Client Payment Snapshot

WORKSHEET / Type in the shaded boxes or print a fresh copy.

An invoice and two cleared payments belong to one room update. Reconcile them before you send the client a balance.

01 Work through the example

	Example	Your case
Invoice total	**1800**	
First payment received	**600**	
Second payment received	**450**	

Calculation: first amount minus the second and third amounts

Outstanding balance

Count cleared payments against this invoice once. A negative balance is a credit to review.

02 Make a handoff note

Invoice reference

Payment references

Next client update

Client Payment Snapshot

PRACTICE TEST / Use the example values on page 1.

1. With the example values, what is the outstanding balance?

- ○ $758.00
- ○ $753.00
- ○ $750.00

2. If "Second payment received" changes from 450 to 475, with the other example values unchanged, what is the new result?

- ○ $732.00
- ○ $725.00
- ○ $750.00

3. Which action makes the most sense for this example?

- ○ Close the record and skip the next review.
- ○ Match both receipts to the same invoice.
- ○ Subtract the promised deposit before it clears.

What helped you, or what would you change?

Check your answers in Practice-and-Test.html for a score and an explanation of each answer. The PDF stores your selections when saved in a compatible PDF reader.