

Statement of Account Excel Template for Service Providers

This **Statement of Account Excel template** is designed specifically for service providers to efficiently track customer transactions and outstanding balances. It offers a clear and organized format to manage invoices, payments, and account summaries. Simplify your financial record-keeping with this customizable and user-friendly template.

Sample Statement of Account Table

Date	Description	Invoice No.	Amount	Payment	Balance
2024-05-01	Invoice Issued	INV-1001	\$1,000.00	\$0.00	\$1,000.00
2024-05-10	Payment Received	INV-1001	\$0.00	\$500.00	\$500.00
2024-05-15	Invoice Issued	INV-1002	\$750.00	\$0.00	\$1,250.00
2024-05-20	Payment Received	INV-1001	\$0.00	\$500.00	\$750.00
Outstanding Balance					\$750.00

How to Use This Template

1. Download and open the Excel template.
2. Input invoice details, payment records, and customer information as transactions occur.
3. The template will automatically calculate balances to provide up-to-date account summaries.
4. Customize the template as needed to fit your business requirements.

Tip: Regularly update the template to maintain accurate records and promptly identify outstanding amounts.