

## AAT Level 2 Revision: Day Books and Double Entry Book-keeping

Post the following transactions into one of the given Day Books and then finally post the Totals into the T-accounts at the end:

1. You receive an invoice (no 494) from a Supplier called “BrightMinds Academy” (PL59) for £214 plus VAT
2. You receive an invoice (no 663) from a Supplier called “ThriveWellness” (PL65) for £113 plus VAT (5% Prompt Payment Discount is offered)
3. You sent an invoice (no 655) to a Customer called “Bistro Bliss” (SL17) for £369 **inclusive of VAT**
4. You sent an invoice (no 633) to a Customer called “AdventureAwaits” (SL52) for £843 plus VAT (we allow them 5% Prompt Payment Discount)
5. We pay BrightMinds Academy £256.8 by Cheque (32)
6. We pay ThriveWellness in full by Cheque (38) minus the prompt payment discount offered
7. We receive a Cheque (90) from Bistro Bliss for £369
8. We receive a Cheque (35) from AdventureAwaits **to settle their invoice** at the lower rate as their prompt payment discount was taken in time
9. We receive £430 (**inclusive of VAT**) from cash-sales to the public, all received in CASH.
10. We receive £742 by cheque (15) for rent (**no VAT**)
11. We pay £281 plus VAT for vehicle repairs with CASH (Receipt no 92284)
12. We make last minute Purchases of goods for resale, for £318 plus VAT paid by debit card. (Receipt no 61411).
13. We send out the Prompt Payment Credit Note to AdventureAwaits (C.Note 67)
14. We receive the Prompt Payment Credit Note from ThriveWellness (C. Note 49)

Important note before you begin

*Please use the number of the question instead of a date when completing Day Books*

*When posting from Daybooks into T-Accounts use abbreviated details in the Accounts such as PDB (for Purchase Day Book)*

*You may find it easier to pull pages apart for these types of tasks (especially the back two)*

Purchases Day Book						
Date	Supplier	Invoice No.	Folio	Gross Total	VAT	Net Amount
	TOTALS	-----	-----			
DR / CR:		-----	-----			

Sales Day Book						
Date	Customer	Invoice No.	Folio	Gross Total	VAT	Net Amount
	TOTALS	-----	-----			
DR / CR:		-----	-----			

Discounts Received Day Book						
Date	Supplier	CN No.	Folio	Gross Total	VAT	Net Amount
	TOTALS	-----	-----			
DR / CR:		-----	-----			

Discounts Allowed Day Book						
Date	Customer	CN No.	Folio	Gross Total	VAT	Net Amount
	TOTALS	-----	-----			
DR / CR:		-----	-----			

Cash Book - Receipts									
Date	Details	Ref	Transaction ref.	Total Cash	Total Bank	Receivables (RLCA)	VAT	Sales	Rent Receieved
	TOTALS								
DR / CR:	-----	-----	-----						

Cash Book - Payments									
Date	Details	Ref	Transaction ref.	Cash	Bank	Payables (PLCA)	VAT	Motor Expenses	Purchases
	TOTALS								
DR / CR:	-----	-----	-----						

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[illegible]

### EXTENSION TASKS:

- 1. Is the Cash Book part of the General Ledger for this business?**
- 2. Populate the Subsidiary ledgers on this page and then add them up & reconcile with Control Accounts (SLCA and PLCA).**

### Sales Ledger:

Bistro Bliss	

[illegible]

### Purchase Ledger:

BrightMinds Academy	

ThriveWellness	

**Solutions:**

Purchases Day Book						
Date	Supplier	Invoice No.	Folio	Gross Total	VAT	Net Amount
1.	BrightMinds Academy	494	PL59	256.8	42.8	214
2.	ThriveWellness	663	PL65	135.6	22.6	113
	TOTALS	-----	-----	392.4	65.4	327
DR / CR:		-----	-----	CR PLCA	DR VAT	DR Purchases

Sales Day Book						
Date	Customer	Invoice No.	Folio	Gross Total	VAT	Net Amount
3.	Bistro Bliss	655	SL17	369	61.5	307.5
4.	AdventureAwaits	633	SL52	1011.6	168.6	843
	TOTALS	-----	-----	1380.6	230.1	1150.5
DR / CR:		-----	-----	DR RLCA	CR VAT	CR Sales

Discounts Received Day Book						
Date	Supplier	CN No.	Folio	Gross Total	VAT	Net Amount
14.	ThriveWellness	49	PL65	6.78	1.13	5.65
	TOTALS	-----	-----	6.78	1.13	5.65
DR / CR:		-----	-----	DR PLCA	CR VAT	DR Discounts Rec.

Discounts Allowed Day Book						
Date	Customer	CN No.	Folio	Gross Total	VAT	Net Amount
13.	AdventureAwaits	67	SL52	50.58	8.43	42.15
	TOTALS	-----	-----	50.58	8.43	42.15
DR / CR:		-----	-----	CR RLCA	DR VAT	DR Discounts All.

Cash Book - Receipts									
Date	Details	Ref	Transaction ref.	Total Cash	Total Bank	Receivables (RLCA)	VAT	Sales	Rent Receieved
7.	Bistro Bliss	SL17	90		369	369			
8.	AdventureAwaits	SL52	35		961.02	961.02			
9.	Cash Sales	CASH	CASH	430			71.67	358.33	
10.	Rent Recieved	CARD	15		742				742
	TOTALS			430	2072.02	1330.02	71.67	358.33	742
DR / CR:	-----	-----	-----	DR	DR	CR	CR	CR	CR

Cash Book - Payments									
Date	Details	Ref	Transaction ref.	Cash	Bank	Payables (PLCA)	VAT	Motor Expenses	Purchases
5.	BrightMinds Academy	PL59	32		256.8	256.8			
6.	ThriveWellness	SL52	38		128.82	128.82			
11.	Motor Exp.	CASH	92284	337.2			56.2	281	
12.	C. Purchase	CARD	61411		381.6		63.6		318
	TOTALS			337.2	767.22	385.62	119.8	281	318
DR / CR:	-----	-----	-----	CR	CR	DR	DR	DR	DR

Receivables (RCLA)			
SDB	1380.6	DADB	50.58
		CBR	1330.02

Payables (PLCA)			
DRDB	6.78	PDB	392.4
CBP	385.62		

Sales			
		SDB	1150.5
		CBR	358.33

Purchases			
PDB	327		
CBP	318		

VAT			
PDB	65.40	SDB	230.10
DADB	8.43	DRDB	1.13
CBP	119.80	CBR	71.67

Bank			
CBR	2072.02	CBP	767.22

Cash			
CBR	430	CBP	337.2

Rent Received			
		CBR	742

Discounts Allowed			
DADB	42.15		

Discounts Received			
		DRDB	5.65

Motor Expenses			
CBP	281		

Debits		Credits	
Purchases	645	Sales	1508.83
Bank	1304.8	VAT	109.27
Cash	92.8	Rent Received	742
Discounts Allowed	42.15	Discounts Received	5.65
Motor Expenses	281		
Totals	2,365.75		2,365.75



Extension Solutions:

- 1. Is the Cash Book part of the General Ledger for this business? - **NO as has Bank & Cash T's**
- 2.

Sales Ledger:

Bistro Bliss			
SDB	369	369	CBR
		0	Bal c/d
	369	369	
Bal b/d	0		

AdventureAwaits			
SDB	1011.6	961.02	CDR
		50.58	DADB
		0	Bal c/d
	1011.6	1011.6	
Bal b/d	0		

Purchase Ledger:

BrightMinds Academy			
SDB	256.8	256.8	CBR
Bal c/d	0		
	256.8	256.8	
	0		Bal b/d

ThriveWellness			
CBP	128.82	135.6	PDB
DRDB	6.78		
Bal c/d	0		
	135.6	135.6	
	0		Bal b/d