Note that the date of the first entry is written as the heading. Upon turning to the next page, the date to appear thereon should be written on the headline. Never write part of an entry on one page, and the remainder on the next. If there is not room on a page for the complete entry, place it in full on the following page. Upon beginning a new date, the figure representing the day of the month is placed on the first blank line following the last entry and in the centre of the explanation section of the line. One blank line is left between transactions of the same date.

You will notice that the title of the ledger account to be debited or credited is written first in each case, and the abbreviation Dr. or Cr., as required, is placed on the same line close to the money column, thus indicating the side of the account to which the entry is to be posted. Extensions are placed in the first money column and totals in the second.

As soon as you post an entry to the ledger, the page on which that account appears is placed in the column preceding the account title in the journal, thus showing that the item has been posted and the page of the ledger on which the account is to be found. In the ledger account, the page of the journal from which the entry is posted is entered in the folio column (the one preceding the money column), and the letter "J", the initial of the book, is placed in the explanation column in order to show what book the entry is posted from.

Every entry in the journal should be clearly explained. A set form of words is not necessary; simply state fully the nature of the transaction.

EXERCISE ONE.

(a). Copy the foregoing entries and continue the journal by entering the following:

June 9. Sold H. C. Smith, City, on account, 3 bbls. Pork at $6.50, and 3 bbls. Flour at $5.00.

10. Received goods ordered of Foster & Kyle, Pembroke, terms note at 30 days, invoiced at $458.72.

12. Sold L. M. Fraser, City, on account 10 days, 3 tons Pressed Hay at $17.00, and 2 tons Bran at $20.00.

13. Forwarded a note to Foster & Kyle for the amount of their invoice entered on the 10th.

15. Sold R. T. Wilkinson, City, on account, 3 bbls. Flour at $5.00, and 6 bbls. Pork at $6.50.

(b). Enter up the following cash transactions for the same period in a cash book.

June 1. B. A. Student's cash investment $5,000.

2. Paid expenses, $6.00.

4. Paid freight on goods received today, $31.28.

6. Sold 2 bbls. Pork for cash, $13.00.

10. Paid a month's rent, $30.00. Paid on goods received today, $28.40.

12. Received $25.00 cash from A. C. Packard on account.

14. Paid R. A. Jackson & Co., in full for invoice of the 4th.

15. Received cash from J. C. Jones in full for sale of the 5th.