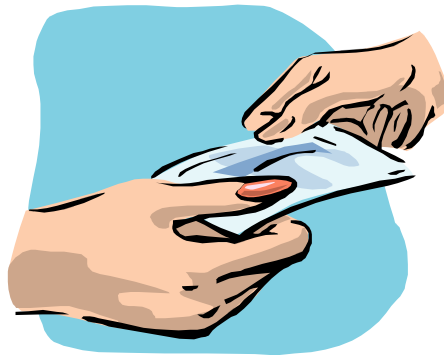




The Documents Used In Business

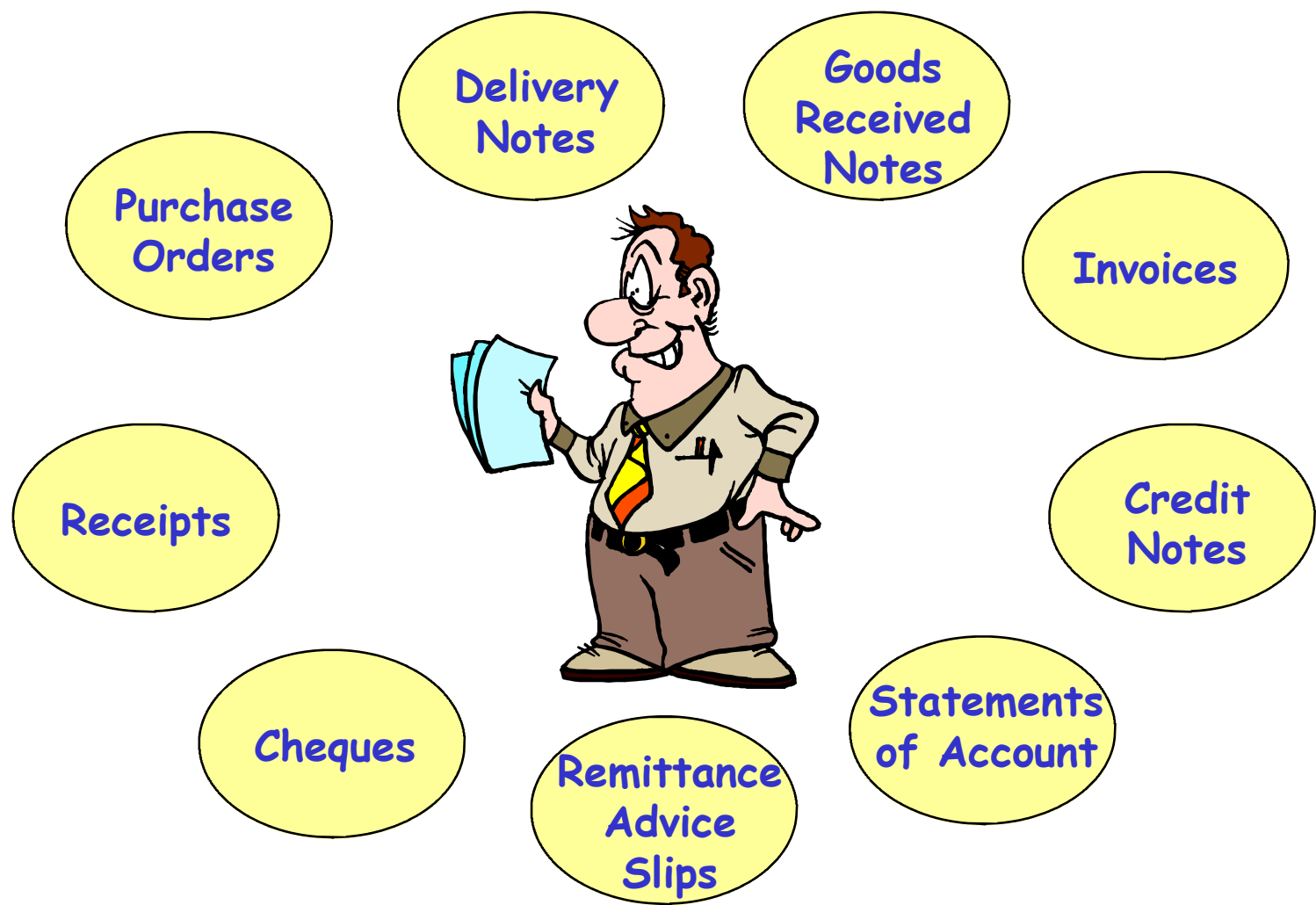
- Every time a business buys goods and services, it is making a **PURCHASE TRANSACTION**
- Every transaction in a business creates a number of documents

Which documents do you think will be filled in as part of a purchasing transaction?





The Documents That Are Involved





An Example: Tarmac orders from Xerox



Order is placed by sending a **purchase order**.



Order received and processed.



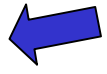
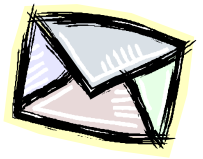
Goods are despatched with a **delivery note**.



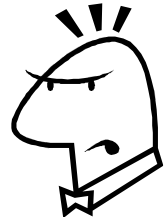
Goods are received and checked against the purchase order. **Goods received note** is sent



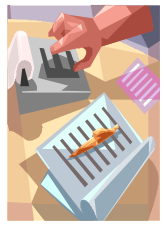
Payment is requested by sending an **invoice**.



Credit note is issued if goods are wrong or faulty



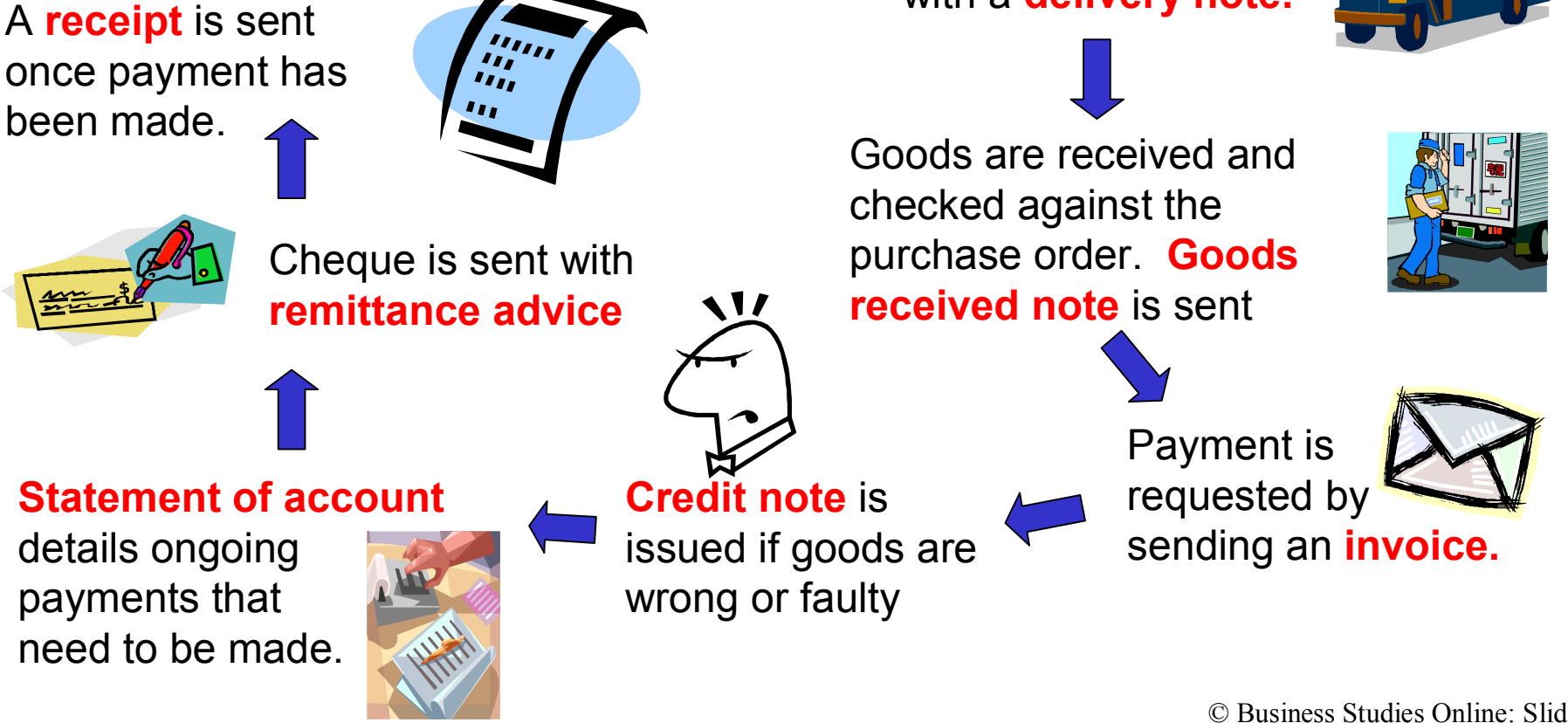
Statement of account details ongoing payments that need to be made.



Cheque is sent with **remittance advice**

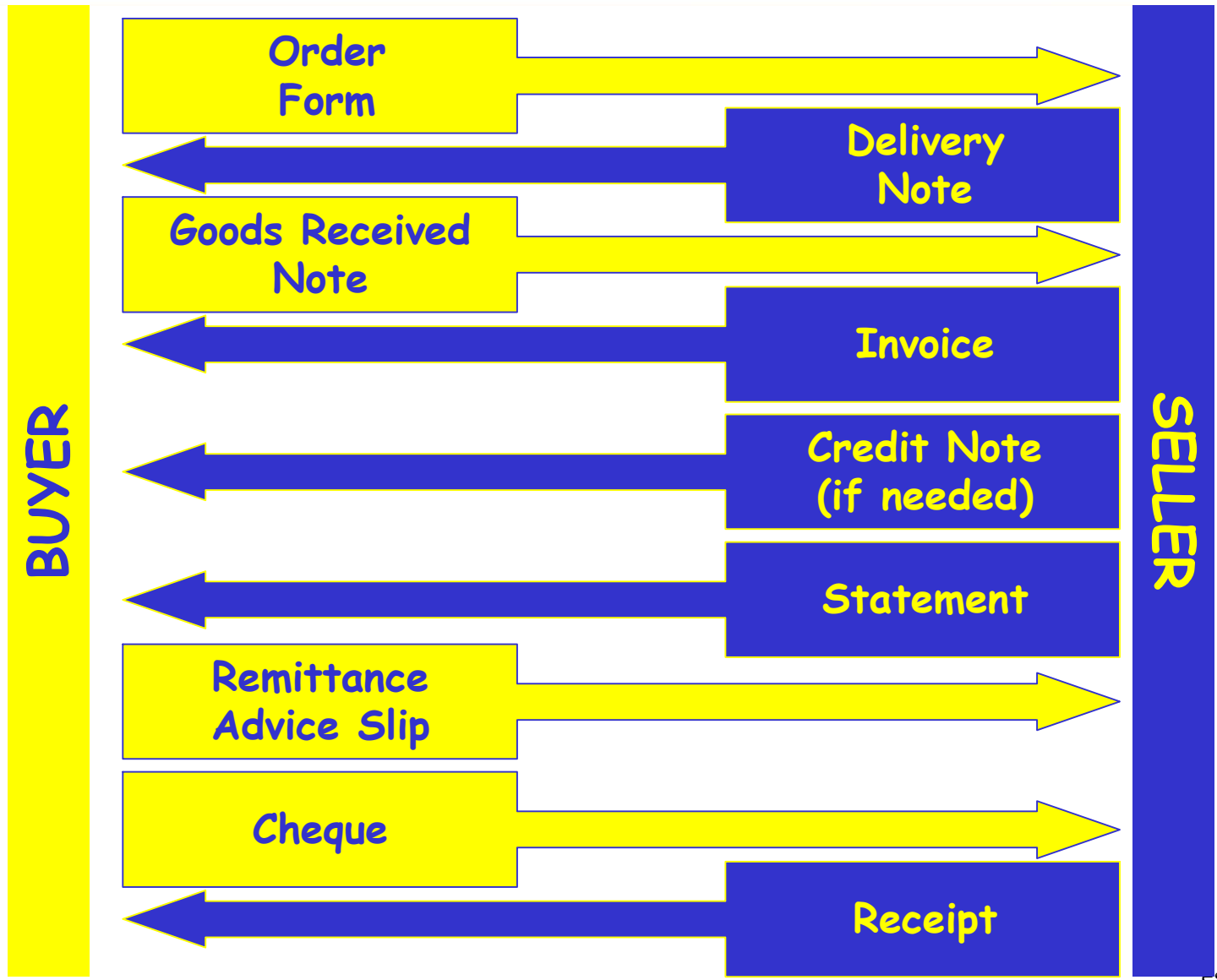


A **receipt** is sent once payment has been made.





The Flow of Documents





Why Do We Need These Documents?

- There are a number of reasons why finance may be needed, including:

