



## **Bookkeeping Record Checklist for Small Business**

### **Sources of Income**

- Cash register tapes with the following information:
  - Item purchased
  - Price
  - Amount paid
  - Payment method
  - Date
- Receipt books with the following information:
  - Item purchased
  - Price
  - Amount paid
  - Payment method
  - Date
- Invoices with the following information:
  - Item purchased
  - Price
  - Discount/sale price
  - Customer name
  - Date
- Credit card receipts
- Email records
- Copies of customers checks
- Deposit Slips

### **Expenses & Purchases**

- Cancelled checks
- Cash register tapes
- Credit card slips
- Email records
- Purchase orders
- Invoices
- Check stubs for bills you pay

### **Paypal and other Credit Card Transactions**

- Email records
- Separate register from your bank register (treat your Paypal account as you would your bank account)