Payment Form Sample Excel with Automatic Calculations

This **payment form sample excel** provides an easy-to-use template with automatic calculations for efficient financial tracking. It simplifies data entry and ensures accurate totals without manual effort. Ideal for personal and business expense management.

Sample Layout

Date	Description	Category	Payment Method	Amount
2024-06-05	Office Supplies	Expenses	Credit Card	100
2024-06-08	Client Payment	Income	Bank Transfer	500
2024-06-12	Travel	Expenses	Cash	80
			Total	*=SUM(E2:E4)*

Instructions

1. Enter new records in each row under the relevant columns.
2. The **Total** in the bottom row will update automatically using the formula `=SUM(E2:E100)` or as per your data range.
3. Expand rows as needed for additional payment entries.

Download

Click here to download the payment form sample Excel template

Benefits

- Automatic summing of payment amounts.
- Clear organization of transactions.
- Reduces manual calculation errors.
- Suitable for personal, freelance, and business use.