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Topic 3

Source documents

Question 1

1.	**Cash register roll**
	Purpose: Proof that goods were sold and paid.
	Journal: Cash receipts journal
2.	**Bank deposit slip**
	Purpose: Proof that money was deposited in the bank account of the business.
	Journal: Cash receipts journal
3.	**Bank statement**
	Purpose: Proof of a transaction between the business and the bank.
	Journal: Cash receipts journal for money deposited in the bank. Cash payments journal for money paid out of the bank account.
4.	**Receipt**
	Purpose: Proof that money was received.
	Cash receipts journal
5.	**Invoice received**
	Purpose: Proof that goods were purchased on credit.
	Creditors journal
6.	**Debit note issued**
	Purpose: Debit note is sent with the goods to the supplier when goods are returned.
	Journal: Is only recorded after the creditor issued a credit note om indicate that the supplier is prepared to receive the goods back.
7.	**Credit note received**
	Purpose: The supplier issues a credit note to indicate the account of the business decreas3es with the amount on the credit note.
	Journal: Creditors allowances journal.
8.	**Invoice issued**
	Purpose: Proof that goods were sold on credit.
	Journal: Debtors journal
9.	**Credit note issued**
	Purpose: Issued when a debtor returns goods.
	Journal: Debtors allowances journal.

Question 2

No	**Source document**	**Subsidiary journal**
1	Duplicate receipt	CRJ/Cash receipts journal
2	Cash register tape or duplicate cash invoice	CRJ/Cash receipts journal
3	Electronic transfer to creditor	CPJ/Cash payments journal
4	Petty cash voucher	PCJ/ Petty cash journal
5	Duplicate invoice issued	DJ/Debtors journal
6	Original invoice received	CJ/Creditors journal
7	Original credit note received	CAJ/Creditors allowances journal
8	Duplicate credit note issued	DAJ/Debtors allowances journal

Question 3

Column 1		Column 2		Answer
1.	Bank statement	A.	Goods purchased on credit.	F
2.	Receipt	B.	Goods returned to supplier.	H
3.	Cash register roll	C.	Payment of small amounts	E
4.	Credit invoice issued	D.	Goods returned by a debtor.	G
5.	Credit invoice received	E.	Cash sales	A
6.	Credit note issued	F.	Statement of deposits and withdrawals	D
7	Credit note received	G.	Credit sales.	B
8	Petty cash voucher	H.	Proof of payment of your account.	C

Question 4

Column 1		Column 2		Answer
1.	Bank statement	A.	Debtors allowances journal.	F
2.	Receipt	B.	Debtors journal.	E
3.	Credit note issued	C.	Creditors allowances journal.	A
4.	Credit invoice issued	D.	Petty cash journal.	B
5.	Credit invoice received	E.	Cash receipts journal.	G
6.	Credit note received	F.	Cash payments journal.	C
7	Petty cash voucher	G.	Creditors journal	D

Question 5

Column 1		Column 2		Answer
1.	Bank statement	A.	Proof that a debtor's account will be reduced.	D
2.	Receipt issued	B.	Proof that goods were purchased on credit.	F
3.	Credit note issued	C.	Proof that a creditor's account will be reduced.	A
4.	Credit invoice issued	D.	Proof that a creditor was paid.	G
5.	Credit invoice received	E.	Proof that a small amount was paid.	B
6.	Credit note received	F.	Proof that a debtor paid his account.	C
7	Petty cash voucher	G.	Proof that goods were sold on credit.	E

Question 6

Column 1		Column 2		Answer
1.	EFT	A.	Proof that a small amount was paid.	D
2.	Receipt issued	B.	Proof that goods were purchased on credit.	E
3.	Petty cash voucher	C.	Proof that services were rendered for cash.	A
4.	Credit invoice issued	D.	Proof that a creditor was paid.	F
5.	Credit invoice received	E.	Proof that a debtor paid his account.	B
6.	Cash register roll	F.	Proof that goods were sold on credit.	C