

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.