Invoice Tracker Dashboard

Setup & formula guide

Dashboard snapshot (values calculated from the included sample data as of Nov 21, 2026)

Total invoiced	**$62,082.70**	Outstanding	**$13,723.02**
Total collected	**$48,359.68**	Overdue	**$7,055.72**
Open invoices	**11**	Overdue invoices	**6**
Avg days to pay	**24.2**	Collection rate	**77.9%**

Aging bucket	Balance	Invoices
Current	$6,792.80	5
1-30 days	$2,162.50	3
31-60 days	$2,574.00	1
61-90 days	$0.00	0
90+ days	$2,319.22	2
Credits	-$125.50	1

Client	Invoiced	Collected	Outstanding	Overdue
Brightfield Outdoor Co.	$11,989.56	$10,139.56	$1,850.00	$1,850.00
Summit Ridge Logistics	$3,300.00	$1,650.00	$1,650.00	$450.00
Little Fern Bakery	$10,583.60	$10,271.60	$312.00	$437.50
Riverside Commons HOA	$3,500.00	$2,850.00	$650.00	$0.00
Kim Wellness Studio	$13,284.25	$11,209.25	$2,075.00	$1,275.00
Northwoods Canoe Outfitters	$2,625.50	$2,625.50	$0.00	$0.00
Harbor Lane Dental	$9,205.35	$8,494.55	$710.80	$0.00
Copper Pot Cafe	$7,594.44	$1,119.22	$6,475.22	$3,043.22

This page reproduces the numbers the workbook's Dashboard sheet calculates for the sample data; in Excel the dashboard also shows a by-month table and two charts.

SAMPLE

Preview only - the download contains the editable, unwatermarked files.