PERSONAL WORKING REPORT

Invoice Payment Tracker Example with Partial Payments

Compare an invoiced amount with payments actually received and keep remittance references beside each invoice label.

4 records · Created 18 Nov 2026 · All records · USD

SAVED RECORDS	INVOICE AMOUNTS	RECEIPTS RECORDED
4	USD 1,650	USD 950

WORKING ENTRIES

REPORT NOTE

Fictional teaching data, not real customer records. The invoice and receipt amounts use the same currency. The zero for invoice C means no receipt was found after checking the source. The difference is an entered-record comparison, not an accounting determination.

Record or review date	Invoice or client label	Person responsible	Invoice amount	Receipts recorded	Remittance reference and open balance check
2026-10-19	Fictional invoice A	Alex	500	500	Full receipt matched to the invoice reference.

Record or review date	Invoice or client label	Person responsible	Invoice amount	Receipts recorded	Remittance reference and open balance check
2026-10-20	Fictional invoice B	Alex	600	200	Partial receipt matched; 400 remains in this simple comparison.
2026-10-21	Fictional invoice C	Alex	300	0	Source checked; no receipt recorded. Follow-up is a separate action.
2026-10-22	Fictional invoice D	Alex	250	250	Receipt matched; do not count the same payment again.