

- Approximate Date to Complete**
1. **Cash Payment:** 06/02/2023
  2. **Cash Receipt:** 07/02/2023
  3. **Contra:** 08/02/2023
  4. **Bank Payment:** 09/02/2023
  5. **Bank Receipt:** 11/02/2023
  6. **Journal:** 12/02/2023
  7. **Approved/ Disapproved:** 13/02/2023
  8. **Post/Unpost:** 14/02/2023
  9. **Report:** 15/02/2023
  10. **Voucher Report:** 16/02/2023
  11. **General Report:** 18/02/2023
  12. **Summary Report:** 19/02/2023
  13. **Trial Balance:** 20/02/2023
  14. **Income Statement:** 21/02/2023
  15. **Balance Sheet:** 22/02/2023
  16. **Ledger:** 23/02/2023

