

EXPLANATION

1. The first step is to identify the main idea of the passage. The passage discusses the importance of maintaining accurate records of all transactions and activities.

2. The second step is to analyze the details provided in the text, including the specific methods and procedures used to collect and organize data.

3. The third step is to evaluate the effectiveness of the methods and procedures, and to identify any areas for improvement or further research.

Method	Procedure	Effectiveness
Method A	Procedure 1	High
Method B	Procedure 2	Medium
Method C	Procedure 3	Low

4. The final step is to summarize the findings and conclusions of the study, and to provide recommendations for future research.

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