

①	Cheque Books & Bank Statements
②	Bills we still have to pay
③	Bills we have paid & other receipts
④	Credit Card Receipts & Statements
⑤	Petty Cash Documentation
⑥	Wages
⑦	Bank Deposits & Merchant Summaries
⑧	Receipts we issued
⑨	Invoices we issued unpaid
⑩	Invoices we issued paid
⑪	Miscellaneous