

Source/business documents

The documents that are used when products are bought and sold

The different types of business documents are:

- Purchase order
- Delivery note
- Invoice (source document)
- Credit note (source document)
- Statement of account

Purchase order

This is prepared by the buyer and is sent to the seller, details on it include: reference number of purchase order, name and address of buyers, name and address of seller, description of goods.

Delivery note

This is a note sent along with the delivery, this is done to confirm that the goods have been delivered and that they are the correct things that have been ordered.

Invoice

This is the most important document; it is prepared by the seller and sent to the buyer. It is used as proof of purchase. It records: the invoice number, name and address, details of discount, dates. Invoices can be typed, handwritten or printed.

Credit note

If a customer wishes to return an item or requires a reduction in the price, a credit note is made. These records the amount of allowance made to the buyer.

Statement of Account

At the end of each month, the seller will issue a statement of account document , this is used to give a summary of all the transactions that have been made that month. The details on this document are: The name and address of the seller and buyer, the date and the details of the transactions. Most statements of accounts have three columns just like a bank statement.

Other source Documents

Cash receipts

Banking documents

Paying in slip counterfoils

Cheque counterfoils

Bank statements

