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In addition, the document emphasizes the need for regular reconciliation of accounts. This process involves comparing the company's internal records with external statements, such as bank statements, to identify any discrepancies. By doing so, the company can ensure that its financial data is accurate and up-to-date.

Finally, the document highlights the importance of maintaining proper documentation for all financial transactions. This includes keeping copies of invoices, receipts, and other supporting documents. These records are crucial for auditing purposes and for ensuring the integrity of the company's financial statements.

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