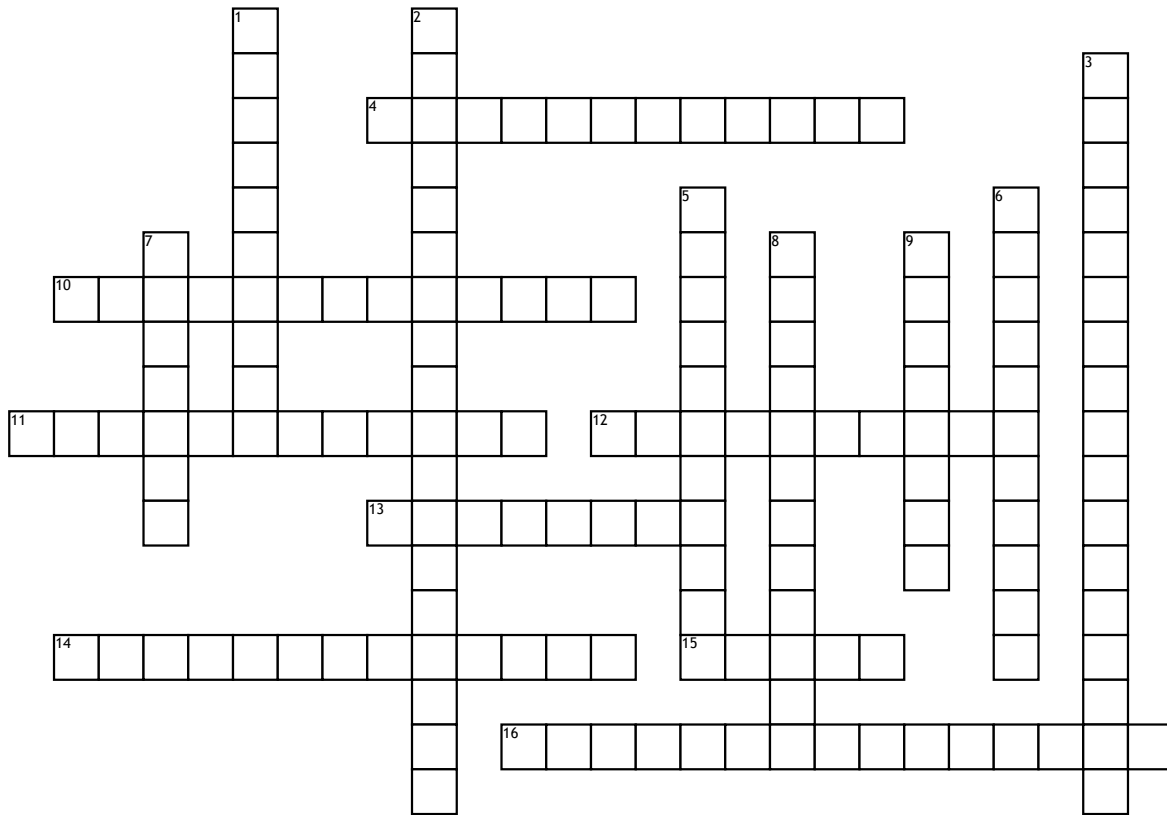


Business and Source Documents



Across

- 4. the document that shows the amount paid into the bank account
- 10. a document prepared by the bank that summarises payments in and out of the bank account during a month
- 11. a document that is sent with the goods to show the quantities bought
- 12. The document that records the return of goods, and shows that the customer owes less
- 13. a sale that is paid for immediately

- 14. A request to buy goods sent to a business by a customer
- 15. The name of the discount given to reward loyalty and encourage repeat business
- 16. The general name for all documents that record accounting information which is used to update the accounting system

Down

- 1. a sale that is paid for at a later date
- 2. a summary of all transactions with one customer in a month, including sales, returns and payments

- 3. the general name for all the documents used by a business to record transactions
- 5. a document that records a cash sale or purchase transaction
- 6. the section of the cheque book that the business keeps
- 7. The document sent to a customer after a credit sale, to remind them to pay
- 8. A term shown on the invoice that means delivery costs are paid by the business
- 9. the name of the books which are updated with information from the source documents such as invoices and credit notes