

ACCOUNTS / INVOICE QUERY LOG

Record the question, owner and next follow-up. Keep currency beside each amount and add the resolution reference before marking a query closed.

Accounts team / log period

Record keeper

Review date

STATUS KEY O = open W = waiting for a reply C = closed with resolution recorded

Queries to follow up

Invoice / party	Amount / currency	Question / raised date	Owner	Last reply / next action	Follow-up date	Status / resolution ref.

Escalations / details still needed

Invoice reference / missing information / person to consult