

## 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 894) from a Supplier called “AdventureAwaits” (PL85) for £204 plus VAT
2. You receive an invoice (no 407) from a Supplier called “UrbanNest” (PL13) for £145 plus VAT (5% Prompt Payment Discount is offered)
3. You sent an invoice (no 143) to a Customer called “PrimeNest Realty” (SL14) for £862 **inclusive of VAT**
4. You sent an invoice (no 566) to a Customer called “LuxuryLiving Realty” (SL93) for £912 plus VAT (we allow them 5% Prompt Payment Discount)
5. We pay AdventureAwaits £244.8 by Cheque (74)
6. We pay UrbanNest in full by Cheque (94) minus the prompt payment discount offered
7. We receive a Cheque (06) from PrimeNest Realty for £862
8. We receive a Cheque (64) from LuxuryLiving Realty **to settle their invoice** at the lower rate as their prompt payment discount was taken in time
9. We receive £463 (**inclusive of VAT**) from cash-sales to the public, all received in CASH.
10. We receive £456 by cheque (85) for rent (**no VAT**)
11. We pay £333 plus VAT for vehicle repairs with CASH (Receipt no 48351)
12. We make last minute Purchases of goods for resale, for £135 plus VAT paid by debit card. (Receipt no 48608).
13. We send out the Prompt Payment Credit Note to LuxuryLiving Realty (C.Note 77)
14. We receive the Prompt Payment Credit Note from UrbanNest (C. Note 86)

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 diagram consists of two identical, vertically stacked rectangular frames. The top frame is labeled "PrimeNest Realty" and the bottom frame is labeled "LuxuryLiving Realty". Each frame contains a large, empty rectangular area, suggesting a placeholder for an image or content.

### Purchase Ledger:

AdventureAwaits

UrbanNest

Solutions:

Purchases Day Book						
Date	Supplier	Invoice No.	Folio	Gross Total	VAT	Net Amount
1.	AdventureAwaits	894	PL85	244.8	40.8	204
2.	UrbanNest	407	PL13	174	29	145
	TOTALS	-----	-----	418.8	69.8	349
DR / CR:		-----	-----	CR PLCA	DR VAT	DR Purchases

Sales Day Book						
Date	Customer	Invoice No.	Folio	Gross Total	VAT	Net Amount
3.	PrimeNest Realty	143	SL14	862	143.67	718.33
4.	LuxuryLiving Realty	566	SL93	1094.4	182.4	912
	TOTALS	-----	-----	1956.4	326.07	1630.33
DR / CR:		-----	-----	DR RLCA	CR VAT	CR Sales

Discounts Received Day Book						
Date	Supplier	CN No.	Folio	Gross Total	VAT	Net Amount
14.	UrbanNest	86	PL13	8.7	1.45	7.25
	TOTALS	-----	-----	8.7	1.45	7.25
DR / CR:		-----	-----	DR PLCA	CR VAT	DR Discounts Rec.

Discounts Allowed Day Book						
Date	Customer	CN No.	Folio	Gross Total	VAT	Net Amount
13.	LuxuryLiving Realty	77	SL93	54.72	9.12	45.6
	TOTALS	-----	-----	54.72	9.12	45.6
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.	PrimeNest Realty	SL14	06		862	862			
8.	LuxuryLiving Realty	SL93	64		1039.68	1039.68			
9.	Cash Sales	CASH	CASH	463			77.17	385.83	
10.	Rent Recieved	CARD	85		456				456
	TOTALS			463	2357.68	1901.68	77.17	385.83	456
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.	AdventureAwaits	PL85	74		244.8	244.8			
6.	UrbanNest	SL93	94		165.3	165.3			
11.	Motor Exp.	CASH	48351	399.6			66.6	333	
12.	C. Purchase	CARD	48608		162		27		135
	TOTALS			399.6	572.1	410.1	93.6	333	135
DR / CR:	-----	-----	-----	CR	CR	DR	DR	DR	DR

Receivables (RCLA)			
SDB	1956.4	DADB	54.72
		CBR	1901.68

Payables (PLCA)			
DRDB	8.7	PDB	418.8
CBP	410.1		

Sales		
	SDB	1630.33
	CBR	385.83

Purchases			
PDB	349		
CBP	135		

VAT			
PDB	69.80	SDB	326.07
DADB	9.12	DRDB	1.45
CBP	93.60	CBR	77.17

Bank			
CBR	2357.68	CBP	572.1

Cash			
CBR	463	CBP	399.6

Rent Received			
		CBR	456

Discounts Allowed			
DADB	45.6		

Discounts Received			
		DRDB	7.25

Motor Expenses			
CBP	333		

Debits		Credits	
Purchases	484	Sales	2016.16
Bank	1785.58	VAT	232.17
Cash	63.4	Rent Received	456
Discounts Allowed	45.6	Discounts Received	7.25
Motor Expenses	333		
Totals	2,711.58		2,711.58



# 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:

PrimeNest Realty			
SDB	862	862	CBR
		0	Bal c/d
	862	862	
Bal b/d	0		

LuxuryLiving Realty			
SDB	1094.4	1039.68	CDR
		54.72	DADB
		0	Bal c/d
	1094.4	1094.4	
Bal b/d	0		

## Purchase Ledger:

AdventureAwaits			
SDB	244.8	244.8	CBR
Bal c/d	0		
	244.8	244.8	
		0	Bal b/d

UrbanNest			
CBP	165.3	174	PDB
DRDB	8.7		
Bal c/d	0		
	174	174	
		0	Bal b/d