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 170) from a Supplier called "FortuneFlow" (PL52) for £301 plus VAT
2. You receive an invoice (no 550) from a Supplier called "ChicNest" (PL35) for £216 plus VAT (5% Prompt Payment Discount is offered)
3. You sent an invoice (no 914) to a Customer called "PrimeInvest" (SL34) for £817 **inclusive of VAT**
4. You sent an invoice (no 012) to a Customer called "QuantumLeap" (SL67) for £843 plus VAT (we allow them 5% Prompt Payment Discount)
5. We pay FortuneFlow £361.2 by Cheque (56)
6. We pay ChicNest in full by Cheque (60) minus the prompt payment discount offered
7. We receive a Cheque (32) from PrimeInvest for £817
8. We receive a Cheque (29) from QuantumLeap **to settle their invoice** at the lower rate as their prompt payment discount was taken in time
9. We receive £786 (**inclusive of VAT**) from cash-sales to the public, all received in CASH.
10. We receive £925 by cheque (08) for rent (**no VAT**)
11. We pay £281 plus VAT for vehicle repairs with CASH (Receipt no 86651)
12. We make last minute Purchases of goods for resale, for £167 plus VAT paid by debit card. (Receipt no 40041).
13. We send out the Prompt Payment Credit Note to QuantumLeap (C.Note 30)
14. We receive the Prompt Payment Credit Note from ChicNest (C. Note 27)

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:	-----	-----	-----						

Receivables (RLCA)		Payables (PLCA)		Sales	

Purchases		VAT		Bank	

Cash		Rent Received		Disount Allowed	

Debits		Credits	

Disount Received		Motor Expenses	

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:

PrimeInvest

QuantumLeap

Purchase Ledger:

FortuneFlow

ChicNest

Solutions:

Purchases Day Book

Date	Supplier	Invoice No.	Folio	Gross Total	VAT	Net Amount
1.	FortuneFlow	170	PL52	361.2	60.2	301
2.	ChicNest	550	PL35	259.2	43.2	216
	TOTALS	-----	-----	620.4	103.4	517
DR / CR:		-----	-----	CR PLCA	DR VAT	DR Purchases

Sales Day Book

Date	Customer	Invoice No.	Folio	Gross Total	VAT	Net Amount
3.	PrimeInvest	914	SL34	817	136.17	680.83
4.	QuantumLeap	012	SL67	1011.6	168.6	843
	TOTALS	-----	-----	1828.6	304.77	1523.83
DR / CR:		-----	-----	DR RLCA	CR VAT	CR Sales

Discounts Received Day Book

Date	Supplier	CN No.	Folio	Gross Total	VAT	Net Amount
14.	ChicNest	27	PL35	12.96	2.16	10.8
	TOTALS	-----	-----	12.96	2.16	10.8
DR / CR:		-----	-----	DR PLCA	CR VAT	DR Discounts Rec.

Discounts Allowed Day Book

Date	Customer	CN No.	Folio	Gross Total	VAT	Net Amount
13.	QuantumLeap	30	SL67	50.58	8.43	42.15
	TOTALS	-----	-----	50.58	8.43	42.15
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.	PrimeInvest	SL34	32		817	817			
8.	QuantumLeap	SL67	29		961.02	961.02			
9.	Cash Sales	CASH	CASH	786			131	655	
10.	Rent Recieved	CARD	08		925				925
	TOTALS			786	2703.02	1778.02	131	655	925
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.	FortuneFlow	PL52	56		361.2	361.2			
6.	ChicNest	SL67	60		246.24	246.24			
11.	Motor Exp.	CASH	86651	337.2			56.2	281	
12.	C. Purchase	CARD	40041		200.4		33.4		167
	TOTALS			337.2	807.84	607.44	89.6	281	167
DR / CR:	-----	-----	-----	CR	CR	DR	DR	DR	DR

Receievables (RCLA)

SDB	1828.6	DADB	50.58
		CBR	1778.02

Payables (PLCA)

DRDB	12.96	PDB	620.4
CBP	607.44		

Sales

		SDB	1523.83
		CBR	655

Purchases

PDB	517	
CBP	167	

VAT

PDB	103.40	SDB	304.77
DADB	8.43	DRDB	2.16
CBP	89.60	CBR	131.00

Bank

CBR	2703.02	CBP	807.84

Cash

CBR	786	CBP	337.2

Rent Received

		CBR	925

Discounts Allowed

DADB	42.15	

Discounts Received

		DRDB	10.8

Motor Expenses

CBP	281	

Debits		Credits	
Purchases	684	Sales	2178.83
Bank	1895.18	VAT	236.5
Cash	448.8	Rent Receieved	925
Discounts Allowed	42.15	Discounts Receieved	10.8
Motor Expenses	281		
Totals	3,351.13		3,351.13

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:

PrimeInvest

SDB	817	817	CBR
		0	Bal c/d
	817	817	
Bal b/d	0		

QuantumLeap

SDB	1011.6	961.02	CDR
		50.58	DADB
		0	Bal c/d
	1011.6	1011.6	
Bal b/d	0		

Purchase Ledger:

FortuneFlow

SDB	361.2	361.2	CBR
Bal c/d	0		
	361.2	361.2	
		0	Bal b/d

ChicNest

CBP	246.24	259.2	PDB
DRDB	12.96		
Bal c/d	0		
	259.2	259.2	
		0	Bal b/d