

# 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

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