



# Receipt & Expense Organization Checklist

*This checklist is intended as a general bookkeeping resource and does not constitute tax, legal, or financial advice.*

## 1. Choose a Receipt Storage Method

- ☐ Decide whether receipts will be stored digitally, on paper, or both
- ☐ Choose one primary location for digital receipt files
- ☐ Create folders by year and month or by another consistent system
- ☐ Make sure anyone making business purchases knows where receipts should go
- ☐ Avoid leaving receipts scattered across email, vehicles, wallets, or multiple apps

## 2. Gather Current Receipts

- ☐ Collect paper receipts from the current month
- ☐ Download emailed and online receipts
- ☐ Save receipts from vendor portals and online shopping accounts
- ☐ Gather invoices or purchase confirmations for larger purchases
- ☐ Make a list of transactions that are missing receipts

## 3. Capture Important Receipt Details

- ☐ Make sure the vendor name is visible
- ☐ Confirm the transaction date is readable
- ☐ Confirm the total amount is readable
- ☐ Add a note describing the business purpose when it is not obvious
- ☐ Identify who made the purchase when multiple people use business funds

## 4. Separate Business & Personal Purchases

- ☐ Keep personal receipts out of the business record system
- ☐ Identify personal purchases accidentally paid with business funds
- ☐ Identify business purchases paid from a personal account
- ☐ Keep notes explaining mixed or unusual transactions
- ☐ Use dedicated business payment methods whenever possible



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## 5. Organize Expenses by Payment Method

- Match receipts to the business bank or credit card account used
- Keep cash purchase records together
- Document purchases made through payment apps or online platforms
- Track expenses paid personally that need to be recorded in the business books
- Investigate purchases that cannot be matched to a payment record

## 6. Review Expense Categories

- Categorize business expenses consistently
- Review uncategorized transactions
- Avoid creating a new category for every individual purchase
- Make notes for transactions you are unsure how to categorize
- Review unusual or large expenses separately

## 7. Handle Cash Purchases

- Save receipts for cash purchases
- Record the date, amount, vendor, and business purpose
- Document where the cash came from when needed
- Enter cash expenses into the bookkeeping system promptly
- Avoid relying on memory to recreate cash purchases later

## 8. Organize Recurring Expenses

- Make a list of recurring subscriptions and automatic payments
- Keep invoices or receipts for recurring services when available
- Review subscriptions for duplicate or unused services
- Confirm recurring charges are categorized consistently
- Update records when recurring charges change or are canceled
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## 9. Save Records for Major Purchases

- Keep detailed invoices for equipment, vehicles, furniture, computers, or machinery
- Save financing documents connected to major purchases
- Record the purchase date and total amount
- Keep serial numbers or identifying information when useful
- Keep documentation for assets that are later sold, traded, or disposed of



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## 10. Complete a Monthly Receipt Review

- ☐ Compare receipts to bank and credit card transactions
- ☐ Identify transactions that still need documentation
- ☐ Confirm reimbursements or owner-paid expenses have been recorded
- ☐ File completed records in the correct month
- ☐ Make a list of questions to review with your bookkeeper

## 11. Protect Your Records

- ☐ Make sure digital copies are readable before discarding originals
- ☐ Back up important digital records
- ☐ Keep sensitive financial information in a secure location
- ☐ Use secure file-sharing methods when sending records to your bookkeeper
- ☐ Ask your tax or legal professional about record-retention requirements for your specific situation

## Receipt & Expense Notes

**Receipts or documents still missing:**

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**Transactions that need explanation:**

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**Questions for your bookkeeper:**

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**Pine & Ledger Tip:** *The best receipt system is the one you will actually use. Capture receipts as soon as possible and review them monthly so missing documentation does not become a year-end problem.*