

Freelancer Finance Command Center

A practical Excel and Google Sheets workbook for tracking income, expenses, invoices, client profitability, tax reserves, and the next 13 weeks of cash.

What is included

The download contains a clean reusable workbook, a demo workbook with fictional data, this quick-start guide, and a license. The demo workbook shows the finished dashboards before you enter your own records.

Compatibility

Use the workbook in current Microsoft Excel or upload it to Google Drive and open it with Google Sheets. Google Sheets may adjust some visual details after import, so review dates, dropdowns, and charts in your chosen app.

Important

This is an organizational and planning tool. It is not bookkeeping, accounting, tax, legal, or financial advice. Tax reserve values are estimates based on the rate you enter. Review important records with a qualified professional.

Set up the workbook

Step	What to do
1	Open Setup and enter your business name, reporting year, currency, tax reserve rate, opening cash, and weekly capacity.
2	Review the editable category and status lists. Add values only when you need a new category or status.
3	Add clients and projects. Use the IDs already in the workbook so transactions connect to the right records.
4	Add invoices, record payments, then log income and expenses using matching client, project, and category values.
5	Review Dashboard, Client Profitability, Tax Planner, and 13-Week Cash Flow each week.

Color key

Color	Meaning
Sage	Editable input or assumption
White	Formula or calculated result
Amber	Warning or item to review
Red	Severe warning such as 61+ day invoice aging or negative forecast cash

How the sheets work

Dashboard. Use the Dashboard for the selected reporting year. Revenue received, expenses, cash profit, profit margin, outstanding invoices, overdue invoices, suggested tax reserve, and estimated take-home are calculated from the entry sheets.

Clients and Projects. Create each client and project once. Project profit uses amount paid less direct costs. Margin and effective hourly rate remain blank until the relevant amount or hours exist.

Income and Expenses. Enter real transactions as positive amounts. Income subtracts processing fees and tax collected to show net cash received. Expenses can be marked deductible for the tax estimate.

Invoices. Record issue and due dates, invoice amount, amount paid, and status. Balance due and aging update automatically. Draft and Cancelled invoices are excluded from outstanding and overdue summary totals.

Client Profitability. Review revenue, direct costs, hours, profit, margin, and effective hourly rate by active client. Untracked time and indirect costs can change the result.

Tax Planner. Suggested set-aside is an estimate from taxable profit multiplied by the Setup tax reserve rate. Enter actual reserved amounts in the green column to see the reserve gap.

13-Week Cash Flow. Select a scenario and adjust the green weekly assumptions. Receipt and cost factors update closing cash and the warning row. Change Start Date to move the forecast calendar.

Weekly workflow

A short weekly review keeps the model useful without turning it into a second accounting system.

When	Review
Monday	Add new invoices and record payments received.
Tuesday	Log income and expenses from the prior week; attach receipt references where useful.
Wednesday	Review overdue invoices and follow up on balances that affect cash planning.
Thursday	Check client profitability and compare actual hours with planned hours.
Friday	Review the Dashboard, Tax Planner, and 13-Week Cash Flow; update assumptions.

Clear demo data safely

The clean workbook is ready for your own records. If you start from the demo workbook, save a separate copy first, then clear the client, project, income, expense, invoice, actual-reserved, and cash-flow assumption input cells. Keep formula columns, lookup lists, and headers intact.

Troubleshooting

Issue	Check
A dropdown is empty	Confirm the value is present in the matching editable list on Setup. Do not type over formula columns.
A chart is blank	Check that the selected reporting year matches your transaction dates and that the source rows contain values.
A formula shows a warning	Read the Check column. Common causes are duplicate IDs, a payment greater than the invoice, a negative amount, or a project ID that does not exist.
Dates look wrong after import	Confirm Excel or Google Sheets recognized the cells as dates, then re-enter affected dates as spreadsheet date values.
Tax estimate is unexpected	Review the deductible flag, selected reporting year, and tax reserve rate. The planner is an estimate, not a tax return.
Forecast does not match reality	Update weekly receipts, costs, tax transfers, owner draws, scenario, and Start Date assumptions.

File and support limits

The workbook has no macros, scripts, external links, or live cloud connection. A live Google Sheets master link is not included in this local package; upload the workbook to your own Google Drive and use File > Make a copy if you want a protected personal copy.

License summary

You may use the workbook for your own personal finances or one business, edit your own copy, and use the resulting reports for your own planning. You may not resell, redistribute, share the original files or a public template link, include the files in a PLR or MRR bundle, or claim the template as your own work. See License.txt in the download for complete terms.

Final reminder

Keep the source workbook protected, make a private copy before editing, and replace fictional demo data before using results for your business. Review important decisions with qualified professionals.