

Invoices and Receipts Summary

Period: 01 Jan 2025 - 31 Dec 2025
Generated: 14 Aug 2025

Opening Balance	Total Invoiced	Total Received	Closing Balance
₹ 0.00	₹ 3,634.00	₹ 3,800.00	₹ -166.00
	(5 invoices)	(3 receipts)	(Overpaid)

Status Breakdown

Status	Clients	Amount
Outstanding	1	₹ 162.00
Advance	1	₹ -328.00

Client-wise Summary

Client	Opening Balance	Invoiced	Received	Closing Balance
Mr. Spencer Bradford	₹ 0.00	₹ 862.00	₹ 700.00	₹ 162.00
John Doe	₹ 0.00	₹ 2,772.00	₹ 3,100.00	₹ -328.00

Monthly Summary

Month	Opening Balance	Invoiced	Received	Closing Balance
Jan 2025	₹ 0.00	₹ 1,334.00	₹ 500.00	₹ 834.00
Mar 2025	₹ 834.00	₹ 600.00	₹ 2,600.00	₹ -1,166.00
May 2025	₹ -1,166.00	₹ 1,700.00	₹ 0.00	₹ 534.00
Sep 2025	₹ 534.00	₹ 0.00	₹ 700.00	₹ -166.00

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JANE DOE

Graphic Designer

ISSUED TO:
John Doe

INVOICE NO: INV-2025-001
DATE: 01 Jan 2025
DUE DATE: 15 Jan 2025

DESCRIPTION	UNIT PRICE	QTY	TOTAL
Basic Design	₹ 200.00	2	₹ 400.00
Subtotal			₹ 400.00
Discount			₹ 0.00
CGST			₹ 36.00
SGST			₹ 36.00
IGST			₹ 0.00
TOTAL			₹ 472.00

PAY VIA UPI/CASH

THANK YOU!



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JANE DOE
Graphic Designer

ISSUED TO:
Mr. Spencer Bradford
123, Golden Palace
Kolkata, India
Phone: +91-1234567890

INVOICE NO: INV-2025-002
DATE: 16 Jan 2025
DUE DATE: 30 Jan 2025

DESCRIPTION	UNIT PRICE	QTY	TOTAL
Special Design	₹ 400.00	1	₹ 400.00
Subtotal			₹ 400.00
Discount			₹ 10.00
CGST			₹ 0.00
SGST			₹ 0.00
IGST			₹ 72.00
TOTAL			₹ 462.00

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JANE DOE
Graphic Designer

ISSUED TO:
John Doe

INVOICE NO: INV-2025-003
DATE: 02 Mar 2025
DUE DATE: 02 Mar 2025

DESCRIPTION	UNIT PRICE	QTY	TOTAL
Basic Design	₹ 200.00	3	₹ 600.00
Subtotal			₹ 600.00
Discount			₹ 0.00
CGST			₹ 0.00
SGST			₹ 0.00
IGST			₹ 0.00
TOTAL			₹ 600.00

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JANE DOE
Graphic Designer

ISSUED TO:
Mr. Spencer Bradford
123, Golden Palace
Kolkata, India
Phone: +91-1234567890

INVOICE NO: INV-2025-004
DATE: 15 Jan 2025
DUE DATE: 15 Feb 2025

DESCRIPTION	UNIT PRICE	QTY	TOTAL
Basic Design	₹ 200.00	2	₹ 400.00
Subtotal			₹ 400.00
Discount			₹ 0.00
CGST			₹ 0.00
SGST			₹ 0.00
IGST			₹ 0.00
TOTAL			₹ 400.00

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JANE DOE

Graphic Designer

ISSUED TO:
John Doe

INVOICE NO: INV-2025-005
DATE: 01 May 2025
DUE DATE: 15 May 2025

DESCRIPTION	UNIT PRICE	QTY	TOTAL
Basic Design	₹ 200.00	4	₹ 800.00
Advanced Tools	₹ 1,000.00	1	₹ 1,000.00
Subtotal			₹ 1,800.00
Discount			₹ 100.00
CGST			₹ 0.00
SGST			₹ 0.00
IGST			₹ 0.00
TOTAL			₹ 1,700.00

PAY VIA UPI/CASH

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JANE DOE
Graphic Designer

ISSUED TO:
John Doe

RECEIPT NO: REC-2025-001
DATE: 02 Jan 2025

DESCRIPTION	AMOUNT
Payment for Invoice INV-2025-001	₹ 472.00
Payment for Invoice INV-2025-003	₹ 28.00
TOTAL	₹ 500.00

PAYMENT MODE: CASH

THANK YOU!

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JANE DOE

Graphic Designer

ISSUED TO:
John Doe

RECEIPT NO: REC-2025-002
DATE: 02 Mar 2025

DESCRIPTION	AMOUNT
Payment for Invoice INV-2025-003	₹ 572.00
Payment for Invoice INV-2025-005	₹ 1,700.00
Advance Payment	₹ 328.00
TOTAL	₹ 2,600.00

PAYMENT MODE: UPI
Reference #: abc123

THANK YOU!

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JANE DOE
Graphic Designer

ISSUED TO:
Mr. Spencer Bradford
123, Golden Palace
Kolkata, India
Phone: +91-1234567890

RECEIPT NO: REC-2025-003
DATE: 05 Sep 2025

DESCRIPTION	AMOUNT
Payment for Invoice INV-2025-002	₹ 462.00
Payment for Invoice INV-2025-004	₹ 238.00
TOTAL	₹ 700.00

PAYMENT MODE: CASH

THANK YOU!

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