



# How to Organise E-commerce Records

A simple folder and file-naming system for receipts, supplier documents, inventory records, reports, and bookkeeping files.

**Clarity, confidence, and beautifully balanced books.**

A free Clear Ledger Studio guide for e-commerce sellers who want to start with a clearer system before buying tools or hiring help.



# Simple file naming system

A good file name should tell you the date, vendor or platform, what the file is, and the month it belongs to.

Record type	Example file name
Sales channel report	2026-01 - Shopify - Finance Summary.pdf
Payout report	2026-01 - Shopify - Payout Report.csv
Receipt	2026-01-14 - Canva - 15.00 - Software.pdf
Supplier invoice	2026-01-18 - SupplierName - 482.00 - Candle Supplies.pdf
Bank activity	2026-01 - Chase Business Checking - Activity.pdf
Month-end notes	2026-01 - Month-End Notes.docx

## Weekly 10-minute record reset

<input type="checkbox"/> Move receipts out of your email or downloads folder	<input type="checkbox"/> Rename receipts with date, vendor, amount, and category
<input type="checkbox"/> Save supplier invoices in the supplier/inventory folder	<input type="checkbox"/> Save screenshots only as backup, not as your only record
<input type="checkbox"/> Check whether any bank transactions are missing receipts	<input type="checkbox"/> Write one note for anything unusual while you still remember it

### Receipt tip

Do not wait until tax time to remember what a charge was for. If a receipt is unclear, add a note while it is fresh. A 10-second note today can prevent a 30-minute search later.

# Records to keep by business area

Area	Helpful records
Sales	Sales reports, order exports, invoices, marketplace statements
Payouts	Payout reports, bank deposit details, payment processor statements
Fees	Platform fee details, payment processing fees, subscription/app fees
Expenses	Receipts, invoices, subscriptions, ads, software, supplies, professional fees
Suppliers	Supplier invoices, purchase confirmations, shipping/import charges, payment proof
Inventory prep	Stock count notes, supplier records, purchase records, product cost notes, damaged/lost inventory notes
Tax support	Tax reports, sales tax/GST/VAT summaries, 1099-K or marketplace tax documents, accountant communications

## Before handing records to an accountant or bookkeeper

<input type="checkbox"/> Reports are saved by platform and month	<input type="checkbox"/> Receipts are renamed and grouped by month
<input type="checkbox"/> Supplier invoices are saved separately from ordinary receipts	<input type="checkbox"/> Payout reports are available to match bank deposits
<input type="checkbox"/> Tax reports or marketplace tax documents are saved	<input type="checkbox"/> Month-end notes explain unresolved differences
<input type="checkbox"/> Questions are written down clearly	<input type="checkbox"/> Old screenshots, duplicate downloads, and unclear files are cleaned up

### Next step

Ready for a clearer Shopify system? The Clear Ledger Studio Shopify Bookkeeping Kit 2026 is designed to help you organise sales, fees, expenses, payouts, profit, and monthly checks with a workbook and spreadsheet system.

### Source notes

Source notes: This free resource was prepared using Clear Ledger Studio's internal product positioning and publicly available platform documentation from Clear Ledger Studio CPA-informed bookkeeping workflow notes; Public platform reporting documentation used for report examples. Platform menus and report names can change, so always confirm inside your own seller account.

### Important disclaimer

Educational and organisational purposes only. This resource does not provide personalised accounting, tax, legal, or financial advice. Bookkeeping, sales tax, GST, VAT, income tax, reporting, and expense categorisation requirements vary by location, business structure, accounting method, and registration status. Consult a qualified accountant, CPA, bookkeeper, or tax professional before relying on this resource for tax filing, financial reporting, or compliance decisions.