## Chapter 4

## Recording Sales and Sales Returns

## 4.1

What is an integrated ledger?

## 4.2

Give an example of each of the following
a) Prime document
b) Book of Prime Entry
c) A Ledger

## 4.3

You work for BBJ Sports, supplying sports goods to the retail trade. The following credit sales were made during May 2009. Enter the sales in the Sales day Book. (VAT is charged at $17.5 \%$ ). Total the Sales Day Book for the week.

| May 1 $1^{\text {st }}$ | 10 pairs dumbbells to L Walsh |
| :--- | :--- |
| May 4 |  |
| May 8 $8^{\text {th }}$ | 5 tennis rackets to C Cole |
| May 15 punch bags to S Cowell |  |
| May 18 | 24 footballs to D O'Leary |
| May 22 | 1 set golf clubs to D Minogue |
| May 25 | 24 snooker cues to L Walsh |
| May 29 | th |
| cricket balls to D O'Leary |  |
| 12 basketballs to L Walsh |  |

$\begin{array}{ll}£ 10 \text { each plus VAT } & \text { Invoice } 36597 \\ £ 80 \text { each plus VAT } & \text { Invoice } 36598 \\ £ 25 \text { each plus VAT } & \text { Invoice } 36599 \\ £ 7.50 \text { each plus VAT } & \text { Invoice } 36600 \\ £ 250 \text { set plus VAT } & \text { Invoice } 36601 \\ £ 4 \text { each plus VAT } & \text { Invoice } 36602 \\ £ 2 \text { each plus VAT } & \text { Invoice } 36603 \\ £ 5 \text { each plus VAT } & \text { Invoice } 36604\end{array}$

C Cole account is SL 08 D Minogue account is SL 58
S Cowell account is SL 12
O'Leary account is SL 72
L Walsh account is SL 97


## 4.4

Using the answers for task 4.3, post the Sales Day Book to the Main Ledger accounts and the individual customer accounts. The accounts are shown on p18-p20.

## 4.5

The following Credit Notes were issued in the same month. Enter these in the Sales Returns Day Book.

2009
$\begin{array}{lll}11^{\text {th }} \text { May } & \text { S Cowell returned } 1 \text { punch bag as it was faulty } & \text { CN75 } \\ 18^{\text {th }} \text { May } & \text { D O'Leary returned } 2 \text { footballs as they were faulty } & \text { CN76 }\end{array}$

