

Page 1 – set up once. File this with your records.

Page 2 – stick up and use every week.

Set up your record system

● CHECKLIST

Create these four folders

- ☐ Money in
- ☐ Money out
- ☐ Bank and tax
- ☐ Business documents

ONE PLACE FOR BUSINESS RECORDS (FOLDER, DRIVE, APP OR BOX)

● CHECKLIST

Finish this week's capture

- ☐ This week's invoices are filed
- ☐ This week's receipts are filed
- ☐ Proof of payment is saved
- ☐ Unpaid customer invoices are listed
- ☐ Upcoming supplier payments are listed

WEEKLY REVIEW DAY AND TIME

File names: Invoice 014 - Khumalo Stores - July 2026.pdf is easier to find than scan0004-final-new.pdf. Save the record while it is still in your hand.

What each document does

Document	What job it does
Quote	Price and terms before the customer agrees
Invoice	Request for payment after the sale or agreed terms
Receipt	Proof money was received or something was bought
Proof of payment	Evidence a payment was made (still check the bank)
Bank statement	Record of money moving through the account

Weekly tracker (stick this up)

Complete one row each week. Aim for one complete week first.

Week ending	Invoices saved	Receipts saved	Unpaid customer invoices	Supplier payments due	Backup done

This week's unpaid and due list

Unpaid customer invoices

Customer	Invoice no.	Amount	Due date	Follow-up

Supplier payments due next

Supplier	What for	Amount	Due date	Paid?

Monthly close

At month end, write the numbers and compare them to the bank.

TOTAL INCOME THIS MONTH

TOTAL EXPENSES THIS MONTH

COMPARED TO BANK STATEMENT — ANYTHING MISSING?

One record habit this week

NEXT STEP

DAY I WILL REVIEW

BACKUP METHOD
