**AAT L2 – Video transcript – Completing a Sales Day Book**

A Sales Day Book may be partially completed when you come to add to it, so let’s take a look at what we might need to do in order to complete it.

As we know, our Sales Day Book in this example has the date, details, invoice number, total in pounds, V-A-T in pounds, net profit in pounds, and the sales type 1 and sales type 2, also in pounds sterling. We can see that all of our dates, details and invoice numbers are already filled in, but we are missing values in our remaining columns. So, taking each invoice in turn, let’s take a look at how we would complete our Sales Day Book, using the data already provided.

The invoice to ABC limited has a net amount of £100, which relates to sales type 1, and also has a VAT figure of £20. We need to input the missing ‘total’, which is our VAT figure, at £20, plus our net amount of £100, making the total £120.

The invoice to DEF limited already has the gross total and the net amount, which is made up of sales type 2 for this sale. For DEF, we are missing only the VAT figure. We can work this out in two ways – either by multiplying the total figure – 200 – by 0.2, which gives us 20%; or, since we have both the total figure and the net figure, we can simply subtract the net from the total. Both methods will give us our VAT value, which is £40.

The invoice to GHI limited is missing the net amount and the VAT figure. The total amount of £360 can be used to calculate the VAT of £60. The VAT amount would be subtracted from the total figure, which confirms the total net amount of £300. Therefore, all sales must be type 1.

For invoices 1 and 2, we know that there is no missing data in the sales type 1 and 2 columns that remain blank, as the figures that are in those columns match up with the net amount. The same logic applies to invoice 3, where the sales type 1 figure matches to our gross total once VAT is taken into account.

The invoice to JKL Ltd has sales of both type 1 and type 2. The customer may be ordering a couple of different products as part of the same transaction. If the two types of sale are added together, an overall net total of £900 is calculated. The VAT on this is £180, as 900 multiplied by 0.2 gives us our VAT at 20%. When we add the net value to our VAT, the gross total can be calculated as £1,080.

Now that we have filled in all of our missing values for our invoices, we can calculate the total of each column and complete our Sales Day Book.