

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 946) from a Supplier called “CreativePulse” (PL33) for £257 plus VAT
2. You receive an invoice (no 876) from a Supplier called “SecureFuture” (PL78) for £249 plus VAT (5% Prompt Payment Discount is offered)
3. You sent an invoice (no 185) to a Customer called “QuantumLeap” (SL52) for £999 **inclusive of VAT**
4. You sent an invoice (no 491) to a Customer called “UrbanNest” (SL98) for £923 plus VAT (we allow them 5% Prompt Payment Discount)
5. We pay CreativePulse £308.4 by Cheque (79)
6. We pay SecureFuture in full by Cheque (24) minus the prompt payment discount offered
7. We receive a Cheque (48) from QuantumLeap for £999
8. We receive a Cheque (23) from UrbanNest **to settle their invoice** at the lower rate as their prompt payment discount was taken in time
9. We receive £596 (**inclusive of VAT**) from cash-sales to the public, all received in CASH.
10. We receive £859 by cheque (20) for rent (**no VAT**)
11. We pay £296 plus VAT for vehicle repairs with CASH (Receipt no 60763)
12. We make last minute Purchases of goods for resale, for £288 plus VAT paid by debit card. (Receipt no 83844).
13. We send out the Prompt Payment Credit Note to UrbanNest (C.Note 73)
14. We receive the Prompt Payment Credit Note from SecureFuture (C. Note 75)

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 QuantumLeap logo features the word "QuantumLeap" in a sans-serif font at the top. Below it is a horizontal line. A vertical line descends from the center of this horizontal line, extending downwards.

Purchase Ledger:

The diagram consists of a horizontal line. Centered above this line is the text "CreativePulse". From the center of the horizontal line, a vertical line extends downwards.

SecureFuture	

Solutions:

Purchases Day Book						
Date	Supplier	Invoice No.	Folio	Gross Total	VAT	Net Amount
1.	CreativePulse	946	PL33	308.4	51.4	257
2.	SecureFuture	876	PL78	298.8	49.8	249
	TOTALS	-----	-----	607.2	101.2	506
DR / CR:		-----	-----	CR PLCA	DR VAT	DR Purchases

Sales Day Book						
Date	Customer	Invoice No.	Folio	Gross Total	VAT	Net Amount
3.	QuantumLeap	185	SL52	999	166.5	832.5
4.	UrbanNest	491	SL98	1107.6	184.6	923
	TOTALS	-----	-----	2106.6	351.1	1755.5
DR / CR:		-----	-----	DR RLCA	CR VAT	CR Sales

Discounts Received Day Book						
Date	Supplier	CN No.	Folio	Gross Total	VAT	Net Amount
14.	SecureFuture	75	PL78	14.94	2.49	12.45
	TOTALS	-----	-----	14.94	2.49	12.45
DR / CR:		-----	-----	DR PLCA	CR VAT	DR Discounts Rec.

Discounts Allowed Day Book						
Date	Customer	CN No.	Folio	Gross Total	VAT	Net Amount
13.	UrbanNest	73	SL98	55.38	9.23	46.15
	TOTALS	-----	-----	55.38	9.23	46.15
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.	QuantumLeap	SL52	48		999	999			
8.	UrbanNest	SL98	23		1052.22	1052.22			
9.	Cash Sales	CASH	CASH	596			99.33	496.67	
10.	Rent Recieved	CARD	20		859				859
	TOTALS			596	2910.22	2051.22	99.33	496.67	859
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.	CreativePulse	PL33	79		308.4	308.4			
6.	SecureFuture	SL98	24		283.86	283.86			
11.	Motor Exp.	CASH	60763	355.2			59.2	296	
12.	C. Purchase	CARD	83844		345.6		57.6		288
	TOTALS			355.2	937.86	592.26	116.8	296	288
DR / CR:	-----	-----	-----	CR	CR	DR	DR	DR	DR

Receivables (RCLA)			
SDB	2106.6	DADB	55.38
		CBR	2051.22

Payables (PLCA)			
DRDB	14.94	PDB	607.2
CBP	592.26		

Sales			
		SDB	1755.5
		CBR	496.67

Purchases			
PDB	506		
CBP	288		

VAT			
PDB	101.20	SDB	351.10
DADB	9.23	DRDB	2.49
CBP	116.80	CBR	99.33

Bank			
CBR	2910.22	CBP	937.86

Cash			
CBR	596	CBP	355.2

Rent Received			
		CBR	859

Discounts Allowed			
DADB	46.15		

Discounts Received			
		DRDB	12.45

Motor Expenses			
CBP	296		

Debits		Credits	
Purchases	794	Sales	2252.17
Bank	1972.36	VAT	225.69
Cash	240.8	Rent Received	859
Discounts Allowed	46.15	Discounts Received	12.45
Motor Expenses	296		
Totals	3,349.31		3,349.31

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:

QuantumLeap			
SDB	999	999	CBR
		0	Bal c/d
	999	999	
Bal b/d	0		

UrbanNest			
SDB	1107.6	1052.22	CDR
		55.38	DADB
		0	Bal c/d
	1107.6	1107.6	
Bal b/d	0		

Purchase Ledger:

CreativePulse			
SDB	308.4	308.4	CBR
Bal c/d	0		
	308.4	308.4	
		0	Bal b/d

SecureFuture			
CBP	283.86	298.8	PDB
DRDB	14.94		
Bal c/d	0		
	298.8	298.8	
		0	Bal b/d