

## Capture receipts the moment you spend

For solo operators running the whole business.

### Who this is for

Solo operators and one-person businesses who wear every hat â sales, delivery, admin, and support â and need leverage without hiring a department.

Missing receipts turn tax time into a scavenger hunt.

### Suggested stack

Phone camera + Drive folder + bookkeeping tool. Primary tools: Expensify, Google Drive, Zapier.

### Do this

1. Create a Drive folder: Receipts/YYYY-MM.
2. Use your bank or Expensify app to snap every card spend the same day.
3. Zap new receipt files into your bookkeeping inbox or a Notion table.
4. Weekly: 15 minutes to match receipts to transactions â never monthly.

### Operator tip

If you wait until Friday, you will invent stories. Capture in the parking lot.

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