

Payment Details Entries â€” Google Sheet Invoice Sample

Sample Entries:

Date	Invoice No.	Client Name	Payment Method	Reference No.	Amount	Status	Notes
2024-05-01	INV-2024-0011	Acme Ltd.	Bank Transfer	BTX1602	\$1,200.00	Received	Full payment
2024-05-03	INV-2024-0012	Global Tech	Credit Card	CC9821	\$950.00	Pending	Authorization in progress
2024-05-06	INV-2024-0013	Beta Solutions	PayPal	PP7813	\$750.00	Received	Partial payment
2024-05-08	INV-2024-0014	Zeta Group	Cheque	CH2340	\$2,600.00	Cleared	Cheque No. 003021

Important Notes:

- Ensure all payment details match the related invoice for accurate record-keeping.
- Regularly update the payment status to reflect the latest transaction state.
- Keep payment references and notes clear for easy auditing and future reference.
- Always double-check the entered amounts and client information before sharing or archiving the document.
- For any discrepancies, coordinate with the client and update the sheet as soon as possible.