



Filing

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Storing of documents so that they can be found quickly when needed

Letter of Enquiry

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Sent to a supplier for information about the terms which he would agree to do business on

Quotation

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Document giving advance information on the details of the costs of a sale

Statement of Account

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A document sent to the buyer from the seller outlining the transactions and total amount owed over a certain period of time





Bookkeeping

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Recording business transactions systematically to keep a permanent financial record

Account

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A space in a ledger kept for a particular purpose e.g. purchases account

Trial Balance

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A list of all the balances of each account at the end of a period

Cash Book

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Used to record money a business receives and pays out





Petty Cash Book

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Used to record small and insignificant cash payments, e.g. stationary

General Journal

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Used to record transactions that can't be recorded in other books of first entry

Delivery Note

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Proof of Delivery

Analysed Cash Book

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A record of money acquired and spent





Terms of Sale

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An agreement of the sale details between buyer and seller.

Quotation

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Details of price and terms of a sale sent to possible buyers.

Carriage Paid

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The seller will pay for and provide delivery for the goods.

Errors and Omissions Expected (E&OE)

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The seller is not responsible for errors or incorrect information.





Trade Discount

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A discount given to business customers which is calculated before V.A.T. is added.

Payment Terms

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Terms of the payment to be made for goods received.

Trade Reference

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A letter from a supplier detailing previous transactions with the business.

Bank Reference

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A letter from a bank detailing a business's credit history.





Invoice

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A document that details the goods received by a buyer. Details include price, delivery and quantity.

Credit Note

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A document sent to a buyer from a seller detailing that the amount owed has been reduced.

Debit Note

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A document sent to a buyer from a seller if the buyer has been undercharged or goods received were not on the invoice.

Report

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Detailed yet concise documents written to inform about recommendations.

