

Account Statement Form Sample (Excel Template)

This **account statement form sample** in Excel offers an efficient way to track transactions and monitor your balance. Designed for accuracy, it automatically calculates the running balance for each entry. Ideal for personal finance management and business accounting tasks.

Date	Description	Debit (-)	Credit (+)	Balance
2024-06-01	Opening Balance			=1000.00
2024-06-03	Salary Deposit		+2500.00	=B2+C3-D3 =1000+2500 3500.00
2024-06-05	Grocery Shopping	-150.00		=E3+C4-D4 =3500-150 3350.00
2024-06-07	Utility Bill Payment	-120.00		=E4+C5-D5 =3350-120 3230.00
2024-06-10	Freelance Payment		+500.00	=E5+C6-D6 =3230+500 3730.00

How to use in Excel:

- Fill in **Date**, **Description**, **Debit**, and **Credit** columns as transactions occur.
- For **Balance** column, use a formula such as =previous_balance + Credit - Debit.
(e.g., For cell E3: =E2+D3-C3)
- The balance will automatically update for each transaction entry.

*Tip: You can download or recreate this table in Excel, applying formulas to the **Balance** column for automatic calculation.*