

# PRACTICE SET FOR A SERVICE BUSINESS

## Background information

Atty. Dorothy Joy Campo, a CPA-Lawyer, started her office practice in Baguio City on April 1 of the current year. The firm renders accounting and auditing as well as legal services to the public.

You have been hired by Atty. Dorothy Joy Campo to be the bookkeeper for the business. Your duties will begin with the transactions and financial statements for the month. Atty. Dorothy Joy Campo personally handles all business transactions.

## Accounting System

The adoption of simple, workable accounting procedures suited to the kind of business being operated is essential for the successful and profitable management of any business endeavor.

The firm adopted the following accepted accounting procedures:

1. The accrual basis of accounting is used.
2. To record prepayment of expenses, the expense method is used.
3. To record income in advance, the income method is applied.
4. To compute depreciation expense, the straight-line method of depreciation is adopted. For purposes of computing depreciation, any acquisition of fixed asset on or before the 15<sup>th</sup> of the month shall be considered as purchased as of the beginning of the month. Purchases after the 15<sup>th</sup> shall be considered as of the end of the month.
5. All disbursements are in cash.
6. General journal is used to record the transactions.
7. General ledger is maintained for the different accounts as shown in the Chart of Accounts on page 2.

Source documents, such as official receipts, cash voucher, etc. will be given to you on a daily basis by Atty. Dorothy Joy Campo. You should analyze each document and record the underlying transaction in the general journal.

In an actual accounting system, source documents that support business transactions are maintained in files by type of document. You are required to create your own files by using two (2) folders- with two kinds of files in each folder, plus another folder to keep books of accounts and reports. After you record the transaction, remove the document from this booklet and file in the appropriate folder, as follows:

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### Table of Contents **Rpm Unlimited A Business Machines Practice Set**

1. Understanding the eBook **Rpm Unlimited A Business Machines Practice Set**
  - The Rise of Digital Reading **Rpm Unlimited A Business Machines Practice Set**
  - Advantages of eBooks Over Traditional Books
2. Identifying **Rpm Unlimited A Business Machines Practice Set**
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an **Rpm Unlimited A Business Machines Practice Set**
  - User-Friendly Interface
4. Exploring eBook Recommendations from **Rpm Unlimited A Business Machines Practice Set**
  - Personalized Recommendations
  - **Rpm Unlimited A Business Machines Practice Set** User Reviews and Ratings
  - **Rpm Unlimited A Business Machines Practice Set** and Bestseller Lists

5. Accessing Rpm Unlimited A Business Machines Practice Set Free and Paid eBooks
  - Rpm Unlimited A Business Machines Practice Set Public Domain eBooks
  - Rpm Unlimited A Business Machines Practice Set eBook Subscription Services
  - Rpm Unlimited A Business Machines Practice Set Budget-Friendly Options
6. Navigating Rpm Unlimited A Business Machines Practice Set eBook Formats
  - ePub, PDF, MOBI, and More
  - Rpm Unlimited A Business Machines Practice Set Compatibility with Devices
  - Rpm Unlimited A Business Machines Practice Set Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Rpm Unlimited A Business Machines Practice Set
  - Highlighting and Note-Taking Rpm Unlimited A Business Machines Practice Set
  - Interactive Elements Rpm Unlimited A Business Machines Practice Set
8. Staying Engaged with Rpm Unlimited A Business Machines Practice Set
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Rpm Unlimited A Business Machines Practice Set
9. Balancing eBooks and Physical Books Rpm Unlimited A Business Machines Practice Set
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Rpm Unlimited A Business Machines Practice Set
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Rpm Unlimited A Business Machines Practice Set
  - Setting Reading Goals Rpm Unlimited A Business Machines Practice Set
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Rpm Unlimited A Business Machines Practice Set
  - Fact-Checking eBook Content of Rpm Unlimited A Business Machines Practice Set
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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