

## FAX COVER SHEET

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TO

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COMPANY

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FAX NUMBER 19292070142

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FROM Clinton West

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DATE 2024-05-01 16:23:25 GMT

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COVER MESSAGE

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- **Revenue (Sales) Cycle:**
  - Involves all activities related to sales or services to customers.
  - Key processes: order taking, credit approval, shipping, billing, cash receipt.
  
- **Purchases (Expenditure) Cycle:**
  - Encompasses activities related to the procurement of goods or services.
  - Key processes: purchase order issuance, receiving goods or services, invoice processing, cash disbursement.
  
- **Payroll (Personnel) Cycle:**
  - Deals with all activities related to employee compensation.
  - Key processes: timekeeping, wage rate determination, payroll computation, payroll disbursement, tax and other deductions.
  
- **Production Cycle:**
  - Relevant for manufacturing entities.
  - Involves activities related to the conversion of materials into finished goods.
  - Key processes: raw material requisition, production scheduling, production, storage.
  
- **Finance and Investment Cycle:**
  - Focuses on activities related to raising capital, managing investments, and other financing activities.
  - Key processes: issuing bonds or shares, dividend distribution, buying or selling investments.
  
- **Fixed Assets (Property, Plant, and Equipment) Cycle:**
  - Deals with activities related to tangible long-term assets used in the business.
  - Key processes: acquisition, depreciation, maintenance, disposal.