Freelance Income, Invoice and Client 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. Edit the lists and the drop-downs follow.

The example file is filled with fictional invoices and expenses 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 (4 minutes):

1. Settings: your clients (up to 15), your expense categories (up to 15), the year (E2), the % of profit you set aside for tax (E4) and the check date (E6, type today's date: it decides which unpaid invoices are OVERDUE).

2. Invoices: one row per invoice: invoice date, client, project, amount, the due date, and the date it was paid once the money arrives. Leave the paid date empty until then.

Status fills in: PAID, OPEN (not paid, not yet due) or OVERDUE (due date before the check date). Days to pay fills in for paid invoices.

3. Expenses: software, equipment, co-working, courses, travel. One row each.

What you get:

Dashboard: invoiced, received, expenses, profit and tax set-aside by month (money counts in the month it was paid); each client with invoices, invoiced, received, still outstanding and average days to pay; open and overdue totals.

Use the Year cell on Settings to start a new year in a copy of the file.

This is a record-keeping tool, not tax advice.

Help:

Something wrong, or a column you need? Message us; 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.