

## 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 104) from a Supplier called “SecureFuture” (PL30) for £281 plus VAT
2. You receive an invoice (no 833) from a Supplier called “WealthWise” (PL36) for £267 plus VAT (5% Prompt Payment Discount is offered)
3. You sent an invoice (no 730) to a Customer called “LearnSphere” (SL88) for £659 **inclusive of VAT**
4. You sent an invoice (no 626) to a Customer called “GlobalGetaways” (SL91) for £835 plus VAT (we allow them 5% Prompt Payment Discount)
5. We pay SecureFuture £337.2 by Cheque (28)
6. We pay WealthWise in full by Cheque (12) minus the prompt payment discount offered
7. We receive a Cheque (17) from LearnSphere for £659
8. We receive a Cheque (55) from GlobalGetaways **to settle their invoice** at the lower rate as their prompt payment discount was taken in time
9. We receive £703 (**inclusive of VAT**) from cash-sales to the public, all received in CASH.
10. We receive £583 by cheque (37) for rent (**no VAT**)
11. We pay £120 plus VAT for vehicle repairs with CASH (Receipt no 43392)
12. We make last minute Purchases of goods for resale, for £227 plus VAT paid by debit card. (Receipt no 85660).
13. We send out the Prompt Payment Credit Note to GlobalGetaways (C.Note 07)
14. We receive the Prompt Payment Credit Note from WealthWise (C. Note 90)

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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### 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:

LearnSphere	

GlobalGetaways	

### Purchase Ledger:

SecureFuture	

WealthWise	

**Solutions:**

Purchases Day Book						
Date	Supplier	Invoice No.	Folio	Gross Total	VAT	Net Amount
1.	SecureFuture	104	PL30	337.2	56.2	281
2.	WealthWise	833	PL36	320.4	53.4	267
	TOTALS	-----	-----	657.6	109.6	548
DR / CR:		-----	-----	CR PLCA	DR VAT	DR Purchases

Sales Day Book						
Date	Customer	Invoice No.	Folio	Gross Total	VAT	Net Amount
3.	LearnSphere	730	SL88	659	109.83	549.17
4.	GlobalGetaways	626	SL91	1002	167	835
	TOTALS	-----	-----	1661	276.83	1384.17
DR / CR:		-----	-----	DR RLCA	CR VAT	CR Sales

Discounts Received Day Book						
Date	Supplier	CN No.	Folio	Gross Total	VAT	Net Amount
14.	WealthWise	90	PL36	16.02	2.67	13.35
	TOTALS	-----	-----	16.02	2.67	13.35
DR / CR:		-----	-----	DR PLCA	CR VAT	DR Discounts Rec.

Discounts Allowed Day Book						
Date	Customer	CN No.	Folio	Gross Total	VAT	Net Amount
13.	GlobalGetaways	07	SL91	50.1	8.35	41.75
	TOTALS	-----	-----	50.1	8.35	41.75
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.	LearnSphere	SL88	17		659	659			
8.	GlobalGetaways	SL91	55		951.9	951.9			
9.	Cash Sales	CASH	CASH	703			117.17	585.83	
10.	Rent Recieved	CARD	37		583				583
	TOTALS			703	2193.9	1610.9	117.17	585.83	583
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.	SecureFuture	PL30	28		337.2	337.2			
6.	WealthWise	SL91	12		304.38	304.38			
11.	Motor Exp.	CASH	43392	144			24	120	
12.	C. Purchase	CARD	85660		272.4		45.4		227
	TOTALS			144	913.98	641.58	69.4	120	227
DR / CR:	-----	-----	-----	CR	CR	DR	DR	DR	DR

Receivables (RCLA)			
SDB	1661	DADB	50.1
		CBR	1610.9

Payables (PLCA)			
DRDB	16.02	PDB	657.6
CBP	641.58		

Sales			
		SDB	1384.17
		CBR	585.83

Purchases			
PDB	548		
CBP	227		

VAT			
PDB	109.60	SDB	276.83
DADB	8.35	DRDB	2.67
CBP	69.40	CBR	117.17

Bank			
CBR	2193.9	CBP	913.98

Cash			
CBR	703	CBP	144

Rent Received			
		CBR	583

Discounts Allowed			
DADB	41.75		

Discounts Received			
		DRDB	13.35

Motor Expenses			
CBP	120		

Debits		Credits	
Purchases	775	Sales	1970
Bank	1279.92	VAT	209.32
Cash	559	Rent Receieved	583
Discounts Allowed	41.75	Discounts Receieved	13.35
Motor Expenses	120		
Totals	2,775.67		2,775.67



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:

LearnSphere			
SDB	659	659	CBR
		0	Bal c/d
	659	659	
Bal b/d	0		

GlobalGetaways			
SDB	1002	951.9	CDR
		50.1	DADB
		0	Bal c/d
	1002	1002	
Bal b/d	0		

Purchase Ledger:

SecureFuture			
SDB	337.2	337.2	CBR
Bal c/d	0		
	337.2	337.2	
	0		Bal b/d

WealthWise			
CBP	304.38	320.4	PDB
DRDB	16.02		
Bal c/d	0		
	320.4	320.4	
	0		Bal b/d