

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 872) from a Supplier called “PrimeNest Realty” (PL90) for £294 plus VAT
2. You receive an invoice (no 822) from a Supplier called “WanderLuxe” (PL48) for £254 plus VAT (5% Prompt Payment Discount is offered)
3. You sent an invoice (no 695) to a Customer called “LegacyCapital” (SL20) for £404 **inclusive of VAT**
4. You sent an invoice (no 740) to a Customer called “FutureWave” (SL92) for £821 plus VAT (we allow them 5% Prompt Payment Discount)
5. We pay PrimeNest Realty £352.8 by Cheque (83)
6. We pay WanderLuxe in full by Cheque (97) minus the prompt payment discount offered
7. We receive a Cheque (87) from LegacyCapital for £404
8. We receive a Cheque (54) from FutureWave **to settle their invoice** at the lower rate as their prompt payment discount was taken in time
9. We receive £759 (**inclusive of VAT**) from cash-sales to the public, all received in CASH.
10. We receive £443 by cheque (13) for rent (**no VAT**)
11. We pay £148 plus VAT for vehicle repairs with CASH (Receipt no 39429)
12. We make last minute Purchases of goods for resale, for £239 plus VAT paid by debit card. (Receipt no 45519).
13. We send out the Prompt Payment Credit Note to FutureWave (C.Note 47)
14. We receive the Prompt Payment Credit Note from WanderLuxe (C. Note 10)

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:

The diagram consists of two identical vertical lines. The top line is labeled 'LegacyCapital' at its upper end. The bottom line is labeled 'FutureWave' at its lower end. Both lines are thin and black, set against a white background.

Purchase Ledger:

PrimeNest Realty

WanderLuxe

Solutions:

Purchases Day Book						
Date	Supplier	Invoice No.	Folio	Gross Total	VAT	Net Amount
1.	PrimeNest Realty	872	PL90	352.8	58.8	294
2.	WanderLuxe	822	PL48	304.8	50.8	254
	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.	LegacyCapital	695	SL20	404	67.33	336.67
4.	FutureWave	740	SL92	985.2	164.2	821
	TOTALS	-----	-----	1389.2	231.53	1157.67
DR / CR:		-----	-----	DR RLCA	CR VAT	CR Sales

Discounts Received Day Book						
Date	Supplier	CN No.	Folio	Gross Total	VAT	Net Amount
14.	WanderLuxe	10	PL48	15.24	2.54	12.7
	TOTALS	-----	-----	15.24	2.54	12.7
DR / CR:		-----	-----	DR PLCA	CR VAT	DR Discounts Rec.

Discounts Allowed Day Book						
Date	Customer	CN No.	Folio	Gross Total	VAT	Net Amount
13.	FutureWave	47	SL92	49.26	8.21	41.05
	TOTALS	-----	-----	49.26	8.21	41.05
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.	LegacyCapital	SL20	87		404	404			
8.	FutureWave	SL92	54		935.94	935.94			
9.	Cash Sales	CASH	CASH	759			126.5	632.5	
10.	Rent Recieved	CARD	13		443				443
	TOTALS			759	1782.94	1339.94	126.5	632.5	443
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.	PrimeNest Realty	PL90	83		352.8	352.8			
6.	WanderLuxe	SL92	97		289.56	289.56			
11.	Motor Exp.	CASH	39429	177.6			29.6	148	
12.	C. Purchase	CARD	45519		286.8		47.8		239
	TOTALS			177.6	929.16	642.36	77.4	148	239
DR / CR:	-----	-----	-----	CR	CR	DR	DR	DR	DR

Receivables (RCLA)			
SDB	1389.2	DADB	49.26
		CBR	1339.94

Payables (PLCA)			
DRDB	15.24	PDB	657.6
CBP	642.36		

Sales		
	SDB	1157.67
	CBR	632.5

Purchases			
PDB	548		
CBP	239		

VAT			
PDB	109.60	SDB	231.53
DADB	8.21	DRDB	2.54
CBP	77.40	CBR	126.50

Bank			
CBR	1782.94	CBP	929.16

Cash			
CBR	759	CBP	177.6

Rent Received			
		CBR	443

Discounts Allowed			
DADB	41.05		

Discounts Received			
		DRDB	12.7

Motor Expenses			
CBP	148		

Debits		Credits	
Purchases	787	Sales	1790.17
Bank	853.78	VAT	165.36
Cash	581.4	Rent Received	443
Discounts Allowed	41.05	Discounts Received	12.7
Motor Expenses	148		
Totals	2,411.23		2,411.23

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:

LegacyCapital			
SDB	404	404	CBR
		0	Bal c/d
	404	404	
Bal b/d	0		

FutureWave			
SDB	985.2	935.94	CDR
		49.26	DADB
		0	Bal c/d
	985.2	985.2	
Bal b/d	0		

Purchase Ledger:

PrimeNest Realty			
SDB	352.8	352.8	CBR
Bal c/d	0		
	352.8	352.8	
	0		Bal b/d

WanderLuxe			
CBP	289.56	304.8	PDB
DRDB	15.24		
Bal c/d	0		
	304.8	304.8	
	0		Bal b/d