

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
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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>
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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

Total	
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Remittance Advice

to

from

account no

date

date	your reference	our reference	payment amount

TOTAL

PAYMENT DETAILS

Cash Book								Dr	Cr
Date	Details	Account code	Cash £	Bank £	Date	Details	Account code	Cash £	Bank £

Dr (Receipts)										
Date	Details	Account code	Cash	Bank	VAT	Cash sales	Trade receivables	Other income		
			£	£	£	£	£	£		

Cr (Payments)										
Date	Details	Account code	Cash	Bank	VAT	Cash purchases	Trade payables	Other expenses		
			£	£	£	£	£	£		

Petty Cash Book

PCB.....

Date	Details	Amount £	Date	Details	Amount £	VAT £	£	£	£	£

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	Reference	Dr £	Cr £

Date	Details	Reference	Dr £	Cr £

Date	Details	Reference	Dr £	Cr £

Discounts Allowed Day Book

Date	Details	Invoice number	Account code	Total £	VAT £	Net £

Purchases Day Book						
Date	Details	Invoice number	Account code	Total £	VAT £	Net £

Purchases Returns Day Book						
Date	Details	Credit note number	Account code	Total £	VAT £	Net £

Discounts Received Day Book

Date	Details	Credit note number	Account code	Total £	VAT £	Net £

Bank reconciliation statement as at	
Balance as per bank statement	£
Add	
Name:	£
Name:	£
Name:	£
Name:	£
Total to add	£
Less	
Name:	£
Name:	£
Name:	£
Name:	£
Total to subtract	£
Balance as per cash book	£

