



Economics and Management Sciences: EMSC4

LESSON 17

Unit Standard 13999

TOPIC: EXPLAIN AND DEMONSTRATE AN UNDERSTANDING OF SOURCE DOCUMENTS

NB: At the end of this lesson you must be able to:

1. Explain and demonstrate an understanding of source documents
2. Different source documents are identified
3. The understanding to complete source documents is demonstrated
4. The relevance of source documents is analysed

1. SOURCE DOCUMENTS EXPLAINED

Source documents-are proof that a transaction has taken place and various books of first entry can be drawn from them. Examples include petty cash vouchers, invoices, receipts etc.

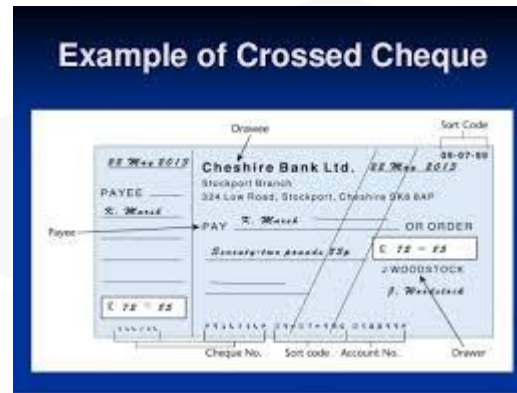
Ca\$h Book?

- ✦ **Cash book as a book of original entry?**
 - Information from source documents are recorded directly into the ca\$h book
- ✦ **What are the source documents?**
 - Receipts
 - Cash till slips
 - Payment vouchers
 - Counterfoils of cheques



2. DIFFERENT TYPES OF SOURCE DOCUMENTS IDENTIFIED (receipt, cheque counterfoil cash register roll, petty cash voucher, Invoice)

SOURCE DOCUMENTS		
PROOF of CASH Transactions for the Accountant		
SOURCE	RECEIVE CASH	PAY CASH
1 DEPOSIT SLIP	DUPLICATE	DUPLICATE
2 RECEIPT	DUPLICATE	ORIGINAL
3 TILL SLIP (CRR)	DUPLICATE	ORIGINAL
4 CHEQUE BOOK		CHEQUE COUNTERFOIL
5 PETTY CASH		PETTY CASH VOUCHER



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Petty Cash Voucher No. _____

DATE _____

PAID TO _____

FOR _____ ACCOUNT _____

FOR _____ ACCOUNT _____

REMARKS BY _____ PAID BY _____

INVOICE

attention: ready response company, 113 Avenue Street, New York, NY 10011

Branding elements	
logo design	\$ 2,000
envelope layout	\$ 500
business card	\$ 1,500
notepad	\$ 300
letterhead	\$ 300
	\$ 4,600

Katrin Simon!





3. THE UNDERSTANDING TO COMPLETE THE SOURCE DOCUMENTS

- Receipts-the journal is written up from the duplicate receipt as the original is given to the customer. Each receipt is numbered and the numbers are written in order.
- Cash sale slip (cash register roll)-at the end of each day the total of all cash sales for the day is calculated and shown in the cash receipts journal
- Bank statement-the journal is written from the original statement received from the bank.



- Cheque counterfoil-this are the duplicates of cheques left in the cheque book and should contain the following information: date, reason, name of payee (to whom was the cheque issued to), amount in words and figures, cheques number.
- Invoice-
- Petty cash voucher-voucher written by a petty cashier on transactions that are paid using the petty cash.

4. THE RELEVANCE OF SOURCE DOCUMENTS ANALYSED

It is standard practice that source documents when issued should be numbered and be in sequential order. This helps for filling purposes, tracing lost stock, returning of damaged goods by customers etc.



Activity 17

Question 1 (9 marks)

TAX INVOICE		NO.1368	
AUTO SPARES			
RAMOKGWASE STREET,PRETORIA			
TELE : (012) 336 -6899 VAT NO: 40405678			
SOLD TO: G. RAMATSELA			
Quantity	Description	Unit price	Amount
1	BATTERY	400	400-00
	VAT @ 15 %		60-00
DATE: 12/09/2019	TOTAL		460-00



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Mr Ramatsela needs you to complete the cheque and the cheque counterfoil below:

Date the cheque to 12 September 2019. Before writing out this cheque, Mr Ramatsela had a balance of R5 670 in his cheque account. Please only fill the information as numbered next to the provided spaces (numbered 1-9).

To_(1)_____		FIRST	
For_(2)_____	PRETORIA 0477		25-14-45
Balance b/f_(3)_R_____			Date:_____ (8)
Deposit:___R_____			R _____ (9)
Sub total___R_____			or Bearer
Other debits___R_____	Pay_(6)_____		G RAMATSELA



Subtotal **R** _____ the sum of (7) _____

This cheque (4) **R** _____

Balance (5) **R** _____

168

0168: 251445: 8090086653" 28

Question 2 (3 marks)

- 2.1 What is the account number of the payer? (1)
- 2.2 At which bank does the drawer bank? (1)
- 2.3 What type of account does Mr Ramatsela hold? (1)