**Title: Preparation to Return Clients' Accounting Evidences and Documents**

**Abstract**

Rungrueng Accounting and Lawyer Company Limited offers services for accounting and law. The company is certified for the quality accounting office by Department of Business Development, Ministry of Commerce. The company’s main services are accounting preparation and auditing. We worked at the company during the Cooperative Education Program as assistants to accounting preparation staff responsible for preparing accounting evidences and documents to be used for the accounting computer software packages. During early period of working, we did not have enough knowledge and understanding regarding our works. This made accounting evidences and documents incomplete and inaccurate according to accounting principle.

 We, therefore, were interested in this matter and prepared the report concerning accuracy check for accounting evidences and documents before accounting entry to be beneficial for the future Cooperative Education Program participants in the scope of basic accounting work and accuracy check for business documents.

**Keywords:** Accounting Evidences, Accounting Documents, Accuracy Check