





















Date	Description	Debit	Credit	Balance
1/1	Opening Balance			
1/2	Cash			
1/3	Cash			
1/4	Cash			
1/5	Cash			
1/6	Cash			
1/7	Cash			
1/8	Cash			
1/9	Cash			
1/10	Cash			
1/11	Cash			
1/12	Cash			
1/13	Cash			
1/14	Cash			
1/15	Cash			
1/16	Cash			
1/17	Cash			
1/18	Cash			
1/19	Cash			
1/20	Cash			
1/21	Cash			
1/22	Cash			
1/23	Cash			
1/24	Cash			
1/25	Cash			
1/26	Cash			
1/27	Cash			
1/28	Cash			
1/29	Cash			
1/30	Cash			
1/31	Cash			
1/31	Cash			
1/31	Cash			
1/31	Cash			
1/31	Cash			









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Date	Description	Amount	Balance	Category	Notes





Date	Description	Debit	Credit	Balance
10/1	Opening Balance			
10/2	Cash			
10/3	Cash			
10/4	Cash			
10/5	Cash			
10/6	Cash			
10/7	Cash			
10/8	Cash			
10/9	Cash			
10/10	Cash			
10/11	Cash			
10/12	Cash			
10/13	Cash			
10/14	Cash			
10/15	Cash			
10/16	Cash			
10/17	Cash			
10/18	Cash			
10/19	Cash			
10/20	Cash			
10/21	Cash			
10/22	Cash			
10/23	Cash			
10/24	Cash			
10/25	Cash			
10/26	Cash			
10/27	Cash			
10/28	Cash			
10/29	Cash			
10/30	Cash			
10/31	Cash			
11/1	Cash			
11/2	Cash			
11/3	Cash			
11/4	Cash			





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Date	Time	Location	Activity	Notes	Remarks
10/10/2023	08:00	Kuala Lumpur	Morning Meeting	Discussed project progress	All on track
10/10/2023	12:00	Kuala Lumpur	Lunch Meeting	Client meeting	Client satisfied
10/10/2023	15:00	Kuala Lumpur	Team Meeting	Review tasks	Assign tasks
10/10/2023	18:00	Kuala Lumpur	Evening Meeting	Project Review	Good progress
10/10/2023	09:00	Kuala Lumpur	Morning Meeting	Status Report	Report ready
10/10/2023	14:00	Kuala Lumpur	Team Meeting	Task Allocation	Tasks assigned
10/10/2023	17:00	Kuala Lumpur	Evening Meeting	Project Review	Review complete
10/10/2023	08:30	Kuala Lumpur	Morning Meeting	Client Meeting	Client happy
10/10/2023	11:30	Kuala Lumpur	Team Meeting	Task Review	Tasks on track
10/10/2023	14:30	Kuala Lumpur	Evening Meeting	Project Review	Review done
10/10/2023	09:30	Kuala Lumpur	Morning Meeting	Client Meeting	Client update
10/10/2023	12:30	Kuala Lumpur	Team Meeting	Task Review	Tasks complete
10/10/2023	15:30	Kuala Lumpur	Evening Meeting	Project Review	Review finished
10/10/2023	08:45	Kuala Lumpur	Morning Meeting	Client Meeting	Client feedback
10/10/2023	11:45	Kuala Lumpur	Team Meeting	Task Review	Tasks on schedule
10/10/2023	14:45	Kuala Lumpur	Evening Meeting	Project Review	Review complete
10/10/2023	09:15	Kuala Lumpur	Morning Meeting	Client Meeting	Client update
10/10/2023	12:15	Kuala Lumpur	Team Meeting	Task Review	Tasks on track































