Free Freelance Income Tracker Spreadsheet: 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.

The example file is filled with fictional data so you can see every number working. The blank file is the same workbook, empty: use that one.

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). Numbers on Mac also opens it.

Set up (3 minutes):

1. Settings: your clients (up to 15), your expense categories (up to 15), the year (E2), your payment terms in days (E4) and today's date (E6).

2. Invoices: one row per invoice: date, client, what it was for, the amount, and the date it was paid (leave empty while unpaid).

Status: PAID once there is a paid date. Otherwise OVERDUE when today (E6) is more than the payment terms (E4) after the invoice date, else OPEN. Overdue rows are highlighted.

3. Expenses: software, equipment, home office, marketing, education, travel, fees. One row each, the day you pay it.

What you get:

Dashboard: invoiced by month, money received by month (by paid date), expenses by month and received minus expenses; every client with invoiced, received and still open; every expense category with its total; the open and overdue totals.

Limits: 300 invoices and 300 expense rows. Want profit by month, a tax set-aside, due dates and average days to pay per client? See the paid Freelance Income, Invoice and Client Tracker at tuper.app/templates. This is a record-keeping tool, not tax or legal advice.

Help:

Something wrong? Message us at support@tuper.app and we fix it.

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