

| Summary Headers |         |       |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
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| Year            | Quarter | Month | 2015 |     |     |     |     |     |     |     |     |     |     |     | 2016 |     |     |     |     |     |     |     |     |     |     |     | 2017 | 2018 | 2019 |  |  |  |  |
|                 |         |       | Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |      |      |      |  |  |  |  |
| 2015            | Q1      | Jan   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2015            | Q1      | Feb   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2015            | Q1      | Mar   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2015            | Q2      | Apr   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2015            | Q2      | May   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2015            | Q2      | Jun   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2015            | Q3      | Jul   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2015            | Q3      | Aug   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2015            | Q3      | Sep   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2015            | Q4      | Oct   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2015            | Q4      | Nov   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2015            | Q4      | Dec   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2016            | Q1      | Jan   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2016            | Q1      | Feb   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2016            | Q1      | Mar   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2016            | Q2      | Apr   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2016            | Q2      | May   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2016            | Q2      | Jun   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2016            | Q3      | Jul   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2016            | Q3      | Aug   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2016            | Q3      | Sep   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2016            | Q4      | Oct   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2016            | Q4      | Nov   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2016            | Q4      | Dec   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2017            | Q1      | Jan   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2017            | Q1      | Feb   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2017            | Q1      | Mar   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2017            | Q2      | Apr   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2017            | Q2      | May   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2017            | Q2      | Jun   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2017            | Q3      | Jul   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2017            | Q3      | Aug   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2017            | Q3      | Sep   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2017            | Q4      | Oct   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2017            | Q4      | Nov   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2017            | Q4      | Dec   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2018            | Q1      | Jan   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2018            | Q1      | Feb   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2018            | Q1      | Mar   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2018            | Q2      | Apr   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2018            | Q2      | May   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2018            | Q2      | Jun   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2018            | Q3      | Jul   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2018            | Q3      | Aug   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2018            | Q3      | Sep   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2018            | Q4      | Oct   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2018            | Q4      | Nov   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2018            | Q4      | Dec   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2019            | Q1      | Jan   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2019            | Q1      | Feb   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |
| 2019            | Q1      | Mar   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |      |      |  |  |  |  |

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| Account                       | Debit | Credit |
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| 1000 Cash                     |       |        |
| 1010 Accounts Receivable      |       |        |
| 1020 Inventory                |       |        |
| 1030 Prepaid Insurance        |       |        |
| 1040 Equipment                |       |        |
| 1050 Accumulated Depreciation |       |        |
| 2000 Accounts Payable         |       |        |
| 2010 Long-Term Debt           |       |        |
| 2020 Equity                   |       |        |
| 2030 Retained Earnings        |       |        |
| 2040 Dividends                |       |        |
| 3000 Sales                    |       |        |
| 3010 Cost of Sales            |       |        |
| 3020 Selling Expenses         |       |        |
| 3030 Administrative Expenses  |       |        |
| 3040 Depreciation Expense     |       |        |
| 3050 Interest Expense         |       |        |
| 3060 Income Tax Expense       |       |        |
| 3070 Dividend Revenue         |       |        |
| 3080 Interest Revenue         |       |        |
| 3090 Other Revenue            |       |        |
| 3100 Other Expenses           |       |        |
| 3110 Other Income             |       |        |
| 3120 Other Losses             |       |        |
| 3130 Other Gains              |       |        |
| 3140 Other Expenses           |       |        |
| 3150 Other Income             |       |        |
| 3160 Other Losses             |       |        |
| 3170 Other Gains              |       |        |
| 3180 Other Expenses           |       |        |
| 3190 Other Income             |       |        |
| 3200 Other Losses             |       |        |
| 3210 Other Gains              |       |        |
| 3220 Other Expenses           |       |        |
| 3230 Other Income             |       |        |
| 3240 Other Losses             |       |        |
| 3250 Other Gains              |       |        |
| 3260 Other Expenses           |       |        |
| 3270 Other Income             |       |        |
| 3280 Other Losses             |       |        |
| 3290 Other Gains              |       |        |
| 3300 Other Expenses           |       |        |
| 3310 Other Income             |       |        |
| 3320 Other Losses             |       |        |
| 3330 Other Gains              |       |        |
| 3340 Other Expenses           |       |        |
| 3350 Other Income             |       |        |
| 3360 Other Losses             |       |        |
| 3370 Other Gains              |       |        |
| 3380 Other Expenses           |       |        |
| 3390 Other Income             |       |        |
| 3400 Other Losses             |       |        |
| 3410 Other Gains              |       |        |
| 3420 Other Expenses           |       |        |
| 3430 Other Income             |       |        |
| 3440 Other Losses             |       |        |
| 3450 Other Gains              |       |        |
| 3460 Other Expenses           |       |        |
| 3470 Other Income             |       |        |
| 3480 Other Losses             |       |        |
| 3490 Other Gains              |       |        |
| 3500 Other Expenses           |       |        |
| 3510 Other Income             |       |        |
| 3520 Other Losses             |       |        |
| 3530 Other Gains              |       |        |
| 3540 Other Expenses           |       |        |
| 3550 Other Income             |       |        |
| 3560 Other Losses             |       |        |
| 3570 Other Gains              |       |        |
| 3580 Other Expenses           |       |        |
| 3590 Other Income             |       |        |
| 3600 Other Losses             |       |        |
| 3610 Other Gains              |       |        |
| 3620 Other Expenses           |       |        |
| 3630 Other Income             |       |        |
| 3640 Other Losses             |       |        |
| 3650 Other Gains              |       |        |
| 3660 Other Expenses           |       |        |
| 3670 Other Income             |       |        |
| 3680 Other Losses             |       |        |
| 3690 Other Gains              |       |        |
| 3700 Other Expenses           |       |        |
| 3710 Other Income             |       |        |
| 3720 Other Losses             |       |        |
| 3730 Other Gains              |       |        |
| 3740 Other Expenses           |       |        |
| 3750 Other Income             |       |        |
| 3760 Other Losses             |       |        |
| 3770 Other Gains              |       |        |
| 3780 Other Expenses           |       |        |
| 3790 Other Income             |       |        |
| 3800 Other Losses             |       |        |
| 3810 Other Gains              |       |        |
| 3820 Other Expenses           |       |        |
| 3830 Other Income             |       |        |
| 3840 Other Losses             |       |        |
| 3850 Other Gains              |       |        |
| 3860 Other Expenses           |       |        |
| 3870 Other Income             |       |        |
| 3880 Other Losses             |       |        |
| 3890 Other Gains              |       |        |
| 3900 Other Expenses           |       |        |
| 3910 Other Income             |       |        |
| 3920 Other Losses             |       |        |
| 3930 Other Gains              |       |        |
| 3940 Other Expenses           |       |        |
| 3950 Other Income             |       |        |
| 3960 Other Losses             |       |        |
| 3970 Other Gains              |       |        |
| 3980 Other Expenses           |       |        |
| 3990 Other Income             |       |        |
| 4000 Other Losses             |       |        |
| 4010 Other Gains              |       |        |
| 4020 Other Expenses           |       |        |
| 4030 Other Income             |       |        |
| 4040 Other Losses             |       |        |
| 4050 Other Gains              |       |        |
| 4060 Other Expenses           |       |        |
| 4070 Other Income             |       |        |
| 4080 Other Losses             |       |        |
| 4090 Other Gains              |       |        |
| 4100 Other Expenses           |       |        |
| 4110 Other Income             |       |        |
| 4120 Other Losses             |       |        |
| 4130 Other Gains              |       |        |
| 4140 Other Expenses           |       |        |
| 4150 Other Income             |       |        |
| 4160 Other Losses             |       |        |
| 4170 Other Gains              |       |        |
| 4180 Other Expenses           |       |        |
| 4190 Other Income             |       |        |
| 4200 Other Losses             |       |        |
| 4210 Other Gains              |       |        |
| 4220 Other Expenses           |       |        |
| 4230 Other Income             |       |        |
| 4240 Other Losses             |       |        |
| 4250 Other Gains              |       |        |
| 4260 Other Expenses           |       |        |
| 4270 Other Income             |       |        |
| 4280 Other Losses             |       |        |
| 4290 Other Gains              |       |        |
| 4300 Other Expenses           |       |        |
| 4310 Other Income             |       |        |
| 4320 Other Losses             |       |        |
| 4330 Other Gains              |       |        |
| 4340 Other Expenses           |       |        |
| 4350 Other Income             |       |        |
| 4360 Other Losses             |       |        |
| 4370 Other Gains              |       |        |
| 4380 Other Expenses           |       |        |
| 4390 Other Income             |       |        |
| 4400 Other Losses             |       |        |
| 4410 Other Gains              |       |        |
| 4420 Other Expenses           |       |        |
| 4430 Other Income             |       |        |
| 4440 Other Losses             |       |        |
| 4450 Other Gains              |       |        |
| 4460 Other Expenses           |       |        |
| 4470 Other Income             |       |        |
| 4480 Other Losses             |       |        |
| 4490 Other Gains              |       |        |
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| 4530 Other Gains              |       |        |
| 4540 Other Expenses           |       |        |
| 4550 Other Income             |       |        |
| 4560 Other Losses             |       |        |
| 4570 Other Gains              |       |        |
| 4580 Other Expenses           |       |        |
| 4590 Other Income             |       |        |
| 4600 Other Losses             |       |        |
| 4610 Other Gains              |       |        |
| 4620 Other Expenses           |       |        |
| 4630 Other Income             |       |        |
| 4640 Other Losses             |       |        |
| 4650 Other Gains              |       |        |
| 4660 Other Expenses           |       |        |
| 4670 Other Income             |       |        |
| 4680 Other Losses             |       |        |
| 4690 Other Gains              |       |        |
| 4700 Other Expenses           |       |        |
| 4710 Other Income             |       |        |
| 4720 Other Losses             |       |        |
| 4730 Other Gains              |       |        |
| 4740 Other Expenses           |       |        |
| 4750 Other Income             |       |        |
| 4760 Other Losses             |       |        |
| 4770 Other Gains              |       |        |
| 4780 Other Expenses           |       |        |
| 4790 Other Income             |       |        |
| 4800 Other Losses             |       |        |
| 4810 Other Gains              |       |        |
| 4820 Other Expenses           |       |        |
| 4830 Other Income             |       |        |
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| 4850 Other Gains              |       |        |
| 4860 Other Expenses           |       |        |
| 4870 Other Income             |       |        |
| 4880 Other Losses             |       |        |
| 4890 Other Gains              |       |        |
| 4900 Other Expenses           |       |        |
| 4910 Other Income             |       |        |
| 4920 Other Losses             |       |        |
| 4930 Other Gains              |       |        |
| 4940 Other Expenses           |       |        |
| 4950 Other Income             |       |        |
| 4960 Other Losses             |       |        |
| 4970 Other Gains              |       |        |
| 4980 Other Expenses           |       |        |
| 4990 Other Income             |       |        |
| 5000 Other Losses             |       |        |



|     | 1 | 2 | 3 | 4 | 5 |
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| 1   |   |   |   |   |   |
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| Year | Month | Day | Time  | Location | Activity | Remarks              |
|------|-------|-----|-------|----------|----------|----------------------|
| 2023 | Jan   | 1   | 08:00 | Office   | Meeting  | Project meeting      |
| 2023 | Jan   | 2   | 09:00 | Office   | Work     | Report writing       |
| 2023 | Jan   | 3   | 10:00 | Office   | Work     | Client communication |
| 2023 | Jan   | 4   | 11:00 | Office   | Work     | Team meeting         |
| 2023 | Jan   | 5   | 12:00 | Office   | Work     | Project planning     |
| 2023 | Jan   | 6   | 13:00 | Office   | Work     | Document review      |
| 2023 | Jan   | 7   | 14:00 | Office   | Work     | Client meeting       |
| 2023 | Jan   | 8   | 15:00 | Office   | Work     | Report writing       |
| 2023 | Jan   | 9   | 16:00 | Office   | Work     | Team meeting         |
| 2023 | Jan   | 10  | 17:00 | Office   | Work     | Project planning     |
| 2023 | Jan   | 11  | 18:00 | Office   | Work     | Document review      |
| 2023 | Jan   | 12  | 19:00 | Office   | Work     | Client meeting       |
| 2023 | Jan   | 13  | 20:00 | Office   | Work     | Report writing       |
| 2023 | Jan   | 14  | 21:00 | Office   | Work     | Team meeting         |
| 2023 | Jan   | 15  | 22:00 | Office   | Work     | Project planning     |
| 2023 | Jan   | 16  | 23:00 | Office   | Work     | Document review      |
| 2023 | Jan   | 17  | 00:00 | Office   | Work     | Client meeting       |
| 2023 | Jan   | 18  | 01:00 | Office   | Work     | Report writing       |
| 2023 | Jan   | 19  | 02:00 | Office   | Work     | Team meeting         |
| 2023 | Jan   | 20  | 03:00 | Office   | Work     | Project planning     |
| 2023 | Jan   | 21  | 04:00 | Office   | Work     | Document review      |
| 2023 | Jan   | 22  | 05:00 | Office   | Work     | Client meeting       |
| 2023 | Jan   | 23  | 06:00 | Office   | Work     | Report writing       |
| 2023 | Jan   | 24  | 07:00 | Office   | Work     | Team meeting         |
| 2023 | Jan   | 25  | 08:00 | Office   | Work     | Project planning     |
| 2023 | Jan   | 26  | 09:00 | Office   | Work     | Document review      |
| 2023 | Jan   | 27  | 10:00 | Office   | Work     | Client meeting       |
| 2023 | Jan   | 28  | 11:00 | Office   | Work     | Report writing       |
| 2023 | Jan   | 29  | 12:00 | Office   | Work     | Team meeting         |
| 2023 | Jan   | 30  | 13:00 | Office   | Work     | Project planning     |
| 2023 | Jan   | 31  | 14:00 | Office   | Work     | Document review      |
| 2023 | Feb   | 1   | 15:00 | Office   | Work     | Client meeting       |
| 2023 | Feb   | 2   | 16:00 | Office   | Work     | Report writing       |
| 2023 | Feb   | 3   | 17:00 | Office   | Work     | Team meeting         |
| 2023 | Feb   | 4   | 18:00 | Office   | Work     | Project planning     |
| 2023 | Feb   | 5   | 19:00 | Office   | Work     | Document review      |
| 2023 | Feb   | 6   | 20:00 | Office   | Work     | Client meeting       |
| 2023 | Feb   | 7   | 21:00 | Office   | Work     | Report writing       |
| 2023 | Feb   | 8   | 22:00 | Office   | Work     | Team meeting         |
| 2023 | Feb   | 9   | 23:00 | Office   | Work     | Project planning     |
| 2023 | Feb   | 10  | 00:00 | Office   | Work     | Document review      |
| 2023 | Feb   | 11  | 01:00 | Office   | Work     | Client meeting       |
| 2023 | Feb   | 12  | 02:00 | Office   | Work     | Report writing       |
| 2023 | Feb   | 13  | 03:00 | Office   | Work     | Team meeting         |
| 2023 | Feb   | 14  | 04:00 | Office   | Work     | Project planning     |
| 2023 | Feb   | 15  | 05:00 | Office   | Work     | Document review      |
| 2023 | Feb   | 16  | 06:00 | Office   | Work     | Client meeting       |
| 2023 | Feb   | 17  | 07:00 | Office   | Work     | Report writing       |
| 2023 | Feb   | 18  | 08:00 | Office   | Work     | Team meeting         |
| 2023 | Feb   | 19  | 09:00 | Office   | Work     | Project planning     |
| 2023 | Feb   | 20  | 10:00 | Office   | Work     | Document review      |
| 2023 | Feb   | 21  | 11:00 | Office   | Work     | Client meeting       |
| 2023 | Feb   | 22  | 12:00 | Office   | Work     | Report writing       |
| 2023 | Feb   | 23  | 13:00 | Office   | Work     | Team meeting         |
| 2023 | Feb   | 24  | 14:00 | Office   | Work     | Project planning     |
| 2023 | Feb   | 25  | 15:00 | Office   | Work     | Document review      |
| 2023 | Feb   | 26  | 16:00 | Office   | Work     | Client meeting       |
| 2023 | Feb   | 27  | 17:00 | Office   | Work     | Report writing       |
| 2023 | Feb   | 28  | 18:00 | Office   | Work     | Team meeting         |
| 2023 | Feb   | 29  | 19:00 | Office   | Work     | Project planning     |
| 2023 | Feb   | 30  | 20:00 | Office   | Work     | Document review      |
| 2023 | Mar   | 1   | 21:00 | Office   | Work     | Client meeting       |
| 2023 | Mar   | 2   | 22:00 | Office   | Work     | Report writing       |
| 2023 | Mar   | 3   | 23:00 | Office   | Work     | Team meeting         |
| 2023 | Mar   | 4   | 00:00 | Office   | Work     | Project planning     |
| 2023 | Mar   | 5   | 01:00 | Office   | Work     | Document review      |
| 2023 | Mar   | 6   | 02:00 | Office   | Work     | Client meeting       |
| 2023 | Mar   | 7   | 03:00 | Office   | Work     | Report writing       |
| 2023 | Mar   | 8   | 04:00 | Office   | Work     | Team meeting         |
| 2023 | Mar   | 9   | 05:00 | Office   | Work     | Project planning     |
| 2023 | Mar   | 10  | 06:00 | Office   | Work     | Document review      |
| 2023 | Mar   | 11  | 07:00 | Office   | Work     | Client meeting       |
| 2023 | Mar   | 12  | 08:00 | Office   | Work     | Report writing       |
| 2023 | Mar   | 13  | 09:00 | Office   | Work     | Team meeting         |
| 2023 | Mar   | 14  | 10:00 | Office   | Work     | Project planning     |
| 2023 | Mar   | 15  | 11:00 | Office   | Work     | Document review      |
| 2023 | Mar   | 16  | 12:00 | Office   | Work     | Client meeting       |
| 2023 | Mar   | 17  | 13:00 | Office   | Work     | Report writing       |
| 2023 | Mar   | 18  | 14:00 | Office   | Work     | Team meeting         |
| 2023 | Mar   | 19  | 15:00 | Office   | Work     | Project planning     |
| 2023 | Mar   | 20  | 16:00 | Office   | Work     | Document review      |
| 2023 | Mar   | 21  | 17:00 | Office   | Work     | Client meeting       |
| 2023 | Mar   | 22  | 18:00 | Office   | Work     | Report writing       |
| 2023 | Mar   | 23  | 19:00 | Office   | Work     | Team meeting         |
| 2023 | Mar   | 24  | 20:00 | Office   | Work     | Project planning     |
| 2023 | Mar   | 25  | 21:00 | Office   | Work     | Document review      |
| 2023 | Mar   | 26  | 22:00 | Office   | Work     | Client meeting       |
| 2023 | Mar   | 27  | 23:00 | Office   | Work     | Report writing       |
| 2023 | Mar   | 28  | 00:00 | Office   | Work     | Team meeting         |
| 2023 | Mar   | 29  | 01:00 | Office   | Work     | Project planning     |
| 2023 | Mar   | 30  | 02:00 | Office   | Work     | Document review      |
| 2023 | Mar   | 31  | 03:00 | Office   | Work     | Client meeting       |





| Account                             | Debit | Credit |
|-------------------------------------|-------|--------|
| 1000 Cash                           |       |        |
| 1010 Accounts Receivable            |       |        |
| 1020 Inventory                      |       |        |
| 1030 Prepaid Insurance              |       |        |
| 1040 Property, Plant, and Equipment |       |        |
| 1050 Accumulated Depreciation       |       |        |
| 2000 Accounts Payable               |       |        |
| 2010 Long-Term Debt                 |       |        |
| 2020 Equity                         |       |        |
| 2030 Retained Earnings              |       |        |
| 2040 Dividends                      |       |        |
| 3000 Sales                          |       |        |
| 3010 Cost of Sales                  |       |        |
| 3020 Selling Expenses               |       |        |
| 3030 Administrative Expenses        |       |        |
| 3040 Depreciation Expense           |       |        |
| 3050 Interest Expense               |       |        |
| 3060 Income Tax Expense             |       |        |
| 3070 Dividend Income                |       |        |
| 3080 Interest Income                |       |        |
| 3090 Other Income                   |       |        |
| 3100 Other Expenses                 |       |        |
| 3110 Other Revenues                 |       |        |
| 3120 Other Gains                    |       |        |
| 3130 Other Losses                   |       |        |
| 3140 Other Income                   |       |        |
| 3150 Other Expenses                 |       |        |
| 3160 Other Revenues                 |       |        |
| 3170 Other Gains                    |       |        |
| 3180 Other Losses                   |       |        |
| 3190 Other Income                   |       |        |
| 3200 Other Expenses                 |       |        |
| 3210 Other Revenues                 |       |        |
| 3220 Other Gains                    |       |        |
| 3230 Other Losses                   |       |        |
| 3240 Other Income                   |       |        |
| 3250 Other Expenses                 |       |        |
| 3260 Other Revenues                 |       |        |
| 3270 Other Gains                    |       |        |
| 3280 Other Losses                   |       |        |
| 3290 Other Income                   |       |        |
| 3300 Other Expenses                 |       |        |
| 3310 Other Revenues                 |       |        |
| 3320 Other Gains                    |       |        |
| 3330 Other Losses                   |       |        |
| 3340 Other Income                   |       |        |
| 3350 Other Expenses                 |       |        |
| 3360 Other Revenues                 |       |        |
| 3370 Other Gains                    |       |        |
| 3380 Other Losses                   |       |        |
| 3390 Other Income                   |       |        |
| 3400 Other Expenses                 |       |        |
| 3410 Other Revenues                 |       |        |
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| 3430 Other Losses                   |       |        |
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| 3460 Other Revenues                 |       |        |
| 3470 Other Gains                    |       |        |
| 3480 Other Losses                   |       |        |
| 3490 Other Income                   |       |        |
| 3500 Other Expenses                 |       |        |
| 3510 Other Revenues                 |       |        |
| 3520 Other Gains                    |       |        |
| 3530 Other Losses                   |       |        |
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| 3560 Other Revenues                 |       |        |
| 3570 Other Gains                    |       |        |
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| 3610 Other Revenues                 |       |        |
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| 3630 Other Losses                   |       |        |
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| 3650 Other Expenses                 |       |        |
| 3660 Other Revenues                 |       |        |
| 3670 Other Gains                    |       |        |
| 3680 Other Losses                   |       |        |
| 3690 Other Income                   |       |        |
| 3700 Other Expenses                 |       |        |
| 3710 Other Revenues                 |       |        |
| 3720 Other Gains                    |       |        |
| 3730 Other Losses                   |       |        |
| 3740 Other Income                   |       |        |
| 3750 Other Expenses                 |       |        |
| 3760 Other Revenues                 |       |        |
| 3770 Other Gains                    |       |        |
| 3780 Other Losses                   |       |        |
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| 3800 Other Expenses                 |       |        |
| 3810 Other Revenues                 |       |        |
| 3820 Other Gains                    |       |        |
| 3830 Other Losses                   |       |        |
| 3840 Other Income                   |       |        |
| 3850 Other Expenses                 |       |        |
| 3860 Other Revenues                 |       |        |
| 3870 Other Gains                    |       |        |
| 3880 Other Losses                   |       |        |
| 3890 Other Income                   |       |        |
| 3900 Other Expenses                 |       |        |
| 3910 Other Revenues                 |       |        |
| 3920 Other Gains                    |       |        |
| 3930 Other Losses                   |       |        |
| 3940 Other Income                   |       |        |
| 3950 Other Expenses                 |       |        |
| 3960 Other Revenues                 |       |        |
| 3970 Other Gains                    |       |        |
| 3980 Other Losses                   |       |        |
| 3990 Other Income                   |       |        |
| 4000 Other Expenses                 |       |        |

|     |     | 2017 | 2018 | 2019 |
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| Account                       | Debit | Credit |
|-------------------------------|-------|--------|
| 1000 Cash                     |       |        |
| 1010 Accounts Receivable      |       |        |
| 1020 Inventory                |       |        |
| 1030 Prepaid Insurance        |       |        |
| 1040 Equipment                |       |        |
| 1050 Accumulated Depreciation |       |        |
| 2000 Accounts Payable         |       |        |
| 2010 Long-Term Debt           |       |        |
| 2020 Equity                   |       |        |
| 2030 Retained Earnings        |       |        |
| 2040 Dividends                |       |        |
| 3000 Sales                    |       |        |
| 3010 Cost of Sales            |       |        |
| 3020 Operating Expenses       |       |        |
| 3030 Interest Expense         |       |        |
| 3040 Income Tax Expense       |       |        |
| 3050 Other Expenses           |       |        |
| 3060 Other Income             |       |        |
| 3070 Other Gains              |       |        |
| 3080 Other Losses             |       |        |
| 3090 Other                    |       |        |
| 3100 Total                    |       |        |









| Account                       | Debit | Credit |
|-------------------------------|-------|--------|
| 1000 Cash                     |       |        |
| 1010 Accounts Receivable      |       |        |
| 1020 Inventory                |       |        |
| 1030 Prepaid Insurance        |       |        |
| 1040 Equipment                |       |        |
| 1050 Accumulated Depreciation |       |        |
| 2000 Accounts Payable         |       |        |
| 2010 Long-Term Debt           |       |        |
| 2020 Equity                   |       |        |
| 2030 Retained Earnings        |       |        |
| 2040 Dividends                |       |        |
| 3000 Sales                    |       |        |
| 3010 Cost of Sales            |       |        |
| 3020 Operating Expenses       |       |        |
| 3030 Interest Expense         |       |        |
| 3040 Income Tax Expense       |       |        |
| 3050 Other Expenses           |       |        |
| 3060 Other Income             |       |        |
| 3070 Other Gains              |       |        |
| 3080 Other Losses             |       |        |
| 3090 Other                    |       |        |
| 3100 Total                    |       |        |



| Year | Q1  | Q2  | Q3  | Q4  | Annual |
|------|-----|-----|-----|-----|--------|
| 2010 | 100 | 100 | 100 | 100 | 400    |
| 2011 | 100 | 100 | 100 | 100 | 400    |
| 2012 | 100 | 100 | 100 | 100 | 400    |
| 2013 | 100 | 100 | 100 | 100 | 400    |
| 2014 | 100 | 100 | 100 | 100 | 400    |
| 2015 | 100 | 100 | 100 | 100 | 400    |
| 2016 | 100 | 100 | 100 | 100 | 400    |
| 2017 | 100 | 100 | 100 | 100 | 400    |
| 2018 | 100 | 100 | 100 | 100 | 400    |
| 2019 | 100 | 100 | 100 | 100 | 400    |
| 2020 | 100 | 100 | 100 | 100 | 400    |
| 2021 | 100 | 100 | 100 | 100 | 400    |
| 2022 | 100 | 100 | 100 | 100 | 400    |
| 2023 | 100 | 100 | 100 | 100 | 400    |
| 2024 | 100 | 100 | 100 | 100 | 400    |
| 2025 | 100 | 100 | 100 | 100 | 400    |
| 2026 | 100 | 100 | 100 | 100 | 400    |
| 2027 | 100 | 100 | 100 | 100 | 400    |
| 2028 | 100 | 100 | 100 | 100 | 400    |
| 2029 | 100 | 100 | 100 | 100 | 400    |
| 2030 | 100 | 100 | 100 | 100 | 400    |
| 2031 | 100 | 100 | 100 | 100 | 400    |
| 2032 | 100 | 100 | 100 | 100 | 400    |
| 2033 | 100 | 100 | 100 | 100 | 400    |
| 2034 | 100 | 100 | 100 | 100 | 400    |
| 2035 | 100 | 100 | 100 | 100 | 400    |
| 2036 | 100 | 100 | 100 | 100 | 400    |
| 2037 | 100 | 100 | 100 | 100 | 400    |
| 2038 | 100 | 100 | 100 | 100 | 400    |
| 2039 | 100 | 100 | 100 | 100 | 400    |
| 2040 | 100 | 100 | 100 | 100 | 400    |
| 2041 | 100 | 100 | 100 | 100 | 400    |
| 2042 | 100 | 100 | 100 | 100 | 400    |
| 2043 | 100 | 100 | 100 | 100 | 400    |
| 2044 | 100 | 100 | 100 | 100 | 400    |
| 2045 | 100 | 100 | 100 | 100 | 400    |
| 2046 | 100 | 100 | 100 | 100 | 400    |
| 2047 | 100 | 100 | 100 | 100 | 400    |
| 2048 | 100 | 100 | 100 | 100 | 400    |
| 2049 | 100 | 100 | 100 | 100 | 400    |
| 2050 | 100 | 100 | 100 | 100 | 400    |
| 2051 | 100 | 100 | 100 | 100 | 400    |
| 2052 | 100 | 100 | 100 | 100 | 400    |
| 2053 | 100 | 100 | 100 | 100 | 400    |
| 2054 | 100 | 100 | 100 | 100 | 400    |
| 2055 | 100 | 100 | 100 | 100 | 400    |
| 2056 | 100 | 100 | 100 | 100 | 400    |
| 2057 | 100 | 100 | 100 | 100 | 400    |
| 2058 | 100 | 100 | 100 | 100 | 400    |
| 2059 | 100 | 100 | 100 | 100 | 400    |
| 2060 | 100 | 100 | 100 | 100 | 400    |
| 2061 | 100 | 100 | 100 | 100 | 400    |
| 2062 | 100 | 100 | 100 | 100 | 400    |
| 2063 | 100 | 100 | 100 | 100 | 400    |
| 2064 | 100 | 100 | 100 | 100 | 400    |
| 2065 | 100 | 100 | 100 | 100 | 400    |
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| 2067 | 100 | 100 | 100 | 100 | 400    |
| 2068 | 100 | 100 | 100 | 100 | 400    |
| 2069 | 100 | 100 | 100 | 100 | 400    |
| 2070 | 100 | 100 | 100 | 100 | 400    |
| 2071 | 100 | 100 | 100 | 100 | 400    |
| 2072 | 100 | 100 | 100 | 100 | 400    |
| 2073 | 100 | 100 | 100 | 100 | 400    |
| 2074 | 100 | 100 | 100 | 100 | 400    |
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| 2080 | 100 | 100 | 100 | 100 | 400    |
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| 2097 | 100 | 100 | 100 | 100 | 400    |
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| 2099 | 100 | 100 | 100 | 100 | 400    |
| 2100 | 100 | 100 | 100 | 100 | 400    |





| Account                       | Debit | Credit |
|-------------------------------|-------|--------|
| 1000 Cash                     |       |        |
| 1010 Accounts Receivable      |       |        |
| 1020 Inventory                |       |        |
| 1030 Prepaid Insurance        |       |        |
| 1040 Equipment                |       |        |
| 1050 Accumulated Depreciation |       |        |
| 2000 Accounts Payable         |       |        |
| 2010 Long-Term Debt           |       |        |
| 2020 Equity                   |       |        |
| 2030 Retained Earnings        |       |        |
| 2040 Dividends                |       |        |
| 3000 Sales                    |       |        |
| 3010 Cost of Sales            |       |        |
| 3020 Selling Expenses         |       |        |
| 3030 Administrative Expenses  |       |        |
| 3040 Depreciation Expense     |       |        |
| 3050 Interest Expense         |       |        |
| 3060 Income Tax Expense       |       |        |
| 3070 Dividend Income          |       |        |
| 3080 Interest Income          |       |        |
| 3090 Other Income             |       |        |
| 3100 Other Expenses           |       |        |
| 3110 Other Revenues           |       |        |
| 3120 Other Gains              |       |        |
| 3130 Other Losses             |       |        |
| 3140 Other Income             |       |        |
| 3150 Other Expenses           |       |        |
| 3160 Other Revenues           |       |        |
| 3170 Other Gains              |       |        |
| 3180 Other Losses             |       |        |
| 3190 Other Income             |       |        |
| 3200 Other Expenses           |       |        |
| 3210 Other Revenues           |       |        |
| 3220 Other Gains              |       |        |
| 3230 Other Losses             |       |        |
| 3240 Other Income             |       |        |
| 3250 Other Expenses           |       |        |
| 3260 Other Revenues           |       |        |
| 3270 Other Gains              |       |        |
| 3280 Other Losses             |       |        |
| 3290 Other Income             |       |        |
| 3300 Other Expenses           |       |        |
| 3310 Other Revenues           |       |        |
| 3320 Other Gains              |       |        |
| 3330 Other Losses             |       |        |
| 3340 Other Income             |       |        |
| 3350 Other Expenses           |       |        |
| 3360 Other Revenues           |       |        |
| 3370 Other Gains              |       |        |
| 3380 Other Losses             |       |        |
| 3390 Other Income             |       |        |
| 3400 Other Expenses           |       |        |
| 3410 Other Revenues           |       |        |
| 3420 Other Gains              |       |        |
| 3430 Other Losses             |       |        |
| 3440 Other Income             |       |        |
| 3450 Other Expenses           |       |        |
| 3460 Other Revenues           |       |        |
| 3470 Other Gains              |       |        |
| 3480 Other Losses             |       |        |
| 3490 Other Income             |       |        |
| 3500 Other Expenses           |       |        |
| 3510 Other Revenues           |       |        |
| 3520 Other Gains              |       |        |
| 3530 Other Losses             |       |        |
| 3540 Other Income             |       |        |
| 3550 Other Expenses           |       |        |
| 3560 Other Revenues           |       |        |
| 3570 Other Gains              |       |        |
| 3580 Other Losses             |       |        |
| 3590 Other Income             |       |        |
| 3600 Other Expenses           |       |        |
| 3610 Other Revenues           |       |        |
| 3620 Other Gains              |       |        |
| 3630 Other Losses             |       |        |
| 3640 Other Income             |       |        |
| 3650 Other Expenses           |       |        |
| 3660 Other Revenues           |       |        |
| 3670 Other Gains              |       |        |
| 3680 Other Losses             |       |        |
| 3690 Other Income             |       |        |
| 3700 Other Expenses           |       |        |
| 3710 Other Revenues           |       |        |
| 3720 Other Gains              |       |        |
| 3730 Other Losses             |       |        |
| 3740 Other Income             |       |        |
| 3750 Other Expenses           |       |        |
| 3760 Other Revenues           |       |        |
| 3770 Other Gains              |       |        |
| 3780 Other Losses             |       |        |
| 3790 Other Income             |       |        |
| 3800 Other Expenses           |       |        |
| 3810 Other Revenues           |       |        |
| 3820 Other Gains              |       |        |
| 3830 Other Losses             |       |        |
| 3840 Other Income             |       |        |
| 3850 Other Expenses           |       |        |
| 3860 Other Revenues           |       |        |
| 3870 Other Gains              |       |        |
| 3880 Other Losses             |       |        |
| 3890 Other Income             |       |        |
| 3900 Other Expenses           |       |        |
| 3910 Other Revenues           |       |        |
| 3920 Other Gains              |       |        |
| 3930 Other Losses             |       |        |
| 3940 Other Income             |       |        |
| 3950 Other Expenses           |       |        |
| 3960 Other Revenues           |       |        |
| 3970 Other Gains              |       |        |
| 3980 Other Losses             |       |        |
| 3990 Other Income             |       |        |
| 4000 Other Expenses           |       |        |



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| Year | Month | Day | Time  | Location | Activity | Remarks              |
|------|-------|-----|-------|----------|----------|----------------------|
| 2023 | Jan   | 1   | 08:00 | Office   | Meeting  | Project meeting      |
| 2023 | Jan   | 2   | 09:00 | Office   | Work     | Report writing       |
| 2023 | Jan   | 3   | 10:00 | Office   | Work     | Client communication |
| 2023 | Jan   | 4   | 11:00 | Office   | Work     | Task completion      |
| 2023 | Jan   | 5   | 12:00 | Office   | Work     | Team discussion      |
| 2023 | Jan   | 6   | 13:00 | Office   | Work     | Project update       |
| 2023 | Jan   | 7   | 14:00 | Office   | Work     | Document review      |
| 2023 | Jan   | 8   | 15:00 | Office   | Work     | Meeting preparation  |
| 2023 | Jan   | 9   | 16:00 | Office   | Work     | Final review         |
| 2023 | Jan   | 10  | 17:00 | Office   | Work     | Task completion      |
| 2023 | Jan   | 11  | 18:00 | Office   | Work     | Team meeting         |
| 2023 | Jan   | 12  | 19:00 | Office   | Work     | Report writing       |
| 2023 | Jan   | 13  | 20:00 | Office   | Work     | Client communication |
| 2023 | Jan   | 14  | 21:00 | Office   | Work     | Task completion      |
| 2023 | Jan   | 15  | 22:00 | Office   | Work     | Team discussion      |
| 2023 | Jan   | 16  | 23:00 | Office   | Work     | Project update       |
| 2023 | Jan   | 17  | 00:00 | Office   | Work     | Document review      |
| 2023 | Jan   | 18  | 01:00 | Office   | Work     | Meeting preparation  |
| 2023 | Jan   | 19  | 02:00 | Office   | Work     | Final review         |
| 2023 | Jan   | 20  | 03:00 | Office   | Work     | Task completion      |
| 2023 | Jan   | 21  | 04:00 | Office   | Work     | Team meeting         |
| 2023 | Jan   | 22  | 05:00 | Office   | Work     | Report writing       |
| 2023 | Jan   | 23  | 06:00 | Office   | Work     | Client communication |
| 2023 | Jan   | 24  | 07:00 | Office   | Work     | Task completion      |
| 2023 | Jan   | 25  | 08:00 | Office   | Work     | Team discussion      |
| 2023 | Jan   | 26  | 09:00 | Office   | Work     | Project update       |
| 2023 | Jan   | 27  | 10:00 | Office   | Work     | Document review      |
| 2023 | Jan   | 28  | 11:00 | Office   | Work     | Meeting preparation  |
| 2023 | Jan   | 29  | 12:00 | Office   | Work     | Final review         |
| 2023 | Jan   | 30  | 13:00 | Office   | Work     | Task completion      |
| 2023 | Jan   | 31  | 14:00 | Office   | Work     | Team meeting         |
| 2023 | Feb   | 1   | 15:00 | Office   | Work     | Report writing       |
| 2023 | Feb   | 2   | 16:00 | Office   | Work     | Client communication |
| 2023 | Feb   | 3   | 17:00 | Office   | Work     | Task completion      |
| 2023 | Feb   | 4   | 18:00 | Office   | Work     | Team discussion      |
| 2023 | Feb   | 5   | 19:00 | Office   | Work     | Project update       |
| 2023 | Feb   | 6   | 20:00 | Office   | Work     | Document review      |
| 2023 | Feb   | 7   | 21:00 | Office   | Work     | Meeting preparation  |
| 2023 | Feb   | 8   | 22:00 | Office   | Work     | Final review         |
| 2023 | Feb   | 9   | 23:00 | Office   | Work     | Task completion      |
| 2023 | Feb   | 10  | 00:00 | Office   | Work     | Team meeting         |
| 2023 | Feb   | 11  | 01:00 | Office   | Work     | Report writing       |
| 2023 | Feb   | 12  | 02:00 | Office   | Work     | Client communication |
| 2023 | Feb   | 13  | 03:00 | Office   | Work     | Task completion      |
| 2023 | Feb   | 14  | 04:00 | Office   | Work     | Team discussion      |
| 2023 | Feb   | 15  | 05:00 | Office   | Work     | Project update       |
| 2023 | Feb   | 16  | 06:00 | Office   | Work     | Document review      |
| 2023 | Feb   | 17  | 07:00 | Office   | Work     | Meeting preparation  |
| 2023 | Feb   | 18  | 08:00 | Office   | Work     | Final review         |
| 2023 | Feb   | 19  | 09:00 | Office   | Work     | Task completion      |
| 2023 | Feb   | 20  | 10:00 | Office   | Work     | Team meeting         |
| 2023 | Feb   | 21  | 11:00 | Office   | Work     | Report writing       |
| 2023 | Feb   | 22  | 12:00 | Office   | Work     | Client communication |
| 2023 | Feb   | 23  | 13:00 | Office   | Work     | Task completion      |
| 2023 | Feb   | 24  | 14:00 | Office   | Work     | Team discussion      |
| 2023 | Feb   | 25  | 15:00 | Office   | Work     | Project update       |
| 2023 | Feb   | 26  | 16:00 | Office   | Work     | Document review      |
| 2023 | Feb   | 27  | 17:00 | Office   | Work     | Meeting preparation  |
| 2023 | Feb   | 28  | 18:00 | Office   | Work     | Final review         |
| 2023 | Feb   | 29  | 19:00 | Office   | Work     | Task completion      |
| 2023 | Feb   | 30  | 20:00 | Office   | Work     | Team meeting         |
| 2023 | Feb   | 31  | 21:00 | Office   | Work     | Report writing       |
| 2023 | Mar   | 1   | 22:00 | Office   | Work     | Client communication |
| 2023 | Mar   | 2   | 23:00 | Office   | Work     | Task completion      |
| 2023 | Mar   | 3   | 00:00 | Office   | Work     | Team discussion      |
| 2023 | Mar   | 4   | 01:00 | Office   | Work     | Project update       |
| 2023 | Mar   | 5   | 02:00 | Office   | Work     | Document review      |
| 2023 | Mar   | 6   | 03:00 | Office   | Work     | Meeting preparation  |
| 2023 | Mar   | 7   | 04:00 | Office   | Work     | Final review         |
| 2023 | Mar   | 8   | 05:00 | Office   | Work     | Task completion      |
| 2023 | Mar   | 9   | 06:00 | Office   | Work     | Team meeting         |
| 2023 | Mar   | 10  | 07:00 | Office   | Work     | Report writing       |
| 2023 | Mar   | 11  | 08:00 | Office   | Work     | Client communication |
| 2023 | Mar   | 12  | 09:00 | Office   | Work     | Task completion      |
| 2023 | Mar   | 13  | 10:00 | Office   | Work     | Team discussion      |
| 2023 | Mar   | 14  | 11:00 | Office   | Work     | Project update       |
| 2023 | Mar   | 15  | 12:00 | Office   | Work     | Document review      |
| 2023 | Mar   | 16  | 13:00 | Office   | Work     | Meeting preparation  |
| 2023 | Mar   | 17  | 14:00 | Office   | Work     | Final review         |
| 2023 | Mar   | 18  | 15:00 | Office   | Work     | Task completion      |
| 2023 | Mar   | 19  | 16:00 | Office   | Work     | Team meeting         |
| 2023 | Mar   | 20  | 17:00 | Office   | Work     | Report writing       |
| 2023 | Mar   | 21  | 18:00 | Office   | Work     | Client communication |
| 2023 | Mar   | 22  | 19:00 | Office   | Work     | Task completion      |
| 2023 | Mar   | 23  | 20:00 | Office   | Work     | Team discussion      |
| 2023 | Mar   | 24  | 21:00 | Office   | Work     | Project update       |
| 2023 | Mar   | 25  | 22:00 | Office   | Work     | Document review      |
| 2023 | Mar   | 26  | 23:00 | Office   | Work     | Meeting preparation  |
| 2023 | Mar   | 27  | 00:00 | Office   | Work     | Final review         |
| 2023 | Mar   | 28  | 01:00 | Office   | Work     | Task completion      |
| 2023 | Mar   | 29  | 02:00 | Office   | Work     | Team meeting         |
| 2023 | Mar   | 30  | 03:00 | Office   | Work     | Report writing       |
| 2023 | Mar   | 31  | 04:00 | Office   | Work     | Client communication |



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| Account                       | Debit | Credit |
|-------------------------------|-------|--------|
| 1000 Cash                     |       |        |
| 1010 Accounts Receivable      |       |        |
| 1020 Inventory                |       |        |
| 1030 Prepaid Insurance        |       |        |
| 1040 Equipment                |       |        |
| 1050 Accumulated Depreciation |       |        |
| 2000 Accounts Payable         |       |        |
| 2010 Long-Term Debt           |       |        |
| 2020 Equity                   |       |        |
| 2030 Retained Earnings        |       |        |
| 2040 Dividends                |       |        |
| 3000 Sales                    |       |        |
| 3010 Cost of Sales            |       |        |
| 3020 Selling Expenses         |       |        |
| 3030 Administrative Expenses  |       |        |
| 3040 Interest Expense         |       |        |
| 3050 Income Tax Expense       |       |        |
| 3060 Other Expenses           |       |        |
| 3070 Other Income             |       |        |
| 3080 Other Gains              |       |        |
| 3090 Other Losses             |       |        |
| 3100 Other                    |       |        |
| 3110                          |       |        |
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