[Company name]

*How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

Invoice Tracker

Knowing exactly who owes what: every invoice tracked from issue to payment, with overdue items visible at a glance.

Document	Invoice Tracker
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	2.0
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**

Company	Finance contact	Period	Total outstanding	Total overdue
[Company name]	**[Finance contact]**	**[Period]**	**[Amount]**	**[Amount]**

Invoice register

Invoice no.	Date issued	Description	Reference	Client	Amount	Tax	Total	Due date	Status

[Company name]

Invoice no.	Date issued	Description	Reference	Client	Amount	Tax	Total	Due date	Status

Client and payment details

Invoice no.	Client	Contact person	Billing address	Date paid	Amount paid	Balance remaining

[Company name]

Invoice no.	Client	Contact person	Billing address	Date paid	Amount paid	Balance remaining

Overdue follow-up

Invoice no.	Client	Days overdue	Chase date	Chase method	Escalated to
					[Overdue escalation contact]

[Company name]

Checklist

Done	Check
	Every invoice issued is on the tracker with a client, amount, and due date.
	Payments are matched to invoices the day they arrive.
	Overdue invoices are chased on schedule and escalated to **[Overdue escalation contact]** when due.