Record-keeping starter checklist

Name _____ Business _____ Date _____

You will finish with
A simple folder system, one complete week of records saved, a list of who owes you, and a month-end check against your bank.

1. Set up once

One place for all business records (e.g. Google Drive folder "Business", or a box file)

CHECKLIST

Create these four folders, with one folder inside each for every month

- ☐ **Money in**: quotes, invoices you send, proof of payments you receive
- ☐ **Money out**: supplier invoices, receipts, proof of payments you make
- ☐ **Bank and tax**: bank statements and tax documents
- ☐ **Business documents**: registration, contracts, licences, insurance

My weekly record time, 20–30 minutes (e.g. Friday 17:00)

TIP

Name files so you can find them

Write `Invoice 014 - Khumalo Stores - July 2026`, not `scan0004`. Photograph paper receipts on the day you get them.

2. Weekly record check

Each week, do the four checks and write "Yes" in each column. Start with this week.

Week ending	Invoices and receipts saved	Proof of payment saved	Unpaid invoices updated (section 3)	Back-up copy made
e.g. 5 July	Yes	Yes	Yes	Yes

WARNING

Check the bank before you mark an invoice paid

A screenshot of a payment can be false or sent before the money clears.

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3. Customers who still owe you

List each **unpaid invoice** (a bill you sent that the customer has not paid yet). Cross it off when the money shows in your bank.

Customer	Invoice no.	Amount (R)	Due date	Follow-up date
e.g. Khumalo Stores	014	3 200	15 July	16 July
Total owed to me				

4. Month-end check against the bank

Add up the money in from your **Money in** folder and the money out from your **Money out** folder. Compare each with your bank statement for the same month.

Line	From my records (R)	From my bank statement (R)	Difference: bank - records (R)
Money in			
Money out			

If a difference is not R0, which payments are missing a record? (e.g. R450 cash sale on 12 July, R120 airtime on 20 July)

_____

_____

Next step

Missing record I will find or fix first _____

By when (date) _____

When to redo this

Fill in one row of section 2 every week at your record time, and do section 4 at the end of every month. Weekly checks stop records piling up, and the monthly bank check finds missing records while you can still trace them.

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