

# Invoice and Receivables Tracker for Solo and Small Businesses

## Use the method

Keep issued invoices, payments, and follow-up actions in one visible record. Use this when money owed is spread across messages and memory. The result is an outstanding balance and a next action for each invoice. Follow the actual customer agreement; this tool does not create payment terms, fees, collection rights, or accounting advice.

- 1. Gather issued invoices.** Record invoice ID, customer, issue date, agreed due date, original amount, and invoice location. Keep draft quotes separate from issued invoices.
- 2. Confirm delivery.** Check that the invoice reached the agreed recipient and contains the required reference or approval. Record disputes and missing acceptance evidence.
- 3. Record receipts and adjustments.** Match each payment to an invoice using payment evidence. Record authorized credits separately; do not erase the original invoice amount. Investigate unmatched receipts.
- 4. Calculate the balance.** Outstanding equals original amount minus applied receipts minus authorized credits. As of the review date, days overdue equals review date minus due date when positive and balance remains unpaid.
- 5. Schedule follow-up.** For an overdue or disputed balance, record one next contact, owner, and date. Use a factual reminder with the invoice reference, remaining amount, and agreed terms.
- 6. Review and close.** Review open balances weekly or more often when needed. Keep partial balances open. Close only after payment and authorized adjustments are verified; link the supporting record.

## Worked example

Illustrative invoice INV-104: \$900 issued September 1, due September 15. A verified \$300 payment is applied September 10 and a documented \$50 credit is approved September 12.

As of September 20, outstanding is  $\$900 - \$300 - \$50 = \$550$ . The unpaid balance is five calendar days overdue. The original invoice and adjustment records are retained.

Reminder: Our record shows \$550 outstanding on INV-104, due September 15. Please confirm receipt and your expected payment date, or identify any discrepancy so we can resolve it.

The customer questions one line. The owner records the disputed amount and investigation date; the record remains open. A promised payment date is a follow-up note, not evidence that cash arrived.

### Before you put it to work

- ☐ Every invoice has an agreed due date or an explicit unresolved term.
- ☐ Receipts and credits have evidence and are applied once.
- ☐ Outstanding balances match the invoice records.
- ☐ Each overdue or disputed item has a next action and owner.

### If the problem keeps returning

If overdue items recur, inspect delivery, acceptance, invoice accuracy, and agreement clarity. Do not add unagreed fees or silently change due dates. Seek appropriate help for unresolved collection or legal questions.

### Connect the tools

Use MF-03 for cash visibility and BO-07 for clear scope and acceptance.

# Working worksheet

Name or team \_\_\_\_\_ Date \_\_\_\_\_

## Scope and setup

As of date, tracker owner, invoice record location, payment evidence source, and follow-up rhythm.

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## Reusable record

| Invoice and customer | Due date | Original | Paid and credit | Outstanding | Status and next action |
|----------------------|----------|----------|-----------------|-------------|------------------------|
|                      |          |          |                 |             |                        |
|                      |          |          |                 |             |                        |
|                      |          |          |                 |             |                        |
|                      |          |          |                 |             |                        |
|                      |          |          |                 |             |                        |

Duplicate rows or this worksheet for additional records.

Use your own records. The examples on page 2 are illustrative. Continue on a duplicate worksheet when you need more space.

# Complete and review

## Balance check

Total open balances, unmatched receipts, disputed amounts, and comparison with the authoritative invoice records.

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## Follow-up plan

Invoice ID, factual message, owner, contact date, expected response, and escalation decision.

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## Closure record

Verified receipt or authorized adjustment, evidence location, remaining balance, and closure date.

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## Review after use

Which balance needs a specific follow-up? \_\_\_\_\_

What discrepancy was resolved? \_\_\_\_\_

What invoice step will change next time? \_\_\_\_\_

Next action \_\_\_\_\_ Owner \_\_\_\_\_ Due \_\_\_\_\_