

Accounting Journal Entries Test Paper With Answer Textbook

accounting journal entries test paper with answer

Accounting is the language of business, and journal entries are the foundational building blocks of financial record-keeping. An understanding of journal entries is essential for accounting students, professionals, and anyone involved in financial management. To evaluate this understanding, test papers are often used, comprising various questions designed to assess knowledge of recording transactions, understanding of debits and credits, and the application of accounting principles. This article provides a comprehensive guide to an accounting journal entries test paper, complete with answers, to help learners prepare effectively and understand core concepts deeply.

Understanding the Importance of Journal Entries in Accounting

What Are Journal Entries?

Journal entries are the initial recordings of financial transactions in the accounting books. They serve as the first step in the accounting cycle, capturing the essence of a transaction in a structured format that reflects the dual aspect of accounting: every debit has a corresponding credit.

Role of Journal Entries in Financial Reporting

Journal entries ensure that all financial transactions are accurately recorded, which is crucial for preparing financial statements such as the balance sheet, income statement, and cash flow statement. Proper journal entries maintain the integrity of financial data, enabling stakeholders to make informed decisions.

Structure of a Typical Accounting Journal Entry Test Paper

A typical test paper on journal entries may include:

- Multiple-choice questions (MCQs) testing basic knowledge
- Fill-in-the-blank questions requiring the correct account titles or amounts
- Practical transaction recording exercises
- Scenario-based questions asking for journal entries based on provided business situations
- Conceptual questions on the principles governing journal entries

The purpose of such a test is to evaluate both theoretical understanding and practical application skills.

Sample Journal Entries Test Paper with Answers

Part 1: Multiple-Choice Questions

- Which of the following accounts is debited when a company purchases office supplies on credit?
- A) Supplies Expense
- B) Accounts Payable
- C) Supplies
- D) Cash

Answer: C) Supplies

- When a company receives cash from a customer for services rendered, which account is credited?
- A) Service Revenue
- B) Cash
- C) Accounts Receivable
- D) Unearned Revenue

Answer: A) Service Revenue

- Which of the following best describes the double-entry accounting system?
- A) Every transaction affects only one account
- B) Every transaction has equal debits and credits
- C) Debits and credits are recorded only in cash accounts
- D) Transactions are recorded only at year-end

Answer: B) Every transaction has equal debits and credits

Part 2: Fill-in-the-Blank Questions

- On July 1, ABC Company paid \$5,000 cash for equipment. The journal entry includes a debit to

Equipment and a credit to **Cash**.

- When a business receives \$1,200 cash from a customer for services to be performed later, the journal entry records a debit to **Cash** and a credit to **Unearned Revenue**.

- If a company incurs \$800 of wages payable at month-end, the journal entry will debit **Wages Expense** and credit **Wages Payable**.

Part 3: Transaction Recording Exercise

- **Scenario:** XYZ Corporation makes a sale of goods worth \$2,000 on credit. The cost of goods sold is \$1,200. Record the journal entries.

Answer:

- Debit Accounts Receivable \$2,000
- Credit Sales Revenue \$2,000
- Debit Cost of Goods Sold \$1,200
- Credit Inventory \$1,200

Part 4: Conceptual Questions

- Explain why every journal entry must have a corresponding debit and credit.

Answer: To maintain the accounting equation ($\text{Assets} = \text{Liabilities} + \text{Equity}$), every transaction must be balanced. Recording equal debits and credits ensures the books are always in balance, preserving the integrity of financial data.

- Describe the difference between a debit and a credit in accounting.

Answer: A debit is an entry on the left side of an account that increases assets or expenses and decreases liabilities or equity. A credit is an entry on the right side that increases liabilities or equity and decreases assets or expenses.

Tips for Preparing for a Journal Entries Test

Understand Basic Accounting Principles

- Grasp the accounting equation: $\text{Assets} = \text{Liabilities} + \text{Equity}$
- Know the rules for debits and credits

- Familiarize yourself with common accounts and their normal balances

Practice Recording Transactions

- Use sample scenarios to practice journal entries
- Verify that each entry balances
- Understand the sequence of recording transactions in the correct accounts

Learn to Identify Accounts Correctly

- Distinguish between asset, liability, equity, revenue, and expense accounts
- Recognize the impact of transactions on each account type

Review Common Transactions

- Sales and collections
- Purchases and payments
- Accruals and deferrals
- Adjusting entries at period-end

Conclusion

An in-depth understanding of journal entries and their correct recording is fundamental to accurate financial reporting. A well-structured test paper with answers not only assesses knowledge but also reinforces learning. By practicing various types of questions?from multiple-choice to transaction recording?students can develop confidence and competence in applying accounting principles. Remember, mastery of journal entries lays the foundation for advanced accounting topics and ensures that financial statements reflect the true financial position of a business.

Whether preparing for exams or enhancing professional skills, utilizing sample test papers with detailed answers is an effective strategy. Continual practice, combined with a solid grasp of the underlying principles, will enable learners to excel in accounting assessments and become proficient in financial record-keeping.

Accounting journal entries test paper with answer is an essential resource for students and professionals aiming to master the fundamentals of accounting. This type of test paper serves as both a learning tool and an assessment method, allowing individuals to practice recording transactions accurately and understand the underlying principles that govern accounting entries.

Well-constructed test papers with answers can significantly enhance comprehension, improve problem-solving skills, and prepare learners for real-world accounting challenges. In this comprehensive review, we will explore the key features, benefits, common challenges, and best practices associated with accounting journal entries test papers with answers.

Understanding the Importance of Accounting Journal Entries Test Papers

Role in Education and Professional Development

Accounting journal entries are the cornerstone of the accounting cycle. They record every financial transaction in a systematic way, forming the basis for financial statements. Test papers focusing on journal entries serve multiple purposes:

- Reinforce theoretical knowledge through practical application.
- Help identify areas of weakness or misunderstanding.
- Build confidence in recording and analyzing transactions.
- Prepare students for exams, internships, and professional certifications.

Why Include Answers?

Including answers in the test paper offers several advantages:

- Immediate feedback for learners to assess their understanding.
- Clarification of correct procedures and accounting treatment.
- A reference point to compare different approaches or solutions.
- Facilitates self-study and independent learning.

Features of Effective Accounting Journal Entries Test Papers

Comprehensive Content Coverage

A high-quality test paper should encompass a broad spectrum of transactions, including:

- Basic journal entries (e.g., cash sales, credit purchases).
- Adjusting entries (e.g., accrued expenses, depreciation).
- Complex transactions (e.g., leasing, amortization).
- Special accounts (e.g., bad debts, inventory adjustments).

This ensures learners are exposed to the variety of scenarios they might encounter in actual practice.

Variety of Question Types

Effective test papers incorporate different question formats such as:

- Multiple-choice questions (MCQs) for quick assessment.
- Fill-in-the-blank entries to test specific knowledge.
- Short-answer questions requiring journal entries.
- Scenario-based questions that simulate real-world situations.
- Error correction exercises to identify mistakes in journal entries.

Clear and Concise Instructions

Instructions should be straightforward, specifying:

- The nature of the transaction.
- The accounts involved.
- Whether the entry is debit or credit.
- Any assumptions or additional notes.

Clarity reduces ambiguity and helps learners focus on applying their knowledge.

Accurate and Detailed Answers

Answers should:

- Show detailed ledger entries.
- Explain the reasoning behind each debit and credit.
- Highlight common pitfalls or misconceptions.
- Provide explanations for alternative solutions where applicable.

This not only confirms correctness but also enhances understanding.

Pros and Cons of Using Journal Entries Test Papers with Answers

- Pros:

- Enhances practical skills in recording transactions.
- Facilitates self-assessment and immediate feedback.
- Supports active learning through problem-solving.
- Prepares students for exams and real-world applications.
- Helps identify gaps in knowledge early.

- Cons:

- Over-reliance on answer keys may limit independent thinking.
- If not well-designed, answers may oversimplify complex scenarios.
- Potential for memorization rather than understanding.
- May not cover all possible transaction types or complexities.
- Quality depends heavily on the accuracy and clarity of provided answers.

Features to Look for in a Good Accounting Journal Entries Test Paper

Alignment with Learning Objectives

The test should match the curriculum or course goals, focusing on key competencies such as:

- Recording transactions correctly.
- Understanding debit and credit principles.
- Applying accounting standards.

Progressive Difficulty Levels

A well-designed test paper progresses from simple to complex questions, helping learners build confidence gradually.

Realistic Scenarios

Incorporating real-world situations makes the practice more relevant and prepares students for practical challenges.

Inclusion of Explanations

Answers should go beyond mere solutions, explaining the rationale behind each entry to deepen

understanding.

Benefits of Using Practice Test Papers with Answers in Learning

Active Learning and Engagement

Working through test questions actively engages learners, leading to better retention.

Self-Assessment and Tracking Progress

Learners can evaluate their own understanding and identify areas needing improvement.

Preparation for Certification and Exams

Frequent practice with answer keys boosts confidence and readiness for formal assessments.

Development of Critical Thinking Skills

Analyzing transactions and choosing the correct entries fosters analytical skills.

Challenges and Limitations

While journal entries test papers with answers are valuable, they are not without limitations:

- They may not fully simulate the complexities of real-world transactions.
- Over-reliance can lead to rote memorization rather than conceptual understanding.
- Quality varies depending on the creator; poorly constructed papers can mislead learners.
- Some learners may find answer keys discouraging if they do not understand the reasoning process.

Best Practices for Creating and Using Journal Entries Test Papers with Answers

For Educators and Content Creators

- Cover a broad range of transaction types.
- Ensure clarity in instructions and solutions.
- Incorporate explanations and reasoning in the answers.
- Include varied question formats.

- Regularly update content to reflect current standards and practices.

For Learners

- Attempt questions without immediately consulting answers.
- Review solutions thoroughly to understand mistakes.
- Use feedback to reinforce learning.
- Practice regularly to build confidence and proficiency.

Conclusion

In summary, accounting journal entries test paper with answer resources are invaluable tools in the journey toward accounting mastery. They provide structured practice, immediate feedback, and a means to assess one's understanding of fundamental principles. When well-designed, these test papers can significantly improve learning outcomes, foster critical thinking, and prepare students for real-world accounting tasks. However, it is crucial to use them judiciously, ensuring they complement broader learning strategies and promote genuine comprehension rather than rote memorization. Future developments in this area might include interactive digital test papers, scenario-based simulations, and adaptive assessments, further enriching the learning experience for aspiring accountants.

Question What is the purpose of accounting journal entries in financial record-keeping?
Answer Accounting journal entries record all financial transactions systematically, ensuring accurate tracking of debits and credits to maintain balanced books and facilitate financial reporting. How can I prepare for an accounting journal entries test paper effectively? To prepare effectively, review fundamental accounting principles, practice recording various transactions, understand the double-entry system, and solve practice questions with solutions to build confidence. What are common errors to look out for when creating journal entries? Common errors include incorrect amounts, wrong accounts, failing to balance debits and credits, and omitting necessary entries. Careful review and double-checking can help prevent these mistakes. How do I determine the correct accounts to debit and credit in a journal entry? Identify the nature of the transaction?whether it's an asset, liability, equity, revenue, or expense?and follow the accounting principles to determine which accounts increase or decrease, applying debits and credits accordingly. What is the significance of the trial balance in relation to journal entries? The trial balance summarizes all ledger balances after journal entries are posted, helping verify that total debits equal total credits, thus ensuring the accuracy of recorded transactions. Can you provide an example of a simple journal entry with a purchase of inventory? Certainly. For purchasing inventory on credit: Debit 'Inventory' account, Credit 'Accounts Payable' account, reflecting an increase in assets and liabilities respectively. How does understanding journal entries improve overall accounting skills? Mastering journal entries enhances comprehension of transaction flows, improves accuracy in financial reporting, and builds a strong foundation for

understanding financial statements and accounting analysis. Where can I find reliable practice tests and answer keys for accounting journal entries? Reliable sources include accounting textbooks, online educational platforms like Khan Academy, Coursera, and professional accounting organizations' practice resources, which often provide answer keys and explanations.

Related keywords: accounting exercises, journal entries practice, accounting test questions, accounting quiz with answers, bookkeeping test paper, accounting problems and solutions, financial journal entries worksheet, accounting assessment, accounting concepts test, journal entry problems with solutions

Principle of accounting 11e pdf

principle of accounting 11e pdf is a comprehensive resource that provides a detailed understanding of fundamental accounting principles essential for students, educators, and accounting professionals. This PDF serves as a vital reference for mastering the core concepts of accounting, ensuring learners grasp both theoretical foundations and practical applications. In this article, we explore the key features, topics, and benefits of the Principle of Accounting 11e PDF, while emphasizing its importance in the field of accounting education.

Understanding the Principle of Accounting 11e PDF

The Principle of Accounting 11e PDF is an educational textbook designed to introduce and explain the core principles that underpin accounting practices worldwide. Authored by experienced accounting educators, this book is often adopted in academic institutions to teach foundational accounting concepts.

What is the Principle of Accounting?

The principle of accounting refers to the set of rules and guidelines that govern how financial transactions are recorded, summarized, and reported. These principles ensure consistency, accuracy, and transparency in financial statements, enabling stakeholders to make informed decisions.

Overview of the 11th Edition

The 11th edition of the Principle of Accounting PDF incorporates the latest industry standards, technological advancements, and pedagogical approaches. It reflects current accounting practices, regulatory requirements, and evolving concepts, making it a relevant and up-to-date resource.

Key Features of the Principle of Accounting 11e PDF

The PDF version offers several advantages that make learning more accessible and effective:

- **Comprehensive Coverage:** It covers all fundamental accounting topics, from basic journal entries to complex financial statements.
- **Clear Explanations:** Complex concepts are broken down into simple, understandable language complemented by examples.
- **Visual Aids:** Diagrams, charts, and tables enhance comprehension and retention.
- **Practice Exercises:** End-of-chapter questions and problems reinforce understanding and application.
- **Digital Accessibility:** Easy to access on multiple devices, facilitating remote learning and revision.

Core Topics Covered in the Principle of Accounting 11e PDF

Introduction to Accounting

- Definition and purpose of accounting
- The accounting cycle
- Types of accounting (financial, managerial, cost accounting)

Fundamental Accounting Principles

- The Generally Accepted Accounting Principles (GAAP)
- The accounting equation: $\text{Assets} = \text{Liabilities} + \text{Equity}$
- Double-entry bookkeeping system

Recording Financial Transactions

- Journal entries
- Ledger accounts
- Trial balances

Preparing Financial Statements

- Income statement
- Balance sheet
- Statement of cash flows

Adjusting Entries and Closing Processes

- Accruals and deferrals
- Adjusting trial balances
- Closing entries and post-closing trial balance

Accounting for Special Transactions

- Inventory management and cost of goods sold
- Receivables and payables
- Fixed assets and depreciation
- Bonds and long-term liabilities

Ethical Considerations and Internal Controls

- Ethical standards in accounting
- Internal control systems
- Fraud detection and prevention

Benefits of Using the Principle of Accounting 11e PDF

Using the PDF version of the Principle of Accounting 11e offers several educational benefits:

- Enhanced Flexibility and Convenience

Learners can study anytime and anywhere, making it easier to fit accounting education into busy schedules.

- Interactive Learning Opportunities

Many PDFs include embedded hyperlinks, quizzes, and multimedia resources that engage students actively.

- Cost-Effective Resource

Compared to printed textbooks, PDFs are often more affordable and eliminate the need for physical storage.

- Up-to-Date Content

Digital versions are easier to update, ensuring users have access to the latest accounting standards and practices.

- Supplementary Learning Tools

Many PDFs come with additional online resources, such as instructor guides, student solutions, and practice exams.

How to Effectively Use the Principle of Accounting 11e PDF

To maximize the benefits of this resource, consider the following tips:

Study Regularly

Consistent study sessions help reinforce learning and improve retention.

Practice Problems

Completing exercises at the end of chapters enhances practical understanding.

Use Visual Aids

Refer to charts and diagrams to visualize complex processes.

Join Study Groups

Collaborating with peers can clarify difficult concepts and provide new perspectives.

Seek Additional Resources

Utilize online tutorials, forums, and instructor support to supplement learning.

SEO Optimization Tips Related to Principle of Accounting 11e PDF

To ensure this article ranks well in search engine results, focus on the following SEO strategies:

- Use relevant keywords such as "Principle of Accounting 11e PDF," "accounting principles PDF," "accounting textbook download," and "financial accounting principles."
- Incorporate descriptive headings with keywords.
- Include internal links to related accounting resources or online courses.
- Optimize images with alt text related to accounting PDFs.
- Maintain a natural, engaging writing style that provides value to readers seeking accounting information.

Conclusion

The Principle of Accounting 11e PDF is an invaluable resource for anyone interested in understanding the foundational principles of accounting. Its comprehensive coverage, user-friendly presentation, and accessibility make it an ideal tool for students, educators, and professionals alike. By leveraging this PDF effectively, learners can develop a solid grasp of accounting concepts, enhance their practical skills, and stay updated with industry standards. Whether accessed for academic purposes or professional development, the Principle of Accounting 11e PDF remains a cornerstone in the journey toward accounting excellence.

Additional Resources

- Accounting tutorials and online courses
- Financial accounting standards updates
- Practice exercises and sample financial statements
- Accounting certification guides (e.g., CPA, CMA)

Keywords: Principle of Accounting 11e PDF, accounting principles, financial statements, accounting textbook, accounting education, double-entry bookkeeping, accounting cycle, online accounting resources, accounting practice exercises, updated accounting standards

Principle of Accounting 11e PDF: An In-Depth Review and Analysis

In the realm of financial education and professional accounting practice, the Principle of Accounting 11e PDF has emerged as a pivotal resource for students, educators, and practitioners alike. As digital learning tools increasingly dominate the educational landscape, understanding the content, pedagogical approach, and practical utility of this specific textbook is essential. This article provides

a comprehensive review and critical analysis of the Principle of Accounting 11e PDF, examining its structure, content accuracy, pedagogical effectiveness, and relevance in contemporary accounting education.

Introduction to the Principle of Accounting 11e PDF

The Principle of Accounting 11e PDF is a digital version of the widely used textbook that covers fundamental accounting principles and practices. Its primary aim is to introduce students to the core concepts of financial accounting, ensuring they develop the necessary skills to analyze, record, and interpret financial data. The 11th edition, in particular, reflects recent updates aligned with evolving accounting standards, technological advancements, and pedagogical innovations.

The PDF format facilitates easy access, portability, and interactive learning, aligning with modern educational trends where digital resources supplement or replace traditional textbooks. This review explores how effectively the Principle of Accounting 11e PDF fulfills its educational objectives and adapts to the digital age's demands.

Content Structure and Coverage

Comprehensive Curriculum

The Principle of Accounting 11e PDF is structured to guide learners from foundational concepts to more complex accounting procedures. Its curriculum typically includes:

- Introduction to accounting principles and concepts
- The accounting cycle and journal entries
- Financial statements preparation (Income Statement, Balance Sheet, Statement of Cash Flows)
- Inventory and cost accounting
- Receivables and payables management
- Internal controls and ethics
- Introductory managerial accounting topics
- Use of accounting software and technology

This breadth ensures that students gain a holistic understanding of both theoretical principles and practical applications.

Alignment with Standards

The textbook aligns with Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS), providing students with a globally relevant perspective. It also

incorporates recent updates to accounting standards, such as revenue recognition and lease accounting, ensuring content remains current.

Pedagogical Features and Learning Aids

Effective textbooks integrate pedagogical strategies that enhance understanding and retention. The Principle of Accounting 11e PDF employs several such features:

- Chapter Summaries and Key Terms: Reinforce learning objectives.
- Real-world Examples: Illustrate concepts through practical scenarios.
- End-of-Chapter Problems and Exercises: Facilitate practice and mastery.
- Case Studies: Encourage critical thinking and application.
- Visual Aids: Charts, graphs, and tables clarify complex data.
- Interactive Elements: Hyperlinks to supplementary resources, quizzes, and multimedia content.

These features cater to diverse learning styles and promote active engagement.

Accessibility and User Experience

The PDF format offers portability and ease of navigation. Users can search for specific terms, annotate content, and access supplementary materials seamlessly. However, some critics note that static PDFs lack the interactive functionalities of dedicated e-learning platforms, such as embedded quizzes or simulations.

Accuracy, Relevance, and Updates

Content Accuracy and Reliability

The Principle of Accounting 11e PDF is authored by reputable academicians and experts, ensuring accuracy and adherence to current standards. Periodic updates incorporated into each edition reflect the latest regulatory changes and industry practices.

Relevance in Contemporary Context

Given the rapid evolution of accounting technology and regulations, it is vital that educational resources stay current. The 11th edition's inclusion of topics like cloud accounting, data analytics, and ethical considerations demonstrates responsiveness to industry trends.

Limitations and Criticisms

Despite its strengths, some users point out that:

- The PDF lacks interactive simulation tools found in specialized accounting software.
- Certain advanced topics may be underrepresented for students seeking deeper specialization.
- The static format can limit dynamic engagement compared to web-based platforms.

Practical Utility and Applications

For Students

The Principle of Accounting 11e PDF serves as a valuable resource for foundational learning, exam preparation, and reference. Its structured approach aids in building confidence and comprehension.

For Educators

Instructors leverage the PDF for lesson planning, assignments, and supplementary materials. The consistency and clarity of content facilitate standardized instruction.

For Professionals

While primarily designed for educational purposes, the PDF also functions as a refresher or quick reference guide for practitioners navigating standard accounting procedures.

Integration with Modern Learning Environments

As digital education becomes predominant, the Principle of Accounting 11e PDF can be integrated with Learning Management Systems (LMS) like Moodle or Canvas. When combined with online quizzes, discussion forums, and virtual labs, it enhances the overall learning experience.

Complementary Resources

To maximize its utility, users often supplement the PDF with:

- Online tutorials and video lectures
- Accounting software simulations
- Interactive quizzes and flashcards
- Professional accounting standards documentation

Conclusion: Assessing the Overall Value

The Principle of Accounting 11e PDF stands out as a comprehensive, accurate, and pedagogically sound resource for accounting education. Its alignment with current standards and inclusion of practical features make it suitable for beginners and intermediate learners aiming to build a solid foundation in accounting principles.

However, to fully leverage its potential, educators and students should view it as part of a broader digital learning ecosystem that includes interactive tools and real-world applications. As accounting continues to evolve with technological advances, future editions of this textbook should consider integrating more dynamic, immersive content to enhance engagement and practical skills.

In summary, the Principle of Accounting 11e PDF remains a valuable educational asset, bridging traditional accounting education with modern digital resources. Its thorough coverage, clear presentation, and updated content ensure that it can effectively serve as a cornerstone for students embarking on their accounting journey or professionals seeking a reliable reference.

Keywords: Principle of Accounting 11e PDF, accounting education, financial accounting, digital learning resources, accounting standards, pedagogical tools

QuestionAnswer What is the 'Principle of Accounting 11e' PDF, and why is it popular among students? The 'Principle of Accounting 11e' PDF is a digital version of the textbook that covers fundamental accounting concepts. It is popular because it provides easy access to key principles, is often free or affordable, and serves as a comprehensive resource for students learning accounting. How can I access the 'Principle of Accounting 11e' PDF legally? You can access the 'Principle of Accounting 11e' PDF legally through authorized platforms such as your educational institution's library, official publisher websites, or by purchasing a digital copy from reputable online bookstores. What are the main topics covered in the 'Principle of Accounting 11e' PDF? The textbook covers fundamental topics such as accounting principles, financial statements, journal entries, ledger accounts, adjusting entries, and the accounting cycle, among others. Is the 'Principle of Accounting 11e' PDF suitable for beginners? Yes, the textbook is designed to be accessible for beginners, providing clear explanations and step-by-step examples to help new learners grasp core accounting concepts. Are there any online resources or supplementary materials available for the 'Principle of Accounting 11e' PDF? Yes, many editions include online resources such as practice quizzes, flashcards, and solution manuals that complement the textbook and enhance understanding. How does the 'Principle of Accounting 11e' PDF compare to other accounting textbooks? The 'Principle of Accounting 11e' is known for its clear language, structured approach, and comprehensive coverage of fundamental topics, making it a preferred choice for introductory accounting courses compared to other textbooks. Can I find updated versions or editions of the 'Principle of Accounting' PDF after 11e? Yes, publishers regularly release new editions to update content. It is advisable to check for the latest edition to ensure access to the most current accounting standards and practices. What are the benefits of using the 'Principle of Accounting 11e' PDF for self-study? Using the PDF allows for portable, on-the-go learning, easy highlighting and note-taking, quick search capabilities, and

cost-effective access to essential accounting knowledge for self-directed learners.

Related keywords: accounting principles, accounting textbook, principles of accounting, financial accounting, accounting standards, accounting concepts, accounting methods, accounting curriculum, accounting education, accounting pdf

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