



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)