

**LEVEL 1 AWARD IN BOOKKEEPING SKILLS
(MANUAL)**

**UNIT M1: PREPARING AND PROCESSING
BOOKKEEPING DOCUMENTS**

SAMPLE ASSESSMENT

WORKED SOLUTION

INVOICE

**Beads Galore
Turnpike Lane
CROYDON
CR10 9XZ**

VAT Registration No 161 3672 75

Telephone 020 877219

Customer

Tiara Crafts
Croxted Farm
Groombridge
TN29 9YC

Invoice No: 882

Date: 15 January 2011

Customer Order No: 149/11

Qty	Product Code	Description	Unit Price £	Total £
18	A3055	Gold plated lobster-claw clasps	2.34	42.12
9	B0144	Mixed pearl beads - pink tones	3.60	32.40
5	B0144	Mixed pearl beads - grey tones	3.60	18.00
Terms of trading		Sub-total		92.52
Net 30 days		VAT @ 20%		18.50
		Invoice total		111.02

INVOICE

**Beads Galore
Turnpike Lane
CROYDON
CR10 9XZ**

VAT Registration No 161 3672 75

Telephone 020 877219

Customer
Bethany & Babs
Bull Lane
Bishopstoke
Eastleigh
SO70 9XZ

Invoice No: 883

Date: 15 January 2011

Customer Order No: 67812

Qty	Product Code	Description	Unit Price £	Total £
20	B1363	Matt round seed beads - black	2.14	42.80
18	B1365	Gloss round seed beads - white	2.26	40.68
8	B1364	Silver lined seed beads - clear	2.48	19.84
Terms of trading		Sub-total		103.32
Net 30 days		VAT @ 20%		20.66
		Invoice total		123.98

CREDIT NOTE

**Beads Galore
Turnpike Lane
CROYDON
CR10 9XZ**

VAT Registration No 161 3672 75

Telephone 020 877219

Customer

Honeycomb Crafts
Lawers Drive
Broughty Ferry
Dundee
DD5 9RP

Credit Note No: 54

Date: 15 January 2011

Customer Order No: B56

Qty	Product Code	Description	Unit Price £	Total £
10	A2192	Silver plated spring clasps	1.30	13.00
1	B0035	6 x 4mm Oval glass beads - White	3.30	3.30
Reason for return:			Sub-total	16.30
Sterling silver ordered Pack split			VAT @ 20%	3.26
			Credit Note total	19.56

CREDIT NOTE

**Beads Galore
Turnpike Lane
CROYDON
CR10 9XZ**

VAT Registration No 161 3672 75

Telephone 020 877219

Customer
The Craft Box
22 Friarage Street
Tarleton
Preston
PR13 7PU

Credit Note No: 55

Date: 15 January 2011

Customer Order No: 567/23

Qty	Product Code	Description	Unit Price £	Total £
1	D0598	Blue & white porcelain 12mm round beads	3.16	3.16
Reason for return:		Sub-total		3.16
Strand broken		VAT @ 20%		0.63
		Credit Note total		3.79

Supplier	Purchase Order Number	Invoice Number	Reason invoice cannot be processed
Ceramic Creations	BG554	B52290	Incorrect total for LS7 Navy & white porcelain 10mm round beads

Supplier	Purchase Order Number	Credit Note Number	Reason credit note cannot be processed
International Bead Co	BG551	2044	Trade discount added