



**osborne
BOOKS**

Lifeline for Learning

PHOTOCOPIABLE

FINANCIAL DOCUMENTS

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PURCHASE ORDER

from

to

purchase order no

date

product code	quantity	description

AUTHORISED

signature.....**date**.....

DELIVERY NOTE

from

to

delivery note no

delivery method

order reference

date

product code	quantity	description

RECEIVED

signature.....**name (capitals)**.....

date.....

GOODS RECEIVED NOTE

organisation

--

supplier

--

GRN no

date

quantity	description	order number

carrier	consignment number
---------	--------------------

received by	checked by
-------------	------------

<p>condition of goods (please tick and comment where needed)</p> <p>good condition</p> <p>damaged</p> <p>shortages</p>	<p>copies to</p> <p>Buyer</p> <p>Accounts</p> <p>Stockroom</p>
---	---

INVOICE

from

to

invoice no
account
your reference
date/tax point

product code	description	quantity	unit price	unit	total	discount	net

terms

GOODS TOTAL	
VAT	
TOTAL	

CREDIT NOTE

from

to

credit note no

account

your reference

our invoice

date/tax point

product code	description	quantity	unit price	unit	total	discount	net

reasons for credit

GOODS TOTAL

VAT

TOTAL

STATEMENT OF ACCOUNT

from

to

account

date

date	details	debit	credit	balance

AMOUNT NOW DUE

REMITTANCE ADVICE

to

from

account no

date

date	your reference	our reference	payment amount

CHEQUE TOTAL

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Bank:

Date

Branch:

Pay

A/c payee only

Petty Cash Book

PCB.....

Receipts	Date	Details	Voucher number	Total payment	Analysis columns				
					VAT				
£				£	£	£	£	£	£

PETTY CASH VOUCHER	No _____				
Date _____	£ p				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 40px;"></td> <td style="width: 50%; height: 40px;"></td> </tr> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>				
Signature _____ Authorised _____					

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Date _____	£ p				
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Signature _____ Authorised _____					

DOUBLE-ENTRY ACCOUNTS

Dr

Cr

Date	Details	Amount	Date	Details	Amount
		£			£

Dr

Cr

Date	Details	Amount	Date	Details	Amount
		£			£

Dr

Cr

Date	Details	Amount	Date	Details	Amount
		£			£

JOURNAL

Date	Details	Folio	Dr	Cr

Date	Details	Folio	Dr	Cr

Date	Details	Folio	Dr	Cr

