Credit sales book: what each customer owes

How much does each customer owe, how much have they paid, and what is left?

1 Use it in 4 steps

1. One line per entry: the customer's name, a note, and either the amount owed (a credit sale) or the amount paid.
2. Write each customer's name exactly the same way every time, so the balance adds up correctly.
3. The "Customer balance" column shows what the customer still owes after that entry.
4. The totals show everything customers owe you. Delete the "Example" rows before you start.

2 The calculation

1. Customer balance = everything the customer owes − everything they paid (same name, up to this line).
2. Owed to you = total credit sales − total paid.

3 Worked example Example

Customer	Note	Owed (credit sale)	Paid	Customer balance after this entry
Example Mr. Mahmoud	Example 21K wedding band (invoice 101)	24,500.00	10,000.00	14,500.00
Example Mr. Sami	Example 18K chain (invoice 102)	18,200.00	5,000.00	13,200.00
Example Mr. Mahmoud	Example Installment	0.00	5,000.00	9,500.00
Example Mr. Sami	Example Installment	0.00	6,000.00	7,200.00
Example Mr. Mahmoud	Example Installment	0.00	4,500.00	5,000.00

Result	Value
Total credit sales	42,700.00
Total paid	30,500.00
Owed to you by customers	**12,200.00**

4 The table: fill it in by hand

Customer	Note	Owed (credit sale)	Paid	Customer balance after this entry

Prices and calculations are for information only. They are not financial advice, an offer to buy or sell, or a religious ruling. Check tax matters with your accountant.

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