

# Statement of Account Excel Template for Small Business

Manage your small business finances effortlessly with this **Statement of Account Excel template**. It provides a clear and organized way to track invoices, payments, and outstanding balances. Designed for simplicity and efficiency, it helps maintain accurate financial records with ease.

## Template Features

- Easy-to-use layout for quick data entry
- Sections for customer details, invoice list, payments, and outstanding balances
- Automatic calculation of totals and outstanding dues
- Customizable to fit your company branding
- Printable and shareable format for client communications

## Sample Table Structure

Date	Invoice Number	Description	Amount	Payment Received	Outstanding Balance
2024-06-01	INV-1001	Web Design Services	\$1,200.00	\$600.00	\$600.00
2024-06-15	INV-1002	Consulting Fee	\$500.00	\$500.00	\$0.00

## Instructions for Use

1. Download the template and open it in Microsoft Excel.
2. Enter your business name, logo, and contact details.
3. Fill in customer information and transaction details as shown in the sample table.
4. Save and update the file regularly to keep accurate account statements.
5. Send the statement to your clients as needed.

## Download

[Click here to download the Statement of Account Excel template](#)