

Listen to the conversation between a junior accountant and a senior accountant and complete.

department – put – moment – get – them – record – source – documents

**Accountant 1:** Do you have a 1 \_\_\_\_\_, Mr. Smith?

**Accountant 2:** Certainly, Nancy. What can I help you with?

**Accountant 1:** One question – how do I collect the 2 \_\_\_\_\_  
\_\_\_\_\_?

**Accountant 2:** Actually, you don't collect them.

**Accountant 1:** Really? How do I 3 \_\_\_\_\_ \_\_\_\_\_?

**Accountant 2:** The 4 \_\_\_\_\_ managers give them to you at the  
end of every month.

**Accountant 1:** Ah, I see. And then I just 5 \_\_\_\_\_ the data in the  
accounting software?

**Accountant 2:** That's right. 6 \_\_\_\_\_ the data from the source  
documents in the accounting software.