Monthly Upload Guide

To keep your books accurate and	up to date, please upload:
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- 1. Bank Statements
- 2. Credit Card Statements
- 3. Sales Reports
- 4. Expense Receipts
- 5. Loan Statements
- 6. Payroll Reports

Upload Timeline:

- Upload documents between the 1st and 5th of each month.

File Format Requirements:

- PDF preferred
- Clear and readable scans