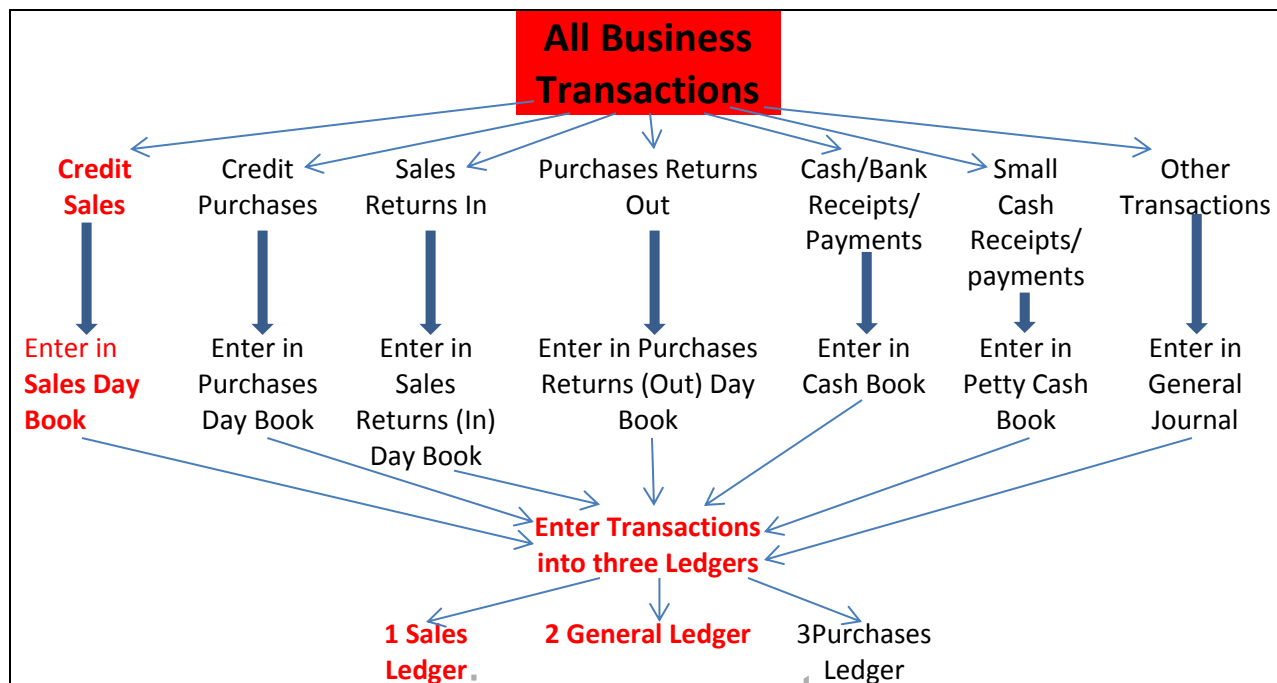


Sales Day Book



- 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.

Seller: GLT Fruits Ltd, 7 Limes Industrial Estate, Alfreton, DE55 7JW. Telephone: 01773832834 Fax: 01773832836		
Invoice #001		
Buyer: Villa Market Ltd, Aston Industrial Park, Birmingham, BM6 7CB		10 June 2XX5
Quantity & Description	Price per Unit	\$
21 Boxes of Cherries	\$40	840
5 Boxes of Apples	\$8	40
6 Boxes of Tomatoes	\$20	240
	Total	1120
	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)

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

Date	Description	Amount \$
10 June 2XX3	Villa Market Ltd	1008
27 June 2XX3	D Poole	1192
	Total Sales (Debtors) transferred to Sales Account for the month	<u><u>2200</u></u>

Sales Ledger

Dr	\$	Villa Market a/c	Cr
10.6.X5 Sales	1008		

: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.