

## Basic Bookkeeping & VAT



PLAY PICMONIC

### 7 Source Documents

#### 8 Source Documents

Original Record of a Transaction

#### Tax Invoices & Credit Notes

Full Tax Inv. required when exceeding 5000.00 Arbridged Inv more than 50 less than 5000.00

#### Cash Receipt

Cash received when VAT is charged

#### Deposit Slip

Deposit Cash & Cheques into bank account

#### Cheque & Counterfoil

Retrain counterfoil of cheque

#### EFT Confirmation Slip

NOT Valid Document for VAT purposes - Have Tax Inv when paying

#### Petty Cash Voucher

Internal cash payments

#### Journal Voucher

Internal Transaction in General Ledger

#### TCCDCEPinJ

The Classy Cat Dipped Cheesy Egg Pastries in Jelly