

## Invoices and Receipts Summary

Period: 01 Jan 2025 - 31 Dec 2025  
Generated: 10 Aug 2025

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

### Status Breakdown

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

### Monthly Summary

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

JANE DOE

Graphic Designer

Month	Opening Balance		Invoiced		Received		Closing Balance
Jul 2025	₹	534.00	₹	0.00	₹	0.00	₹ 534.00
Aug 2025	₹	534.00	₹	0.00	₹	0.00	₹ 534.00
Sep 2025	₹	534.00	₹	0.00	₹	700.00	₹ -166.00
Oct 2025	₹	-166.00	₹	0.00	₹	0.00	₹ -166.00
Nov 2025	₹	-166.00	₹	0.00	₹	0.00	₹ -166.00
Dec 2025	₹	-166.00	₹	0.00	₹	0.00	₹ -166.00

Client-wise Summary

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

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ALL AMOUNTS ARE IN INR.

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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

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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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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

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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

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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

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