To show the amount paid and balance due on an invoice, list the invoice total, subtract any payments already received, and display the remaining amount clearly. For example, if the total is $1,200 and your client has paid $400, show **Amount paid: $400** and **Balance due: $800**.

These figures should be easy to find near the bottom of the invoice, alongside the total and payment instructions. A clear **amount paid invoice** record helps your client understand what has been paid, what remains, and when the rest is due. It also gives both of you a useful paper trail if there is a question later.



Where to Put Amount Paid and Balance Due

Put the payment summary in a distinct section below your line items and invoice totals. Use plain labels rather than leaving the client to work out the subtraction. A useful layout is:

- Subtotal
- Tax, if applicable
- Invoice total
- Amount paid
- **Balance due**
- Payment due date

Make the balance due the most prominent figure after the invoice total. If the invoice has not received any payments, you can show “Amount paid: $0.00” and “Balance due: $1,200.00.” That makes the current status unambiguous. Alternatively, if your invoice template already makes clear that no payment has been received, you may show just the balance due.

Example: One Partial Payment

Invoice summary Amount Subtotal $1,000.00 Tax $80.00 Invoice total $1,080.00 Amount paid $300.00 **Balance due $780.00**

The calculation is simple: **balance due = invoice total − payments received**. In this example, $1,080.00 − $300.00 = $780.00.

What “Amount Paid” Means

“Amount paid” is the total money you have actually received and applied to that invoice. If a client pays in two installments, add both payments together. For example, a $1,500 invoice with a $500 deposit and a later $250 payment has an amount paid of $750 and a balance due of $750.

Do not label an amount as paid just because a client says they sent it. If the payment has not arrived or cleared, record it as pending or leave it out of the paid total until you can verify it. You can add a note such as “Payment received by bank transfer on May 12” when that detail is useful.

If the client overpays, the balance due is zero. Show the overpayment separately as a credit or refund due instead of displaying a negative balance due without explanation. For instance, on a $500 invoice paid in full with an extra $20, show “Balance due: $0.00” and note “Credit: $20.00” or explain how you will refund or apply the credit.

Which Invoice Fields Matter?

A payment summary only works when the rest of the invoice gives the client enough information to identify the work and pay the right amount. Whether you use a spreadsheet, a template, or an **invoice generator**, check that these fields are present and readable.

From

Enter your business or personal name, address, and contact details. Add any business registration or tax details required in your location. The client should be able to tell who issued the invoice and how to contact you about it.

Bill to

Use the client’s correct legal or billing name and address. If the client has provided a purchase-order number, project name, or accounts-payable contact, include it where it will help their team match and process the invoice.

Invoice number and dates

Give each invoice a unique number, such as INV-2026-014. Check that you have not reused that number, especially if you keep invoices in more than one file or system. Include the issue date and due date. A consistent numbering method makes it easier to find an invoice and discuss it with a client.

Line items

Describe the services or products, quantities, rates, and line totals. A line such as “Design work” may be too broad; “Homepage design, 8 hours at $85 per hour” gives the client more context. The sum of the line items should match the subtotal shown in the totals section.

Terms and payment instructions

State when payment is due and how the client can pay. Include relevant bank-transfer details, a payment link, or other instructions. If you charge late fees or offer an early-payment discount, explain the terms clearly and make sure they comply with the rules where you and your client operate.



Payment Terms and Due Date Logic

The due date should agree with the payment terms. If you write “Net 30,” the usual intent is that payment is due 30 days after the invoice date, but confirm the convention in your agreement and state the actual due date on the invoice. For example, if an invoice is dated March 10 and the terms are Net 30, adding GST invoice 30 calendar days gives April 9. Do not assume the due date is automatically the end of the following month.

Check the calendar calculation before sending. Month lengths differ, and a term such as “30 days” is not the same as “one month.” If you intend a different rule—such as payment due at month-end—write that rule explicitly and include the date. Clear dates reduce avoidable back-and-forth and make overdue follow-up easier.

For deposits or installment arrangements, state the amount and timing of each payment. For example:

- “50% deposit due March 10; remaining 50% due on delivery.”
- “$500 due on acceptance and $500 due within 15 days of the final delivery.”
- “Balance due April 9, 2026.”

When you issue an invoice for a deposit, show the deposit as the amount currently due. When you later invoice the remaining amount, identify the earlier payment and subtract it so the client is not asked to pay the full project total twice. Keep the original invoice and payment record for your files.

How to Update an Invoice After a Payment

When a payment arrives, update the record for the invoice it belongs to. Add the amount received to the cumulative amount paid, recalculate the balance due, and record the payment date and method. If you send an updated statement or invoice copy, label it clearly as updated or show the payment details so the client can see what changed.

1. Confirm which invoice the payment covers.
2. Verify the amount received and the date.
3. Add the payment to the amount paid so far.
4. Subtract the total paid from the invoice total.
5. Show the new balance due and any remaining due date.

For example, a $900 invoice receives a $300 payment on June 2 and a $200 payment on June 15. The updated summary should show “Amount paid: $500” and “Balance due: $400.” Keep each payment’s date and method in your bookkeeping, even if the invoice displays only the combined amount paid.

Make and Export an Invoice Quickly

If you need to create a straightforward invoice without installing software, a browser-based **invoice generator** can be a practical option. A no-signup workflow can let you fill in the essential fields, review the totals, and export a PDF without creating an account first. For example, you can look at the-invoice-generator.net and check whether its current workflow and features fit your needs.

Before you enter client details, understand where the information goes. Some browser tools create drafts locally in your browser, while others save information to an online account or server. Read the tool’s privacy information, especially if the invoice includes personal, financial, or confidential project details. “In-browser” does not automatically mean every part of a service is processed only on your device; check the specific tool’s explanation.

Local drafts can be convenient because they may let you return to an unfinished invoice in the same browser. But they are not a substitute for a reliable record: browser data can be cleared, and local drafts may not follow you to another device. Download a copy of each completed invoice and store it in your normal business filing system.

Look for a clear **Download PDF** option so you can inspect the final document before sending it. Check that the currency, dates, totals, payment details, and balance due are correct, and make sure the PDF opens and prints cleanly. A **Save & Send** option can be convenient when you want to preserve a copy and deliver it to the client, but review the recipient and attachment before sending.

Some services offer sign-in choices such as **Continue with Google**. Sign-in may be useful if you want an account-based way to save or manage invoices, but it should not be a surprise requirement just to preview or export a basic document. Also, a site may use services such as Google Analytics to measure website activity; check its privacy policy for what data it collects and how it is used. Do not assume that signing in or using a generator changes your own responsibilities for retaining invoice records.

Check the Price Before Choosing a Tool

Compare the actual features you need, not just a headline price. Check whether PDF export, saved drafts, recurring invoices, or sending invoices are included in the free option, and whether a subscription is required for the workflow you want. A clearly presented example price might read: **Pro: $39 a year ($3.25 a month, 35% off) or $5 a month. US dollars, plus tax where it applies. Cancel any time.** Confirm the current price, billing period, renewal terms, and applicable tax on the provider’s pricing page before subscribing.

For occasional invoices, a no-signup tool with fast PDF export may be enough. If you invoice frequently or need shared access, payment tracking, and reports, a paid service may save time. In either case, avoid

committing until you know whether you can export your records and what happens to saved drafts if you stop using the tool.

Final Checklist Before You Send

- Confirm the invoice number is unique.
- Check the From and Bill to names and details.
- Verify line-item quantities, rates, subtotal, and tax.
- Confirm the invoice total and any payments received.
- Calculate the balance due and make it easy to spot.
- Check that the payment terms match the actual due date.
- Review payment instructions and the exported PDF.
- Save a copy for your records and send it to the right contact.

The essential rule is straightforward: show the full invoice total, show the amount actually paid, and calculate the remaining balance from those figures. Pair that clear payment summary with accurate invoice fields, explicit terms, and a checked due date, and your client will know exactly what to pay next.