

Customizable Payment Form Sample Excel for Small Business

Discover our **customizable payment form sample Excel** designed specifically for small businesses, enabling easy tracking and management of payments. This template simplifies financial record-keeping and helps streamline your accounting process. Tailor it to fit your specific business needs and improve payment accuracy effortlessly.

Sample Payment Form (Excel Table Format)

Date	Customer Name	Invoice Number	Payment Method	Amount Due	Amount Paid	Outstanding Balance	Status	Notes
2024-06-01	Jane Doe	INV-1001	Credit Card	\$500.00	\$500.00	\$0.00	Paid	-
2024-06-02	Acme Co.	INV-1002	Bank Transfer	\$250.00	\$100.00	\$150.00	Partial	Second installment due 2024-06-10
2024-06-03	John Smith	INV-1003	Cash	\$300.00	\$0.00	\$300.00	Unpaid	-

How to Use

- Download and open the template in Excel.
- Customize column headers and add/remove fields to match your business workflow.
- Enter payment details for each transaction to track payment status and outstanding balances.
- Use filters or conditional formatting in Excel to quickly identify unpaid or partially paid invoices.

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