Contractor Job Cost, Invoice & Profit Tracker: how to use it

Start here:

Yellow cells are yours to fill in. Green-grey cells hold formulas: leave them alone and they fill themselves.

Drop-down cells only take values from the lists on the Settings tab (or the tab named in the guide). Edit the lists and the drop-downs follow.

The example file is filled with fictional jobs, costs and invoices so you can see every number working. The blank file is the same workbook, empty. Use the blank one for your business.

Google Sheets: File > Import > Upload the .xlsx (or open it from Google Drive), then File > Save as Google Sheets. Excel: just open it (Excel 2010 or newer, Windows or Mac). Numbers on Mac also opens it.

Set up (10 minutes):

1. Settings: your cost categories, job statuses, the markup % you add to your costs when you quote (F2) and the year (F4).

2. Jobs: one row per job: client, status, the contract value you agreed and your budget (estimated cost). The suggested price is your budget plus your markup.

3. Costs: every receipt and timesheet: date, job, category (labour, materials, subcontractor and so on), amount. Costs to date and budget used update on the Jobs tab.

4. Invoices: one row per invoice you send: job, number, amount, paid Yes or No. Billed, collected and owed update on the Jobs tab.

What you get:

Jobs: budget left, OVER BUDGET flags, margin at budget, billed, collected and owed per job.

Dashboard: contract value, costs, billed, collected and owed across all jobs, jobs by status, costs by category and a month-by-month cash table.

This is a record-keeping tool, not an invoice generator or tax advice: it tracks your invoices, it does not print them.

Help:

Something wrong, or a column you need? Message us on Etsy; we fix it and update the download for every buyer.

Designed by Tuper. Built with AI tools and tested by us; tell us if anything breaks.