

Spreadsheet tools

These four Excel workbooks are samples of the weekly and per-pay-period tools that small organizations use to pay people, bill clients, report to funders, and price jobs. Every workbook has plain-English instructions, a settings sheet for values that change, locked formulas with yellow input cells, drop-down lists, conditional formatting for exceptions, and a checks sheet that shows green when totals tie and red when they do not.

Contractor Payment Reconciliation Workbook - Week Ending 2028-09-26.xlsx

Visit check

Every pay line is compared with verified visits in the pay week for the same caregiver, client, and service.

Lines checked: 69, Lines that match: 66, Lines to review: 2, Lines on hold: 1, Unverified units set to pay: 76, Verified visits not entered: 5

Only visits with a status of verified and a date inside the pay week count. Pending visits wait for the next run.

Line	Caregiver	Client	Service	Days entered	Units entered	Verified visits	Verified units	Unverified units	Unverified amount	Pay or hold	Result	Action
1	Kendra Acosta	Chandler, L.	CO	5	0	0	0	0	-	Pay	OK	
2	Kendra Acosta	Lacy, R.	PC	4	46	4	46	-	-	Pay	OK	
3	Kendra Acosta	Macias, F.	CO	5	58	5	58	-	-	Pay	OK	
4	Jada Barajas	Abenethy, R.	RS	2	48	2	48	-	-	Pay	OK	
5	Jada Barajas	Sampson, H.	PC	3	40	3	40	-	-	Pay	OK	
6	Mirelle Beasley	Stafforth, V.	RS	2	42	2	42	-	-	Pay	OK	
7	Vanessa Bledsoe	Lantry, M.	PC	5	66	5	66	-	-	Pay	OK	
8	Vanessa Bledsoe	Orchoa, E.	PC	4	44	4	44	-	-	Pay	OK	
9	Vanessa Bledsoe	Talbot, C.	CO	2	22	2	22	-	-	Pay	OK	
10	Zora Burnett	Crescencio, J.	RS	1	20	1	20	-	-	Pay	OK	
11	Andre Coleman	Pacheco, J.	PC	3	28	3	28	-	-	Pay	OK	
12	Zora Coleman	Odum, T.	RS	2	52	2	52	-	-	Pay	OK	
13	Bernice Corbett	Guerrero, T.	HM	4	40	4	40	-	-	Pay	OK	
14	Nadia Corbett	Guerrero, T.	PC	4	50	4	42	8	\$44.00	Pay	Units exceed visits	Review before paying
15	Nadia Corbett	Jeffries, S.	HM	2	20	2	20	-	-	Pay	OK	
16	Nadia Corbett	Upchurch, J.	PC	4	48	4	48	-	-	Pay	OK	
17	Jared Dabney	Upchurch, N.	RS	5	68	0	0	68	\$346.80	Pay	No matching visits	Review before paying
18	Nadia Delgado	Escobar, R.	PC	4	56	4	56	-	-	Pay	OK	
19	Nadia Delgado	Forastiere, L.	HM	5	50	5	50	-	-	Pay	OK	
20	Nadia Delgado	Lantry, M.	PC	4	36	4	36	-	-	Pay	OK	
21	Brianna Easley	Easley, S.	PC	4	36	4	36	-	-	Pay	OK	
22	Brianna Easley	Fulton, A.	RS	1	16	1	16	-	-	Pay	OK	
23	Wanda Easley	Ashford, A.	RS	2	42	2	42	-	-	Pay	OK	
24	Wanda Easley	Coleman, C.	CO	4	44	4	44	-	-	Pay	OK	
25	Elise Escobar	Shelton, L.	CO	2	22	2	22	-	-	Pay	OK	
26	Toniya Escobedo	Clement, T.	HM	6	60	6	60	-	-	Pay	OK	

INSTRUCTIONS | CHECKS | INPUT | VISIT CHECK | PAY SUMMARY | BANK UPLOAD | ACCOUNTING IMPORT | VISITS | RATES | ROSTER | SETTINGS

Contractor Payment Reconciliation Workbook

This workbook is set up for a fictional in-home care agency that pays about 45 independent caregivers every week. Operations enters service days and units on one sheet, and the workbook compares every line with verified visits from the visit verification export before any money goes out. It then builds one bank file with a PPD batch for personal accounts and a CCD batch for business accounts, plus a journal entry with one payable line per pay line and one expense summary line per service type. A checks sheet ties the input total to the bank file and to the journal entry to the cent, and the sample includes three planted problems so the red checks have real problems to flag.

Sheets: INSTRUCTIONS, CHECKS, INPUT, VISIT CHECK, PAY SUMMARY, BANK UPLOAD, ACCOUNTING IMPORT, VISITS, RATES, ROSTER, SETTINGS

Timesheet and Billing Workbook - Q3 2028.xlsx

Monthly summary

Billable and non-billable hours by person, and billing by client, for the month you choose.

Choose month: September 2028

Staff	Rate	Billable hours	Non-billable hours	Total hours	Billable share	Target share	Billed amount
Ellen Marquez	Speech-Language Pathologist	138.25	58.25	176.50	67%	65%	\$21,556
Jordan Parley	Speech-Language Pathologist	133.50	52.50	176.00	70%	65%	\$21,284
Neena Galar	Speech-Language Pathologist	72.25	28.75	112.00	65%	62%	\$7,123
Rosen Mabel	Occupational Therapist	128.25	57.50	176.75	67%	65%	\$20,894
Rosa Gutierrez	Occupational Therapist	102.75	42.25	175.00	64%	65%	\$16,263
Grant Kellaway	Physical Therapist	111.50	44.50	176.00	63%	65%	\$15,517
Tina Ingram	Speech-Language Pathologist	124.25	54.50	188.75	66%	70%	\$17,388
Mia Corbett	Physical Therapist	6.00	174.00	174.00	0%	65%	\$0
Total		781.75	578.25	1,360.00	56%		\$73,961

Billed amount by client and month

Client	Year	Jul 2028	Aug 2028	Sep 2028	Quarter
Hawthorn County Schools	School District	\$7,283	\$19,783	\$16,308	\$43,384
Personnel Academy	Client School	\$15,498	\$9,332	\$11,589	\$36,420
Bright Start Early Intervention	Early Intervention Program	\$33,270	\$22,569	\$25,295	\$79,234
Westbury Montessori School	Private School	\$1,201	\$4,504	\$9,037	\$14,744
Galapagos Head Start	Head Start Program	\$11,991	\$32,319	\$30,065	\$74,375
Total		\$57,244	\$86,507	\$72,315	\$216,066

Hours by person for the selected month

Billed amount by client and month

INSTRUCTIONS | CHECKS | TIME LOG | WEEKLY TIMESHEET | INVOICE | MONTHLY SUMMARY | RATES | STAFF | CLIENTS | SETTINGS

Timesheet and Billing Workbook

This workbook is set up for a small pediatric therapy practice with eight staff. Each person logs time by day, client, and service code from drop-down lists, and the workbook prices billable time at the standard rate or at a client's contract rate. A weekly timesheet prints for sign-off, a monthly summary compares each person's billable share with their target and charts hours and billing, and an invoice fills itself for any client and month. The checks sheet confirms that the invoice, the summary, and the time log agree.

Sheets: INSTRUCTIONS, CHECKS, TIME LOG, WEEKLY TIMESHEET, INVOICE, MONTHLY SUMMARY, RATES, STAFF, CLIENTS, SETTINGS

