**The sales day book**

* + - 1. An example of a sales day book:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Invoice number | Customer code | Customer name | Invoice total £ | VAT £ | Net £ |
| 1 July | 1001 | ST908 | Steve Tank | 480 | 80 | 400 |
| 1 July | 1002 | VB01 | Via Bennett | 60 | 10 | 50 |
| 1 July | 1003 | GG62 | Gio Gio | 240 | 40 | 200 |
| 2 July | 1004 | LZ1 | Lee Zack | 960 | 160 | 800 |

* + - 1. The transaction amounts shown are:
* The **Gross invoice total** – that is the trade receivables balance owed by the customer. For example, Steve Tank owes a total of £480.
* The **VAT** included in this gross amount is the output VAT that is now owed to HMRC. There is £80 of VAT included in the £480 owed by Steve Tank.
* The **Net** amount of the invoice which represents the income that the business actually gets to record as sales income. So, the business records £400 of income from the sale to Steve Tank.

The entry of source documents for sales in the relevant books of prime entry may also be required.

* + - 1. Alternatively, there may be a partially completed SDB that requires completion.