent; Thomas Davis owes balance on account, \$36.48; Levi Williams, balance on account, \$92.25; Robert Porter, balance on account, \$185.65.