

Statement of Account Excel Template

This **Statement of Account Excel template** efficiently tracks customer balances and includes automated overdue calculations to manage payments promptly. Designed for easy customization, it helps businesses monitor outstanding invoices and improve cash flow. Streamline your financial reporting with this user-friendly, accurate tool.

Sample Statement of Account

Invoice #	Invoice Date	Due Date	Customer Name	Invoice Amount	Amount Paid	Balance	Status	Days Overdue
INV-1001	2024-05-10	2024-06-10	Acme Supplies	\$2,500.00	\$1,000.00	\$1,500.00	Overdue	20
INV-1002	2024-05-20	2024-06-20	GreenTech Ltd.	\$1,200.00	\$1,200.00	\$0.00	Paid	0
INV-1003	2024-06-01	2024-07-01	Beta Electronics	\$3,400.00	\$0.00	\$3,400.00	Current	0
INV-1004	2024-05-05	2024-05-25	Delta Movers	\$900.00	\$400.00	\$500.00	Overdue	36

Excel Template Formulas

- **Balance:** =Invoice Amount - Amount Paid
- **Days Overdue:** =IF(TODAY() > Due Date, TODAY() - Due Date, 0)
- **Status:** =IF(Balance = 0, "Paid", IF(TODAY() > Due Date, "Overdue", "Current"))

Download and customize your own Statement of Account Excel template to maintain full control of your receivables and enhance your financial workflow.