

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 858) from a Supplier called “Epicurean Delight” (PL48) for £128 plus VAT
2. You receive an invoice (no 865) from a Supplier called “TechSphere” (PL97) for £284 plus VAT (5% Prompt Payment Discount is offered)
3. You sent an invoice (no 952) to a Customer called “Vitality Vibes” (SL36) for £851 **inclusive of VAT**
4. You sent an invoice (no 448) to a Customer called “Zenith Health” (SL05) for £810 plus VAT (we allow them 5% Prompt Payment Discount)
5. We pay Epicurean Delight £153.6 by Cheque (41)
6. We pay TechSphere in full by Cheque (73) minus the prompt payment discount offered
7. We receive a Cheque (09) from Vitality Vibes for £851
8. We receive a Cheque (03) from Zenith Health **to settle their invoice** at the lower rate as their prompt payment discount was taken in time
9. We receive £872 (**inclusive of VAT**) from cash-sales to the public, all received in CASH.
10. We receive £717 by cheque (18) for rent (**no VAT**)
11. We pay £306 plus VAT for vehicle repairs with CASH (Receipt no 80208)
12. We make last minute Purchases of goods for resale, for £316 plus VAT paid by debit card. (Receipt no 40995).
13. We send out the Prompt Payment Credit Note to Zenith Health (C.Note 33)
14. We receive the Prompt Payment Credit Note from TechSphere (C. Note 88)

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:

Vitality Vibes

Zenith Health

Purchase Ledger:

Epicurean Delight

TechSphere

Solutions:

Purchases Day Book						
Date	Supplier	Invoice No.	Folio	Gross Total	VAT	Net Amount
1.	Epicurean Delight	858	PL48	153.6	25.6	128
2.	TechSphere	865	PL97	340.8	56.8	284
	TOTALS	-----	-----	494.4	82.4	412
DR / CR:		-----	-----	CR PLCA	DR VAT	DR Purchases

Sales Day Book						
Date	Customer	Invoice No.	Folio	Gross Total	VAT	Net Amount
3.	Vitality Vibes	952	SL36	851	141.83	709.17
4.	Zenith Health	448	SL05	972	162	810
	TOTALS	-----	-----	1823	303.83	1519.17
DR / CR:		-----	-----	DR RLCA	CR VAT	CR Sales

Discounts Received Day Book						
Date	Supplier	CN No.	Folio	Gross Total	VAT	Net Amount
14.	TechSphere	88	PL97	17.04	2.84	14.2
	TOTALS	-----	-----	17.04	2.84	14.2
DR / CR:		-----	-----	DR PLCA	CR VAT	DR Discounts Rec.

Discounts Allowed Day Book						
Date	Customer	CN No.	Folio	Gross Total	VAT	Net Amount
13.	Zenith Health	33	SL05	48.6	8.1	40.5
	TOTALS	-----	-----	48.6	8.1	40.5
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.	Vitality Vibes	SL36	09		851	851			
8.	Zenith Health	SL05	03		923.4	923.4			
9.	Cash Sales	CASH	CASH	872			145.33	726.67	
10.	Rent Recieved	CARD	18		717				717
	TOTALS			872	2491.4	1774.4	145.33	726.67	717
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.	Epicurean Delight	PL48	41		153.6	153.6			
6.	TechSphere	SL05	73		323.76	323.76			
11.	Motor Exp.	CASH	80208	367.2			61.2	306	
12.	C. Purchase	CARD	40995		379.2		63.2		316
	TOTALS			367.2	856.56	477.36	124.4	306	316
DR / CR:	-----	-----	-----	CR	CR	DR	DR	DR	DR

Receivables (RCLA)			
SDB	1823	DADB	48.6
		CBR	1774.4

Payables (PLCA)			
DRDB	17.04	PDB	494.4
CBP	477.36		

Sales			
		SDB	1519.17
		CBR	726.67

Purchases			
PDB	412		
CBP	316		

VAT			
PDB	82.4	SDB	303.83
DADB	8.1	DRDB	2.84
CBP	124.4	CBR	145.33

Bank			
CBR	2491.4	CBP	856.56

Cash			
CBR	872	CBP	367.2

Rent Received			
		CBR	717

Discounts Allowed			
DADB	40.5		

Discounts Received			
		DRDB	14.2

Motor Expenses			
CBP	306		

Debits		Credits	
Purchases	728	Sales	2245.84
Bank	1634.84	VAT	237.1
Cash	504.8	Rent Received	717
Discounts Allowed	40.5	Discounts Received	14.2
Motor Expenses	306		
Totals	3,214.14		3,214.14

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:

Vitality Vibes			
SDB	851	851	CBR
		0	Bal c/d
	851	851	
Bal b/d	0		

Zenith Health			
SDB	972	923.4	CDR
		48.6	DADB
		0	Bal c/d
	972	972	
Bal b/d	0		

Purchase Ledger:

Epicurean Delight			
SDB	153.6	153.6	CBR
Bal c/d	0		
	153.6	153.6	
	0		Bal b/d

TechSphere			
CBP	323.76	340.8	PDB
DRDB	17.04		
Bal c/d	0		
	340.8	340.8	
	0		Bal b/d