

Payment Control Quick Start

One question before each round of visits: **who still owes me?** Works the same in the phone app and the Excel tracker.

Set up once

Add each customer and their next visit date. Enter what each one owes **right now** as an opening charge, with its real due date and your invoice reference. If part was already paid, enter only the unpaid part, and don't enter that earlier payment again. From then on, record new bills and payments as they happen. Make your payment method and timing clear through your usual billing (your invoice or payment app). This kit tracks; it doesn't bill or collect.

1 Check

Before each round of visits, open the list (or the Customers sheet). Start with anyone marked **Review before next visit**: money overdue and a visit in the next 7 days. **Overdue** means the due date has passed; a bill due today is "due today," not overdue.

2 Record

When money arrives, record the payment with the date you received it and the amount. The balance updates at once. Payments go to the earliest-due charges first. Record each new bill you send as a charge, with its due date.

3 Remind

If something's due or overdue, copy the suggested reminder, check the name and amount, and paste it into your own text or email. Nothing is sent for you. The Payment Reminder Messages sheet has the same wording.

Worked example

Illustrative customer and amounts only. Don't enter them into your own records.

Morgan · as of Wed, Oct 21 · next visit Fri, Oct 23	Balance	Overdue	Shows
Charges: \$60 due Oct 16 and \$60 due Oct 28. Paid \$30 on Oct 18.	\$90.00	\$30.00	Overdue · Review before next visit
Morgan pays \$40 on Oct 21. The Oct 16 bill is now paid off, and \$50 of the Oct 28 bill is left.	\$50.00	\$0.00	Outstanding — not overdue

Before the next visit

- ☐ Check the ledger against what you've actually received: bank, payment app, cash and checks.
- ☐ Confirm what's overdue and what's only due later.
- ☐ Review your existing arrangement with this customer.
- ☐ Contact the customer if something's due or overdue.
- ☐ Decide your next step for this visit.

Phone app: records stay in that phone's browser. Use **Download backup** after updating. **Excel:** customers on the Customers sheet, bills on Charges, money received on Payments; fix anything marked **Fix** before trusting a total. The app and the spreadsheet are separate and don't sync. Neither checks your bank or knows the legal terms of your accounts.