

Detailed Bank Statement Excel Template for Small Business

Efficiently manage your finances with this **detailed bank statement Excel template** designed for small businesses. It offers a clear breakdown of transactions, enabling accurate tracking of income and expenses. Simplify your bookkeeping and improve financial decision-making effortlessly.

Sample Bank Statement Table

Date	Description	Category	Reference No.	Debit (\$)	Credit (\$)	Balance (\$)	Notes
2024-05-01	Opening Balance	-	-			5,000.00	Start of month balance
2024-05-03	Client Payment - Invoice #1728	Income	INV-1728		1,750.00	6,750.00	Project A
2024-05-05	Office Rent	Expense	TXN-1035	1,200.00		5,550.00	May rent payment
2024-05-08	Internet Services	Expense	TXN-1041	120.00		5,430.00	Monthly internet subscription
2024-05-10	Payment to Supplier - Office Supplies	Expense	TXN-1055	320.00		5,110.00	Invoice #5523
2024-05-15	Consulting Income	Income	INV-1731		2,200.00	7,310.00	Project B
2024-05-22	Utility Bill - Electricity	Expense	TXN-1062	230.00		7,080.00	Monthly bill
2024-05-28	Bank Fees	Expense	TXN-1068	15.00		7,065.00	Monthly maintenance fee
2024-05-31	Closing Balance	-	-			7,065.00	End of month balance

Instructions

- Download and open the Excel template.
- Input your opening balance at the start of each month.
- Record every incoming (credit) and outgoing (debit) transaction, including details such as date, description, category, and reference number.
- The balance column automatically updates with each entry (in Excel).
- Use the notes column to add any relevant information or clarifications for each transaction.

Features

- Clear segregation of income and expenses
- Automatic balance calculation (Excel formulas)
- Space for transaction notes and reference numbers
- Customizable categories for effective tracking
- Printable and shareable for financial records

Download this Excel template today and take control of your small business finances.