WORKING RESOURCE / 2026

Invoice and payment administration kit

Worksheets for requests, received payments, balances and recurring services.

How to use this kit

- [ ] Choose the worksheet for the task you are reviewing with the client.
- [ ] Complete the fields, then record evidence for each completion check.
- [ ] Name an owner for unresolved items and agree the next review date.
- [ ] Use the editable Markdown and CSV companions when you need more space.

Included worksheets

01 Document and payment reconciliation

02 Deposit request worksheet

03 Payment allocation ledger

04 Project payment schedule

05 Recurring-service setup

06 Payment terms decision sheet

07 Invoice numbering and changeover

Use these records with the business's accounting process. Amounts and terms need approval for the actual service; the worksheets do not establish tax or legal treatment.

Editable files: getmanageit.io/downloads/manageit/billing-handoff-kit-editable.zip

WORKSHEET 01

Document and payment reconciliation

Check which event happened before deciding what to send.

Client: _____ Owner: _____ Date: _____

1. Customer and service reference

2. Invoice reference, currency and total

3. Payment status and evidence

4. Amount received and payment date

5. Amount applied to this invoice

6. Remaining balance and next due amount

7. Receipt reference and recipient

8. Exception owner and next review

Completion checks

- [ ] A request for payment is distinct from evidence of payment
- [ ] An opened receipt does not establish funds received
- [ ] Pending and unmatched payments remain unresolved
- [ ] Invoice, ledger and receipt agree

WORKSHEET 02

Deposit request worksheet

Complete this sheet against an agreed quote before sending an upfront request.

Client: _____ Owner: _____ Date: _____

1. Customer and accepted quote version

2. Service covered and agreed total

3. Deposit amount and currency

4. Due date or agreed trigger

5. Remaining project amount

6. Next payment and its trigger

7. Invoice structure and accounting reviewer

8. Refund/change terms and exception owner

Completion checks

- [ ] Deposit plus remaining amount matches the agreed total
- [ ] The customer can identify the service
- [ ] A payment request does not describe an unpaid deposit as received
- [ ] The business has reviewed refund and accounting treatment

WORKSHEET 03

Payment allocation ledger

Use one row per received payment in the editable ledger; retain the source reference.

Client: _____ Owner: _____ Date: _____

1. Customer and invoice reference

2. Invoice total and currency

3. Payment date, amount and reference

4. Actual payment status

5. Amount allocated to this invoice

6. Previous payments already allocated

7. Balance after this payment

8. Next amount due, owner and exception

Completion checks

- [ ] Duplicate entries have been checked
- [ ] Unmatched money has an owner
- [ ] Credits, refunds and reversals are separately identified
- [ ] Remaining invoice balance is not confused with the next installment

WORKSHEET 04

Project payment schedule

Define each installment before configuring reminders or payment requests.

Client: _____ Owner: _____ Date: _____

1. Customer, project and agreed total

2. Stage or installment name

3. Amount and currency

4. Fixed due date or milestone

5. Evidence that a milestone is complete

6. Person who approves the trigger

7. Request owner and payment route

8. Change, delay and dispute process

Completion checks

- [ ] All stages add to the agreed total
- [ ] Milestones are observable and have an owner
- [ ] The customer has agreed to the schedule
- [ ] Planned installments do not imply automatic charging

WORKSHEET 05

Recurring-service setup

Separate the service period, invoice date and collection method.

Client: _____ Owner: _____ Date: _____

1. Customer and recurring service

2. Service period and frequency

3. Amount, currency and pricing basis

4. First invoice date and due-date rule

5. Recipient and payment route

6. Automatic collection status, if separately configured

7. Change/cancellation cutoff and owner

8. First-cycle review and stop procedure

Completion checks

- [ ] A recurring service differs from installments on one project
- [ ] Generation is checked separately from delivery and collection
- [ ] A sample invoice identifies its service period
- [ ] Stopping future invoices does not erase prior balances

WORKSHEET 06

Payment terms decision sheet

Agree the wording with the business before making it standard.

Client: _____ Owner: _____ Date: _____

1. Service and agreement reference

2. Amount and currency due now

3. Explicit due date or defined trigger

4. Accepted payment route

5. Invoice/reference to include

6. Balance or later stage, if relevant

7. Question/dispute contact and owner

8. Exception terms and qualified reviewer

Completion checks

- [ ] The due date is understandable to the customer
- [ ] The payment link belongs to the correct invoice
- [ ] New terms have not been invented after agreement
- [ ] Fees and interest are reviewed for the actual engagement

WORKSHEET 07

Invoice numbering and changeover

Keep identity stable when changing tools or starting a new series.

Client: _____ Owner: _____ Date: _____

1. Issuing business and invoice series

2. Number format and next available number

3. Uniqueness scope and responsible system

4. Existing sequence and last issued number

5. Old-to-new reference crosswalk location

6. Draft, void and corrected-document handling

7. Separate quote/receipt/payment references

8. Cutover owner, date and verification sample

Completion checks

- [ ] No number is silently reused
- [ ] Historical records remain findable
- [ ] Corrections preserve the link to the original
- [ ] The first new invoice has been checked against old records