



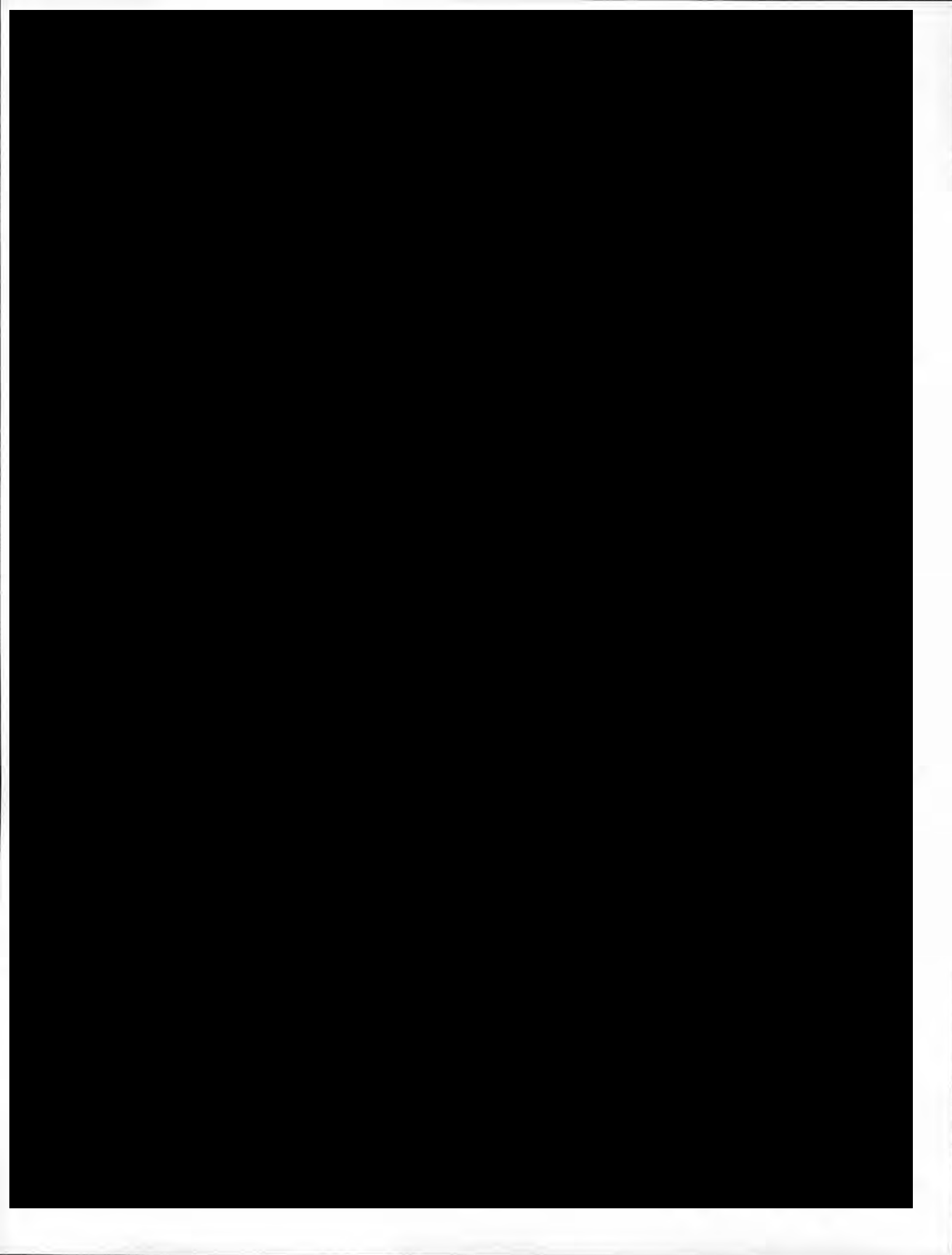


The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses and income. The document provides a detailed list of items that should be tracked, such as inventory levels, supplier payments, and customer orders. It also outlines the procedures for reconciling accounts and resolving any discrepancies that may arise.

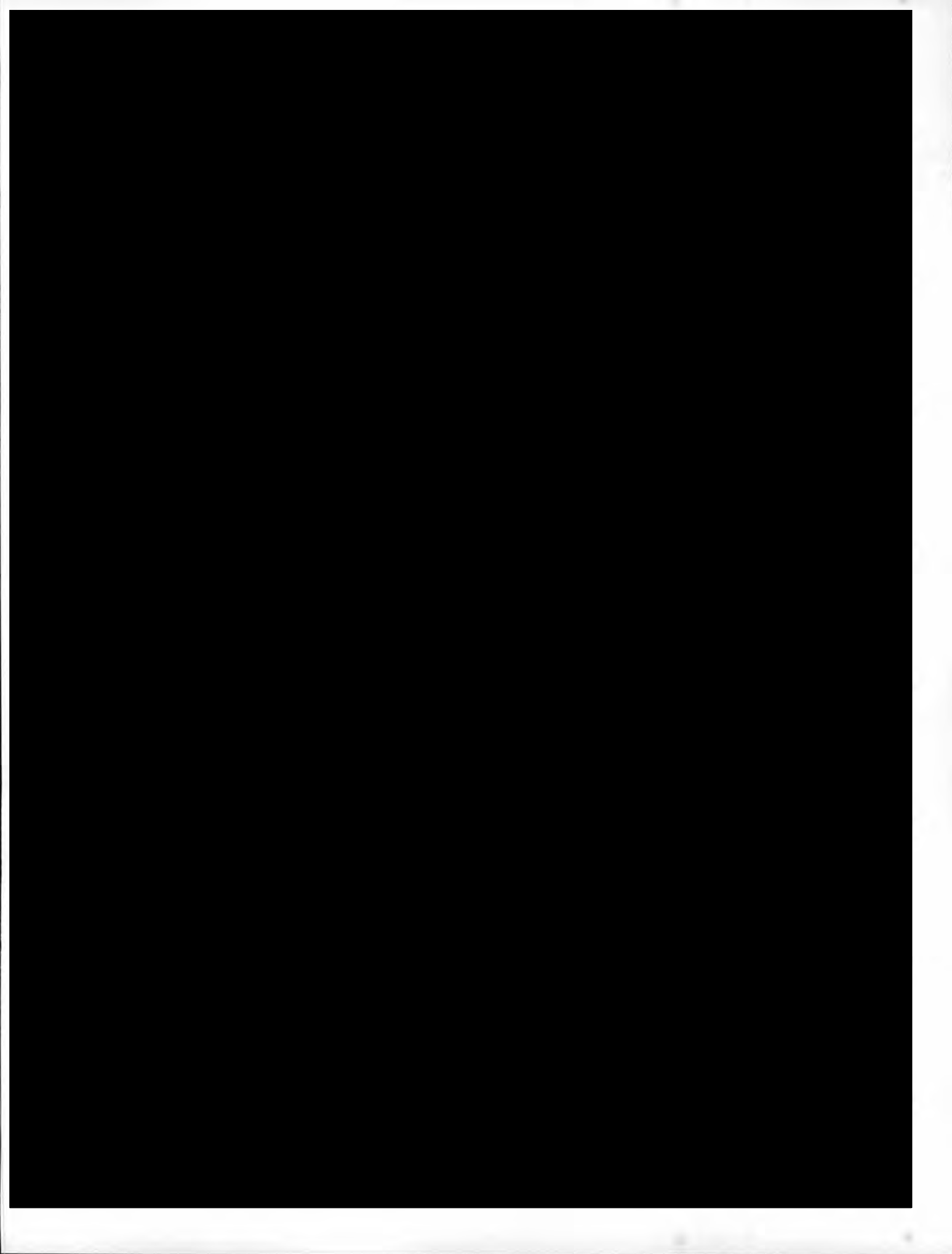
The second part of the document focuses on the role of the accounting department in providing accurate and timely financial information to management. It highlights the need for clear communication and collaboration between the accounting team and other departments. The document describes the various reports and statements that are prepared, such as the balance sheet, income statement, and cash flow statement. It also discusses the importance of analyzing these reports to identify trends and make informed decisions.

The third part of the document addresses the challenges of managing a large volume of transactions and the need for efficient systems and processes. It discusses the use of accounting software and the importance of regular backups and security measures. The document also provides tips for streamlining the accounting process and reducing the risk of errors. Finally, it concludes with a summary of the key points and a call to action for all employees to adhere to the established procedures and maintain the highest standards of accuracy and integrity.

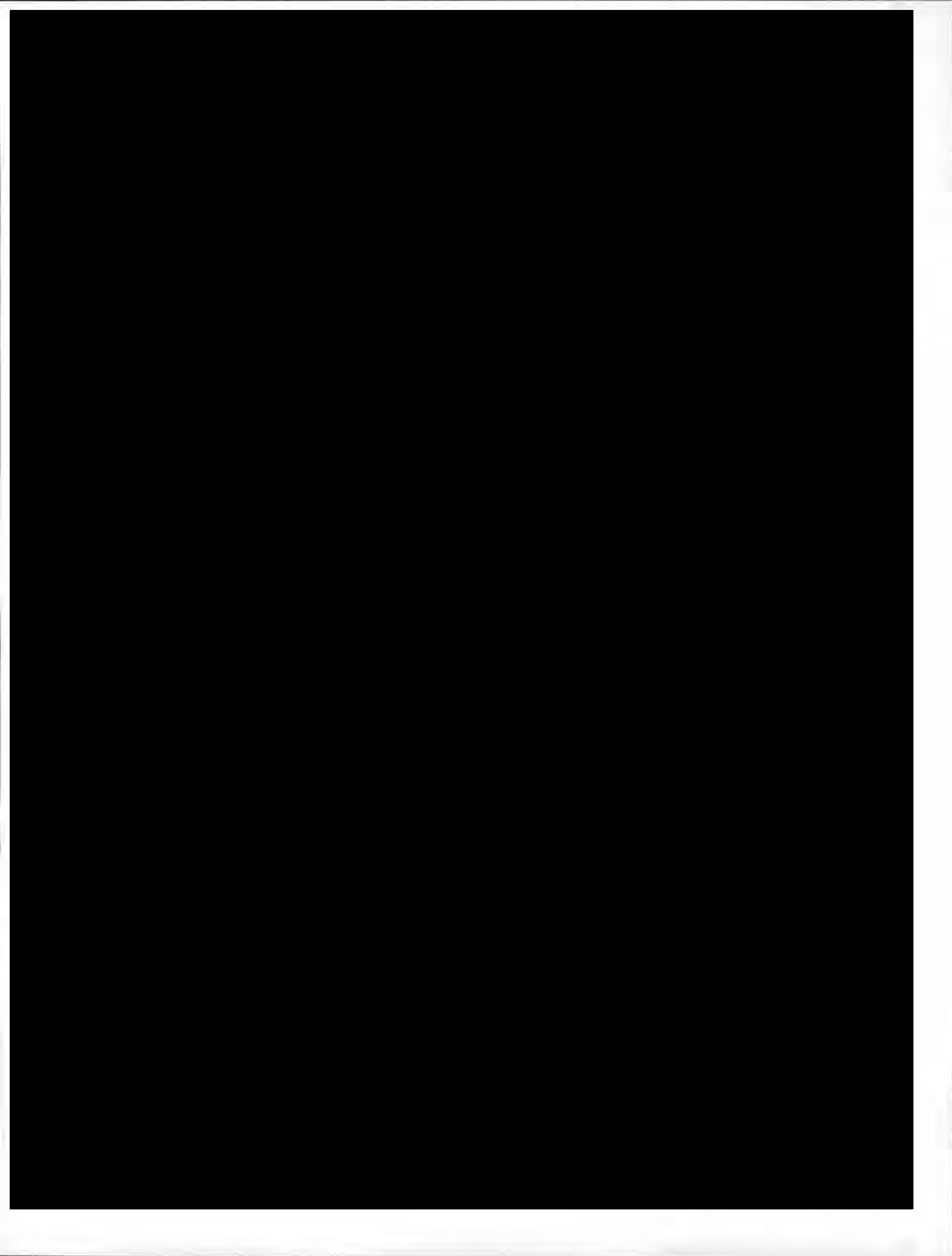






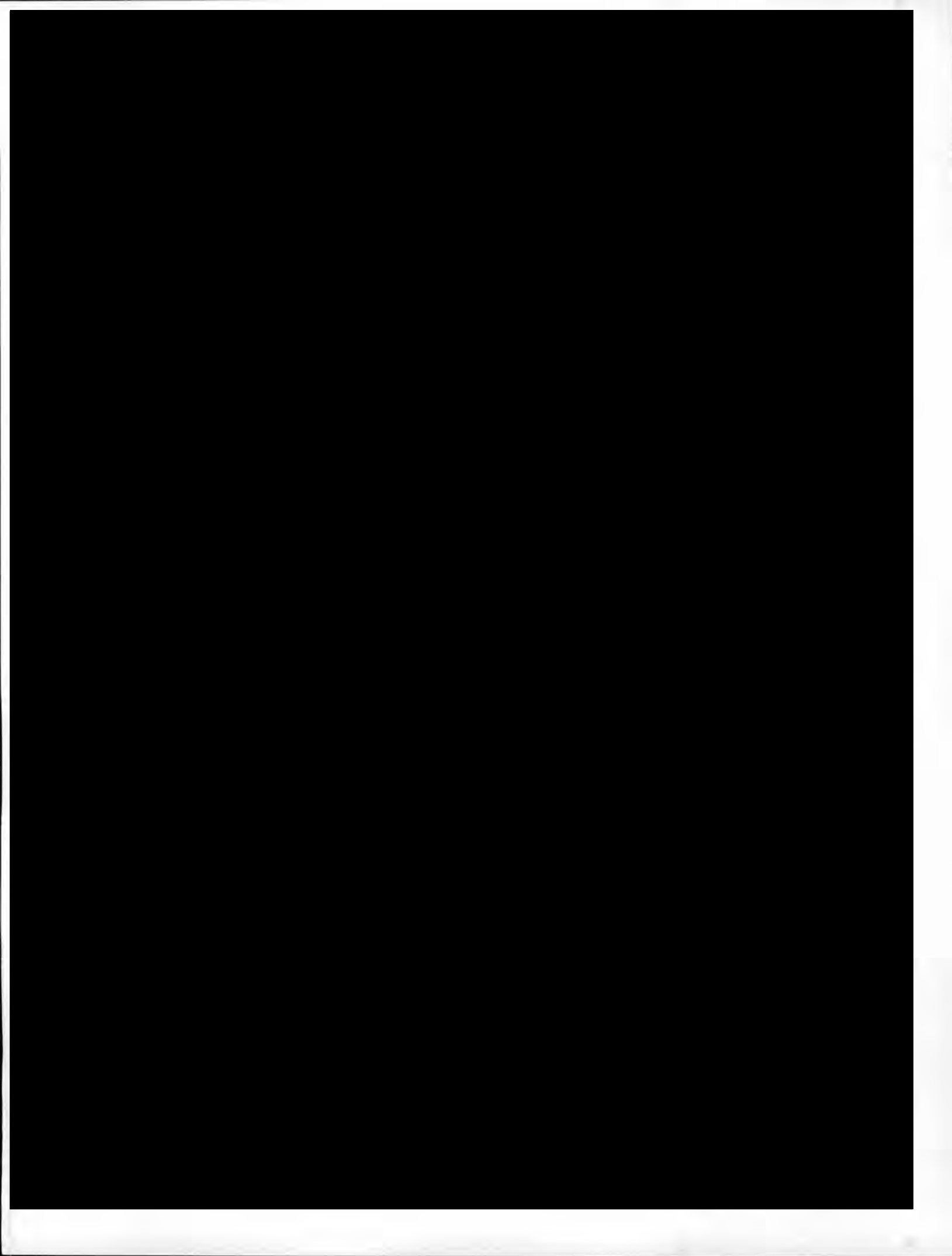




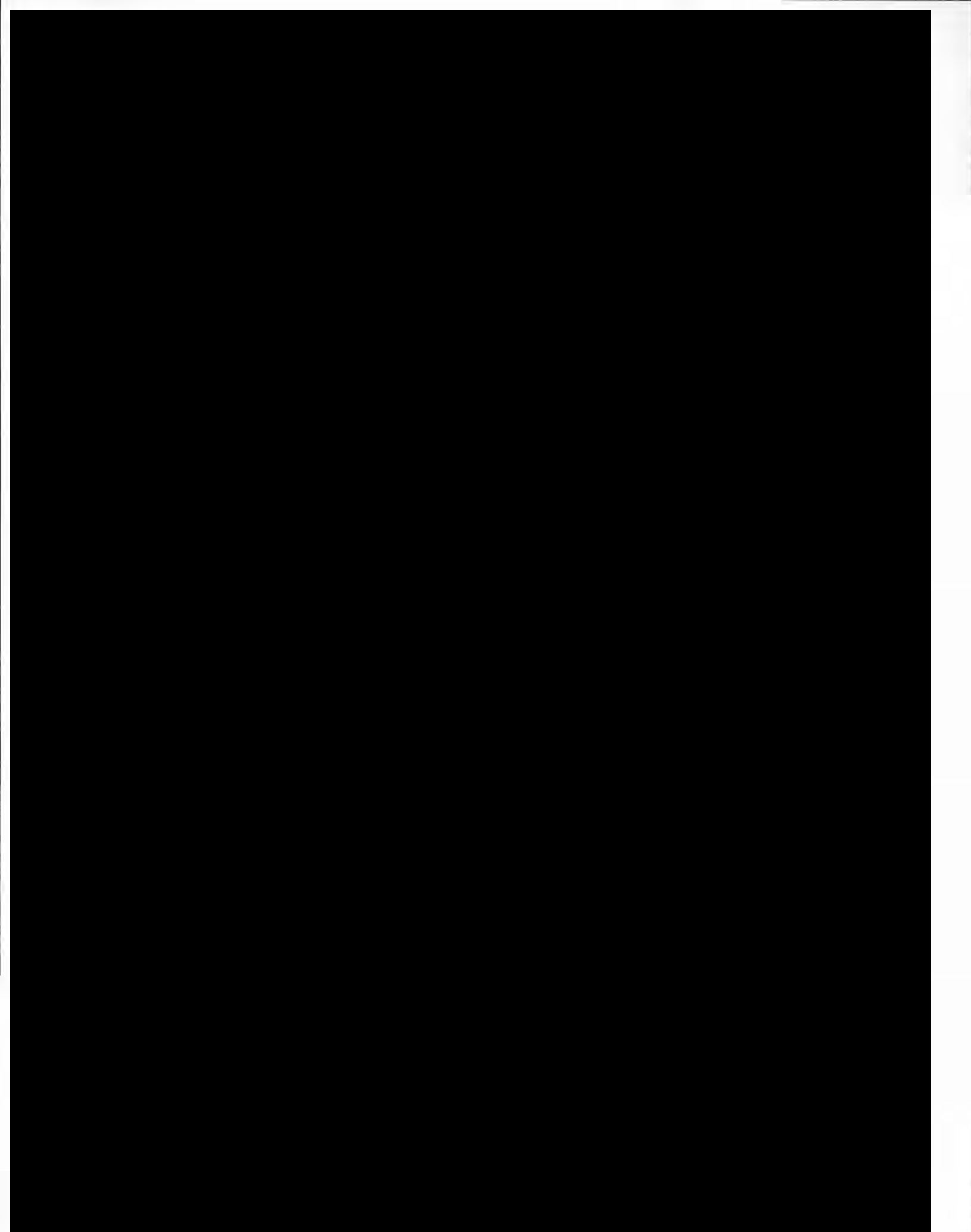




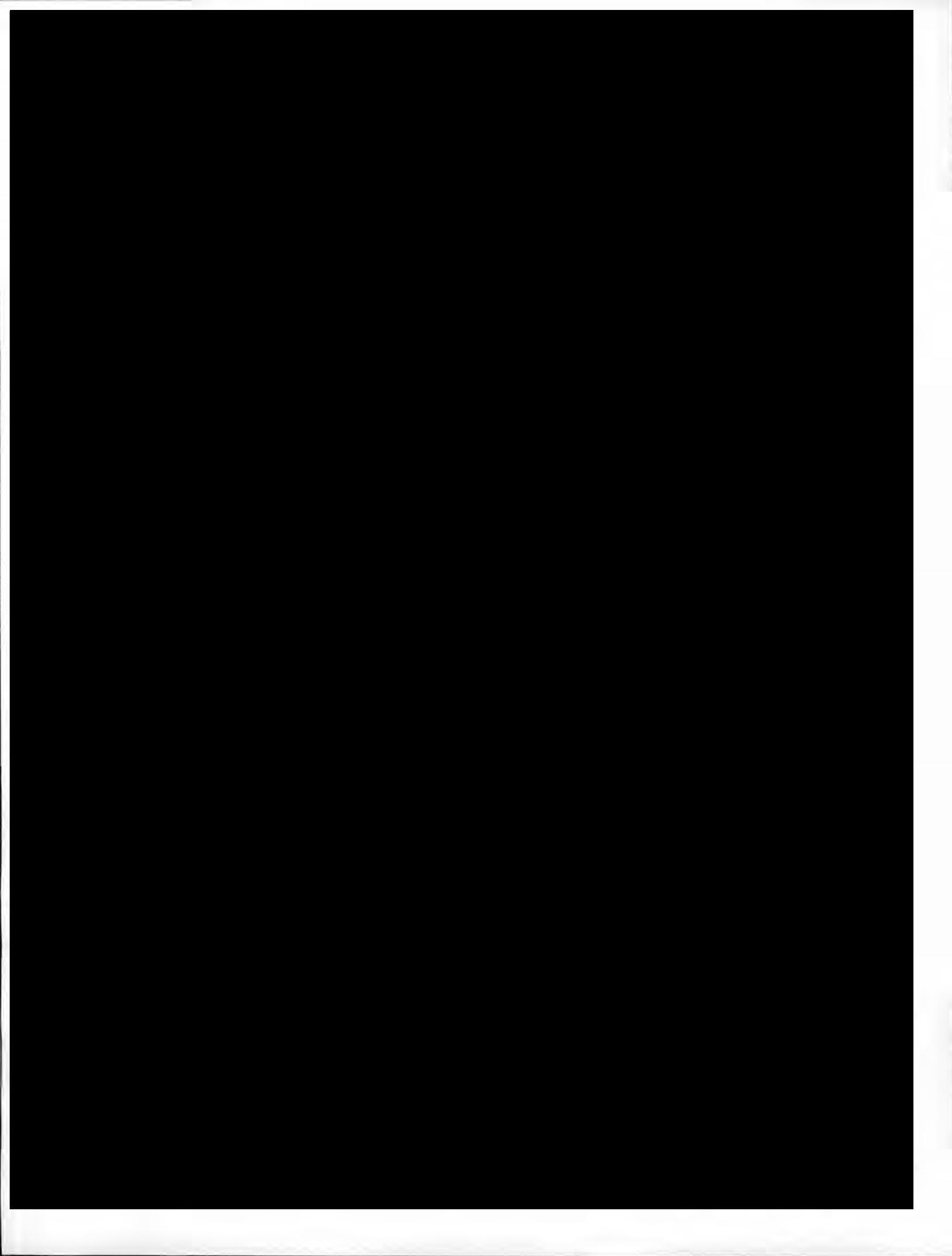




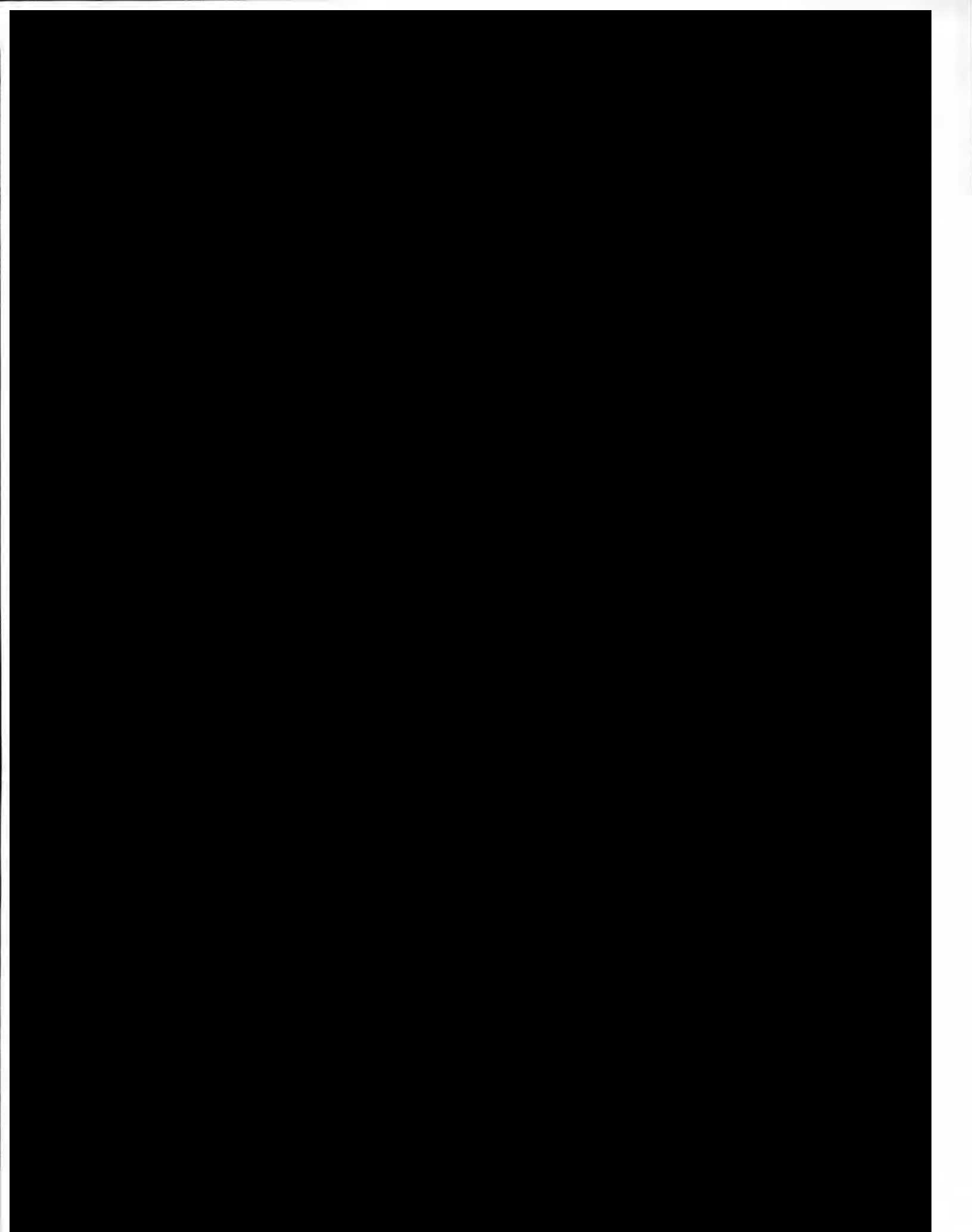






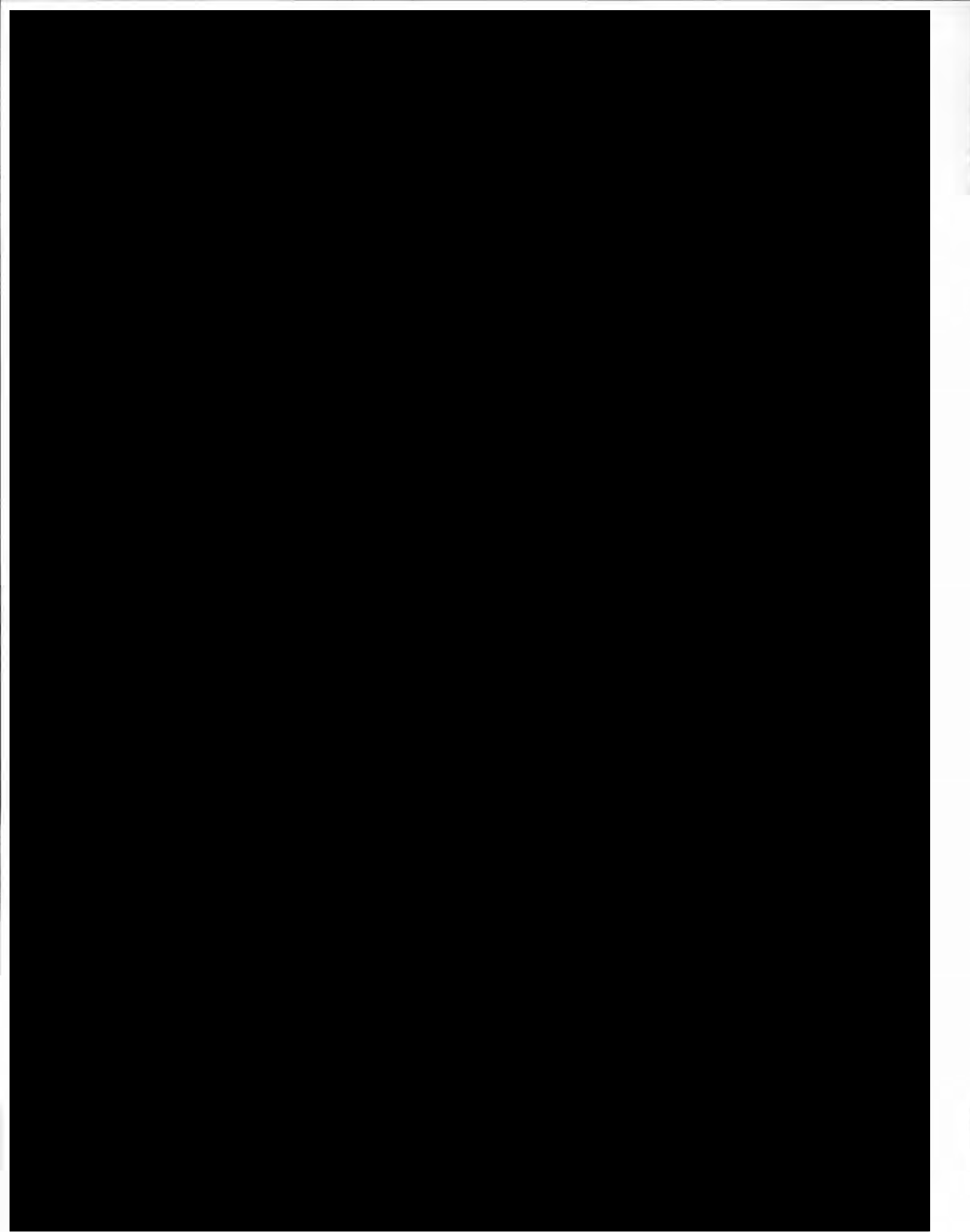




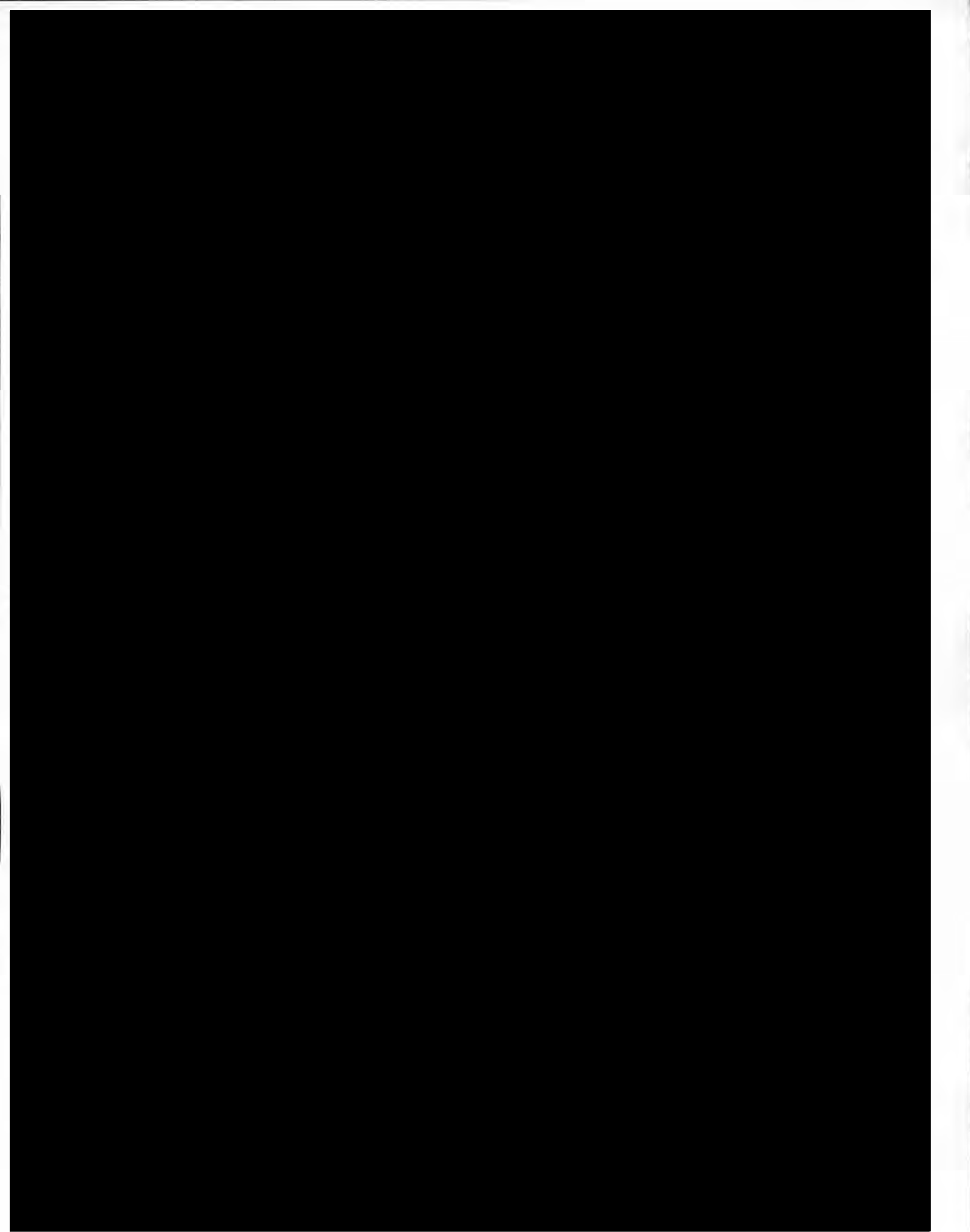


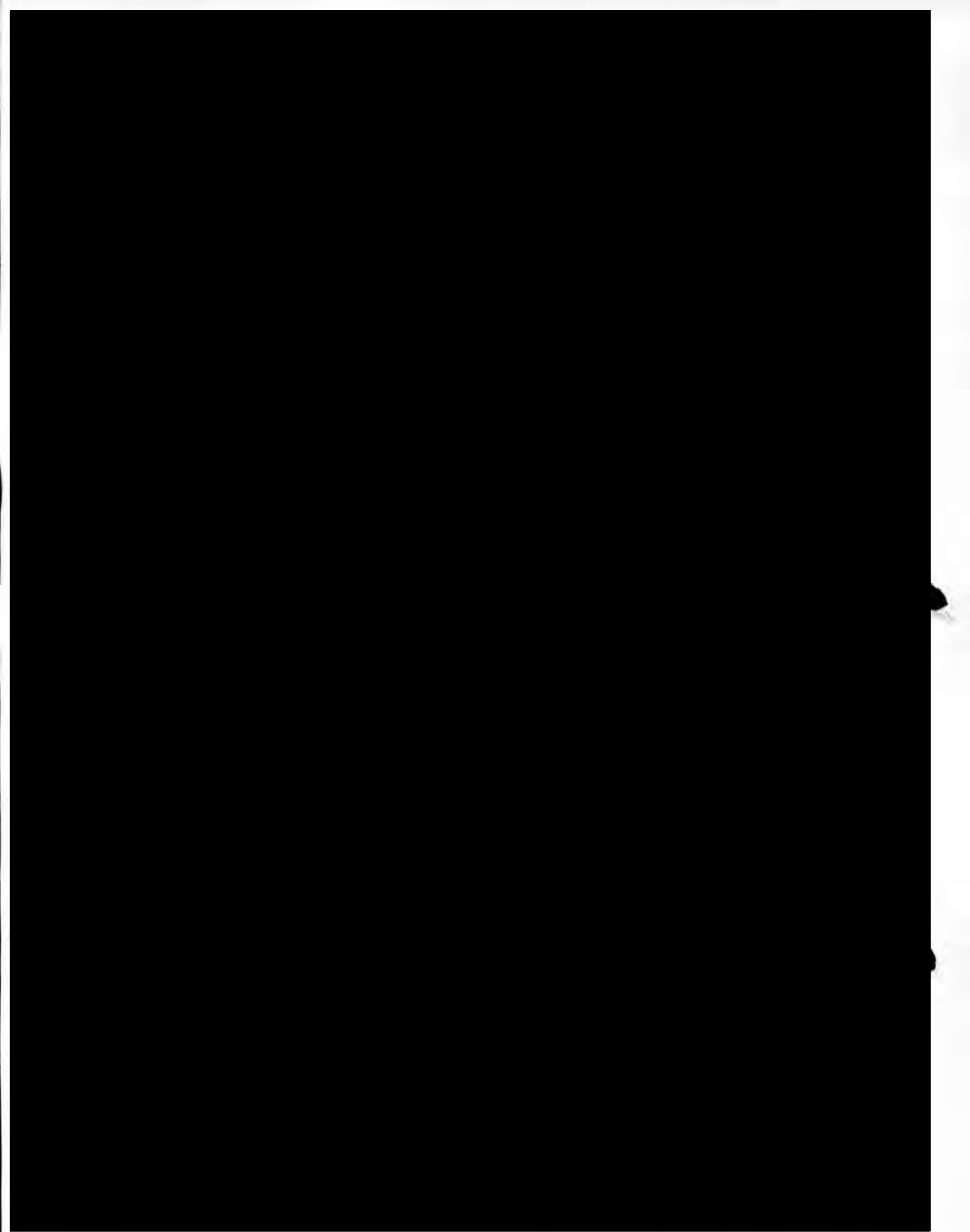






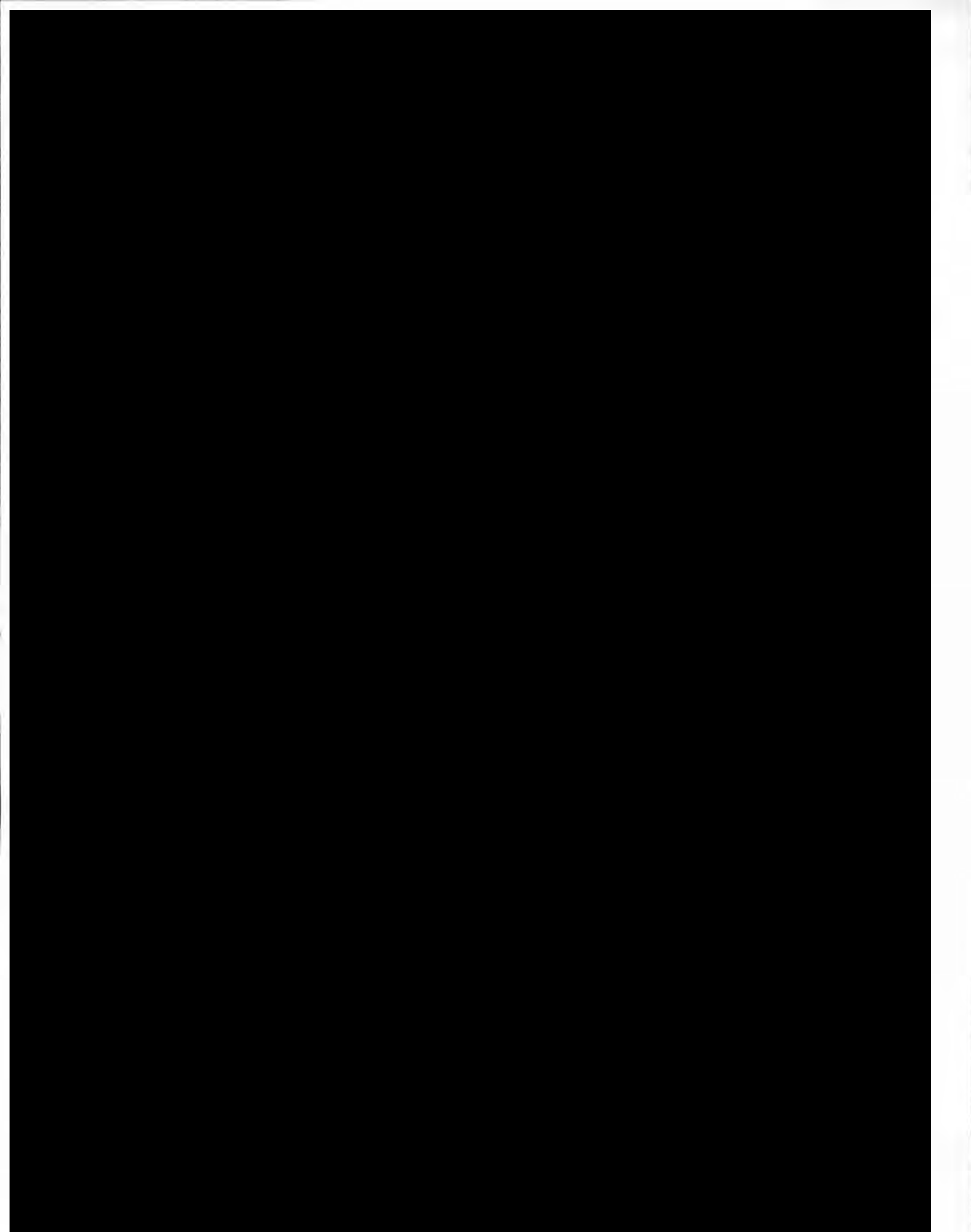






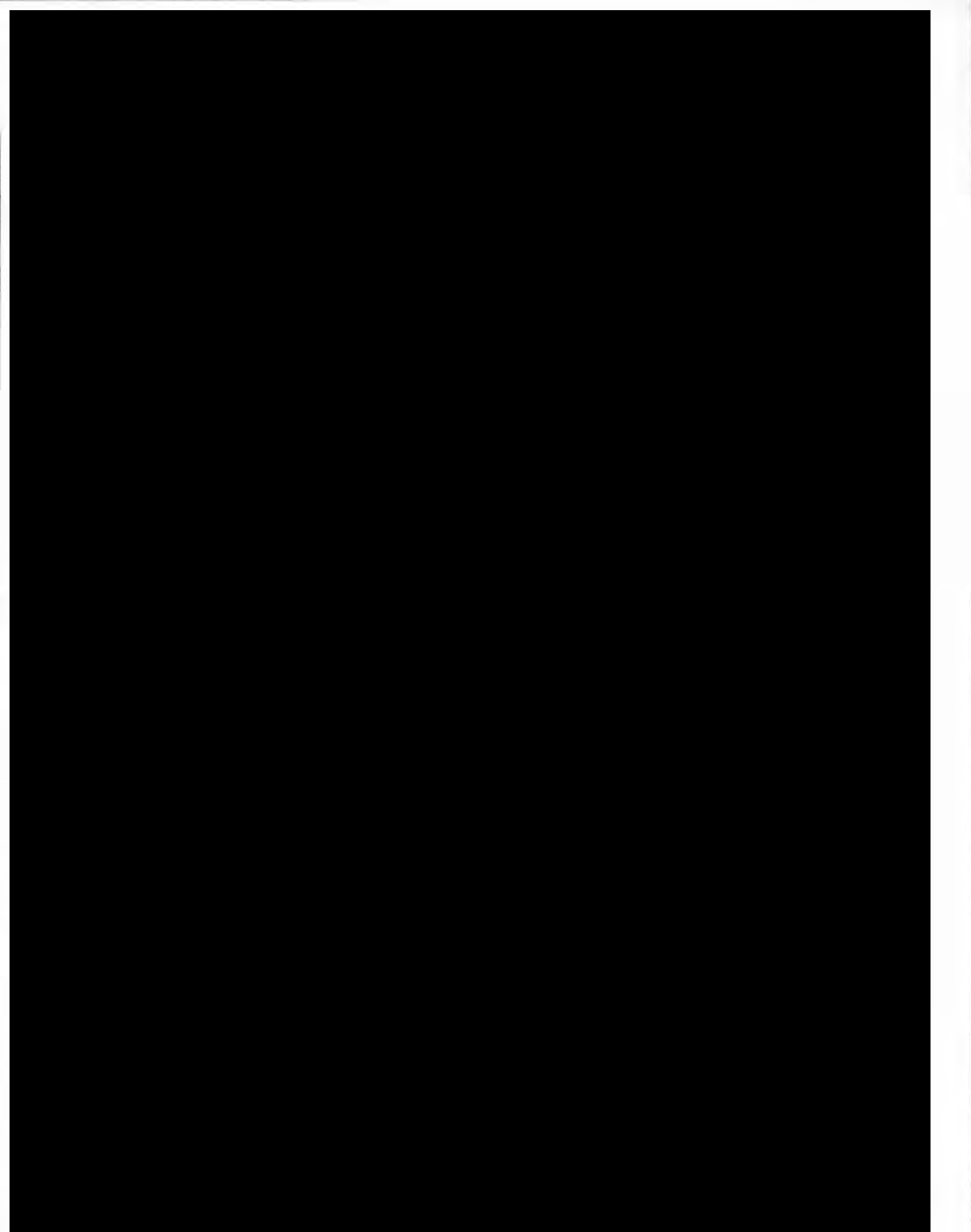




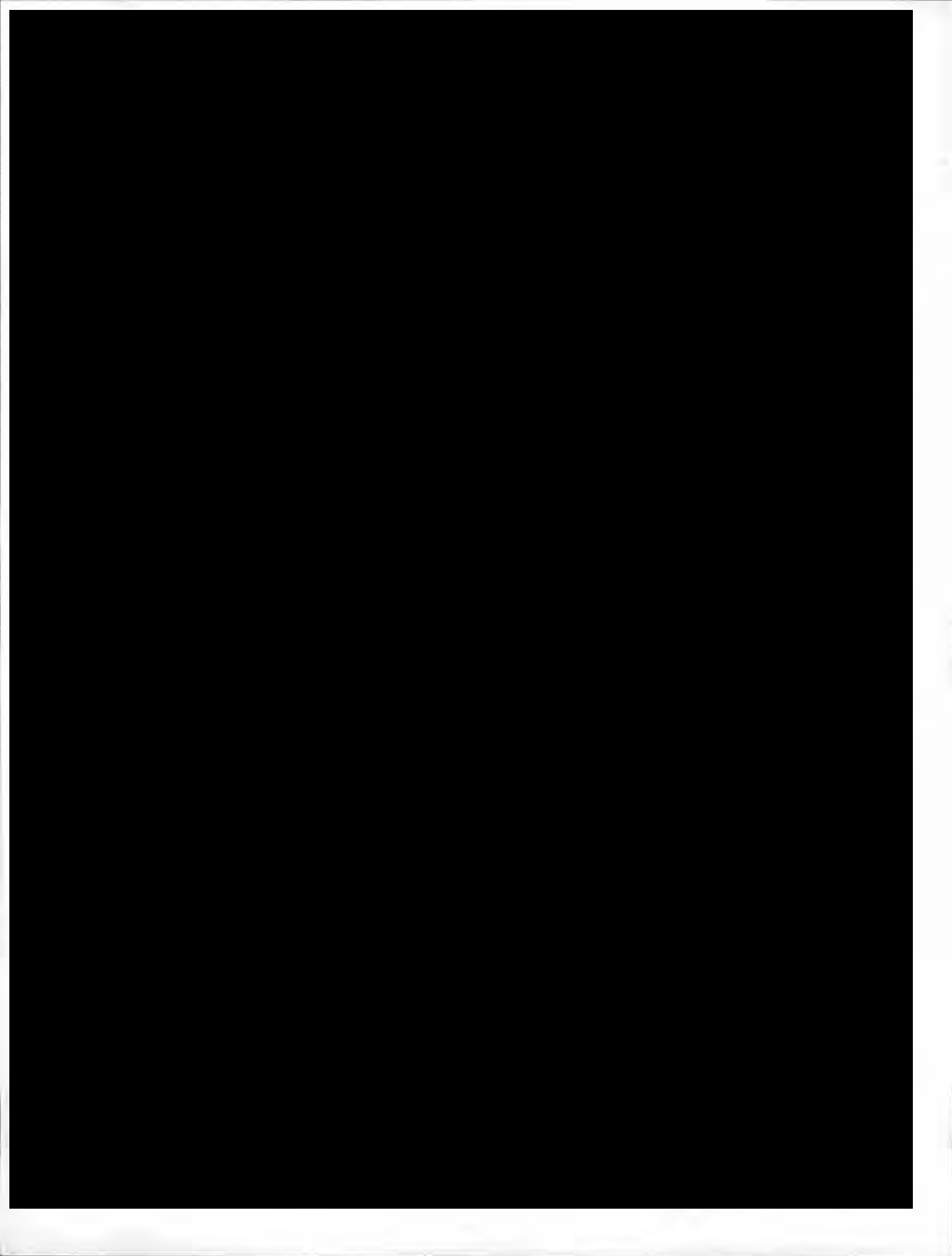




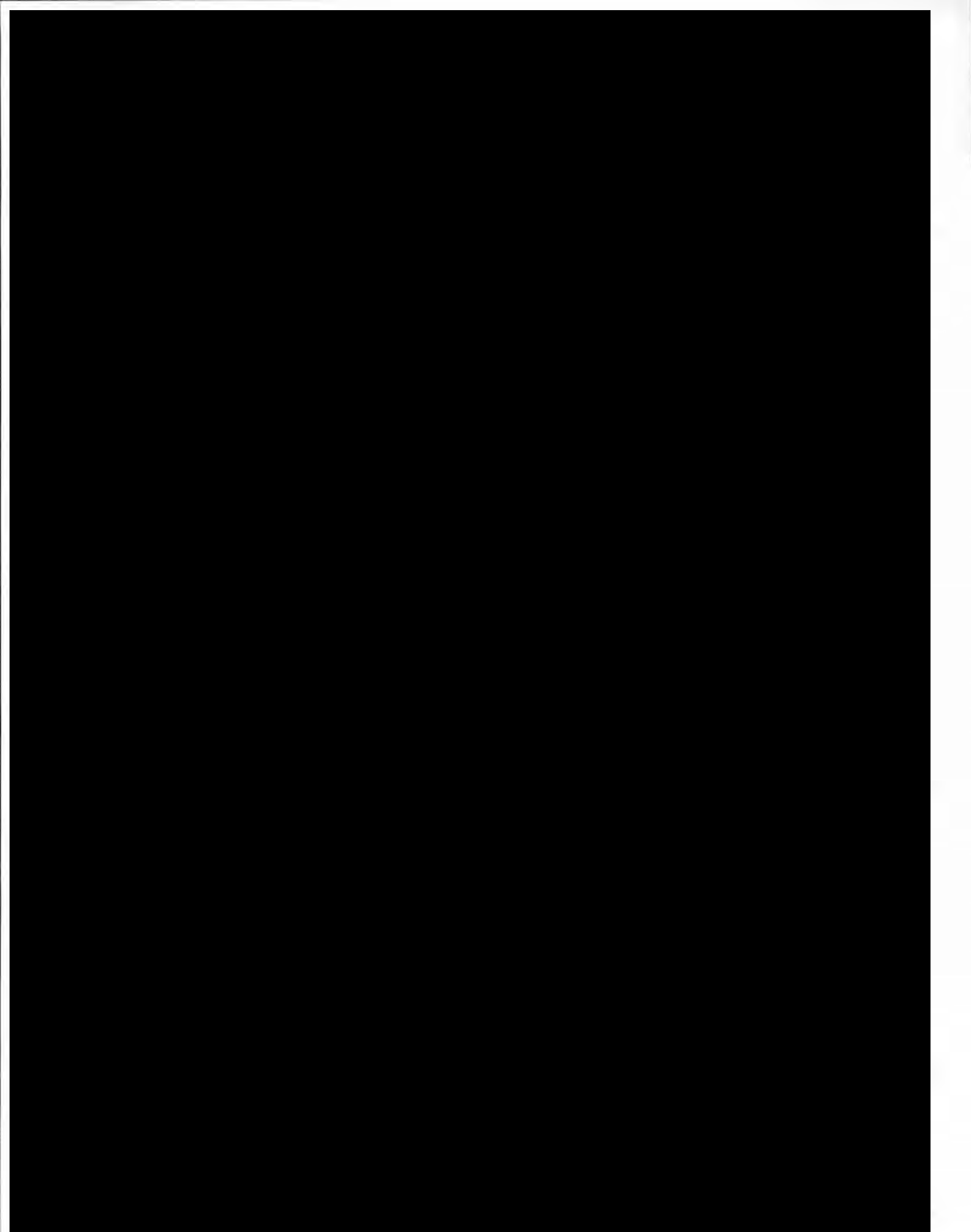


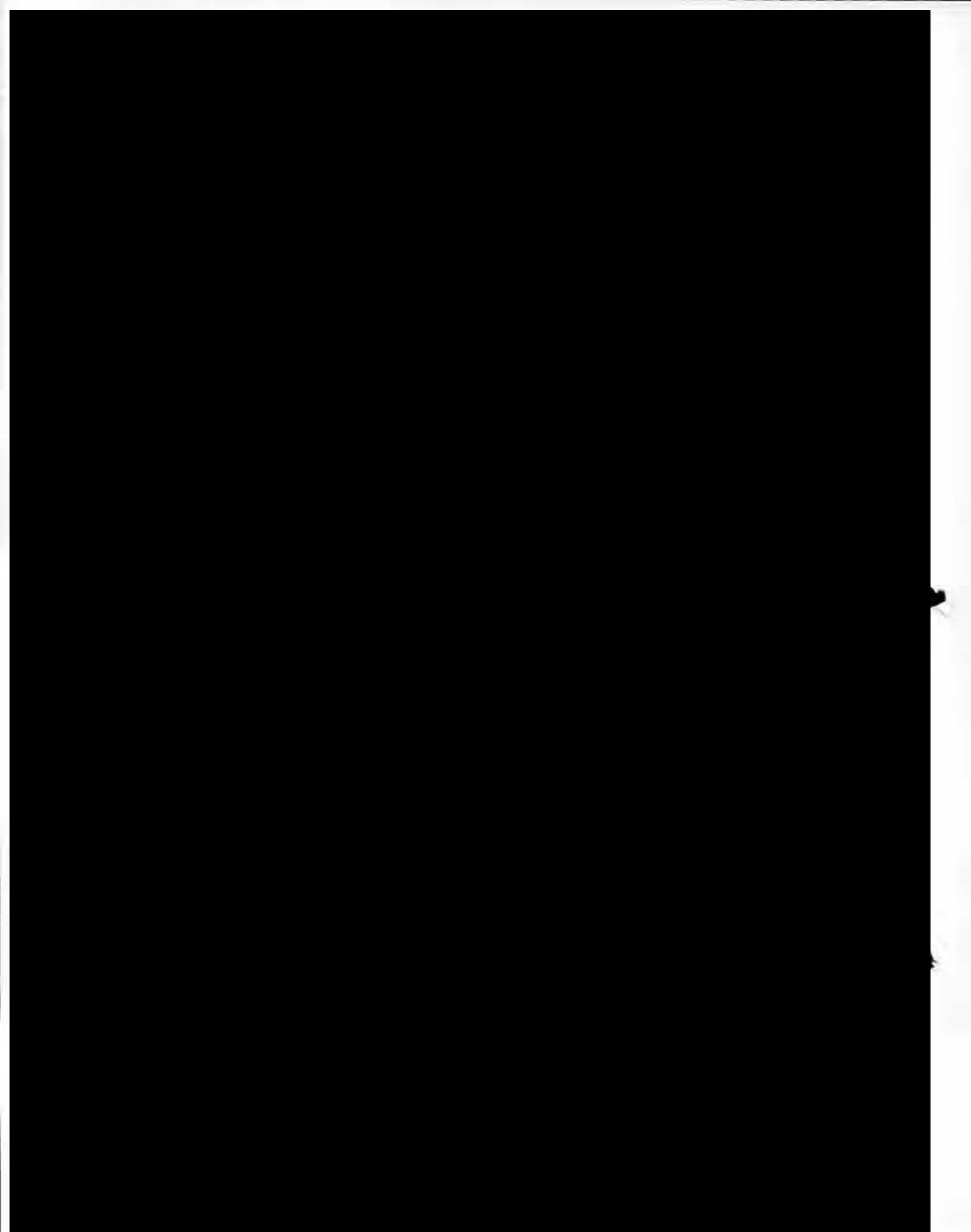


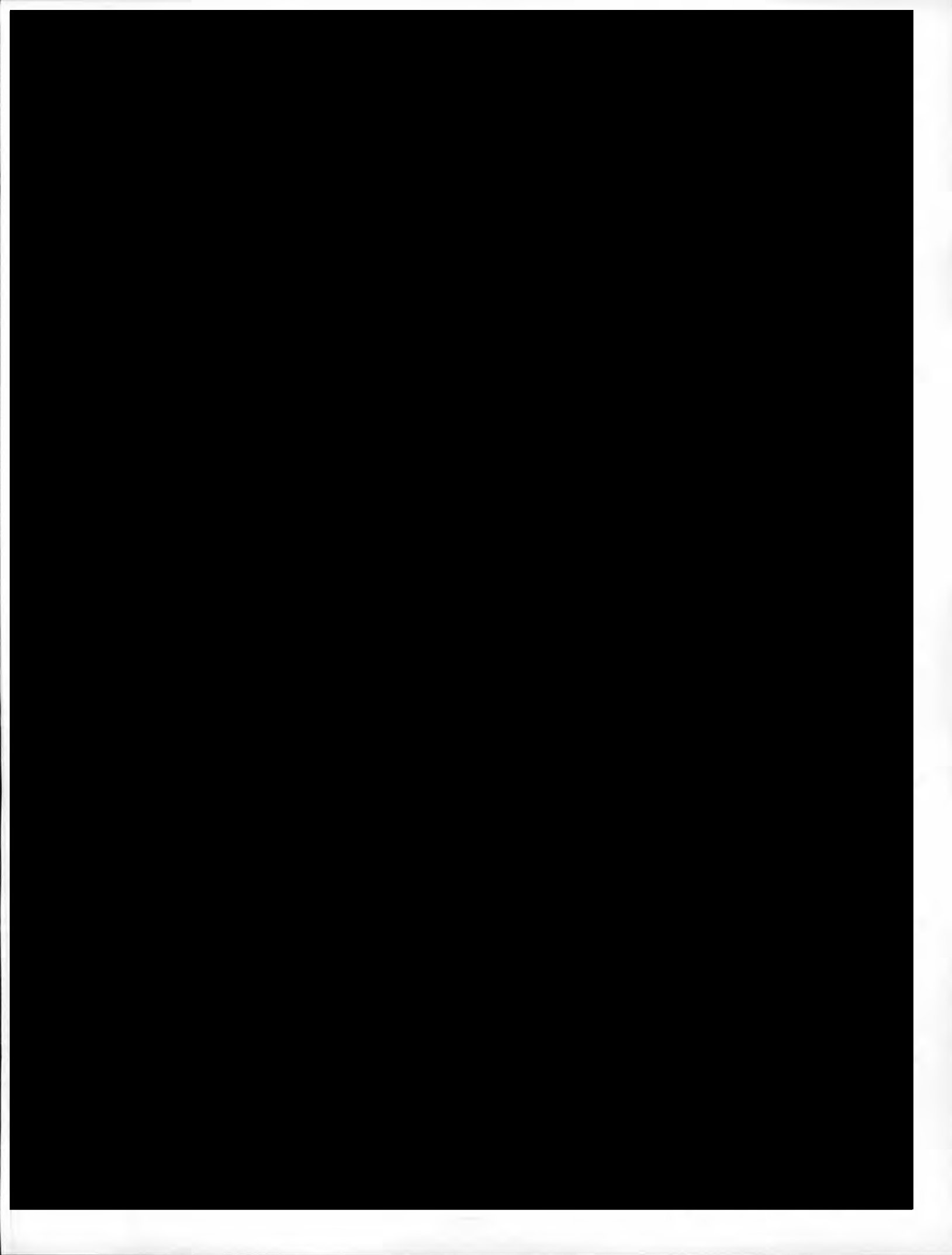






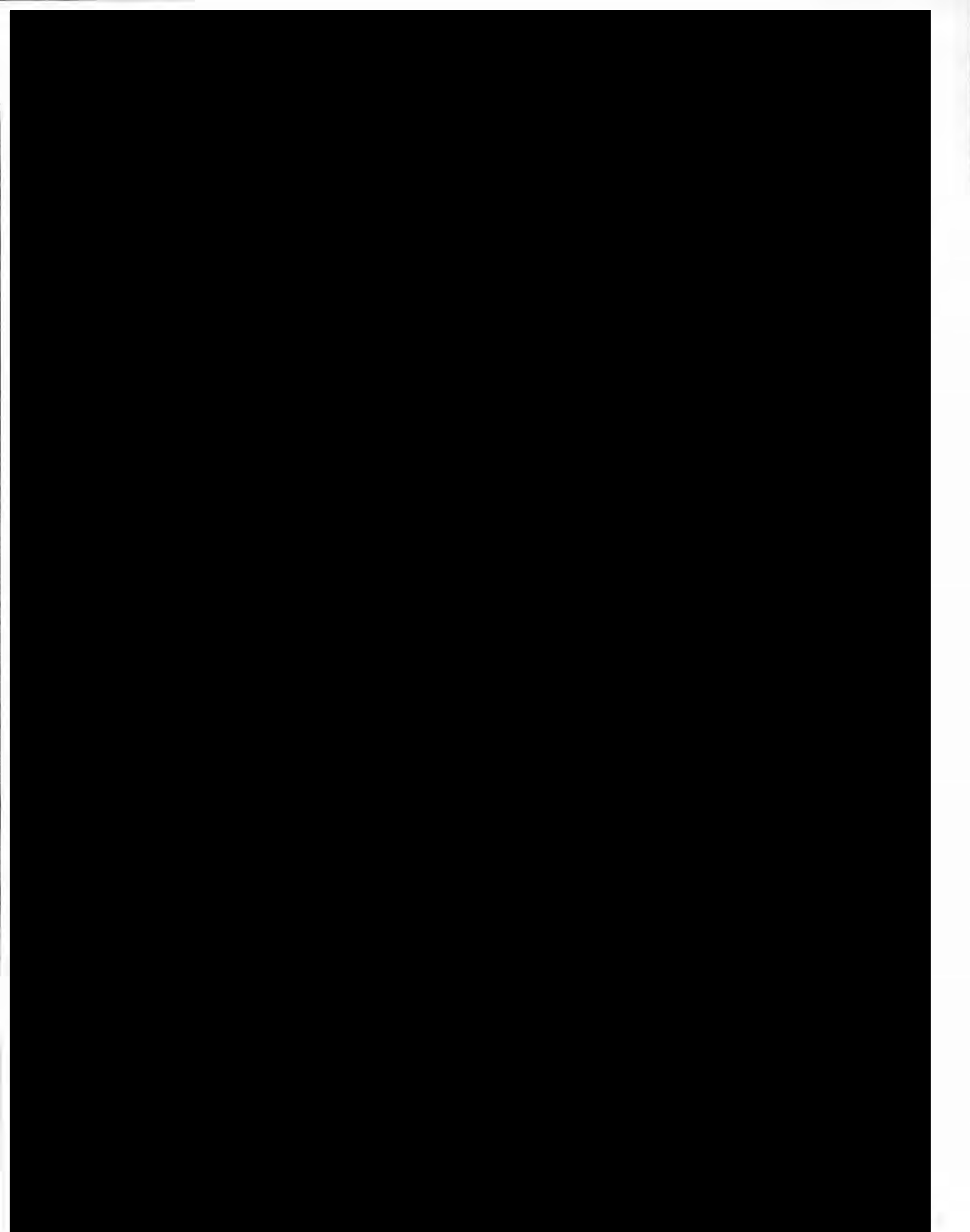


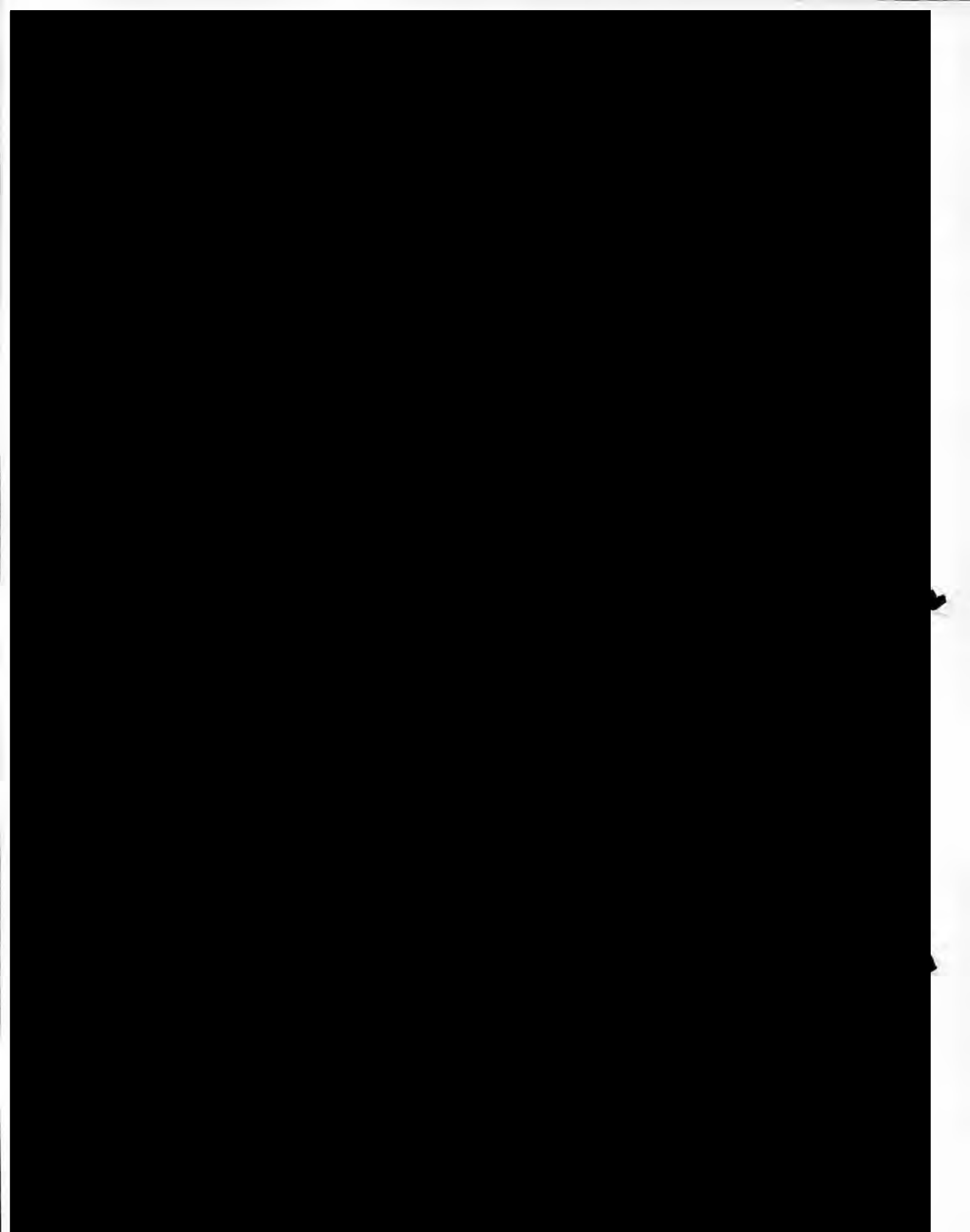


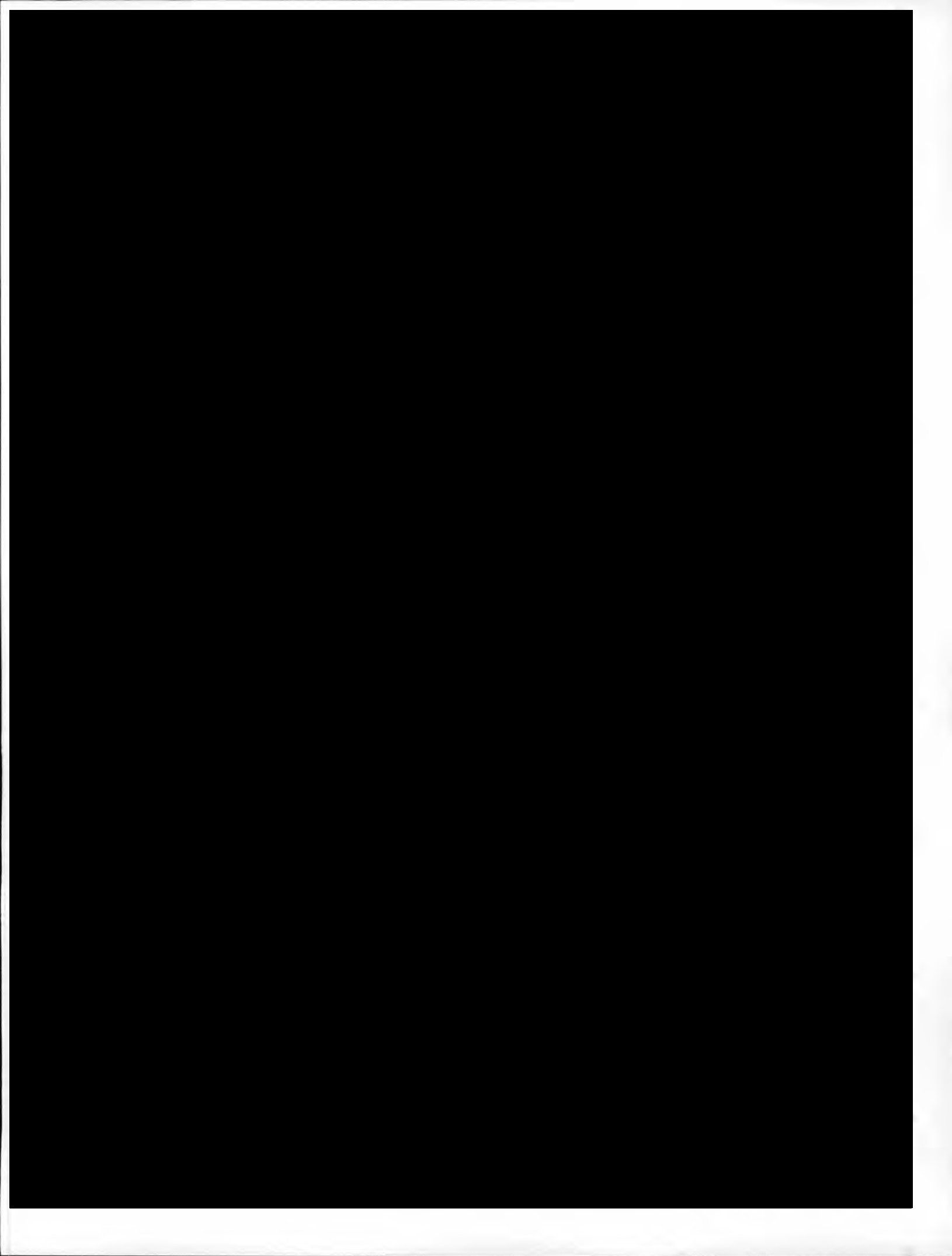




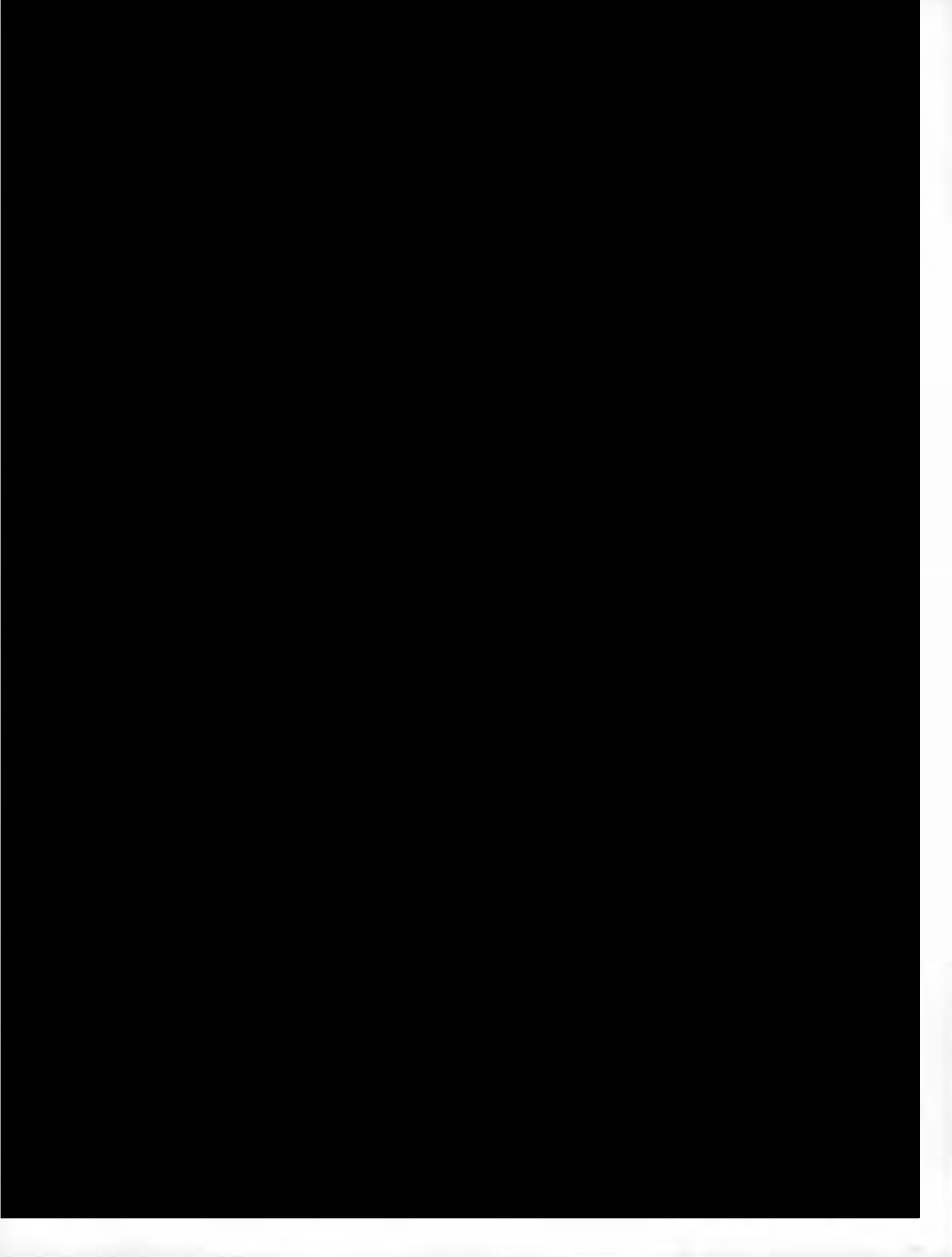




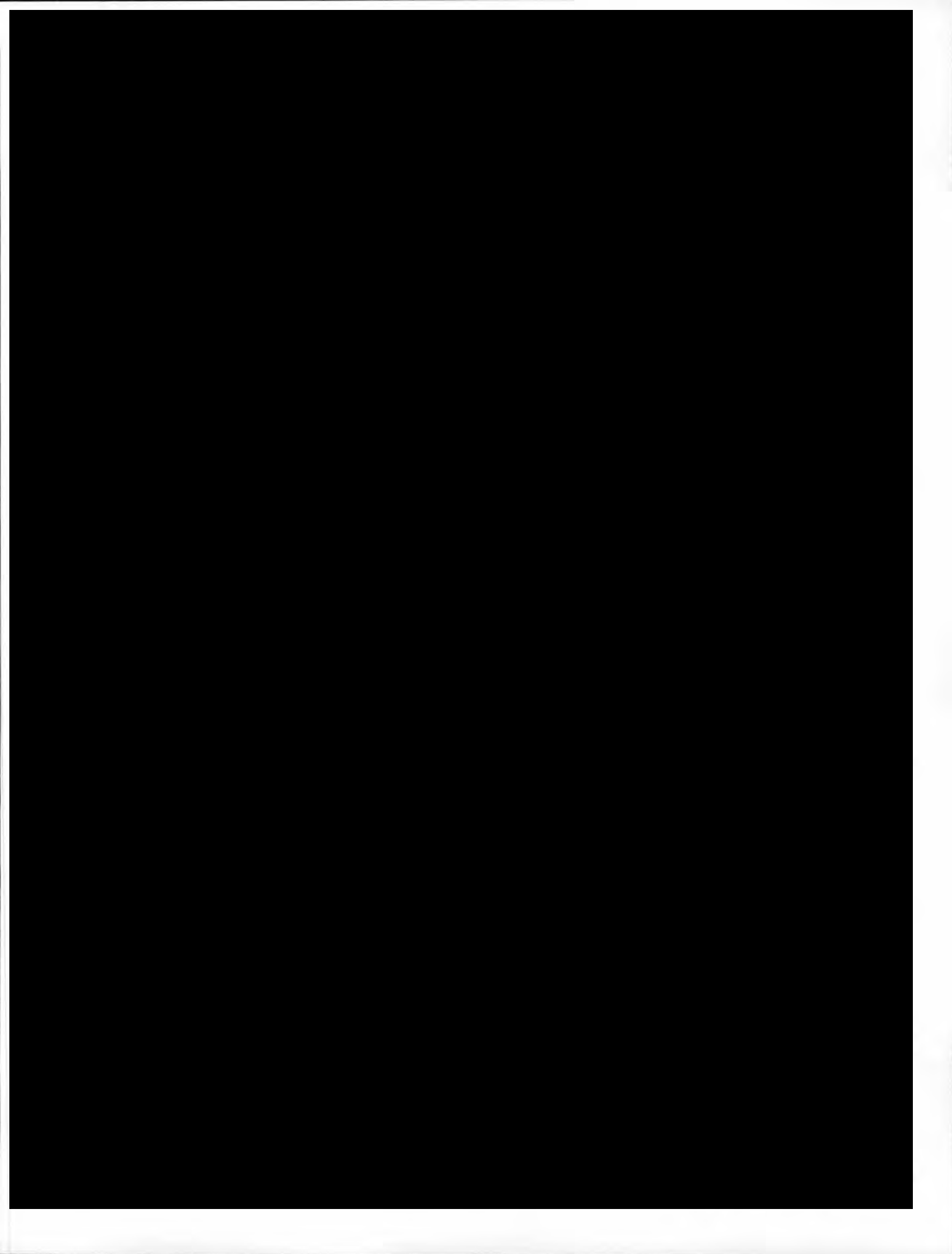






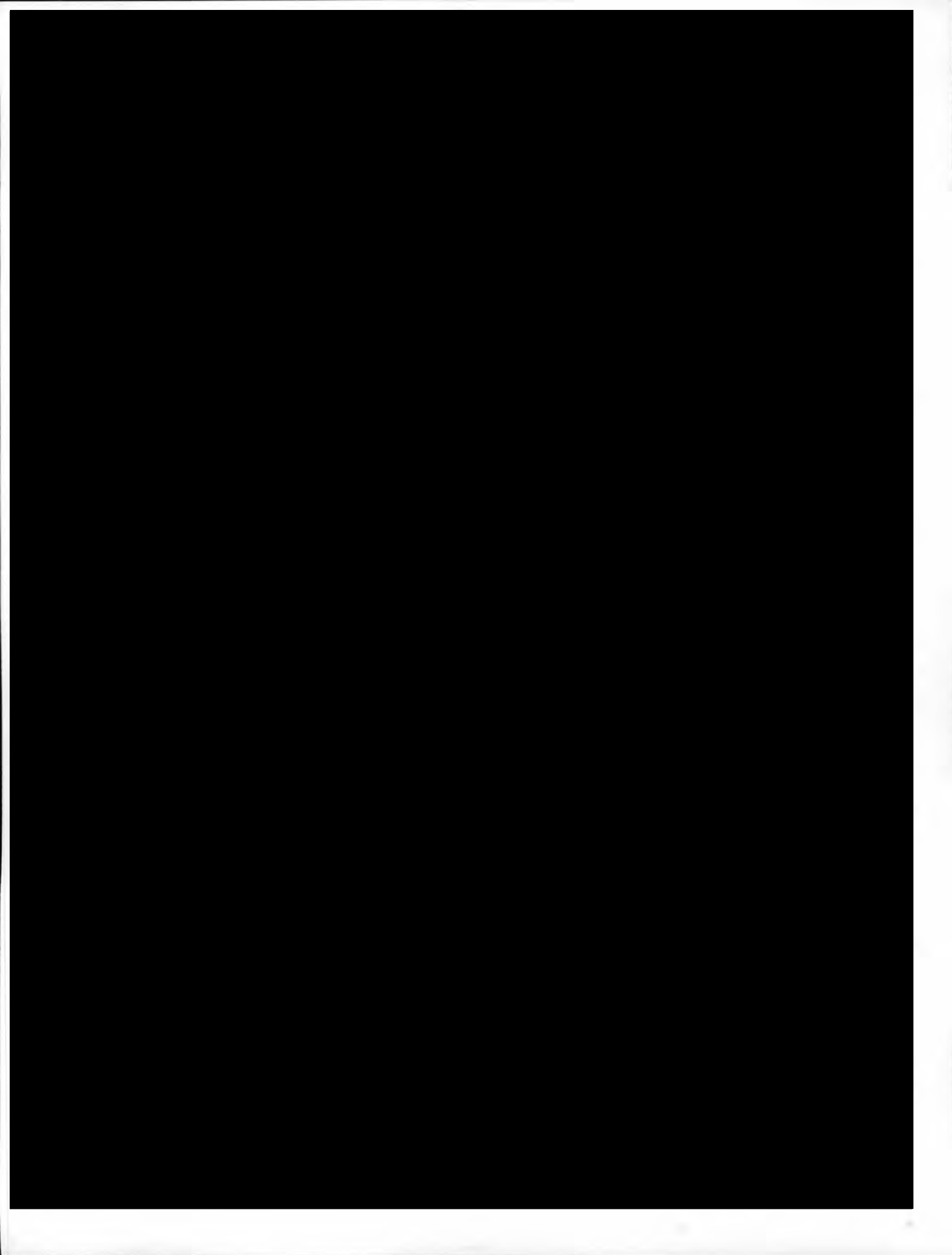




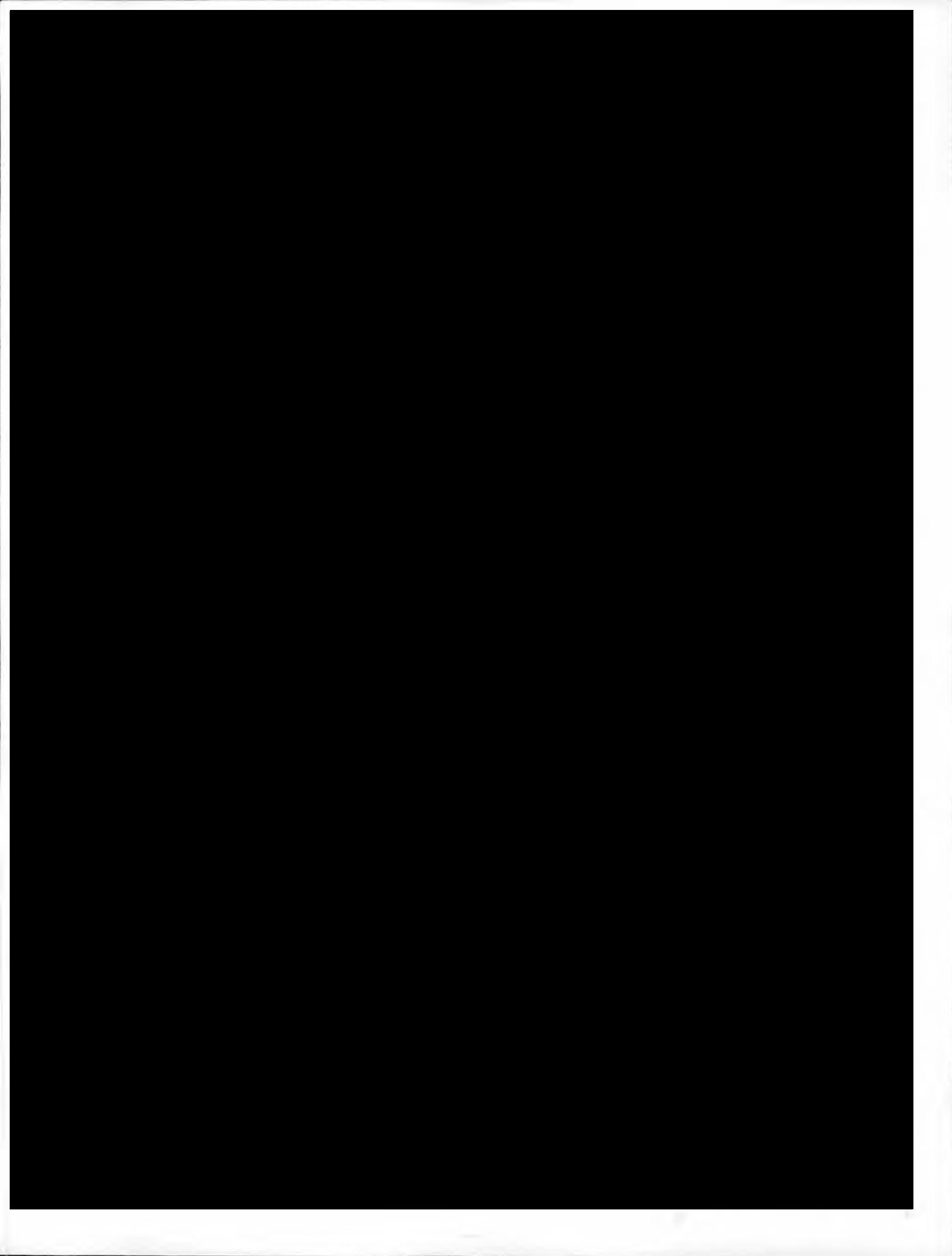




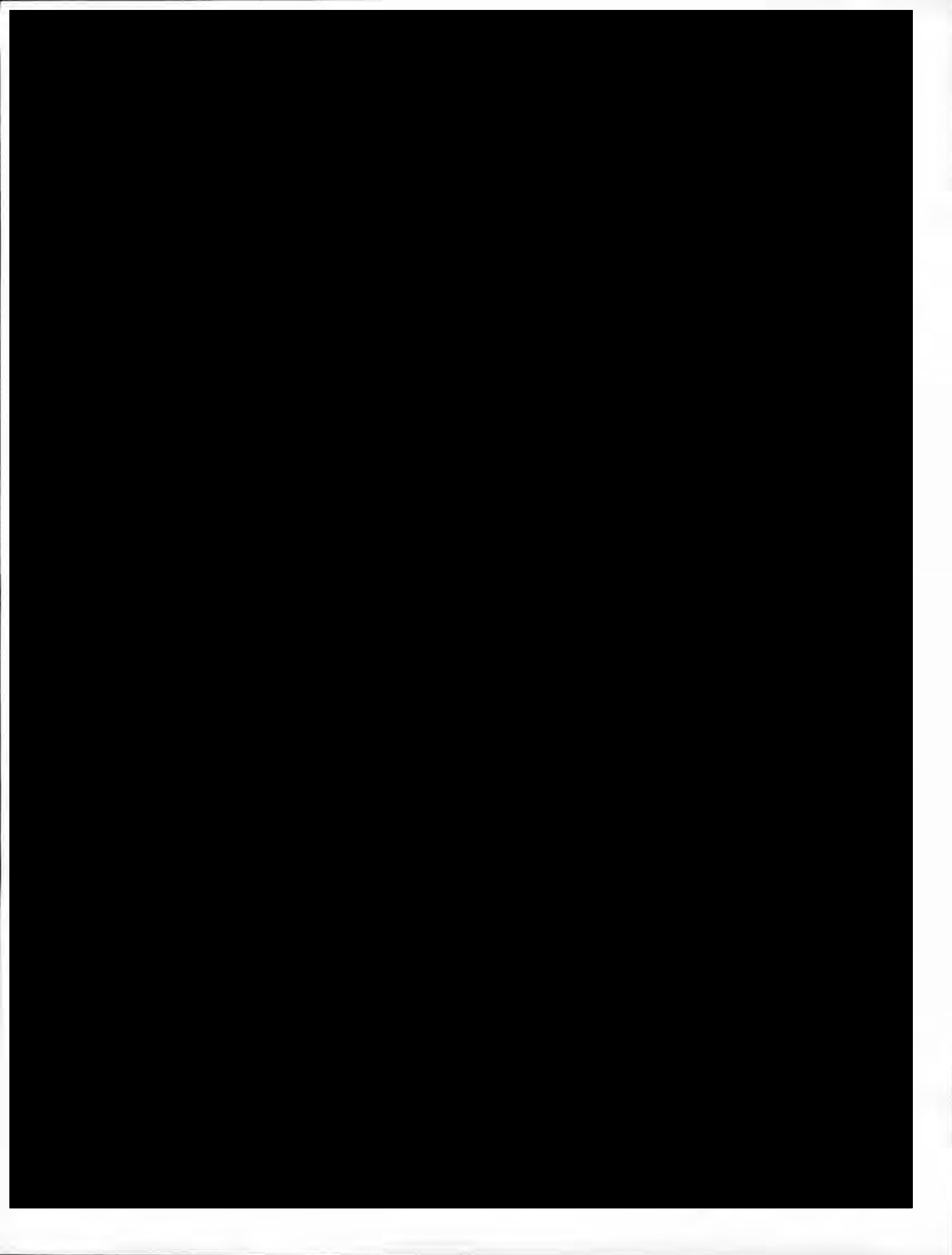




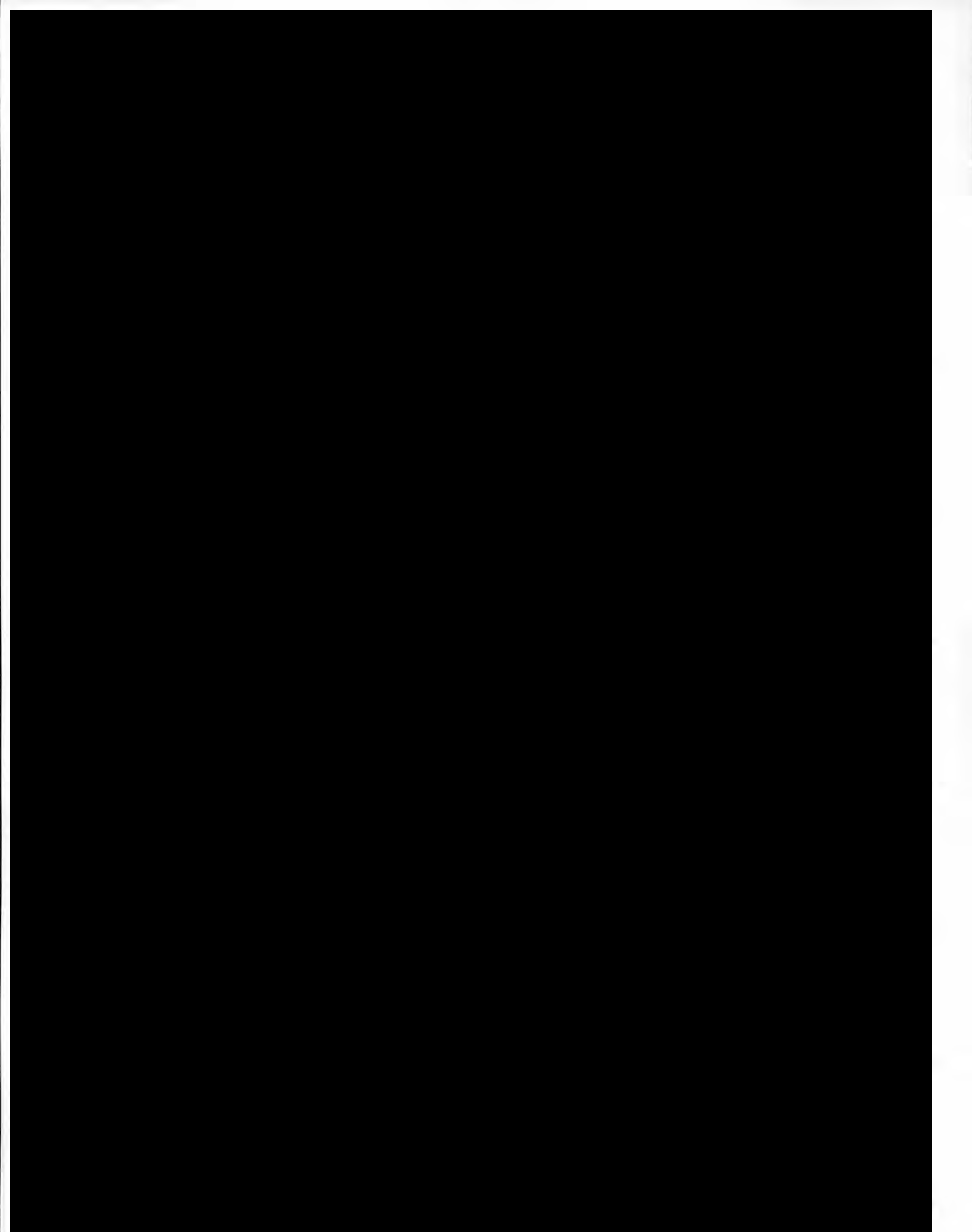










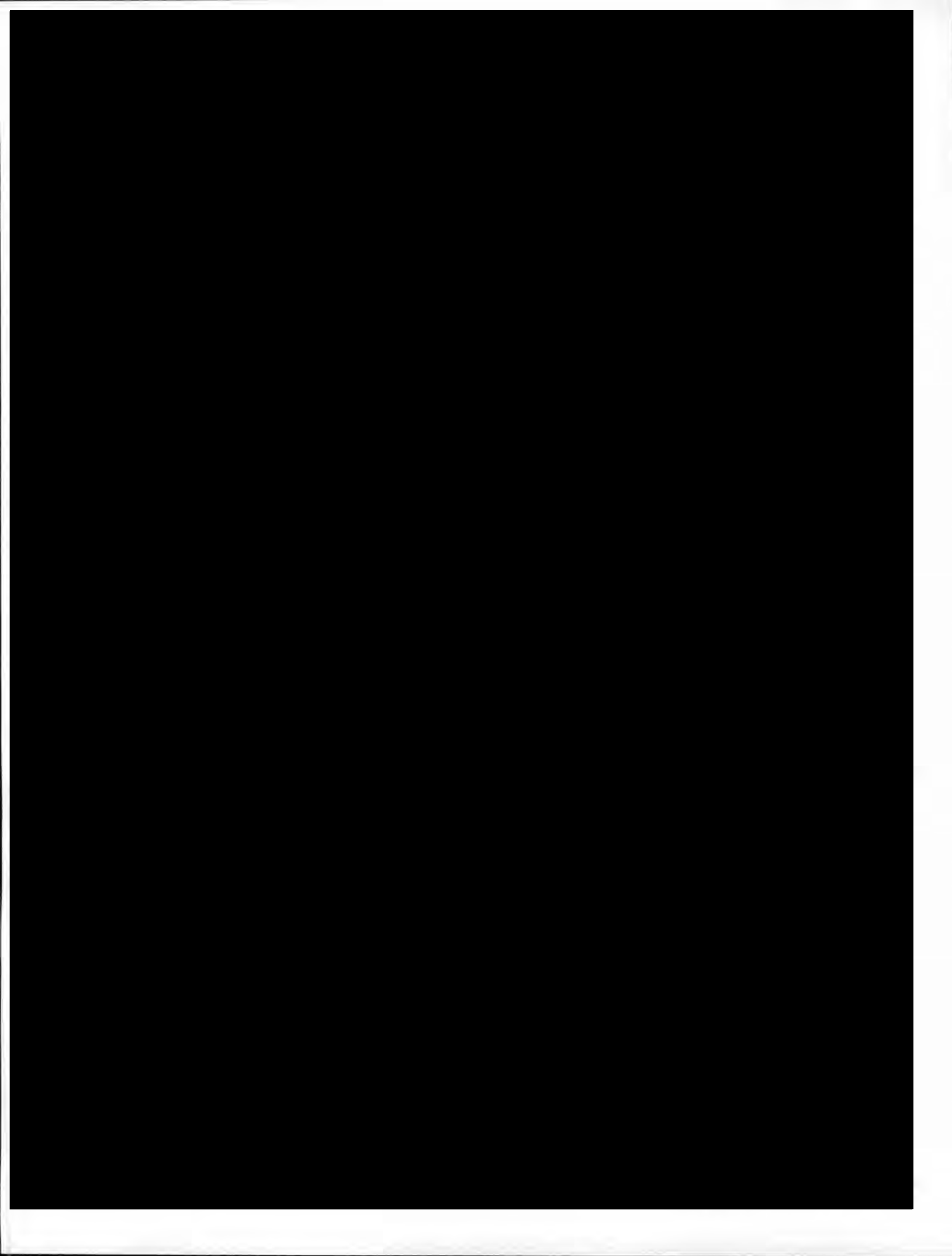


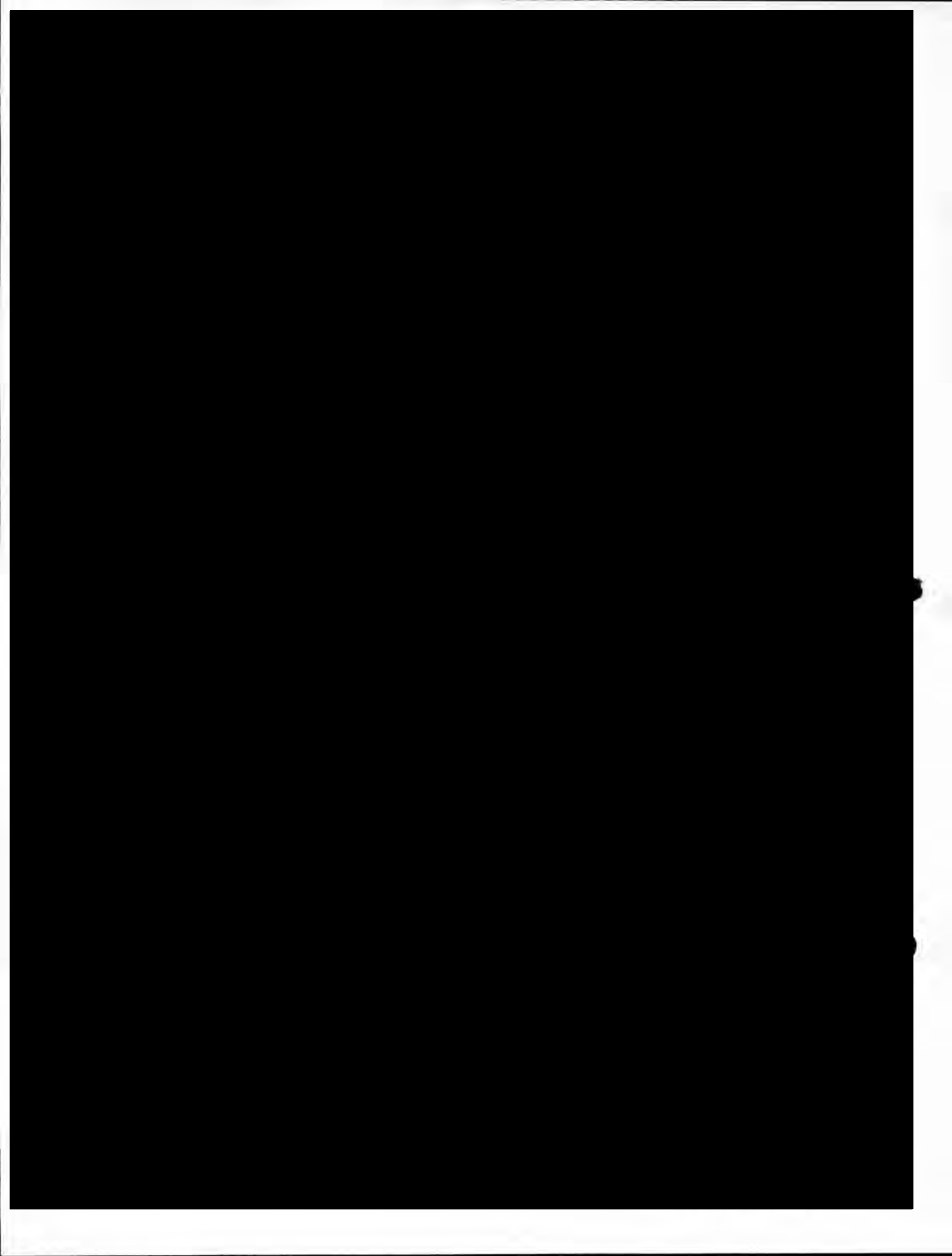


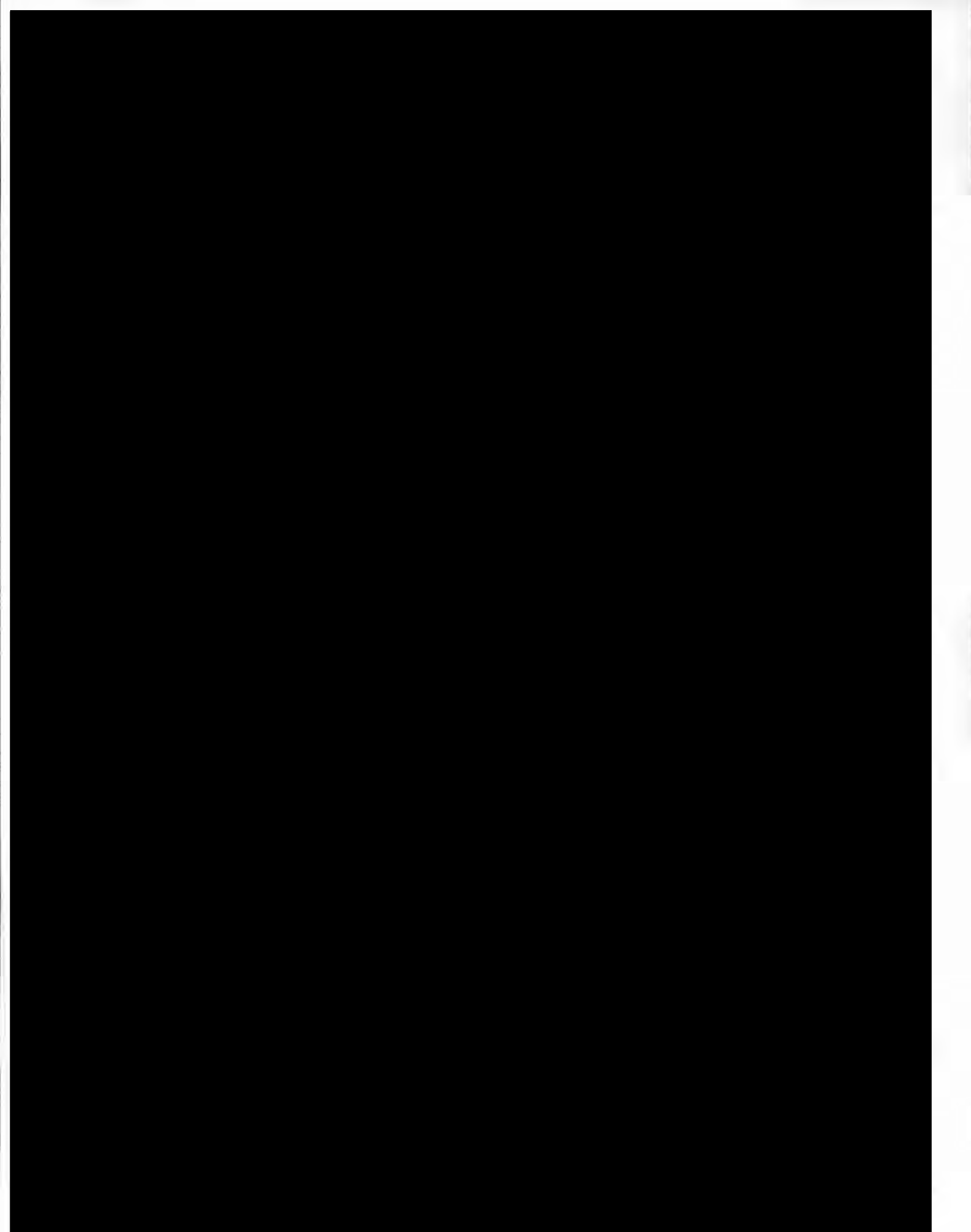




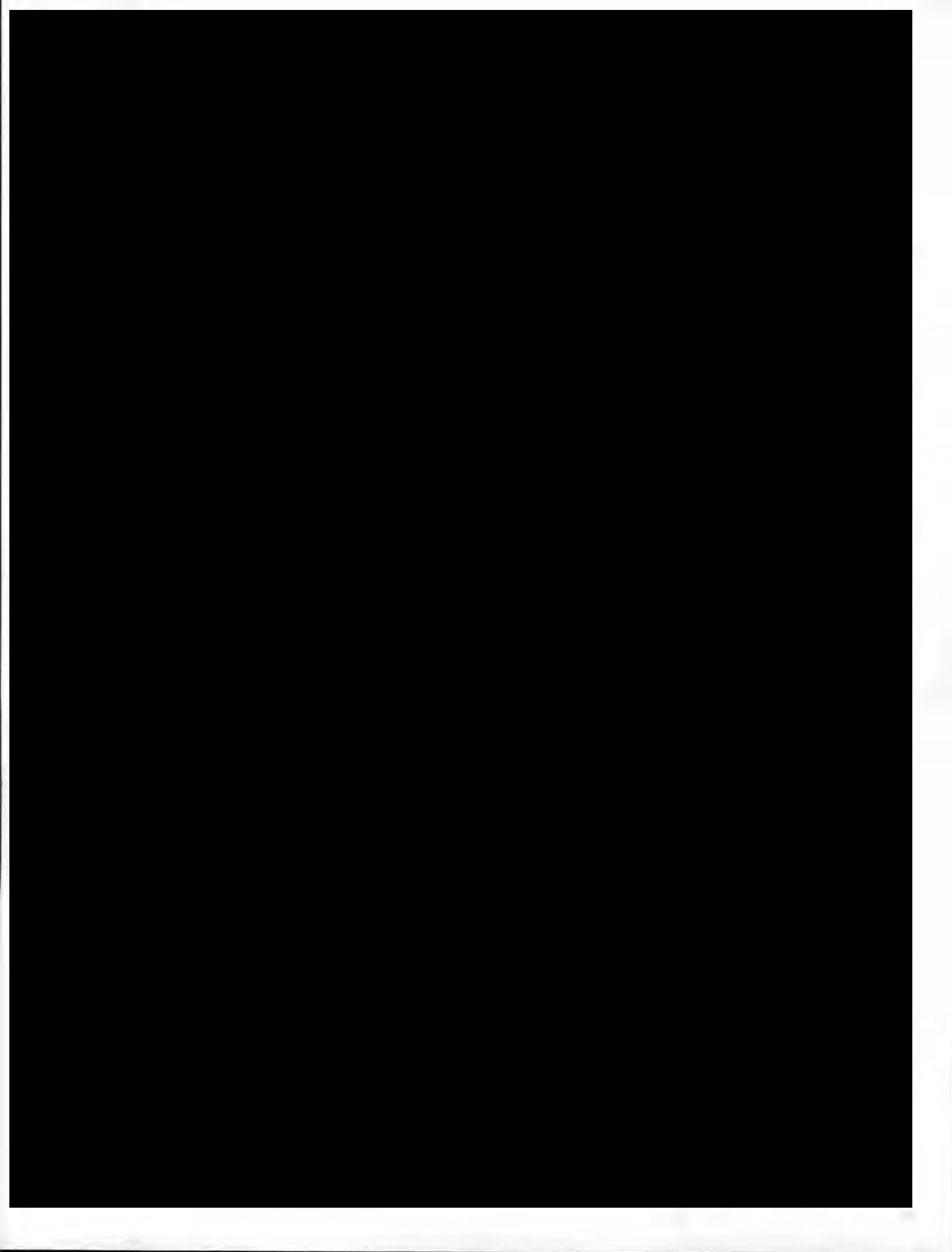






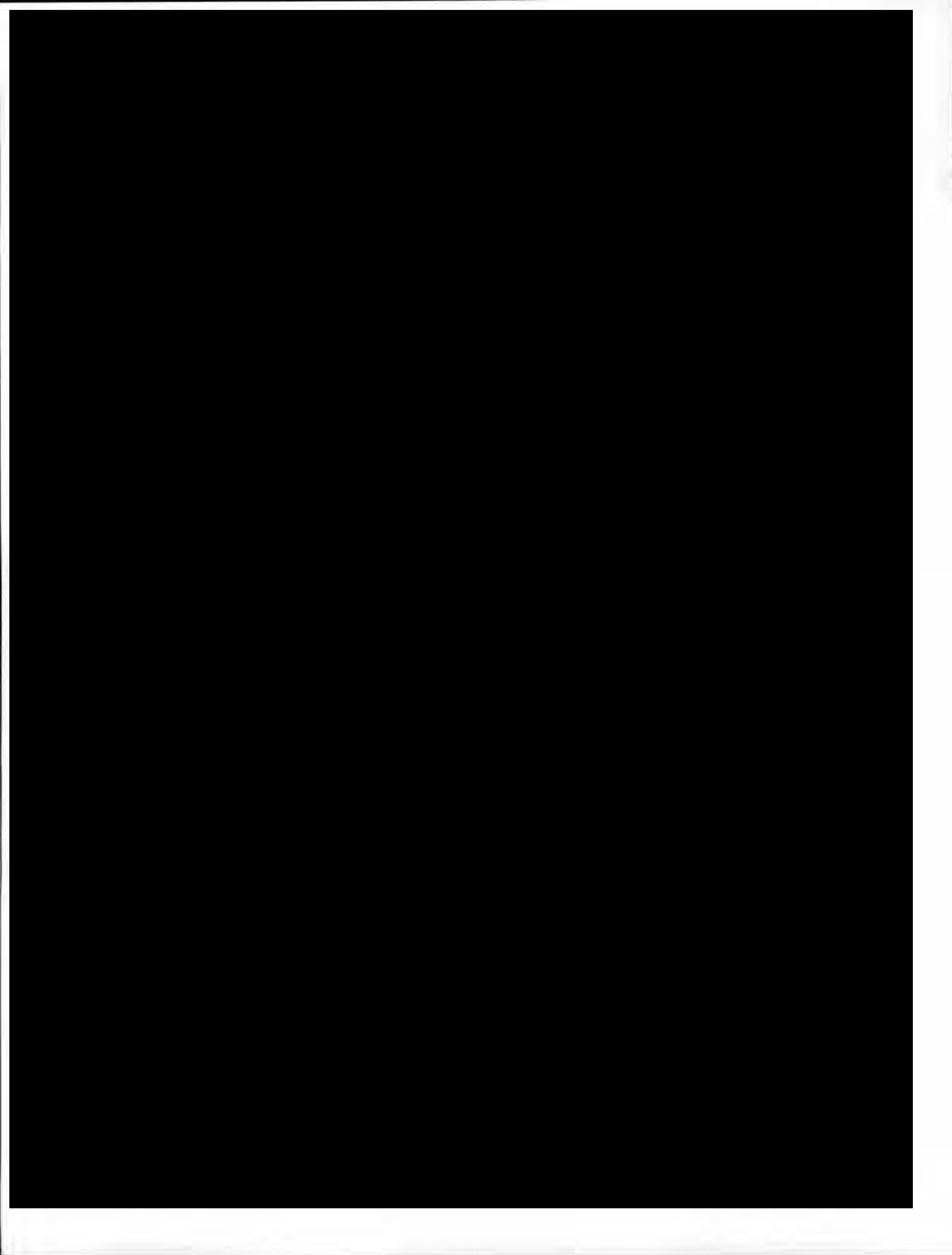




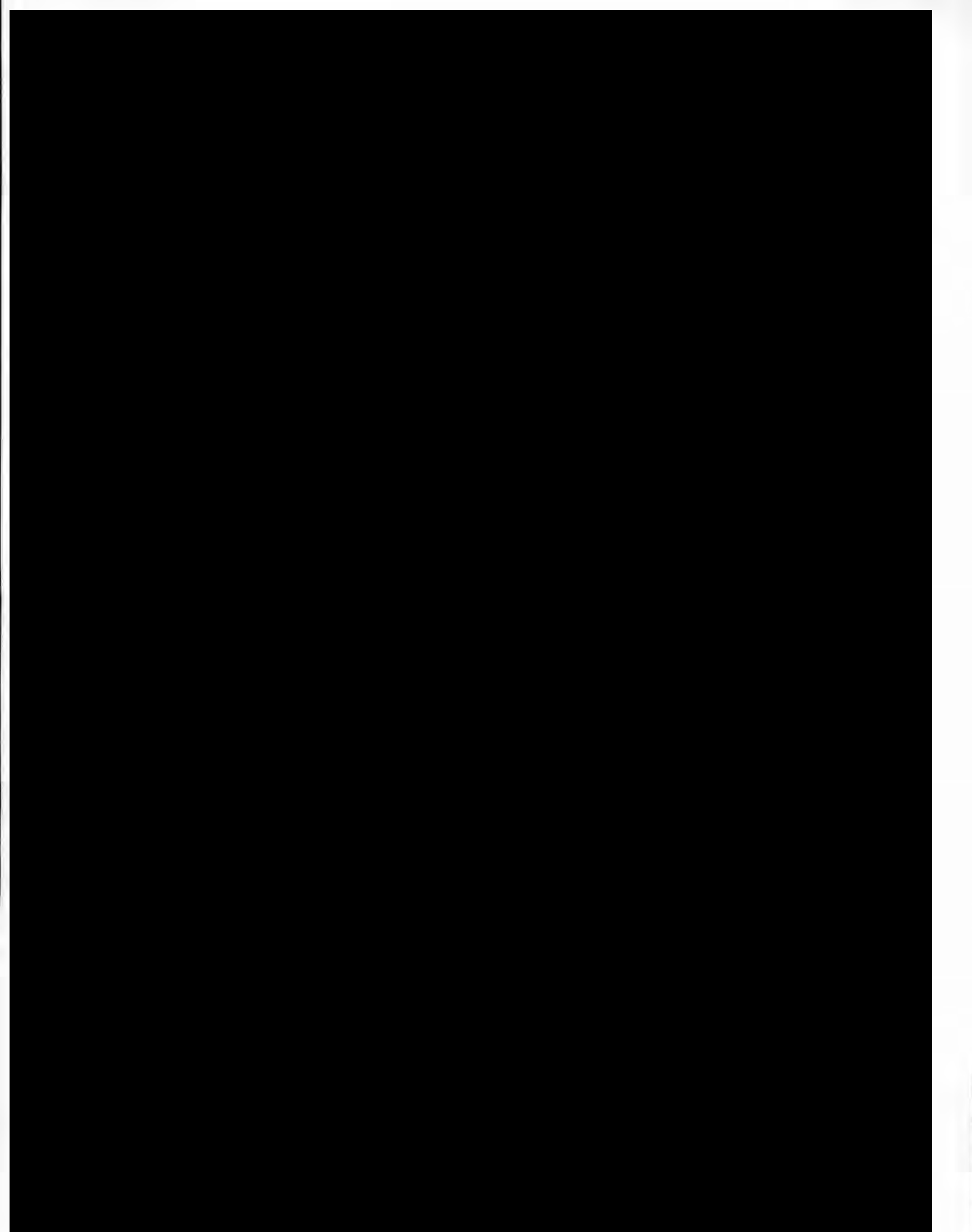




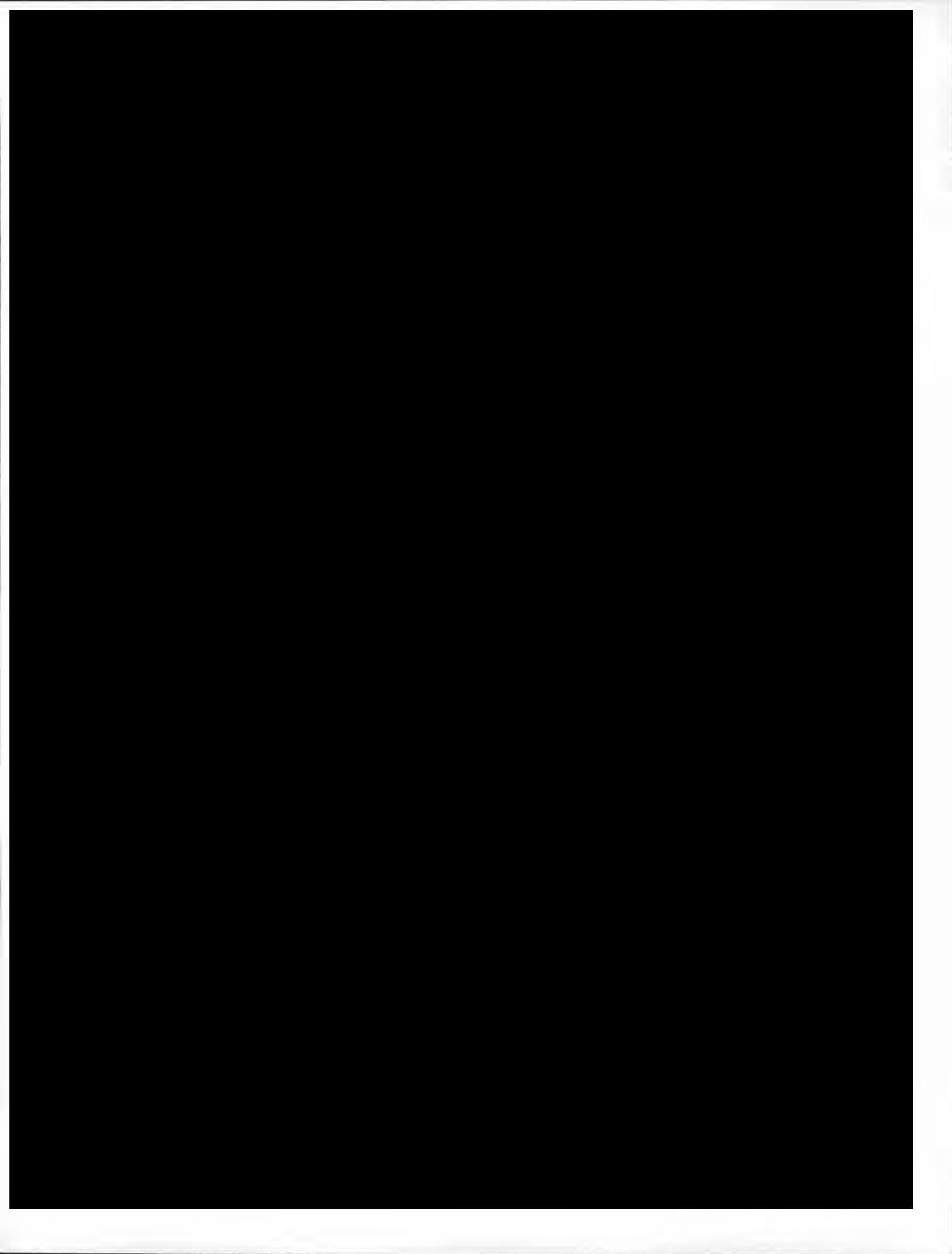




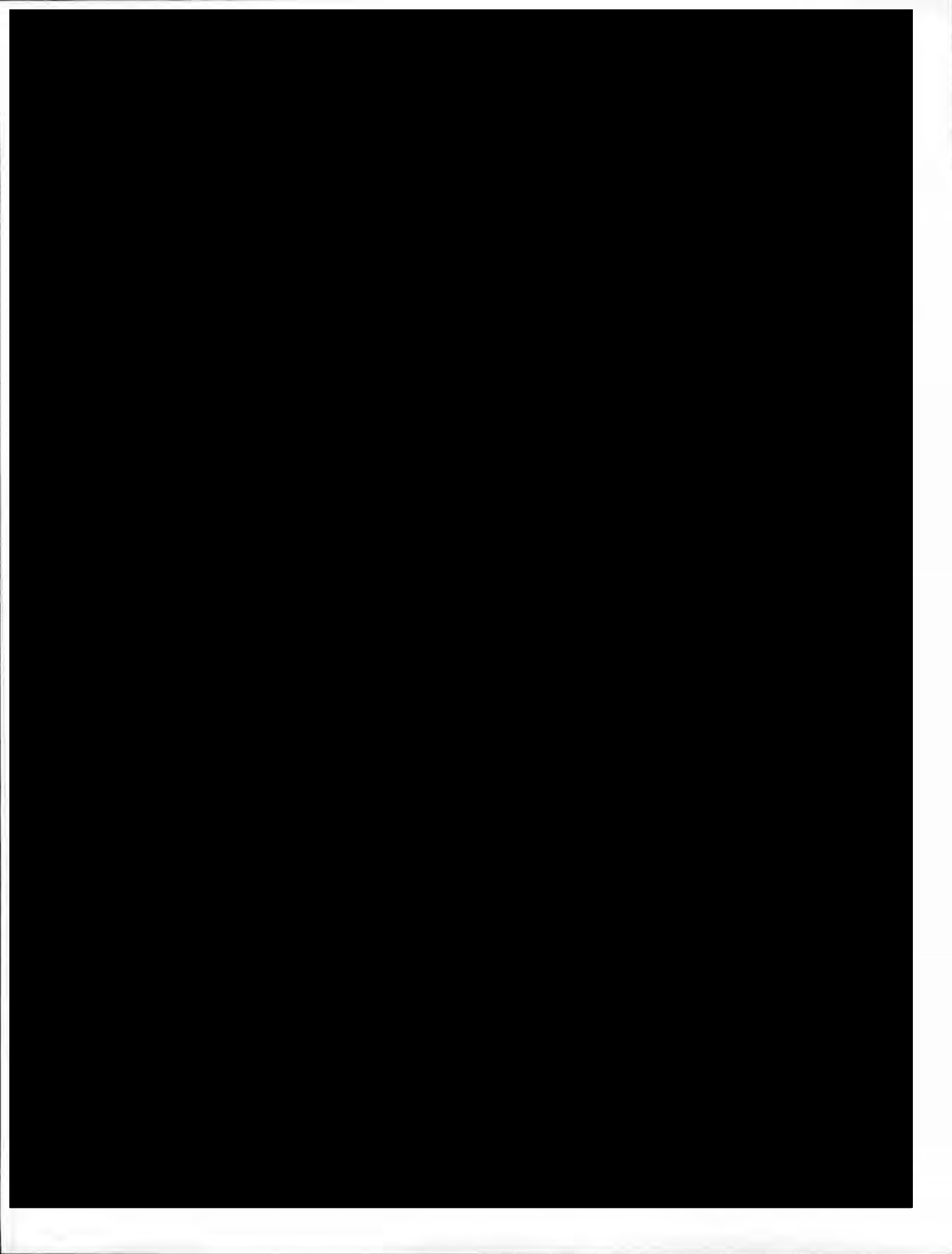




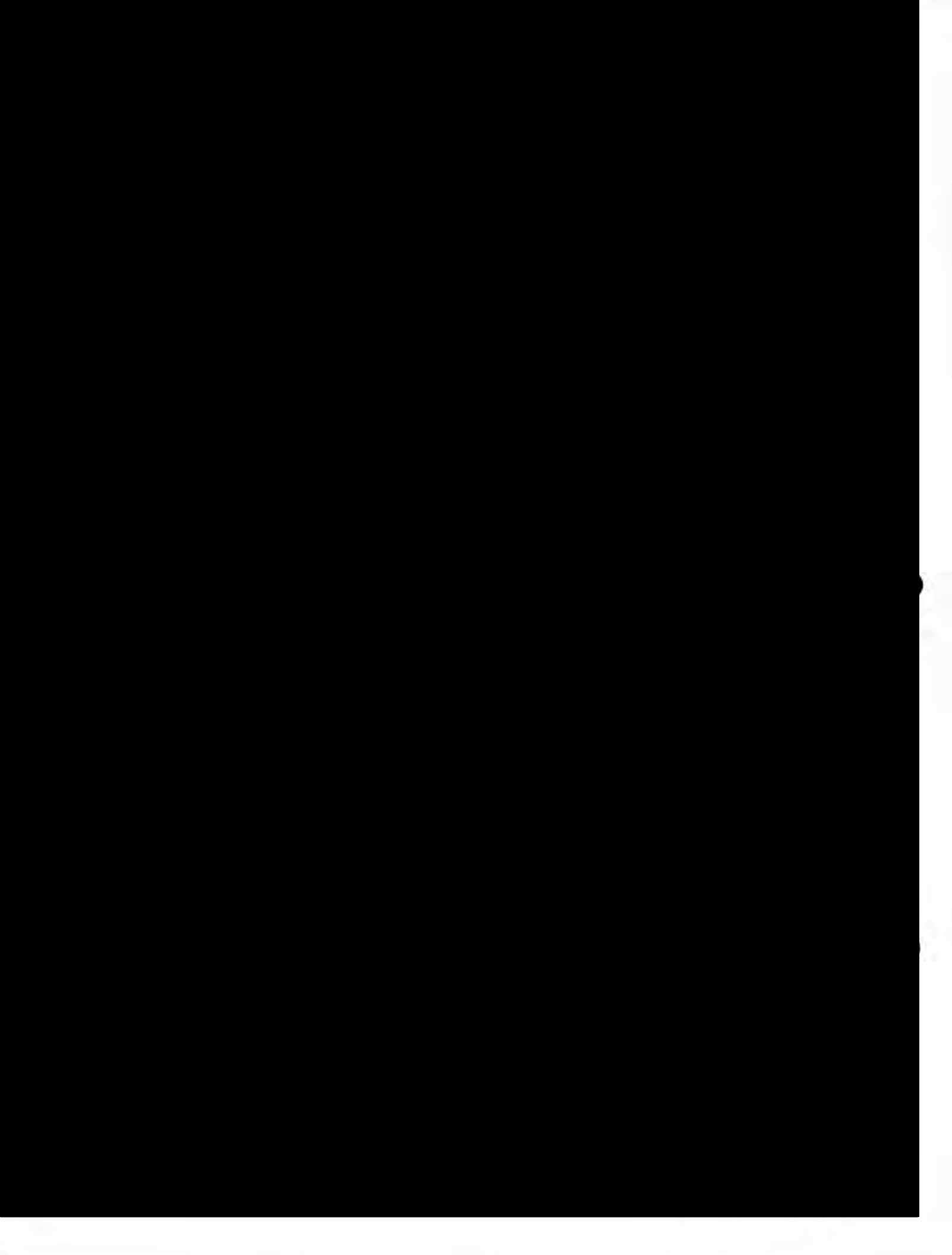


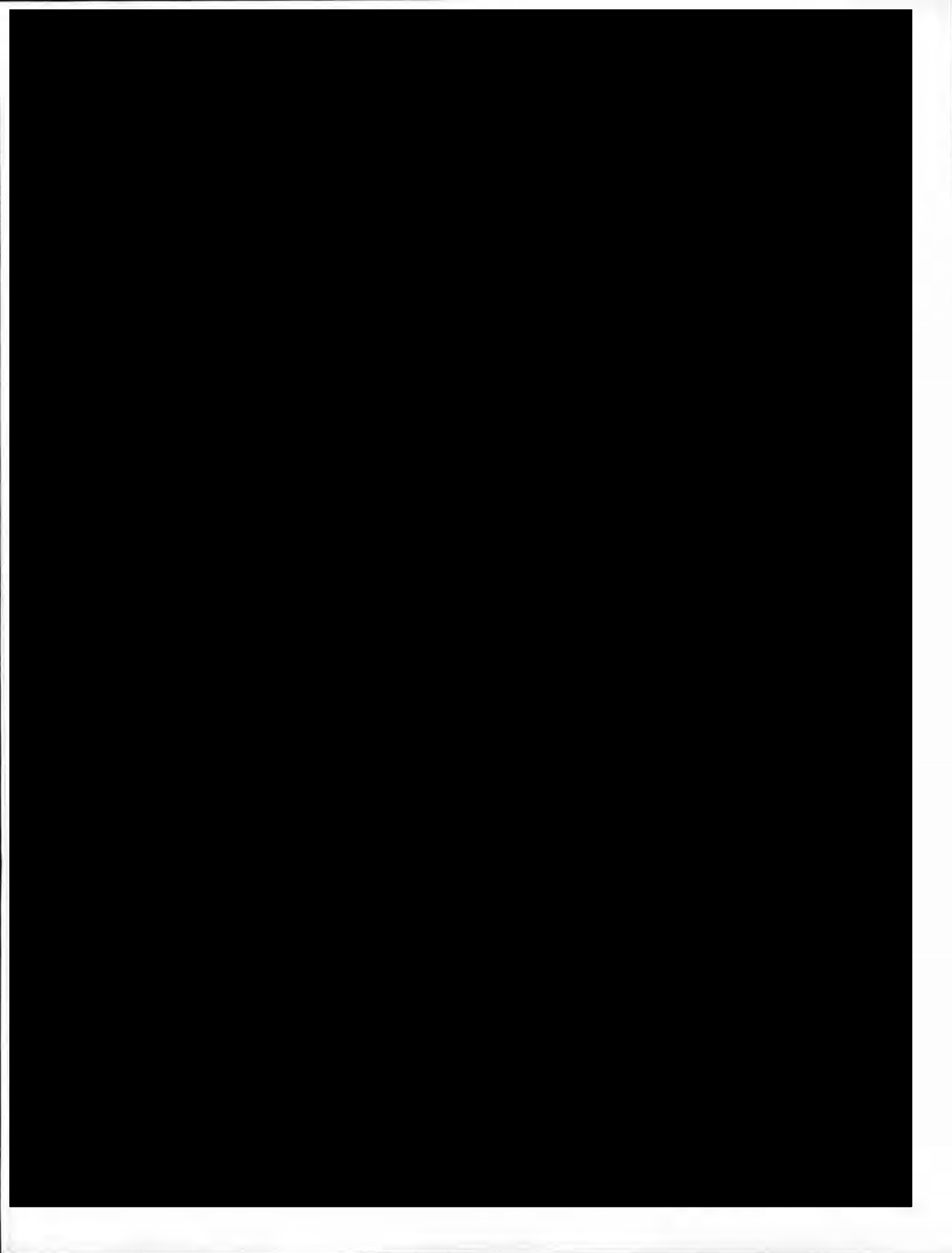












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