Tracing Ledger Guide

How to fill in your debt recycling tracing ledger, column by column

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Set It Up Once

1. **List your splits.** Enter each split on the Splits tab with its account number and purpose.
2. **Record the opening position.** Type your total deductible balance in the first row; later rows calculate it.
3. **Create one evidence folder.** Use a sub-folder per financial year for statements, receipts and contract notes.

What Each Column Means

Column	What to enter
Date	The day the money moved, from your bank or loan statement
Entry type	Paydown, Draw and purchase, Income received, Income applied or Principal repaid
Split	The split the money left or reached, named as on the Splits tab
Paid off split	Cash paid onto a split before it is drawn again
Drawn from investment split	Borrowed money drawn to invest
Paid to	The platform or fund that received the draw
Investment bought	Fund or share code and number of units
Reference	Transfer receipt or contract note number
Income received	Dividends or distributions paid to you
Income applied to home split	Income paid onto the non-deductible home split
Deductible balance	Last balance, plus draws, less principal repaid on investment splits

Check Each Row

- [ ] The draw went straight from the investment split to the platform
- [ ] The amount drawn matches the contract note
- [ ] Nothing private touched the investment split
- [ ] Income went onto the home split, not the investment split
- [ ] Evidence saved and named with the reference

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