

# Financial Records

#SheMeansBusiness

## REVENUE

- **Sales Record:**

A financial record of all sales transactions.

- **Accounts Receivable Record:**

Record of amounts owed to business by its customers (credit sales).

### Keep track of:

Transaction Date

Items & Quantity

Customer

Sales Value

Receipt Number

Payment Date

Remarks

## EXPENSES

- **Expense Record:**

A financial record of all expense transactions.

- **Accounts Payable Record:**

Record of amounts owed by the business to its suppliers.

Transaction Date

Items & Quantity

Customer

Sales Value

Receipt Number

Payment Date

Remarks

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## Types of Expenses



## Inventory

