

2. The number of books employed in Book-keeping depends on the nature and extent of the business; those in general use are the *Day Book*, the *Cash Book*, the *Bill Book*, and the *Ledger*. The records made should show correctly, clearly, and concisely the state of one's business, or the property of different kinds which he owns; whom he owes, with the amounts due each; and who owes him, with the amounts due from each.

3. The *DAY BOOK* contains all the debit and credit transactions in the order in which they occur, and with the proper date. Unless a *Memorandum Book* is kept for the purpose, it is well at the commencement of the *Day Book* to make a statement of property owned and of debts at that date. Articles bought and paid for in full at the time of purchase are not entered in the *Day Book*. Transactions in which debt and credit are not equal must be stated in full, and not simply the balance or excess of the greater. In the *Day Book*, the date should be placed at the top of the page, and need not be repeated on the same page with each account; but when a new date occurs on the page, it should be placed above the account, and not in the margin.

The following are two pages from Thomas White's *Day Book* :

(1.)

TRURO, January 15, 1887.

DR. CR.

JOHN POOR, DR.				
To 3 cwts. hay @ 65¢	\$1.95	4	20	
5 bushels potatoes @ 45¢	2.25			
CR.				
By 2 days sawing wood @ \$1.25				2 50
JAMES WILSON, DR.				
To 14 bushels oats @ .58¢		8	12	
Jan. 16.				
FRANK PARKER, CR.				
By 5 gals. kerosene oil @ 45¢	\$2.25			6 25
2½ yds. Canadian tweed @ \$1.60	4.00			
DR.				
To 2 cords wood @ \$2.50		5	00	
JOHN POOR, DR.				
To 5 lbs. butter @ 28¢		1	40	