

**GET IT DONE!**

Sometimes it just doesn’t make sense. You buy a filing cabinet or filing bin, computer, a printer, Quickbooks software and office supplies (paper, stapler, etc.). You’ve got everything you need to manage your small business, yet it seems impossible to get all the paperwork done. What can you do to help yourself? Use the “Money In, Money Out” filing system, along with “Get It Done” paper management.

The “Get It Done” paper management system is based on a simple idea. Any paperwork that comes into your office needs one of these actions: pay, reference - file, toss – junk or needs action (research, phone call, etc). It’s a process that you can modify to fit your particular business needs. Give it 3 weeks before you give up and let us know how it works for you. Your comments are always welcomed!

**The PROCESS**

**SUPPLIES** – 1 Working File (usually your desk has one filing drawer – keep this stuff close to you); one 2 drawer filing cabinet, 50 hanging file (HF) folders, 100 file folders (FF), fine tip sharpie, stapler, shredder, staple puller, scissors, blank labels (to reuse folders)

**3 TRAYS**

TOP TRAY 1 - TO DO & OPENED MAIL

TRAY 2 - SUSPENSE (stuff you’re working on, vendor charges in dispute, customer issue... anything that needs further action)

TRAY 3 – DONE, To be filed away, into Money In / Money Out

**WORKING FILES**

OPEN ESTIMATES/QUOTES – HF - Waiting for decision – listed alphabetically by last name

CURRENT MONTH - HF –

FF – Banking: current bank deposits, interim reconciliations, bank notices, merchant statements

FF – Online: passwords\*, logins, account numbers; software registrations

FF – Laser Checks

FF – Laser Deposits

1. 15 min each day -- **Open mail & sort** – trash, in-box – “to dos”\*, customer payments, bills
2. 45 min Tuesday – TRAY 1 - sort again and pull out: **Customer Payments** – enter/record: pull Open Receivables (customer invoices) & match to checks, mark invoices paid & place in TRAY 3; **Bills:** enter/record bills, run A/P report – file in Open Payables HF or pay bills, online bill pay or cut checks, mark paid bills PAID, with date & place in TRAY 3
3. 45 min Wednesday – TRAY 1 – sort; pull out the “to dos”, make phone calls, research, resolve & delegate. Waiting for return call, fax or action from others? Attach post-it note & move to TRAY 2 – SUSPENSE
4. 75 min Friday – enter payroll expenses, review TRAY 2 – SUSPENSE: follow-up, resolve or delegate; **Repeat Step 2**; File TRAY 3 (if you do it weekly, it will take 5-10 minutes!) **GOAL?** Try to empty TRAY 1 before leaving on Friday ☺!

\* to dos – anything that needs further action: such as -- questionable bill from vendor, unauthorized charges on credit card statement, unauthorized charges on phone bills, tangible tax forms, hazardous materials statement, etc.

Other stuff: Sales taxes due by 20<sup>th</sup>! Plan a vacation ☺.

# TOP SECRET Bookkeeping, Inc

Taming the Paper Tiger... **MONEY IN & MONEY OUT Filing System™**

“Because it’s nobody’s business but yours”

## MONEY IN™

Front of Cabinet – HF - **Open Receivables**  
(open invoices - those who owe you money  
– listed alphabetically by last name)

PAID Customer File – 1 HF – Other Customers  
(onesies, twosies); use as many HF or FF as  
needed; A,B,C etc. or by customer name

RECONCILED BANK STATEMENTS – By  
month, most current month in front (fix FF -  
all the months – Jan, Feb, etc.).

Each month has

- at least 1 reconciliation report
- all deposits slips (from bank) – stapled to front page
- bank statement (either printed by bank or copy of e-statement)
- any bank notices for THAT month: insufficient notices, deposit notices, etc.
- merchant statements (from credit card processing company)

ASSETS; Tangible/Property Tax forms  
By Year or Type: example – everything you  
bought in 2008 is one FF or Equipment,  
Furnishings, Electronics, Warranties

OTHER FILES:

CORPORATION \* BUSINESS

ORGANIZATION \* PERMITS/LICENSES

\* LEGAL \* PAST INCOME TAX

RETURNS \* BARTERING RECEIPTS

## MONEY OUT™

Front of Cabinet – HF - **Open Payables**  
(recorded in QB but NOT paid bills – listed  
alphabetically by company name)

PAID Vendor File – 1 HF – Other Vendors goes  
in front for one time or infrequent vendors;  
follow with FF for vendors used frequently.  
Setup 1 HF for Subcontractors; keep sub  
forms in FF labeled sub forms in front –  
such as workers comp waivers, W-9s; then  
setup FF as needed for each sub, A,B,C etc.

CREDIT CARDS: 1 HF – FF for each account:  
label as VISA – 1234 (last four on  
statement) – monthly statements &  
reconciliation reports (file cc receipts either  
here or in expense category, or with  
customer; you choose!)

EXPENSES: HF & FF as needed: Accounting,  
Advertising, Auto, Cash Payouts, Dues &  
Subscriptions, Education, Miscellaneous,  
Postage, Office Supplies, Telephone, Travel,  
Utilities

INSURANCE: HF; FF for Auto, General  
Liability, Workers Comp (file policies &  
premium payments, notices, claims)

SALES TAXES: HF; FF (each) – Current Yr,  
2008, 2007; FF – Sales Tax Other, etc.

1099s – HF: FF – W9s (sort by name); FF for  
copies & 1096 reports, 2009, 2008, 2007

PAYROLL – HF - most current report in front,  
4 FFs – Quarterly reports, 1Q, 2Q, 3Q, 4Q &  
year end W2, W3, 940, FF: fees, FF: notices,  
faxes sent, etc.

VOIDED CHECKS – HF; FF- Owner’s Draw;  
other stuff to keep away from “eyes”

EMPLOYEE FILES – By last name, FF or  
stapled: W-4, direct deposit, insurance  
choice, application, performance review, etc.