

Quotation

SAMPLE

Fictional Trading Co. | Johannesburg

Learning account - fictional contact and address

Prepared for: Harbour Workshop

Reference: QUO-001

Date: 01 Sep 2026

Description	Qty	Unit	Amount
Filter cartridge	3	R 140.00	R 420.00
Installation service	1	R 450.00	R 450.00
Quoted total			R 870.00

A quotation is an offer; it is not an issued customer invoice.

CUSTOMER DOCUMENT

Invoice (no VAT)

SAMPLE

Fictional Trading Co. | Johannesburg

Learning account - fictional contact and address

Bill to: Northside Studio

Reference: INV-002

Date: 03 Sep 2026

Description	Qty	Unit	Amount
Consulting service	2	R 300.00	R 600.00

Total due R 600.00

No VAT is charged in this illustrative example.

Due date: 17 Sep 2026

CUSTOMER DOCUMENT

Tax Invoice

SAMPLE

Fictional Trading Co. | Johannesburg

Learning account - fictional contact and address

Bill to: Harbour Workshop

Reference: INV-003

Date: 04 Sep 2026

Description	Qty	Ex VAT	Amount
Filter cartridge	3	R 140.00	R 420.00

Subtotal	R 420.00
Illustrative VAT	R 63.00
Total due	R 483.00

Fictional tax example. VAT figures are for guidance purposes only.
Verify tax treatment and required document particulars before real use.

Customer Credit Note

SAMPLE

Fictional Trading Co. | Johannesburg

Learning account - fictional contact and address

Issued to: Harbour Workshop

Reference: CN-001

Date: 08 Sep 2026

Related invoice	Reason	Qty	Credit
INV-003	Returned item	1	R 140.00

Illustrative VAT adjustment R 21.00

Total credit R 161.00

An issued credit note reduces the linked charge.

Review whether the returned product is added back to available stock.

CUSTOMER DOCUMENT

Customer Statement

SAMPLE

Fictional Trading Co. | Johannesburg

Learning account - fictional contact and address

Customer: Northside Studio

Reference: ST-C-001

Date: 30 Sep 2026

Date	Document	Debit	Credit
03 Sep	INV-002	R 600.00	-
12 Sep	Receipt P-001	-	R 400.00
Outstanding balance			R 200.00

The statement summarises activity; it does not replace source documents.

SUPPLIER DOCUMENT

Supplier Invoice

SAMPLE

Fictional Trading Co. | Johannesburg

Learning account - fictional contact and address

Supplier: Metro Parts

Reference: BILL-011

Date: 02 Sep 2026

Description	Qty	Unit	Amount
Filter cartridge	10	R 85.00	R 850.00

Total owed R 850.00

Selecting the stocked item records stock received.
This is a captured supplier document, not a customer sale.

Supplier Credit Note

SAMPLE

Fictional Trading Co. | Johannesburg

Learning account - fictional contact and address

Supplier: Metro Parts

Reference: SCN-001

Date: 10 Sep 2026

Related bill	Reason	Qty	Credit
BILL-011	Return to supplier	2	R 85.00

Total supplier credit R 170.00

A supplier credit note reduces the supplier amount owed.
Review the stock movement for items returned to the supplier.

Supplier Statement

SAMPLE

Fictional Trading Co. | Johannesburg

Learning account - fictional contact and address

Supplier: Metro Parts

Reference: ST-S-001

Date: 30 Sep 2026

Date	Document	Bill	Payment/Credit
02 Sep	BILL-011	R 850.00	-
10 Sep	SCN-001	-	R 170.00
18 Sep	Payment SP-001	-	R 300.00

Balance owed R 380.00

Check the statement against the supplier bill and payment evidence.

WORKING REPORT

Customer Age Analysis

SAMPLE

Business: Fictional Trading Co. Period: September 2026

Customer	Current	1-30 days	Older
Northside Studio	R 200	-	-
Harbour Workshop	R 322	-	-

Total receivable

R 522.00

Ageing uses outstanding invoice balances and due dates.

WORKING REPORT

Supplier Age Analysis

SAMPLE

Business: Fictional Trading Co. Period: September 2026

Supplier	Current	1-30 days	Older
Metro Parts	R 380	-	-
Supply Hub	R 800	-	-

Total payable

R 1,180.00

Ageing uses outstanding supplier invoice balances and due dates.

WORKING REPORT

Stock Control Report

SAMPLE

Business: Fictional Trading Co. Period: September 2026

Item	On hand	Unit cost	Value
Filter cartridge	5	R 85	R 425
Service kit	3	R 220	R 660

Illustrative stock value

R 1,085.00

A physical count can differ; investigate and document adjustments.

WORKING REPORT

Unbilled Supplier Costs

SAMPLE

Business: Fictional Trading Co. Period: September 2026

Supplier bill	Cost	Linked	Unbilled
BILL-011	R 850	R 600	R 250
BILL-012	R 400	-	R 400

Potential unbilled amount

R 650.00

Manual allocation tracker. Review links before relying on figures.

WORKING REPORT

Profit and Loss Working Report

SAMPLE

Business: Fictional Trading Co. Period: September 2026

Category	Amount	Basis	Note
Sales	R 4,200	Invoices	Illustrative
Supplier costs	R 1,550	Bills	Illustrative
Indicative difference	R 2,650	Derived	Not audited

Working difference

R 2,650.00

This is a working report, not an audited financial statement.

WORKING REPORT

Monthly VAT Working Report

SAMPLE

Business: Fictional Trading Co. Period: September 2026

Month	Output	Input	Paid
September	R 630	R 210	R 100

Illustrative balance

R 320.00

VAT information is for guidance purposes only.
Review source documents and filing basis before submitting any return.

VAT Filing Period Balances

SAMPLE

Business: Fictional Trading Co. Period: September 2026

Period	Output	Input	Payment
Sep 2026	R 630	R 210	R 100

Illustrative period balance

R 320.00

Working figures only; not a VAT201 or filing instruction.