[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. 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: _____ Owner: _____
Version: 2.0 Date: _____
Review date: _____ Company: _____
Finance contact: _____ Period: _____
Total outstanding: _____ Total overdue: _____

Invoice register

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

Overdue follow-up

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

Checklist

[ ] 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.