

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 585) from a Supplier called “TrendFusion” (PL45) for £236 plus VAT
2. You receive an invoice (no 373) from a Supplier called “TechSphere” (PL07) for £135 plus VAT (5% Prompt Payment Discount is offered)
3. You sent an invoice (no 387) to a Customer called “InspireStudio” (SL12) for £768 **inclusive of VAT**
4. You sent an invoice (no 498) to a Customer called “ElegantEssence” (SL41) for £810 plus VAT (we allow them 5% Prompt Payment Discount)
5. We pay TrendFusion £283.2 by Cheque (78)
6. We pay TechSphere in full by Cheque (18) minus the prompt payment discount offered
7. We receive a Cheque (61) from InspireStudio for £768
8. We receive a Cheque (93) from ElegantEssence **to settle their invoice** at the lower rate as their prompt payment discount was taken in time
9. We receive £720 (**inclusive of VAT**) from cash-sales to the public, all received in CASH.
10. We receive £759 by cheque (16) for rent (**no VAT**)
11. We pay £171 plus VAT for vehicle repairs with CASH (Receipt no 81511)
12. We make last minute Purchases of goods for resale, for £168 plus VAT paid by debit card. (Receipt no 71819).
13. We send out the Prompt Payment Credit Note to ElegantEssence (C.Note 21)
14. We receive the Prompt Payment Credit Note from TechSphere (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)