

**Question 1 - 2022 Q3****Marks: 6**

Using the information given on the invoice extract below, complete the three blank spaces.

|                       | €      |
|-----------------------|--------|
| Total (excluding VAT) | 30,000 |
| Trade discount (10%)  | 3,000  |
| Subtotal              |        |
| VAT (23%)             |        |
| Total (including VAT) |        |

**Question 2 - 2022 Q12****Marks: 6**

Place the following business documents in the correct order: (Two are completed for you.)

Order, Payment, Letter of Enquiry, Invoice

|    |                   |
|----|-------------------|
| 1. | Letter of Enquiry |
|----|-------------------|

↓

|    |  |
|----|--|
| 2. |  |
|----|--|

↓

|    |  |
|----|--|
| 3. |  |
|----|--|

↓

|    |         |
|----|---------|
| 4. | Payment |
|----|---------|

**Question 3 - 2019 Q5****Marks: 6**

Using the information given on the invoice extract below, complete the blank boxes.

|                       | €      |
|-----------------------|--------|
| Total (excluding VAT) | 25,000 |
| Trade discount (12%)  |        |
| Subtotal              |        |
| VAT (23%)             |        |
| Total (including VAT) |        |

**Question 4 - 2023 Q3****Marks: 6**

Complete the following extract from a Credit Note issued by Monty Petcare Ltd.

| QUANTITY                | DESCRIPTION                | CODE                  | PRICE EACH € | TOTAL € |
|-------------------------|----------------------------|-----------------------|--------------|---------|
| 20                      | Dog Kennels                | DK100                 | 100          | 2,000   |
|                         | Reason: Damaged in transit |                       |              |         |
| Carriage Paid<br>E & OE |                            | Total (excluding VAT) |              | 2,000   |
|                         |                            | Trade discount @ 10%  |              |         |
|                         |                            | Subtotal              |              |         |
|                         |                            | VAT @ 23%             |              |         |
|                         |                            | Total (including VAT) |              |         |





**Question 5 - 2024 Q11**

**Marks: 6**

Place the following business documents in the correct order: (One is completed for you.)

Invoice, Quotation, Letter of Enquiry, Receipt

|                                                                                   |           |
|-----------------------------------------------------------------------------------|-----------|
| 1.                                                                                |           |
|  |           |
| 2.                                                                                | Quotation |
|  |           |
| 3.                                                                                |           |
|  |           |
| 4.                                                                                |           |

**Question 6 - 2025 Q5**

**Marks: 6**

Using the information given on the invoice extract below, complete the three blank spaces.

|                       | €      |
|-----------------------|--------|
| Total (excluding VAT) | 25,000 |
| Trade Discount (10%)  | 2,500  |
| Subtotal              |        |
| VAT (23%)             |        |
| Total (including VAT) |        |





### Question 7 - 2026 Q2

Marks: 6

Complete and balance the following extract from a statement of account sent by Erivo Ltd to Grande Ltd.

| Date       | Details            | Debit | Credit | Balance |
|------------|--------------------|-------|--------|---------|
|            |                    | €     | €      | €       |
| 01/05/2025 | Balance            |       |        | 2,320   |
| 05/05/2025 | Invoice No. 134    | 3,250 |        | 5,570   |
| 10/05/2025 | Credit note No. 15 |       | 230    |         |
| 13/05/2025 | Invoice No. 147    | 2,170 |        |         |
| 15/05/2025 | Payment (CT)       |       | 5,000  |         |





### Solution Question 1 - 2022 Q3

Using the information given on the invoice extract below, complete the three blank spaces.

|                       | €                   |
|-----------------------|---------------------|
| Total (excluding VAT) | 30,000              |
| Trade discount (10%)  | 3,000               |
| Subtotal              | 27,000 <b>2m</b>    |
| VAT (23%)             | 6,210 <b>2m</b> OF  |
| Total (including VAT) | 33,210 <b>2m</b> OF |

### Solution Question 2 - 2022 Q12

Place the following business documents in the correct order: (Two are completed for you.)

Order, Payment, Letter of Enquiry, Invoice

|                                                                                     |                   |
|-------------------------------------------------------------------------------------|-------------------|
| 1.                                                                                  | Letter of Enquiry |
|  |                   |
| 2.                                                                                  | Order             |
|  |                   |
| 3.                                                                                  | Invoice           |
|  |                   |
| 4.                                                                                  | Payment           |





### Solution Question 3 - 2019 Q5

|                       | €                |     |
|-----------------------|------------------|-----|
| Total (excluding VAT) | 25,000           |     |
| Trade discount (12%)  | <u>(3,000)</u>   | [2] |
| Subtotal              | 22,000 O.F       | [1] |
| VAT (23%)             | <u>5,060</u> O.F | [2] |
| Total (including VAT) | 27,060 O.F       | [1] |

### Solution Question 4 - 2023 Q3

Complete the following extract from a Credit Note issued by Monty Petcare Ltd.

| QUANTITY                | DESCRIPTION                | CODE                  | PRICE EACH € | TOTAL €             |
|-------------------------|----------------------------|-----------------------|--------------|---------------------|
| 20                      | Dog Kennels                | DK100                 | 100          | 2,000               |
|                         | Reason: Damaged in transit |                       |              |                     |
| Carriage Paid<br>E & OE |                            | Total (excluding VAT) |              | 2,000               |
|                         |                            | Trade discount @ 10%  |              | 200 <b>2m</b>       |
|                         |                            | Subtotal              |              | 1,800 <b>1m O.F</b> |
|                         |                            | VAT @                 |              | 414 <b>2m O.F</b>   |
|                         |                            | 23%                   |              | 2,214 <b>1m O.F</b> |





### Solution Question 5 - 2024 Q11

Place the following business documents in the correct order: (One is completed for you.)

Invoice, Quotation, Letter of Enquiry, Receipt

|    |                   |
|----|-------------------|
| 1. | Letter of Enquiry |
|    | ↓                 |
| 2. | Quotation         |
|    | ↓                 |
| 3. | Invoice           |
|    | ↓                 |
| 4. | Receipt           |

### Solution Question 6 - 2025 Q5

Using the information given on the invoice extract below, complete the three blank spaces.

|                       | €              |
|-----------------------|----------------|
| Total (excluding VAT) | 25,000         |
| Trade Discount (10%)  | 2,500          |
| Subtotal              | 22,500 2m      |
| VAT (23%)             | 5,175 2m O.F.  |
| Total (including VAT) | 27,675 2m O.F. |

