

## Excel Skills | Invoice & Debtors Template | Service Based

### About this template

This template enables users to create an automated quotation and tax invoice based on the balance and quotation & invoice details that are recorded on the appropriate sheets. The template includes statements, reviewing monthly sales over any 12 month period, compiling an age analysis for customer account balance report based on a user defined statement date. Refer to the Trade Balance included on your tax invoices.

### About our unique templates

Our unique, practical templates produce results that are more comparable to software solutions but our templates only contain limited functionality but our templates produce complex automated reports based on basic Excel skills in order to use our templates - all our templates only require basic user input and instructions.

### About this sample file

This Excel document is only a sample of the service based invoice & debtors template. We've provided the layout and features of this template. You will therefore not be able to use this version of the template downloaded after buying the template or a full membership of the Excel Skills website.

### Our full membership includes:

- Access to all 40+ of our unique Excel templates
- 365 days access to our 300+ Excel video tutorials

[Buy this template](#)  
click here

**Enable Editing at the top of the sheet in order to activate the template**



PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's

business details, banking details, customer information also facilitates creating automated customer account for individual or all customer accounts and compiling a based Invoice template if you require stock codes to be

s than regular Excel templates. Most Excel templates on limited user input. You also don't need advanced include comprehensive step by step instructions.

e created this sample to enable customers to view the template - the full version of the template can only be

**Register for a full membership**  
click here

**e buttons in the above text box.**

safer to stay in Protected View.

Enable Editing

## Excel Skills | Invoice Template | Service Based

### Instructions

[www.excel-skills.com](http://www.excel-skills.com)

This template enables users to create an automated quotation and tax invoice based on the business details, banking details, customer information and quotation & invoice details that are recorded on the appropriate sheets. The template also facilitates creating automated customer account statements, reviewing monthly sales over any 12 month period, compiling an age analysis for individual or all customer accounts and compiling a customer account balance report based on a user defined statement date.

On this sheet:  
**This sheet includes detailed instructions on setting up and using this template.**

*Note: Refer to the Trade Based Invoice template if you require stock codes to be included on your tax invoices. We also recommend using the Invoice templates in conjunction with our unique service based & trade based accounting templates.*

The following sheets are included in this template:

**Set-up** - this sheet enables users to customize the template for their businesses by entering the appropriate business details, sales tax details and banking details.

**Customers** - create a unique customer code for each customer and enter a billing address and sales tax reference number for all customers on this sheet.

**Details** - the details that should be included on all quotations & tax invoices should be entered on this sheet.

**Quote** - this sheet includes an automated quotation. All the information that has been entered on the other sheets is automatically included on this sheet after simply specifying the appropriate quotation number in cell G11. The automated quotation accommodates 20 lines per quotation and you can add your own business logo or artwork in the space that is provided at the top of the sheet.

**Invoice** - this sheet includes an automated tax invoice. All the information that has been entered on the other sheets is automatically included on this sheet after simply specifying the appropriate invoice number in cell G11. The automated tax invoice accommodates 20 lines per invoice and you can add your own business logo or artwork in the space that is provided at the top of the sheet.

**Statement** - this sheet includes a customer account statement. All the appropriate information that has been entered on the other sheets are automatically included on this sheet after simply selecting the appropriate customer code from the list box in cell J11 and entering the appropriate statement date in cell J12. Note that the customer account statement also includes an age analysis.

**Monthly** - this sheet includes a 12 month sales analysis and monthly sales, receipts and debtor balance charts. The 12 month period that is included on this sheet is based on the start date that is specified in cell B4. Users can therefore compile a 12 month sales analysis for any 12 month period by simply specifying the appropriate start date.

**Ageing** - this sheet includes an age analysis that is automatically compiled based on the statement date that is entered in cell B4 and the customer account that is selected from the list box in cell B6. All the calculations on this sheet are automated and you can also compile an age analysis for all debtors by simply clearing the customer account selection from the list box in cell B6.

**Balances** - this sheet includes an age analysis for all customer accounts which is automatically compiled based on the statement date that is specified on the Ageing sheet. The age analysis includes the first 20 customer accounts by default but you can add additional accounts by simply copying the formulas from the last row that contains data and pasting the formulas into the appropriate number of additional rows.

### Set-up

The business details that are entered on this sheet are included in the cell range from cell C10 to C21 on the Quote and Invoice sheets. The business name is also used as a heading on all the other sheets. The sales tax percentage that is specified in cell C21 is used to calculate the sales tax amounts in column J on the Details sheet and these amounts are included on the automated quotation & tax invoice in column F on the Quote and Invoice sheets.

*Note: If the sales tax percentage needs to be amended, you will have to copy all the calculated amounts in column J on the Details sheet and paste the appropriate cells as values before amending the sales tax percentage on the Set-up sheet. If you don't paste all these cells as values, all the sales tax amounts on the Details sheet will be calculated based on the new sales tax percentage.*

The banking details are included in the cell range from cell C49 to cell C52 on the Invoice sheet. If you don't want to include your banking details on your automated tax invoices, simply delete the contents of these cells and clear the appropriate border formatting.



## Excel Skills | Invoice Template | Service Based

### Instructions

[www.excel-skills.com](http://www.excel-skills.com)

---

The error codes that are included at the bottom of the Set-up sheet are displayed for information purposes only. These error codes are reflected in column O on the Details sheet if there is a problem with the input in some of the user input columns on the Details sheet. Refer to the Error Codes section of these instructions for more information on the user input errors that may be encountered.

### Customers

A unique customer code needs to be created for each customer and the billing address and sales tax number of each customer needs to be entered on the Customers sheet. Customer codes are included in a list box on the Details sheet in order to simplify entering the appropriate quotation / invoice details. The customer billing address is automatically included on the quotation & tax invoice based on the quotation / invoice number that is entered in cell G11 on the Quote or Invoice sheet and the customer code that has been selected for the particular quotation or invoice on the Details sheet (*the appropriate sales tax number is also included on the Invoice sheet*).

*Note: We recommend that you use an abbreviated version of the customer name as the customer code because it will make it easier to identify the correct customer when selecting the appropriate customer code from the list box in column D on the Details sheet. For example, a customer code of ABC01 can be created for a customer whose billing name is "ABC Trading".*

The customer code can also be selected on the Statement and Ageing sheets in order to automatically compile an account statement or age analysis for a particular customer. Refer to the Account Statement and Age Analysis sections of these instructions for guidance on these features.

*Note: All customer codes should be created in a continuous cell range on the Customers sheet. You should therefore not include any blank rows between the codes that are created otherwise all the customer codes on the Customers sheet may not be included in the appropriate list boxes on the other sheets.*

In some instances, it may be preferable to allocate quotations or invoices to a generic customer code instead of creating a unique customer code for each customer. For example, customers trading on a cash or COD basis may not require a tax invoice and these invoices can therefore be allocated to a single Cash or COD customer code (for example: the code "XXX01" can be created for this purpose).

### Quotation / Invoice Details

All the transaction details that are included on the automated quotation (Quote sheet) and tax invoice (Invoice sheet) are compiled from the data that is entered on the Details sheet. The transaction details consists of the invoice number, quotation number, invoice date, description, invoice amount and the invoice due date. The customer code that is selected on the Details sheet is used in order to identify the appropriate customer and to include the customer's details on the quotation or invoice. The sales tax code is used to calculate the sales tax that is applicable to the particular quotation or invoice.

All the column headings contain a filter selection arrow - this feature indicates that the Filter feature has been applied to the sheet. This Excel feature is very useful when you need to filter data based on one of the filter criteria which are available after clicking the selection arrow. The Filter feature can also be used to sort data based on a single column and includes a "Custom" filter option which enables you to specify a custom filter that needs to be applied to the data on the sheet.

*Example: If you only want to display the invoices for a particular month, you can filter the data based on the Invoice Date column by specifying filter criteria which includes all transaction dates greater than or equal to the 1st day of the month and less than or equal to the last day of the month. After reviewing the filtered data, simply select the "All" option in the filtered column in order to remove the filter and to display all the transactions on the sheet.*

You'll notice that there are totals that are included in the cells above all the amount columns (formatted in italic). These cells contain a Subtotal function which results in all filtered records being included in the total that is calculated. This means that after filtering data, only the transactions that are displayed on the sheet are included in the calculation (column total). If you therefore print the sheet while a filter is in effect, the totals above the column headings will be calculated accurately and only include the filtered transactions that have been printed.

## Excel Skills | Invoice Template | Service Based

Instructions

[www.excel-skills.com](http://www.excel-skills.com)

---

*Note: All the transactions on the Details sheet need to be entered in a continuous cell range otherwise all the transactions may not be included in the template calculations on the other sheets. No blank rows should therefore be inserted in between the rows that contain data.*

All the columns with a yellow column heading require user input while the columns with a light blue column heading contain formulas which should be copied from one of the existing rows for all new transactions that are added to the sheet. The following information should be included in the columns that require user input:

**Invoice Number** - invoice numbers can be in any format and are used as the primary reference for including the invoice details on the Invoice sheet.

**Quotation Number** - quotation numbers can be in any format and are used as the primary reference for including the quotation details on the Quote sheet.

**Invoice Date** - the date of the tax invoice should be entered in column C and is included in cell G12 on the automated quotation and tax invoice. When you enter multiple lines for the same quotation or invoice, the invoice date must be the same for all the entries. Note that if you enter different invoice dates, only the invoice date in the first row for the particular quotation or invoice number will be included on the automated quotation or tax invoice.

**Customer Code** - select the appropriate customer code from the list boxes in column D. All the customer codes that have been added to the Customers sheet are included in the list boxes. You therefore need to create the appropriate customer code on the Customers sheet before it will be available for selection.

**Description** - enter a description of the service that is being provided in this column.

**Tax Inclusive Amount** - enter the total invoice amount inclusive of any sales tax that may be applicable.

**Tax Code** - select the appropriate sales tax code from the list boxes in column G. If the "A" tax code is selected, the sales tax amount in column K is calculated based on the sales tax percentage that is specified on the Set-up sheet and included on the quotation and tax invoice. If the "E" tax code is selected, no sales tax is calculated and the sales tax column on the quotation and tax invoice will contain a nil value. Note that if your business is not registered for sales tax purposes, all transactions should be allocated to the "E" tax code.

**Invoice Due Date** - enter the date on which payment from the customer is due. This date is included in the Invoice Status section at the bottom of the automated tax invoice.

**Payment Date** - enter the date on which payment has been received from the customer. If payment has not been received for a particular invoice, leave the payment date column blank. A complete list of outstanding invoices can therefore be compiled by using the Filter feature and simply selecting the "blank" option from the filter menu (this feature can be accessed by clicking the selection arrow next to the appropriate column heading).

The following calculated columns (columns with light blue column headings) are included on the Details sheet:

**Sales Tax Amount** - these amounts are calculated based on the tax codes that are selected in column G and the sales tax percentage that is specified on the Set-up sheet.

**Exclusive Amount** - these amounts are calculated by deducting the sales tax amounts from the inclusive amounts that are entered in column F.

**SC1, StateRef, SC2** - the calculations in these columns are used in compiling the automated account statement on the Statement sheet.

**Error Code** - if any of the user input columns contain invalid data, an error code will be reflected in this column. It is therefore important to ensure that none of the cells in this column contain an error code. For more info on the error codes that may be encountered, refer to the Error Codes section of these instructions.

As we've mentioned before, the sales tax amounts in column J are calculated by applying the sales tax percentage that is specified on the Set-up sheet to the inclusive invoice amounts that are entered in column F. If the sales tax percentage needs to be amended, you first have to copy & paste the values in column J as values before changing the sales tax percentage on the Set-up sheet. If you don't paste all the cells as values, the new sales tax percentage will also be applied to the invoices that were issued before the sales tax amendment.

*Note: We highly recommend using our invoice templates in conjunction with our unique accounting templates. The Details sheet has been structured in such a way that it should be easy to copy the data on this sheet to the Income sheet in the Service Based accounting template. You'll notice that the Income sheet does not include an Invoice Due Date column but an account number is required instead. After copying the data onto the Income sheet, you can therefore simply replace the Invoice Due Date with the appropriate account number. The Invoice template can be used to create tax invoices & customer statements and to analyse customer account balances, while the accounting template enables users to also record expenses and to compile monthly financial results.*

## Excel Skills | Invoice Template | Service Based

Instructions

[www.excel-skills.com](http://www.excel-skills.com)

---

### Recording Quotations

When you record a quotation on the Details sheet, the quotation number should be entered in column B, the quotation date should be entered in column C and all the other columns should be completed as per the guidance that has been included in the previous section of these instructions. The invoice number, invoice due date and payment date columns should however be left blank.

When the quotation is accepted by the customer, the date in column C should be changed to the invoice date, the appropriate invoice number should be entered in column A and the appropriate invoice due date should be entered in column H.

*Note: Invoices are only included in the debtor balance calculations on the other sheets in this template after an invoice number has been entered in column A. Quotations that have not been accepted by a customer should therefore not contain an invoice number in column A and are included in the outstanding quotation balance calculation in column E on the Monthly sheet.*

### Recording Partial Payments

This template allocates invoices and the payments that are received from customers to debtor balances based on an open item basis. What this means is that the user is not required to enter a payment amount but to simply specify the appropriate payment date which relates to each line that is included on a tax invoice.

If a customer only pays part of an invoice, it means that the user will have to adjust the invoice details in order to record the payment accurately. The following procedure needs to be completed in order to adjust the payment amount to the amount that has been received from the customer:

- Find the appropriate invoice on the Details sheet and insert a new row below the last entry for the particular invoice.
- Copy the entire last entry for the invoice into the new blank row and delete the tax inclusive amount in column F.
- Deduct the amount that has been paid by the customer from the unmatched invoice amount and enter this amount in column F for the new transaction that has just been copied.
- Change the original invoice amount (or the amount in the copied line if the invoice consists of multiple items) to the amount that the customer has paid and enter the appropriate payment date in column I.
- Only the difference between the original invoice amount and the amount that the customer has paid will now be included in the debtor balance and will be reflected on the customer statement.

### Error Codes

The following error codes may result from inaccurate input on the Details sheet and will be displayed in the Error Code column. The heading of the affected input column will also be highlighted in orange:

- E1 - this error code means that the payment date that has been entered in column I on the Details sheet is before the invoice date in column C. These errors can be rectified by either amending the appropriate invoice date or amending the appropriate payment date.
- E2 - this error code means that the customer code that has been selected in column D on the Details sheet is invalid. All the customer codes that have been entered on the Customers sheet will be included in the list boxes in column D and the error can therefore be rectified by simply selecting a valid customer code from the list box. New customer codes must be created on the Customers sheet before being available for selection.
- E3 - this error code means that a payment date has been entered in column I but an invoice number has not been entered in column A. An invoice number should be specified as soon as a quotation is accepted and it is therefore impossible for a customer to pay an invoice before an invoice number has been specified. If this error therefore occurs, the appropriate invoice number should simply be entered in column A in order to rectify the error.

*Note: Input errors may result in inaccurate template calculations and it is therefore imperative that all errors are resolved before reviewing the debtor balance and ageing calculations on the other sheets in this template.*

## Excel Skills | Invoice Template | Service Based

Instructions

[www.excel-skills.com](http://www.excel-skills.com)

---

### Quotations

An automated quotation has been included on the Quote sheet. You can create, view, print or reprint any quotation by simply copying or entering the appropriate quotation number into cell G11 on the Quote sheet. All the information that is included on the quotation should be entered on the Set-up, Customers and Details sheets and the quotation is automatically updated based on the quotation number that is specified in cell G11.

The business details (business name, business address, contact details, tax reference number and business registration number) are entered on the Set-up sheet. The Customer information is looked up on the Customers sheet based on the customer code that is specified in column D on the Details sheet for the particular quotation.

The invoice date is looked up on the Details sheet based on the quotation number that is specified in cell G11. The invoice date should be the same for all the lines that need to be included on the quotation. If different dates are entered for the same quotation in the Invoice Date column, only the first date will be displayed on the quotation.

The descriptions and invoice (quotation) amounts are also looked up in column D and column F on the Details sheet respectively based on the quotation number in cell G11. Note that the Quote sheet accommodates a maximum of 20 lines per quotation and that the order in which items are included on the Quote sheet are determined by the order in which the items are included on the Details sheet.

If you want to customize the standard quotation to your own requirements (example: changing fonts, colours, etc.), you will be able to do so but take care not to replace any of the formulas because it may result in the information that is included on the quotation becoming inaccurate. Note you can insert your own logo or artwork at the top of the Quote sheet.

### Tax Invoices

An automated tax invoice has been included on the Invoice sheet. You can create, view, print or reprint any tax invoice by simply copying or entering the appropriate invoice number into cell G11 on the Invoice sheet. All the information that is included on the tax invoice should be entered on the Set-up, Customers and Details sheets and the tax invoice is automatically updated based on the invoice number that is specified in cell G11.

The business details (business name, registration number, business address, contact details and tax reference number) are entered on the Set-up sheet. The Customer information is looked up on the Customers sheet based on the customer code that is specified on the Details sheet for the particular invoice.

Both the invoice date and invoice due date are looked up on the Details sheet based on the invoice number that is specified in cell G11. The invoice date should be the same for all the lines that need to be included on the invoice. If different dates are entered for the same invoice in the Invoice Date column, only the first invoice date will be displayed on the tax invoice.

The invoice description and invoice amounts that are included on the automated tax invoice are also looked up on the Details sheet based on the invoice number. Note that the tax invoice template accommodates a maximum of 20 lines per invoice and that the order in which items are included on the Invoice sheet are determined by the order in which the items are included on the Details sheet.

The banking details that are displayed at the bottom of the tax invoice are looked up on the Set-up sheet. If you don't want to include the banking details on the tax invoice, simply delete the contents of this cell range and remove the borders around it.

The invoice status section at the bottom of the invoice includes the invoice status, invoice due date and the payment date. If an invoice has not been paid, the invoice status will be reflected as "Due" (in red text) and will not include a payment date. If an invoice has been paid, the invoice status will be reflected as "Paid" and the payment date that has been entered on the Details sheet will be reflected.

## Excel Skills | Invoice Template | Service Based

### Instructions

[www.excel-skills.com](http://www.excel-skills.com)

---

If you want to customize the standard tax invoice to your own requirements (example: changing fonts, colours, etc.), you will be able to do so but take care not to replace any of the formulas that have been included on the Invoice sheet because it may result in the information that is included on the tax invoice becoming inaccurate. Note you can insert your own logo or artwork at the top of the Invoice sheet.

### Account Statement

An automated account statement has been included on the Statement sheet. You can create, view, print or reprint any account statement by simply specifying the appropriate customer code and statement date in cells J11 and J12 respectively. All the other information that is included on the account statement is automatically compiled based on the data that has been entered on the Set-up, Customers and Details sheets.

The business details (business name, registration number, business address, contact details and tax reference number) are entered on the Set-up sheet. The Customer information is looked up on the Customers sheet based on the customer code that is selected from the list box in cell J11.

The outstanding balance in cell J22, the ageing in the cell range from cell C24 to J25 and the list of outstanding invoices from row 30 downwards are all automatically calculated and displayed based on the customer code that is selected from the list box in cell J11 and the statement date that is entered in cell J12.

If the statement date that is entered in cell J12 falls on a month end date, all the ageing calculations are based on calendar months but if the statement date falls on any other day of the month, the ageing calculations are based on the day component that forms part of the statement date.

*For example: If the statement date is specified as the 27th of January, all invoices dated between the 28th of December and the 27th of January are included in the "Current" ageing group, all invoices between the 28th of November and the 27th of December are included in the "30 Days" ageing group and so forth.*

*If the statement date is specified as the 29th of February (a month end date), the ageing is calculated based on calendar months. For example, all invoices dated between 1 February and 29 February are included in the "Current" ageing group, all invoices dated between 1 January and 31 January are included in the "30 Days" ageing group and so forth.*

It is also important to note that only the invoices that are outstanding on the statement date are included on the customer account statement. Outstanding invoices are invoices that are dated before the statement date with payment dates that are after the statement date or blank (indicating that the invoices have not yet been paid).

Account statements are therefore compiled on an open item basis - this means that only open or outstanding items (invoices) are included on account statements and not all the movements on the customer account during a specific period (opening balances, invoices and payments displayed separately). We believe that this is the most efficient method of compiling account statements because it negates the need for complicated account reconciliations.

One potential complication with open item account statements is the matching of partial payments to invoices. This process could be complicated regardless of which accounting system is being used, but we suggest that you follow the procedure that is listed under the Recording Partial Payments section of these instructions in order to correctly match partial payments to the tax invoices that are listed on the Details sheet.

As we've mentioned before, the outstanding invoices that are listed on the account statement include both invoices that have been paid after the statement date and invoices that have not yet been paid. If you therefore compile an account statement (especially for previous periods) and some of the invoices have been paid subsequent to the statement date, these invoices will still be included on the account statement. We recognise that the inclusion of these invoices could result in some confusion and we have therefore included functionality to display a "FP" next to the invoice amounts of all fully paid invoices and a "PP" next to the invoice amounts of all partially paid invoices in order to indicate that the affected invoices have already been paid.

*Note: By default, the account statement includes a maximum of 30 outstanding invoices, but you can add more invoices to this sheet by simply copying the formulas from row 59 and pasting them into the appropriate number of additional rows. We recommend that you select the entire row before copying & pasting the formulas.*



## Excel Skills | Invoice Template | Service Based

Instructions

[www.excel-skills.com](http://www.excel-skills.com)

---

*Note: Invoices are listed on the account statement in the same order in which the invoices appear on the Details sheet. If you therefore want to change the order in which invoices are listed, you need to sort the data on the Details sheet accordingly.*

If you want to customize the account statement template to your own requirements (example: changing fonts, colours, etc.), you will be able to format the cells on the Statement sheet accordingly. Also note that you can insert your own logo or artwork at the top of the Statement sheet.

### Monthly Sales Analysis

A monthly sales analysis and monthly sales, receipts and debtor balance charts have been included on the Monthly sheet. All the calculations on this sheet include a 12 month period which is calculated based on a user defined start date. Users can therefore amend the 12 month period that is included in the sales analysis by simply entering a new date in cell B4.

*Note: The quotation balances in column E reflect the total amount of all outstanding quotations as at the end of the appropriate monthly period. Outstanding quotations are defined as all quotations that have been issued to a customer but where an invoice has not been raised for the quotation (the invoice number in column A on the Details sheet is therefore blank). In some instances, outstanding quotations may never result in an invoice being raised (for instance where the customer rejects the quotation).*

### Debtors Age Analysis

A debtors age analysis, ageing chart and sales / debtors balance history chart have been included on the Ageing sheet. All the calculations on this sheet are automated and the only user input that is required is the statement date that needs to be entered in cell B4 and the customer code that needs to be selected from the list box in cell B6.

Ageing calculations can be performed for a specific customer by simply selecting the appropriate customer code from the list box in cell B6 or an age analysis of all customer accounts can be compiled by simply clearing the customer code from cell B6 (select cell B6 and simply press the Delete key on the keyboard).

The Ageing sheet also includes sales history and customer account balance history calculations for a 12 month period and two charts which are extremely useful for analysing customer account movements.

*Note: All ageing calculations are performed on the same basis as we discussed under the Statement section of these instructions. If you enter any month end date as the statement date, the age analysis is calculated based on calendar months and if you enter any other date, the age analysis is calculated based on the day component that is included in the specified statement date.*

*Note: If you accidentally clear the statement date from cell B4, you may notice that some of the calculations on this sheet result in errors. This is because a statement date should always be specified in order to perform these calculations. We have therefore implemented conditional formatting features to highlight the statement date in orange if this cell is accidentally cleared.*

### Customer Account Balances

A customer account balance report has been included on the Balances sheet and reflects all outstanding customer account balances as at the statement date that is specified in cell B4 on the Ageing sheet. The report also includes an age analysis of all customer account balances that is calculated based on the statement date. All the calculations on this sheet are automated and no user input is required.

*Note: By default, only the first 20 customer accounts are included on the Balances sheet. If you therefore create more than 20 customer accounts on the Customers sheet, some of the accounts may not be included on the Balances sheet. This limitation can be extended by simply selecting the last row on the Balances sheet, copying the entire row and pasting the formulas into the required number of additional rows. All customer accounts should then be included in the report.*

## Excel Skills | Invoice Template | Service Based

Instructions

[www.excel-skills.com](http://www.excel-skills.com)

---

*Note: If the number of customers on the Customers sheet and the number of customers that have been included on the Balances sheet are not the same, cell A5 (the Code heading cell) on the Balances sheet will be highlighted in orange in order to indicate that you need to add additional rows to the Balances sheet.*

As we mentioned before, the customer account balance report is based on the statement date that is specified on the Ageing sheet. This functionality enables users to view an age analysis for all customer accounts by entering the appropriate statement date and clearing the customer code input cell on the Ageing sheet and to then view a breakdown of the age analysis amounts by customer account on the Balances sheet.

### Template Settings

The functionality that has been included in this invoice template uses data validation, conditional formatting and named cell ranges in order to validate all user input and to produce the reports that form part of this template. Most of the formulas that are used in this template are based on named cell ranges which include the first 1,000 rows on the Details sheet. When the number of invoices that you've recorded on the Details sheet reaches this limit, you will therefore have to extend the default number of rows in order to include all your invoices in the template calculations.

The named cell range can be extended by accessing the main Insert menu, selecting Name, and selecting Define in order to open the Define Name dialog box. The calculations that include the invoices on the Details sheet are all based on the "Records" named range. This named cell range includes a default value of 1,000 - you can therefore extend the number of invoices that are included in the template calculations by simply entering a new value for this named range and clicking the OK button.

The data validation features that are used to validate user input on the Details sheet have been implemented in the first 1,000 rows on this sheet. Before you reach this limit, you can simply copy one of the blank rows before row 1,000 and paste the cells in this row into the required number of additional rows. This action will copy all the data validation features to the target cell range.

### Help & Customization

If you experience any difficulty while using this template and you are not able to find the appropriate guidance in these instructions, please e-mail us at [support@excel-skills.com](mailto:support@excel-skills.com) for assistance. This template has been designed with flexibility in mind to ensure that it can be used in most business environments. If however you need an Excel based template that is customized specifically for your business requirements, please e-mail our Support function and provide a brief explanation of your requirements.

### © Copyright

This template remains the intellectual property of [www.excel-skills.com](http://www.excel-skills.com) and is protected by international copyright laws. Any publication or distribution of this template outside the scope of the permitted use of the template is expressly prohibited. In terms of the permitted use of this template, only the distribution of the template to persons within the same organisation as the registered user or persons outside the organisation who can reasonably be expected to require access to the template as a direct result of the use of the template by the registered user is allowed. Subsequent distribution of the template by parties outside of the organisation is however expressly prohibited and represents an infringement of international copyright laws.

## Example (Pty) Ltd

Set-up

### Business Details

Business Name	Example (Pty) Ltd
Business Address:	
Line 1	Building Name
Line 2	Street Address
Line 3	Suburb
Line 4	City
Line 5	9999
Contact Number	+27 21 999 9999
Fax Number	+27 21 999 0000
Website	<a href="http://www.example.com">www.example.com</a>
Contact E-mail	<a href="mailto:info@example.com">info@example.com</a>
Sales Tax Reference Number	9999 999 9999
Business Registration Number	2012 000000 00
Sales Tax Percentage	14.0%

On this sheet:  
The information on this sheet needs to be completed in order to customize the template for your business. The business name, business address, contact details, banking details, sales tax reference number and business registration number are included on the tax invoice. The sales tax percentage is used to calculate the appropriate sales tax amounts on the "Details" sheet.

### Banking Details:

Account Type	Current Account
Bank	Example Bank
Bank Code	999-999
Account Number	1111 999 888

### Input Error Codes

Code	Reason
E1	Payment date is before invoice date.
E2	Customer code does not exist.
E3	Payment date entered but no invoice number.

**Example (Pty) Ltd**

Customer Set-up

		Billing Address					
Code	Billing Name	Line 1	Line 2	Line 3	Line 4	Line 5	Tax Number
ABC01	ABC Limited	22 Long Street	Orange County	Los Angeles California	United States	15120	N/A
CCS01	CC Supplies	105 Newmarket Street	City Bowl	Cape Town		7200	499 888 2000
DFM01	DF Manufacturing	DF House	110 Mandela Avenue	Westville	Durban	3200	452 765 2303
DIG01	Digicom	52 Adderley Crescent	Rivonia	Johannesburg		1000	452 079 2090
ECE01	EC Estate Agents	22 Cross Street	Cape Town	Cape Town		7005	N/A
ENE01	Energy Incorporated	20 Bay Avenue	Waverley	Blenfontein		9300	402 899 3000
FSF01	FS Financial Services	1000 Park Road	Midrand	Midrand		3250	423 090 3400
GPA01	GP Accountants	1000 Park Road	Midrand	Midrand		7002	451 678 5230
INS01	Insurance Solutions	1000 Park Road	Midrand	Midrand		1005	422 998 2030
ITS01	IT Solutions	1000 Park Road	Midrand	Midrand	United Kingdom	EC5 3PW	N/A
KZB01	KZN Bonds	1000 Park Road	Midrand	Midrand		4200	432 000 7650
PTY01	PTY Consultants	1000 Park Road	Midrand	Midrand	Johannesburg	1008	N/A
SAB01	SA Bonds	203 Melrose Road	Constantia	Durba		2005	465 000 8970
TPS01	The Paint Shop	114 Main Street	Harbour	Cape town		7100	432 998 7273
TRF01	TRF Solutions	290 York Crescent	Northcliff	Johannesburg		1020	463 556 2880
WCA01	WC Financial Advisors	15 Strand Street	Walmer	Port Elizabeth		4320	412 998 0020
WWR01	WW Retail	22 Upper Boulevard	Fourways	Johannesburg		1080	N/A
XXB01	XX Building Supplies	80 Ocean Avenue	Constantia	Cape Town		7500	499 662 1200
XYS01	XY Services	113 Market Avenue	Sandton	Johannesburg		1005	423 996 0020
XXX01	General Customer Code						N/A

**On this sheet:**  
**Create unique customer codes for all customers and enter the customer information in the other columns on this sheet. The customer codes that are created on this sheet are included in a list box in the Customer column on the "Details" sheet and the customer information is included on the tax invoice and quotation based on the customer code that is selected on the "Details" sheet. We recommend using an abbreviated version of the customer name as the customer code.**

**Example (Pty) Ltd**

Invoice Details

459,923.00

50,324.22

409,598.78

Invoice Number	Quotation Number	Invoice Date	Customer Code	Description	Tax Inclusive Amount	Tax Code	Invoice Due Date	Payment Date	Sales Tax Amount	Exclusive Amount	SC1	State Ref	SC2	Error Code
INV0001	Q0001	3/15/2014	GPA01	Consulting Services	11,200.00	A	4/14/2014	4/14/2014	1,375.44	9,824.56	0	0-INV0001	0	-
INV0002	Q0002	3/22/2014	TRF01	Consulting Services	8,150.00	A	4/21/2014		1,000.88	7,149.12	0	0-INV0002	0	-
INV0003	Q0003	4/8/2014	ABC01	Accounting Services	15,000.00	E	5/8/2014	4/28/2014	-	15,000.00	0	0-INV0003	0	-
INV0004	Q0004	4/17/2014	WCA01	Accounting Services	12,200.00	A	5/17/2014	5/20/2014	1,498.25	10,701.75	0	0-INV0004	0	-
INV0004	Q0004	4/17/2014	WCA01	Consulting Services	33,138.00	A	5/17/2014	5/20/2014	4,069.58	29,068.42	0	0-INV0004	0	-
INV0004	Q0004	4/17/2014	WCA01	Taxation Services	7,000.00	A	5/17/2014	5/20/2014	859.65	6,140.35	0	0-INV0004	0	-
INV0005	Q0005	8/17/2014	XXX01	Accounting Services	15,320.00	A	9/11/2014	6/1/2014	1,881.40	13,438.60	0	0-INV0005	0	-
INV0006	Q0006	7/27/2014	TRF01	Accounting Services	13,200.00	A	8/20/2014	6/16/2014	1,645.61	11,754.39	0	0-INV0006	0	-
INV0007	Q0007	6/29/2014	TRF01	Accounting Services	552.63	A	7/13/2014	6/29/2014	552.63	3,947.37	0	0-INV0007	0	-
INV0008	Q0008	7/13/2014	TRF01	Accounting Services	2,765.61	A	8/17/2014	7/13/2014	2,765.61	19,754.39	0	0-INV0008	0	-
INV0009	Q0009	8/17/2014	TRF01	Accounting Services	3,929.82	A	8/15/2014	8/17/2014	3,929.82	28,070.18	0	0-INV0009	0	-
INV0010	Q0010	8/15/2014	TRF01	Accounting Services	2,701.75	A	8/24/2014	8/15/2014	2,701.75	19,298.25	0	0-INV0010	0	-
INV0011	Q0011	8/24/2014	TRF01	Accounting Services	2,824.56	A	9/2/2014	8/24/2014	2,824.56	20,175.44	0	0-INV0011	0	-
INV0012	Q0012	9/2/2014	TRF01	Accounting Services	1,473.68	A	9/29/2014	9/2/2014	1,473.68	10,526.32	0	0-INV0012	0	-
INV0013	Q0013	10/29/2014	TRF01	Accounting Services	-	A	10/29/2014	9/29/2014	-	18,000.00	0	0-INV0013	0	-
INV0014	Q0014	9/29/2014	DFM01	Consulting Services	13,500.00	A	10/29/2014	10/19/2014	1,657.89	11,842.11	0	0-INV0014	0	-
INV0015	Q0015	10/4/2014	GPA01	Accounting Services	3,300.00	A	11/3/2014	10/24/2014	405.26	2,894.74	0	0-INV0015	0	-
INV0015	Q0015	10/4/2014	GPA01	Taxation Services	2,150.00	A	11/3/2014	10/24/2014	264.04	1,885.96	0	0-INV0015	0	-
INV0015	Q0015	10/4/2014	GPA01	Secretarial Services	900.00	A	11/3/2014	10/24/2014	110.53	789.47	0	0-INV0015	0	-
INV0016	Q0016	10/31/2014	CCS01	Accounting Services	23,430.00	A	11/30/2014	11/20/2014	2,877.37	20,552.63	0	0-INV0016	0	-
INV0017	Q0017	11/5/2014	TRF01	Consulting Services	15,000.00	A	12/5/2014	11/25/2014	1,842.11	13,157.89	0	0-INV0017	0	-
INV0018	Q0018	11/30/2014	ABC01	Consulting Services	14,900.00	E	12/30/2014	12/20/2014	-	14,900.00	0	0-INV0018	0	-
INV0019	Q0019	12/13/2014	ECE01	Taxation Services	8,168.00	A	1/12/2015		1,003.09	7,164.91	0	0-INV0019	0	-
INV0020	Q0020	12/26/2014	TPS01	Taxation Services	13,490.00	A	1/25/2015	1/15/2015	1,656.67	11,833.33	0	0-INV0020	0	-
INV0021	Q0021	1/10/2015	PTY01	Consulting Services	18,000.00	A	2/9/2015	1/30/2015	2,210.53	15,789.47	0	0-INV0021	0	-
INV0022	Q0022	1/21/2015	WWR01	Consulting Services	19,200.00	A	2/20/2015	2/10/2015	2,357.89	16,842.11	0	0-INV0022	0	-
INV0023	Q0023	2/5/2015	XYS01	Consulting Services	23,430.00	A	2/25/2015	2/28/2015	2,877.37	20,552.63	0	0-INV0023	0	-
INV0024	Q0024	2/8/2015	WCA01	Tax Services	3,200.00	A	3/10/2015		392.98	2,807.02	1	1-INV0024	1	-
INV0025	Q0025	2/14/2015	WCA01	Tax Services	2,240.00	E	3/16/2015		-	2,240.00	1	1-INV0025	1	-
INV0026	Q0026	2/16/2015	XXX01	Consulting Services	16,987.00	A	2/16/2015	2/16/2015	2,086.12	14,900.88	0	0-INV0026	0	-
INV0027	Q0027	2/18/2015	WCA01	Tax Services	1,850.00	A	3/20/2015		227.19	1,622.81	1	1-INV0027	1	-
INV0028	Q0028	2/21/2015	WCA01	Tax Services	2,240.00	A	3/23/2015		275.09	1,964.91	1	1-INV0028	1	-
INV0029	Q0029	2/26/2015	WCA01	Tax Services	3,260.00	A	3/28/2015		400.35	2,859.65	1	1-INV0029	1	-
INV0030	Q0030	2/28/2015	CCS01	Consulting Services	13,850.00	A	3/31/2015		1,700.88	12,149.12	0	0-INV0030	0	-
INV0030	Q0031	2/28/2015	WCA01	Accounting Services	11,400.00	A	3/31/2015		1,400.00	10,000.00	0	-	0	-

**On this sheet:**  
**All tax invoices should be recorded on this sheet. The invoice and quotation details that are entered on this sheet are automatically included on the tax invoice based on the invoice number that is specified on the "Invoice" sheet and on the quotation based on the quotation number that is specified on the "Quotation" sheet. All the columns with a yellow column heading require user input, while the columns with a light blue column heading contain formulas that should be copied for all new invoices or quotations that are added to the sheet.**

Insert business logo in this section...

## Quotation

### Example (Pty) Ltd

Building Name  
Street Address  
Suburb  
City  
9999  
Telephone: +27 21 999 9999  
Fax: +27 21 999 0000  
E-mail: info@example.com  
Website: www.example.com  
Tax No.: 9999 999 9999  
Reg No.: 2012 000000 00

**Quotation No.** Q0004  
**Quotation Date** 4/17/2014

#### Issued To:

WC Financial Advisors  
15 Strand Street  
Walmer  
Port Elizabeth  
4320  
**Customer Tax No.** 412 998 0020

Description	Amount	Tax	Total
Accounting Services	10,701.75	1,498.25	12,200.00
Consulting Services	29,068.42	4,069.58	33,138.00
Taxation Services	6,140.35	859.65	7,000.00
<b>Total</b>	<b>45,910.52</b>	<b>6,427.48</b>	<b>52,338.00</b>

Insert business logo in this section...

## Tax Invoice

### Example (Pty) Ltd

Building Name  
Street Address  
Suburb  
City  
9999  
Telephone: +27 21 999 9999  
Fax: +27 21 999 0000  
E-mail: info@example.com  
Website: www.example.com  
Tax No.: 9999 999 9999  
Reg No.: 2012 000000 00

**Invoice Number** INV0004  
**Invoice Date** 4/17/2014

#### Invoiced To:

WC Financial Advisors  
15 Strand Street  
Walmer  
Port Elizabeth  
4320  
**Customer Tax No** 412 998 0020

Description	Amount	Tax	Total
Accounting Services	10,701.75	1,498.25	12,200.00
Consulting Services	29,068.42	4,069.58	33,138.00
Taxation Services	6,140.35	859.65	7,000.00

**Total** **45,910.52** **6,427.48** **52,338.00**

#### Banking Details:

Bank: Example Bank  
Account Type: Current Account  
Bank Code: 999-999  
Account Number: 1111 999 888

#### Invoice Status:

Payment Status: **Paid**  
Invoice Due Date: 5/17/2014  
Payment Date: **5/20/2014**

Insert business logo in this section...

## Account Statement

### Example (Pty) Ltd

Building Name

Street Address

Suburb

City

9999

Telephone: +27 21 999 9999

Fax: +27 21 999 0000

E-mail: info@example.com

Website: www.example.com

Tax No.: 9999 999 9999

Reg No.: 2012 000000 00

**Customer Code**

**WCA01**

**Statement Date**

**2/28/2015**

#### Customer Details:

WC Financial Advisors

15 Strand Street

Walmer

Port Elizabeth

4320

**Outstanding Balance: 12,790.00**

Current	30 Days	60 Days	90 Days	120 Days	150 Days	180 Days	+180 Days
12,790.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

#### Outstanding Invoices:

Invoice Number	Invoice Date	Description	Amount
INV0024	2/8/2015	Tax Invoice	3,200.00
INV0025	2/14/2015	Tax Invoice	2,240.00
INV0027	2/18/2015	Tax Invoice	1,850.00
INV0028	2/21/2015	Tax Invoice	2,240.00
INV0029	2/26/2015	Tax Invoice	3,260.00



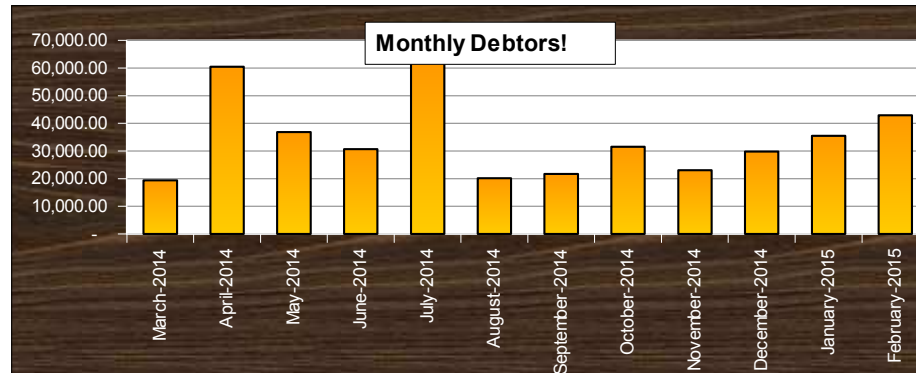
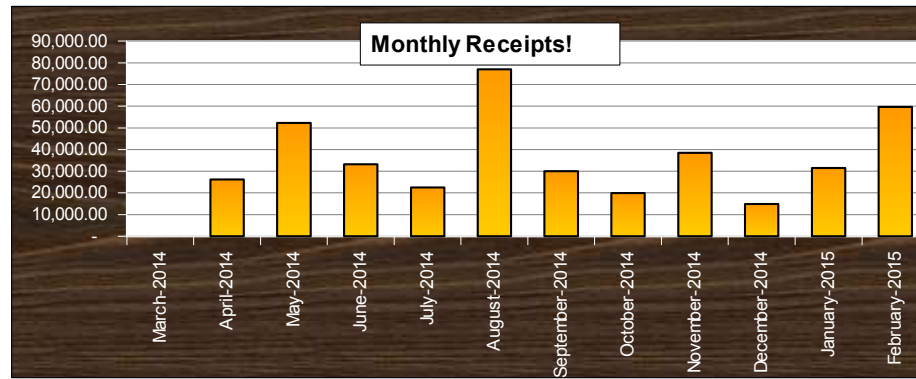
# Example (Pty) Ltd

## Monthly Sales

Start Date **3/1/2014**

Date	Sales	Receipts	Debtors	Quotations
March-2014	19,350.00	-	19,350.00	-
April-2014	67,338.00	26,200.00	60,488.00	-
May-2014	28,720.00	52,338.00	36,870.00	-
June-2014	27,020.00	33,220.00	30,670.00	-
July-2014	54,000.00	22,520.00	62,150.00	-
August-2014	35,000.00	77,000.00	20,150.00	-
September-2014	31,500.00	30,000.00	21,650.00	-
October-2014	29,780.00	19,850.00	31,580.00	-
November-2014	29,900.00	38,430.00	23,050.00	-
December-2014	21,658.00	14,900.00	29,808.00	-
January-2015	37,200.00	31,490.00	35,518.00	-
February-2015	67,057.00	59,617.00	42,958.00	11,400.00
	<b>448,523.00</b>	<b>405,565.00</b>		

**On this sheet:**  
 This sheet includes a 12 month review of sales, receipts and debtor balances. All the calculations on this sheet are automated and based on the start date that is specified in cell B4. All three charts are also automatically updated when the start date is amended.



**Example (Pty) Ltd**

Debtors Age Analysis

Statement Date

All Customers

Customer

**Age Analysis**

<b>Balance</b>	Current	30 Days	60 Days	90 Days	120 Days	150 Days
42,958.00	26,640.00	-	8,168.00	-	-	-
180 Days	210 Days	240 Days	270 Days	300 Days	330 Days	360+ Days
-	###	-	-	-	8,150.00	-

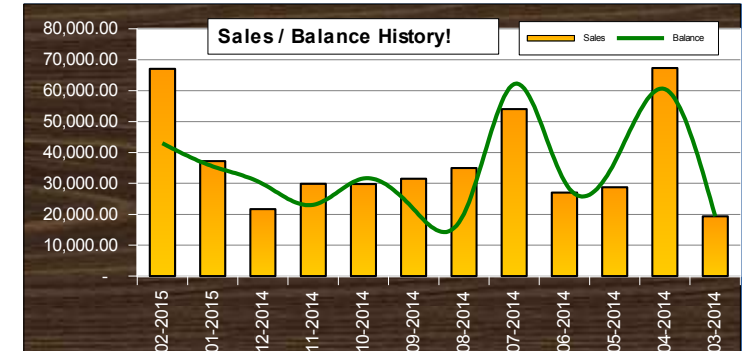
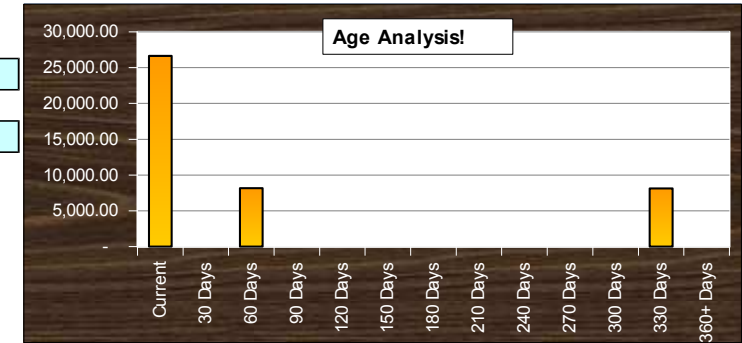
**Sales History**

<b>Feb-2015</b>	67,057.00
<b>Aug-2014</b>	35,000.00

**On this sheet:**  
 This sheet includes a 12 month age analysis and sales & debtor balance history. All the calculations on this sheet are automated and based on the statement date that is specified in cell B4 and the customer code that is selected from the list box in cell B6. The age analysis can be compiled for individual customer accounts or you can compile an age analysis for all customer accounts by simply clearing the customer code from the list box in cell B6.

**Balance History**

<b>Feb-2015</b>	<b>Jan-2015</b>	<b>Dec-2014</b>	<b>Nov-2014</b>	<b>Oct-2014</b>	<b>Sep-2014</b>
42,958.00	35,518.00	29,808.00	23,050.00	31,580.00	21,650.00
<b>Aug-2014</b>	<b>Jul-2014</b>	<b>Jun-2014</b>	<b>May-2014</b>	<b>Apr-2014</b>	<b>Mar-2014</b>
20,150.00	62,150.00	30,670.00	36,870.00	60,488.00	19,350.00



**Example (Pty) Ltd**

Customer Account Balances

Report Date: 28 February 2015

		42,958.00	26,640.00	-	8,168.00	-	-	-	-	8,150.00
Code	Billing Name	Balance	Current	30 Days	60 Days	90 Days	120 Days	150 Days	180 Days	+180 Days
ABC01	ABC Limited	-	-	-	-	-	-	-	-	-
CCS01	CC Supplies	13,850.00	13,850.00	-	-	-	-	-	-	-
DFM01	DF Manufacturing	-	-	-	-	-	-	-	-	-
DIG01	Digicom	-	-	-	-	-	-	-	-	-
ECE01	EC Estate Agents	8,168.00	-	-	8,168.00	-	-	-	-	-
ENE01	Energy Incorporated	-	-	-	-	-	-	-	-	-
FSF01	FS Financial Services	-	-	-	-	-	-	-	-	-
GPA01	GP Accountants	-	-	-	-	-	-	-	-	-
INS01	Insurance Solutions	-	-	-	-	-	-	-	-	-
ITS01	IT Solutions	-	-	-	-	-	-	-	-	-
KZB01	KZN Bonds	-	-	-	-	-	-	-	-	-
PTY01	PTY Consultants	-	-	-	-	-	-	-	-	-
SAB01	SA Bonds	-	-	-	-	-	-	-	-	-
TPS01	The Paint Shop	-	-	-	-	-	-	-	-	-
TRF01	TRF Solutions	8,150.00	-	-	-	-	-	-	-	8,150.00
WCA01	WC Financial Advisors	12,790.00	12,790.00	-	-	-	-	-	-	-
WWR01	WW Retail	-	-	-	-	-	-	-	-	-
XXB01	XX Building Supplies	-	-	-	-	-	-	-	-	-
XYS01	XY Services	-	-	-	-	-	-	-	-	-
XXX01	General Customer Code	-	-	-	-	-	-	-	-	-

**On this sheet:**  
 This sheet includes a customer account balance and age analysis report. All the calculations on this sheet are automated. The report is compiled based on the statement date that is specified on the "Ageing" sheet and includes the first 20 customer accounts - you can add additional accounts by simply copying the formulas in the last row and pasting them into the required number of additional rows.