SECTION LINE
BOOKKEEPING & PAYROLL

# Give business receipts a home

Choose one place to put every new receipt. A folder in your bookkeeping app or a dedicated digital folder can work.

**Week of** _____

## Capture receipts as they come in

- [ ] Save emailed invoices and photograph paper receipts while they’re readable.
- [ ] Check that the supplier, date, items, total and any tax shown are legible.

## Add context you’ll need later

- [ ] Use a simple filename such as 2026-09-18_Prairie-Hardware.pdf.
- [ ] Add a short note when the business purpose or job is easy to forget.

## Match receipts each week

- [ ] Attach each receipt to the matching transaction or save it where you can find it from the entry.
- [ ] Request copies of missing receipts. Mark business items on mixed purchases and flag any uncertain split.

## Check that it works

- [ ] Try finding last month’s largest purchase using its date and amount. Keep an accessible backup.

## Missing receipts or questions

Keep business receipts at least six years from the end of the last tax year they relate to.
Print reference: search Canada.ca for the CRA titles below.

Where to keep your records, for how long and how to request the permission to destroy them early

**Want help with this? Visit the Contact page on the Section Line website.**