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 339) from a Supplier called "TechSphere" (PL30) for £153 plus VAT
2. You receive an invoice (no 194) from a Supplier called "Epicurean Delight" (PL93) for £159 plus VAT (5% Prompt Payment Discount is offered)
3. You sent an invoice (no 380) to a Customer called "TrendFusion" (SL08) for £864 **inclusive of VAT**
4. You sent an invoice (no 308) to a Customer called "Serenity Sanctuary" (SL46) for £960 plus VAT (we allow them 5% Prompt Payment Discount)
5. We pay TechSphere £183.6 by Cheque (15)
6. We pay Epicurean Delight in full by Cheque (94) minus the prompt payment discount offered
7. We receive a Cheque (21) from TrendFusion for £864
8. We receive a Cheque (05) from Serenity Sanctuary **to settle their invoice** at the lower rate as their prompt payment discount was taken in time
9. We receive £769 (**inclusive of VAT**) from cash-sales to the public, all received in CASH.
10. We receive £902 by cheque (47) for rent (**no VAT**)
11. We pay £162 plus VAT for vehicle repairs with CASH (Receipt no 33086)
12. We make last minute Purchases of goods for resale, for £127 plus VAT paid by debit card. (Receipt no 44045).
13. We send out the Prompt Payment Credit Note to Serenity Sanctuary (C.Note 11)
14. We receive the Prompt Payment Credit Note from Epicurean Delight (C. Note 46)

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:	-----	-----	-----						

Receivables (RLCA)		Payables (PLCA)		Sales

Purchases		VAT		Bank

Cash		Rent Received		Disount Allowed

Disount Received		Motor Expenses

Debits		Credits	

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:

TrendFusion

Serenity Sanctuary

Purchase Ledger:

TechSphere

Epicurean Delight

Solutions:

Purchases Day Book

Date	Supplier	Invoice No.	Folio	Gross Total	VAT	Net Amount
1.	TechSphere	339	PL30	183.6	30.6	153
2.	Epicurean Delight	194	PL93	190.8	31.8	159
	TOTALS	-----	-----	374.4	62.4	312
DR / CR:		-----	-----	CR PLCA	DR VAT	DR Purchases

Sales Day Book

Date	Customer	Invoice No.	Folio	Gross Total	VAT	Net Amount
3.	TrendFusion	380	SL08	864	144	720
4.	Serenity Sanctuary	308	SL46	1152	192	960
	TOTALS	-----	-----	2016	336	1680
DR / CR:		-----	-----	DR RLCA	CR VAT	CR Sales

Discounts Received Day Book

Date	Supplier	CN No.	Folio	Gross Total	VAT	Net Amount
14.	Epicurean Delight	46	PL93	9.54	1.59	7.95
	TOTALS	-----	-----	9.54	1.59	7.95
DR / CR:		-----	-----	DR PLCA	CR VAT	DR Discounts Rec.

Discounts Allowed Day Book

Date	Customer	CN No.	Folio	Gross Total	VAT	Net Amount
13.	Serenity Sanctuary	11	SL46	57.6	9.6	48
	TOTALS	-----	-----	57.6	9.6	48
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.	TrendFusion	SL08	21		864	864			
8.	Serenity Sanctuary	SL46	05		1094.4	1094.4			
9.	Cash Sales	CASH	CASH	769			128.17	640.83	
10.	Rent Recieved	CARD	47		902				902
	TOTALS			769	2860.4	1958.4	128.17	640.83	902
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.	TechSphere	PL30	15		183.6	183.6			
6.	Epicurean Delight	SL46	94		181.26	181.26			
11.	Motor Exp.	CASH	33086	194.4			32.4	162	
12.	C. Purchase	CARD	44045		152.4		25.4		127
	TOTALS			194.4	517.26	364.86	57.8	162	127
DR / CR:	-----	-----	-----	CR	CR	DR	DR	DR	DR

Receievables (RCLA)

SDB	2016	DADB	57.6
		CBR	1958.4

Payables (PLCA)

DRDB	9.54	PDB	374.4
CBP	364.86		

Sales

		SDB	1680
		CBR	640.83

Purchases

PDB	312		
CBP	127		

VAT

PDB	62.4	SDB	336.00
DADB	9.6	DRDB	1.59
CBP	57.8	CBR	128.17

Bank

CBR	2860.4	CBP	517.26

Cash

CBR	769	CBP	194.4

Rent Received

		CBR	902

Discounts Allowed

DADB	48		

Discounts Received

		DRDB	7.95

Motor Expenses

CBP	162		

Debits		Credits	
Purchases	439	Sales	2320.83
Bank	2343.14	VAT	335.96
Cash	574.6	Rent Receieved	902
Discounts Allowed	48	Discounts Receieved	7.95
Motor Expenses	162		
Totals	3,566.74		3,566.74

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:

TrendFusion

SDB	864	864	CBR
		0	Bal c/d
	864	864	
Bal b/d	0		

Serenity Sanctuary

SDB	1152	1094.4	CDR
		57.6	DADB
		0	Bal c/d
	1152	1152	
Bal b/d	0		

Purchase Ledger:

TechSphere

SDB	183.6	183.6	CBR
Bal c/d	0		
	183.6	183.6	
		0	Bal b/d

Epicurean Delight

CBP	181.26	190.8	PDB
DRDB	9.54		
Bal c/d	0		
	190.8	190.8	
		0	Bal b/d