

Accounting expenditure adjustment table

Due date

Name _____

Year	Month
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Day	Payee	Content of payment	Usage	Amount of money(¥)
		<input type="checkbox"/> Transportation <input type="checkbox"/> Supplies <input type="checkbox"/> Meeting <input type="checkbox"/> Others		
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<How to use of this table>
 Year and month fill in, and it uses it to adjust the expenditure from 1 week to the 10th paid for because it fills it in every month. The content of the date and expenditure and paid amounts of money are filled in, and the monetary amount is drawn out from the bank book or it transfers it to the deposit account in paying for. In that case, the day paid from the bank book is filled in without fail. The receipts is punctured left and filed, it pastes it from the left side of the back.

Adjustment day		Total	
Adjustment method			