Sales Day Book

All Business Transactions

Credit Sales
Enter in Sales Day Book

Credit Purchases
Enter in Purchases Day Book

Sales Returns In
Enter in Sales Returns (In) Day Book

Purchases Returns Out
Enter in Purchases Returns (Out) Day Book

Cash/Bank Receipts/Payments
Enter in Cash Book

Small Cash Receipts/Payments
Enter in Petty Cash Book

Other Transactions
Enter in General Journal

Enter Transactions into three Ledgers

1 Sales Ledger

2 General Ledger

3 Purchases Ledger

1) Sales Ledger: To record the trade receivables (debtors) in personal named accounts only.

2) Purchases Ledger: To record the trade payables (creditors) personal account only.

3) General Ledger: To record everything all other non-personal accounts.
Sales Day Book → A book of original entry used by the book-keeper to enter all debtors (trader receivables) of stock (Inventory). Once a credit customer has been sent an invoice the sale is considered legal and the book-keeper will enter the debtor and amount owed into the Sales Day Book.

### Invoice #001

**Seller:** GLT Fruits Ltd,  
7 Limes Industrial Estate,  
Alfreton,  
DE55 7JW.  
Telephone: 01773832834  
Fax: 01773832836

**Buyer:** Villa Market Ltd,  
Aston Industrial Park,  
Birmingham,  
BM6 7CB

10 June 2XX5

<table>
<thead>
<tr>
<th>Quantity &amp; Description</th>
<th>Price per Unit</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 Boxes of Cherries</td>
<td>$40</td>
<td>840</td>
</tr>
<tr>
<td>5 Boxes of Apples</td>
<td>$8</td>
<td>40</td>
</tr>
<tr>
<td>6 Boxes of Tomatoes</td>
<td>$20</td>
<td>240</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1120</strong></td>
<td></td>
</tr>
</tbody>
</table>

Less **Trade Discount** for Bulk Buying 10% = 112

**Final amount due for payment** = 1008

**Terms:**

1- Payment due within 90 days
2- Cash discount 5% if invoice is paid before 17 June X5

**Signed:** E Z Street (Sales Manager)

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**Trade discount →** A discount given to the customer for bulk buying (buying in large quantities) or to encourage the customer to buy again from the company.

### Sales Day Book

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 June 2XX3</td>
<td>Villa Market Ltd</td>
<td><strong>1008</strong></td>
</tr>
<tr>
<td>27 June 2XX3</td>
<td>D Poole</td>
<td>1192</td>
</tr>
<tr>
<td></td>
<td>Total Sales (Debtors) transferred to Sales Account for the month</td>
<td><strong>2200</strong></td>
</tr>
</tbody>
</table>

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www.igcseaccounts.com
Sales Ledger

<table>
<thead>
<tr>
<th>Dr</th>
<th>$</th>
<th>Villa Market a/c</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.6.X5 Sales</td>
<td>1008</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

:Dr $ D Poole a/c Cr

| 27.6.X5 Sales     | 1192    |                  |      |

General Ledger

:Dr $ Sales a/c $ Cr

| 30.6.X5 Total Sales for the month of June | 2200 |

Transferring the Total Sales from the Sales Day Book to the Sales ‘T’ or ledger account saves the senior accountant having to enter all the credit entries into the Sales account.