

Accounting Source Documents Quiz Questions

1. What is a source document?
2. When are credit notes issued?
3. Who gets the document?
4. Are there many different types of documents?
5. What is common about source documents?
6. A document issued with a sales is called what?
7. What should be done with source documents when no longer current?
8. What are accounting source documents commonly called?
9. Can bills only be paid by internet banking?
10. Match the following:-

A	Example	Person making the payment
B	Payer	Supplier
C	Buyer	Person or business being paid
D	Seller	Purchaser / customer
E	Payee	Example



For more info, go to www.beginner-bookkeeping.com/accounting-source-documents.html

Accounting Source Documents Quiz **Answers**

1. The origin of the information that is recorded into the accounting books.
2. Goods are returned to the seller by the purchaser.
3. Usually both businesses involved in the transaction.
4. True.
5. The amount, the names of both businesses, a date, a description of the transaction.
6. Recorded by the seller as a sales invoice.
7. They should be filed away and kept for 5 or more years.
8. The paperwork.
9. False.
10. Here are the matches:

A	Example	Person making the payment
B	Payer	Supplier
C	Buyer	Person or business being paid
D	Seller	Purchaser / customer
E	Payee	Example