

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 447) from a Supplier called “LearnSphere” (PL75) for £313 plus VAT
2. You receive an invoice (no 622) from a Supplier called “Zenith Health” (PL35) for £176 plus VAT (5% Prompt Payment Discount is offered)
3. You sent an invoice (no 240) to a Customer called “EduElevate” (SL47) for £389 **inclusive of VAT**
4. You sent an invoice (no 101) to a Customer called “FuturePath” (SL16) for £778 plus VAT (we allow them 5% Prompt Payment Discount)
5. We pay LearnSphere £375.6 by Cheque (70)
6. We pay Zenith Health in full by Cheque (89) minus the prompt payment discount offered
7. We receive a Cheque (40) from EduElevate for £389
8. We receive a Cheque (88) from FuturePath **to settle their invoice** at the lower rate as their prompt payment discount was taken in time
9. We receive £719 (**inclusive of VAT**) from cash-sales to the public, all received in CASH.
10. We receive £830 by cheque (82) for rent (**no VAT**)
11. We pay £200 plus VAT for vehicle repairs with CASH (Receipt no 51885)
12. We make last minute Purchases of goods for resale, for £330 plus VAT paid by debit card. (Receipt no 20623).
13. We send out the Prompt Payment Credit Note to FuturePath (C.Note 55)
14. We receive the Prompt Payment Credit Note from Zenith Health (C. Note 61)

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:

Purchase Ledger:

LearnSphere	

Zenith Health	

Solutions:

Purchases Day Book						
Date	Supplier	Invoice No.	Folio	Gross Total	VAT	Net Amount
1.	LearnSphere	447	PL75	375.6	62.6	313
2.	Zenith Health	622	PL35	211.2	35.2	176
	TOTALS	-----	-----	586.8	97.8	489
DR / CR:		-----	-----	CR PLCA	DR VAT	DR Purchases

Sales Day Book						
Date	Customer	Invoice No.	Folio	Gross Total	VAT	Net Amount
3.	EduElevate	240	SL47	389	64.83	324.17
4.	FuturePath	101	SL16	933.6	155.6	778
	TOTALS	-----	-----	1322.6	220.43	1102.17
DR / CR:		-----	-----	DR RLCA	CR VAT	CR Sales

Discounts Received Day Book						
Date	Supplier	CN No.	Folio	Gross Total	VAT	Net Amount
14.	Zenith Health	61	PL35	10.56	1.76	8.8
	TOTALS	-----	-----	10.56	1.76	8.8
DR / CR:		-----	-----	DR PLCA	CR VAT	DR Discounts Rec.

Discounts Allowed Day Book						
Date	Customer	CN No.	Folio	Gross Total	VAT	Net Amount
13.	FuturePath	55	SL16	46.68	7.78	38.9
	TOTALS	-----	-----	46.68	7.78	38.9
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.	EduElevate	SL47	40		389	389			
8.	FuturePath	SL16	88		886.92	886.92			
9.	Cash Sales	CASH	CASH	719			119.83	599.17	
10.	Rent Recieved	CARD	82		830				830
	TOTALS			719	2105.92	1275.92	119.83	599.17	830
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.	LearnSphere	PL75	70		375.6	375.6			
6.	Zenith Health	SL16	89		200.64	200.64			
11.	Motor Exp.	CASH	51885	240			40	200	
12.	C. Purchase	CARD	20623		396		66		330
	TOTALS			240	972.24	576.24	106	200	330
DR / CR:	-----	-----	-----	CR	CR	DR	DR	DR	DR

Receivables (RCLA)			
SDB	1322.6	DADB	46.68
		CBR	1275.92

Payables (PLCA)			
DRDB	10.56	PDB	586.8
CBP	576.24		

Sales		
	SDB	1102.17
	CBR	599.17

Purchases			
PDB	489		
CBP	330		

VAT			
PDB	97.80	SDB	220.43
DADB	7.78	DRDB	1.76
CBP	106.00	CBR	119.83

Bank			
CBR	2105.92	CBP	972.24

Cash			
CBR	719	CBP	240

Rent Received			
		CBR	830

Discounts Allowed			
DADB	38.9		

Discounts Received			
		DRDB	8.8

Motor Expenses			
CBP	200		

Debits		Credits	
Purchases	819	Sales	1701.34
Bank	1133.68	VAT	130.44
Cash	479	Rent Received	830
Discounts Allowed	38.9	Discounts Received	8.8
Motor Expenses	200		
Totals	2,670.58		2,670.58

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:

EduElevate			
SDB	389	389	CBR
		0	Bal c/d
	389	389	
Bal b/d	0		

FuturePath			
SDB	933.6	886.92	CDR
		46.68	DADB
		0	Bal c/d
	933.6	933.6	
Bal b/d	0		

Purchase Ledger:

LearnSphere			
SDB	375.6	375.6	CBR
Bal c/d	0		
	375.6	375.6	
	0		Bal b/d

Zenith Health			
CBP	200.64	211.2	PDB
DRDB	10.56		
Bal c/d	0		
	211.2	211.2	
	0		Bal b/d