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 975) from a Supplier called "UrbanNest" (PL84) for £309 plus VAT
2. You receive an invoice (no 375) from a Supplier called "SecureFuture" (PL04) for £323 plus VAT (5% Prompt Payment Discount is offered)
3. You sent an invoice (no 989) to a Customer called "TechSphere" (SL28) for £688 **inclusive of VAT**
4. You sent an invoice (no 810) to a Customer called "BrightMinds Academy" (SL59) for £787 plus VAT (we allow them 5% Prompt Payment Discount)
5. We pay UrbanNest £370.8 by Cheque (90)
6. We pay SecureFuture in full by Cheque (04) minus the prompt payment discount offered
7. We receive a Cheque (11) from TechSphere for £688
8. We receive a Cheque (85) from BrightMinds Academy **to settle their invoice** at the lower rate as their prompt payment discount was taken in time
9. We receive £966 (**inclusive of VAT**) from cash-sales to the public, all received in CASH.
10. We receive £518 by cheque (09) for rent (**no VAT**)
11. We pay £286 plus VAT for vehicle repairs with CASH (Receipt no 46063)
12. We make last minute Purchases of goods for resale, for £209 plus VAT paid by debit card. (Receipt no 88037).
13. We send out the Prompt Payment Credit Note to BrightMinds Academy (C.Note 06)
14. We receive the Prompt Payment Credit Note from SecureFuture (C. Note 28)

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)