

Business Receipt Filing Starter Kit

Simple Office AI - Google Drive workflow for freelancers and small businesses

1. Create the folder structure

```
Business Receipts/  
  2026/  
    00_INBOX - Unfiled/  
    01_January/ ... 12_December/  
    99_Year-End Export/
```

2. Use one filename pattern

YYYY-MM-DD_Vendor_Amount_Purpose.ext

- 2026-09-15_Staples_42-80_USB-Hub.pdf
- 2026-09-18_AcmeHosting_29-00_Website.pdf
- 2026-09-22_CityParking_18-00_Client-Visit.pdf

Keep the purpose short. Avoid account numbers, card details, confidential client information, or other sensitive data in filenames.

3. Capture rule

Paper receipt: scan it in the Google Drive mobile app and confirm it is readable. Digital receipt: save the original PDF or downloadable receipt when available. If you cannot file it immediately, put it in 00_INBOX - Unfiled.

Working rule: Capture first. Rename consistently. File during the monthly close.

Monthly Receipt Close Checklist

Use this once a month; copy requested documents into Year-End Export without replacing the archive.

- ☐ Clear 00_INBOX - Unfiled.
- ☐ Rename files that still have camera or download names.
- ☐ Confirm each scan is readable.
- ☐ Move receipts into the correct month.
- ☐ Compare the receipt archive with the expense records you actually maintain.
- ☐ Resolve expenses marked as missing a receipt.
- ☐ Check unusual or larger transactions for the correct supporting document.
- ☐ Remove accidental duplicate scans only after comparing them.
- ☐ Use your normal business backup process for important records.

Year-end handoff

Copy the documents your accountant or tax preparer requests into 99_Year-End Export. Keep the organized monthly archive intact unless your own retention policy says otherwise.

Retention note

Do not use a blanket 'delete after seven years' rule. IRS retention periods vary by the action, expense, or event a record supports, and non-tax requirements may apply.