



CENTRO DE LOGÍSTICA Y PROMOCIÓN ECOTURÍSTICA- REGIONAL MAGDALENA

ENGLISH COMPETENCE

VOCABULARY LIST

1. Bill of sale	2. Collection receipt	3. Budget	4. Accounting ledger
5. Consignment	6. Bill of exchange	7. Accounting Seat	8. Debit Note
9. Credit Note	10. Invoice	11. Promissory note	12. Credit receipt

Karol Vanessa Florez Torres- English Instructor

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ENGLISH COMPETENCE

SAMPLE BALANCE SHEET ASSETS Current Assets Checking Account 5,000 Savings Account 1,000 Phone Card 100 Accounts Receivable 22,000 Inventory 35,000 Prepaid Insurance 6,000 Total Current Assets 69,000 Noncurrent Assets Accumulated Depreciation 4,000 Computer 7,000 Building 85,000 Land 85,000 Total Noncurrent Assets 177,000 Total Assets 246,000 LIABILITIES & EQUITY Liabilities Current Liabilities Accounts Payable 12,000 Line of Credit 20,000 Prepaid Liabilities 7,000 Total Current Liabilities 39,000 Noncurrent Liabilities Long-term Debt (Bond) 45,000 Total Liabilities 84,000 Equity Owner's Capital 35,000 Retained Earnings 55,000 Total Equity 90,000 Total Liabilities & Equity 177,000	RBS Statement Account ending: 1234567890101112 Card No.: 4532 1010 1234 5678 Card Expire Date: 12/31/2016 - 12/31/2017 Check Number Check Amount Period To the Order of Balance 001-000000 100.00 12/31/2016 Payroll 100.00 002-000000 200.00 12/31/2016 Payroll 300.00 003-000000 300.00 12/31/2016 Payroll 600.00 004-000000 400.00 12/31/2016 Payroll 1,000.00 005-000000 500.00 12/31/2016 Payroll 1,500.00 006-000000 600.00 12/31/2016 Payroll 2,100.00 007-000000 700.00 12/31/2016 Payroll 2,800.00 008-000000 800.00 12/31/2016 Payroll 3,600.00 009-000000 900.00 12/31/2016 Payroll 4,500.00 010-000000 1,000.00 12/31/2016 Payroll 5,500.00 011-000000 1,100.00 12/31/2016 Payroll 6,600.00 012-000000 1,200.00 12/31/2016 Payroll 7,800.00 013-000000 1,300.00 12/31/2016 Payroll 9,100.00 014-000000 1,400.00 12/31/2016 Payroll 10,500.00 015-000000 1,500.00 12/31/2016 Payroll 12,000.00 016-000000 1,600.00 12/31/2016 Payroll 13,600.00 017-000000 1,700.00 12/31/2016 Payroll 15,300.00 018-000000 1,800.00 12/31/2016 Payroll 17,100.00 019-000000 1,900.00 12/31/2016 Payroll 19,000.00 020-000000 2,000.00 12/31/2016 Payroll 21,000.00 021-000000 2,100.00 12/31/2016 Payroll 23,100.00 022-000000 2,200.00 12/31/2016 Payroll 25,300.00 023-000000 2,300.00 12/31/2016 Payroll 27,600.00 024-000000 2,400.00 12/31/2016 Payroll 30,000.00 025-000000 2,500.00 12/31/2016 Payroll 32,500.00 026-000000 2,600.00 12/31/2016 Payroll 35,100.00 027-000000 2,700.00 12/31/2016 Payroll 37,800.00 028-000000 2,800.00 12/31/2016 Payroll 40,600.00 029-000000 2,900.00 12/31/2016 Payroll 43,500.00 030-000000 3,000.00 12/31/2016 Payroll 46,500.00 031-000000 3,100.00 12/31/2016 Payroll 49,600.00 032-000000 3,200.00 12/31/2016 Payroll 52,800.00 033-000000 3,300.00 12/31/2016 Payroll 56,100.00 034-000000 3,400.00 12/31/2016 Payroll 59,500.00 035-000000 3,500.00 12/31/2016 Payroll 63,000.00 036-000000 3,600.00 12/31/2016 Payroll 66,600.00 037-000000 3,700.00 12/31/2016 Payroll 70,300.00 038-000000 3,800.00 12/31/2016 Payroll 74,100.00 039-000000 3,900.00 12/31/2016 Payroll 78,000.00 040-000000 4,000.00 12/31/2016 Payroll 82,000.00 041-000000 4,100.00 12/31/2016 Payroll 86,100.00 042-000000 4,200.00 12/31/2016 Payroll 90,300.00 043-000000 4,300.00 12/31/2016 Payroll 94,600.00 044-000000 4,400.00 12/31/2016 Payroll 99,000.00 045-000000 4,500.00 12/31/2016 Payroll 103,500.00 046-000000 4,600.00 12/31/2016 Payroll 108,100.00 047-000000 4,700.00 12/31/2016 Payroll 112,800.00 048-000000 4,800.00 12/31/2016 Payroll 117,600.00 049-000000 4,900.00 12/31/2016 Payroll 122,500.00 050-000000 5,000.00 12/31/2016 Payroll 127,500.00 051-000000 5,100.00 12/31/2016 Payroll 132,600.00 052-000000 5,200.00 12/31/2016 Payroll 137,800.00 053-000000 5,300.00 12/31/2016 Payroll 143,100.00 054-000000 5,400.00 12/31/2016 Payroll 148,500.00 055-000000 5,500.00 12/31/2016 Payroll 154,000.00 056-000000 5,600.00 12/31/2016 Payroll 159,600.00 057-000000 5,700.00 12/31/2016 Payroll 165,300.00 058-000000 5,800.00 12/31/2016 Payroll 171,100.00 059-000000 5,900.00 12/31/2016 Payroll 177,000.00 060-000000 6,000.00 12/31/2016 Payroll 183,000.00 061-000000 6,100.00 12/31/2016 Payroll 189,100.00 062-000000 6,200.00 12/31/2016 Payroll 195,300.00 063-000000 6,300.00 12/31/2016 Payroll 201,600.00 064-000000 6,400.00 12/31/2016 Payroll 208,000.00 065-000000 6,500.00 12/31/2016 Payroll 214,500.00 066-000000 6,600.00 12/31/2016 Payroll 221,100.00 067-000000 6,700.00 12/31/2016 Payroll 227,800.00 068-000000 6,800.00 12/31/2016 Payroll 234,600.00 069-000000 6,900.00 12/31/2016 Payroll 241,500.00 070-000000 7,000.00 12/31/2016 Payroll 248,500.00 071-000000 7,100.00 12/31/2016 Payroll 255,600.00 072-000000 7,200.00 12/31/2016 Payroll 262,800.00 073-000000 7,300.00 12/31/2016 Payroll 270,100.00 074-000000 7,400.00 12/31/2016 Payroll 277,500.00 075-000000 7,500.00 12/31/2016 Payroll 285,000.00 076-000000 7,600.00 12/31/2016 Payroll 292,600.00 077-000000 7,700.00 12/31/2016 Payroll 300,300.00 078-000000 7,800.00 12/31/2016 Payroll 308,100.00 079-000000 7,900.00 12/31/2016 Payroll 316,000.00 080-000000 8,000.00 12/31/2016 Payroll 324,000.00 081-000000 8,100.00 12/31/2016 Payroll 332,100.00 082-000000 8,200.00 12/31/2016 Payroll 340,300.00 083-000000 8,300.00 12/31/2016 Payroll 348,600.00 084-000000 8,400.00 12/31/2016 Payroll 357,000.00 085-000000 8,500.00 12/31/2016 Payroll 365,500.00 086-000000 8,600.00 12/31/2016 Payroll 374,100.00 087-000000 8,700.00 12/31/2016 Payroll 382,800.00 088-000000 8,800.00 12/31/2016 Payroll 391,600.00 089-000000 8,900.00 12/31/2016 Payroll 400,500.00 090-000000 9,000.00 12/31/2016 Payroll 409,500.00 091-000000 9,100.00 12/31/2016 Payroll 418,600.00 092-000000 9,200.00 12/31/2016 Payroll 427,800.00 093-000000 9,300.00 12/31/2016 Payroll 437,100.00 094-000000 9,400.00 12/31/2016 Payroll 446,500.00 095-000000 9,500.00 12/31/2016 Payroll 456,000.00 096-000000 9,600.00 12/31/2016 Payroll 465,600.00 097-000000 9,700.00 12/31/2016 Payroll 475,300.00 098-000000 9,800.00 12/31/2016 Payroll 485,100.00 099-000000 9,900.00 12/31/2016 Payroll 495,000.00 100-000000 10,000.00 12/31/2016 Payroll 505,000.00	CASH RECEIPT No. 1234567890101112 Date 10/01/2016 Received From John Doe 2 Cash New York, NY 10001 Payment Method Cash Amount \$100.00 Received By: Cash Receipts Inc. <i>[Signature]</i>	Payment Receipt To: [Name] From: [Name] Amount: [Amount] Date: [Date] Signature: [Signature]
13. Balance Sheet	14. Bank account statement	15. Cash Receipt	16. Receipt of payment
Proof of payments Bank of America Account Number: 1234567890101112 Transaction Date: 10/01/2016 Amount: \$100.00	Check A written, dated, and signed instrument that directs a bank to pay a specific sum of money to the bearer.	John Doe Bank Inc. Certificate of Deposit Name of Depositor: May Doe Smith Deposit Number: 65440986 Description: Family Treasures Reference Number: 11238-AB-33287 Valued At: \$50,000 Transaction code: ALSF/OPP/F660PE8 Date of Deposit: June 23, 2016	COMPANY B INCOME STATEMENT For Year Ended September 30, 2016 (in thousands) Net Sales \$1,234,567 Cost of Sales (345,678) Gross Profit \$888,889 Selling and Administrative Expenses (123,456) General and Administrative Expenses (98,765) Total Operating Expenses (222,221) Operating Income \$666,668 Other Income \$12,345 Income Before Income Tax \$679,013 Income Tax Expense (167,253) Net Income \$511,760
18. Proof of payment	19. Check	20. Certificate of deposit	21. Financial statements

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