

EXPLANATION

The first step is to identify the main idea of the passage. The passage discusses the importance of maintaining accurate records of a company's financial transactions.

The second step is to analyze the structure of the passage. The passage is organized into several paragraphs, each focusing on a different aspect of record-keeping.

The third step is to evaluate the evidence provided in the passage. The author uses various examples and statistics to support their claims.

The fourth step is to synthesize the information and draw a conclusion.

QUESTION

