

# Payment Statement Template Excel with Automatic Totals

Optimize your financial tracking with this **payment statement template Excel**, designed for accuracy and ease of use. It features automatic totals, ensuring efficient and error-free calculations. Simplify your payment management process with this customizable and user-friendly tool.

## Sample Table

Date	Description	Reference	Amount
2024-06-01	Invoice #1023	INV1023	1500
2024-06-03	Invoice #1024	INV1024	1340
2024-06-05	Payment Received	RCV204	-800
Total			=SUM(D2:D4)

## Features

- Automatic sum of all payment entries
- Editable rows for detailed tracking
- Easy reference columns for clear records
- Customizable for different timeframes and clients

## Instructions

- Download the template and open in Excel.
- Enter your payment data in the corresponding columns.
- The totals will calculate automatically.
- Customize the template as required for your business.