

# UNDERSTANDING FINANCIAL DOCUMENTS

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# WHAT ARE FINANCIAL DOCUMENTS?

Financial documents are written records of money activities.

They are used to:

- Record transactions
- Track income and expenses
- Show payments and balances
- Provide proof for banks and businesses

📌 Accuracy is very important in financial documents.



# MAIN TYPES OF FINANCIAL DOCUMENTS

The most common financial documents:

- Bank Statement
- Invoice
- Receipt

Each document has a different purpose.

# WHAT IS A BANK STATEMENT?

A bank statement is a summary of account activity.

It shows:

- Deposits (money in)
- Withdrawals (money out)
- Transaction history
- Current balance

Used by customers and banks.



# KEY SECTIONS OF A BANK STATEMENT

Common sections:

- Account holder name
- Account number
- Statement period
- Date
- Description
- Debit
- Credit
- Balance

 Always check the statement period.

# UNDERSTANDING DEBIT, CREDIT & BALANCE

- Debit = money goes out
- Credit = money comes in
- Balance = money left in the account

## Example:

- Deposit 5,000 → Credit
- Pay 1,200 → Debit

# WHAT IS AN INVOICE?

An invoice is a document that asks for payment.

It is sent by:

- Businesses
- Suppliers
- service providers

📌 An invoice means payment is required.

# KEY SECTIONS OF AN INVOICE

Important parts:

- Invoice number
- Invoice date
- Due date
- Customer name
- Description of goods/services
- Amount
- Total
- 

! Always check the due date.

## WHAT IS A RECEIPT?

A receipt is proof that payment has already been made.

It shows:

- Date of payment
- Amount paid
- Payment method

📌 Receipts are used for records and refunds.

# KEY SECTIONS OF A RECEIPT

Common sections:

- Receipt number
- Date
- Item or service
- Amount paid
- Payment method  
(cash/card/transfer)

# INVOICE VS RECEIPT (IMPORTANT COMPARISON)

## Invoice

Requests payment

Payment not done


Has due date

## Receipt

Confirms payment

Payment completed

No due date

 *Students often confuse these two.*

# FINANCIAL DOCUMENT TERMS

## Bank Statement

แบงก์-สเตต-मेंท์

## Invoice

อิน-วอยซ์

## Receipt

รี-ซีท

## Debit

เด-บิต

## Credit

เคร-ดิต

## Account

อะ-เคานท์

## Transaction

แทรน-แซก-ชัน

## Balance

แบล-เลนซ์

## Deposit

ดี-พอ-สิท

## Withdrawal

วิท-ดรอ-อัล

## Payment

เพย์-मेंท์

## Amount

อะ-เมานท์

## Total


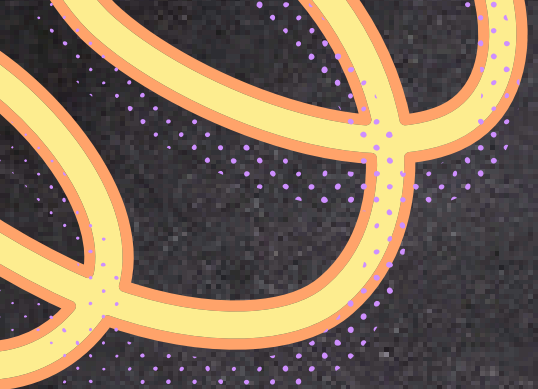
โท-ทัล

## Due Date



ดีว-เดท

## Customer

คัส-โท-เมอร์



**ACTIVITY TIME**





**THANK YOU  
VERY MUCH!**