

Methodological tool: Invoices and Receipts

Number of methodological Tool	EUPANEXT_LO_019_M_001
Work Area Code and Title	6 Bookkeeping, Accounting and Financial Transactions
Unit Code and Title	2.12 Perform routine business transactions
Learning Outcome Number and Title	LO019: Demonstrate the ability to make Business Transactions and to implement simple and routine accounting (e.g., petty cash reconciliation)
Title of methodological tool	Find the mistake
Objective of the methodological tool	After the completion of this exercise the participants will be in a position to: <ol style="list-style-type: none"> 1. Understand and follow Basic Business Transactions 2. Understand Payment procedures
Individual or group exercise	<input checked="" type="checkbox"/> Group
Type of methodological tool	<input checked="" type="checkbox"/> Written Exercise
Description of the exercise	<ol style="list-style-type: none"> 1. The participants are given an invoice for which they have to identify whether there are any missing parts. 2. Participants are given two receipts and they have to identify the correct one which contains no missing parts.
Exercise is accompanied by	<ol style="list-style-type: none"> 1. Invoice 2. Receipt (1) 3. Receipt (2)
Exercise solution	<p>Invoice</p> <p>Some errors have been found in the above invoice which makes it invalid as a transactional document.</p> <ul style="list-style-type: none"> • Invoice number is missing • City is missing (in the address of MMC) <p>Receipt 1</p> <p>A minor mistake is the fact that the contact details of the company which gave the donation are not presented.</p> <p>Receipt 2</p> <p>Although the amount was paid in cash, a cheque number and the bank name appear on the receipt.</p>
Other comments to the trainer	The above exercises will help the trainer realise the extent to which the participants are familiar with different kinds of payment

	documents.
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Attachments to the Methodological Tools

Written exercise

1. Invoice

MMC Management Center Ltd

16 Invrou street

Billing Address:

TTT University

123 Super Avenue

Nicosia Cyprus

22466633

Comments or special instructions:

INVOICE

INVOICE No

DATE: 1 October, 2018

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
20	Body Language Books	17.87	357.40
		SUBTOTAL	357.40
		SALES TAX	0%
		P&P	
		TOTAL DUE	357.40

Make all cheques payable to **MMC Management Centre Ltd**

If you have any questions concerning this invoice, contact Mary Thomson at 22466633



THANK YOU FOR YOUR BUSINESS!

2. Receipt (1)

Donation Receipt from My Company Ltd	
Donated by	My Company Ltd
State/Province	England
Type of donation	Scholarship
Description	For Mrs. Eugenia Davidson
Value	22000 Euros

Thank you for your generosity. We appreciate your support!



3. Receipt (2)

RECEIPT				Date: 11/29/2011 Receipt # 100	
My Company 17, Random Str. Rome, Italy, 11111 4567893 Fax 2356357 mycompany@com		Sold To		Mrs. Robert Klablought Company 14, Seldom Str. Rome, Italy, 22222 4214567 Customer ID [ABC12345]	
<i>Payment Method</i>		<i>Cheque No.</i>		<i>Name of Bank</i>	
Cash		1237687		England Bank	
<i>Qty</i>	<i>Item #</i>	<i>Description</i>	<i>Price</i>	<i>Discount</i>	
1	Laptop	HP	460,00	-182,00	379
<i>Total Discount</i>				182,00	
<i>Thank you for your business!</i>				<i>Total</i>	278