

SALES ENTERED

This line indicates that a sale has been made.

Date: this is the date the sale is entered into the system.

Ref.No: this is the invoice number for sale.

Description: this states that a sale was made to your Club.

Charges: this shows the full amount of the sale charged to your account.

Balance: this is the cumulative balance as at that date for your Club's account.



VIEW Clubs of Australia
GPO Box 10500
Sydney NSW 2001

A.B.N. 28 000 030 179

SAMPLE VIEW Club

BALANCE FORWARD

This is the total amount outstanding for invoices issued prior to January 2018.

If this amount is negative (e.g. -\$5.00) then this indicates that prior to January 2018 your account was in credit.

STATEMENT
DATE

14/01/2019

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Activity From: 1/01/2018

To: 31/12/2018

Balance Forward: \$20.00

DATE	REF. NO.	DESCRIPTION	CHARGES	PAYMENTS	BALANCE
4/02/2018	00030093	Sale; SAMPLE VIEW Club Sale;	\$5.00		\$25.00
4/02/2018	00030120	SAMPLE VIEW Club Payment;	\$10.00		\$35.00
4/02/2018	CR025782	SAMPLE VIEW Club Payment;		\$15.00	\$20.00
10/03/2018	CR026096	SAMPLE VIEW Club Sale;		\$10.00	\$10.00
27/03/2018	00031451	SAMPLE VIEW Club	\$40.00		\$50.00
27/03/2018	CR026918	Payment; SAMPLE VIEW Club for 00031451		\$40.00	\$10.00
1/06/2018	00031509	Sale; SAMPLE VIEW Club	\$135.00		\$145.00
1/06/2018	CR026980	SAMPLE VIEW Club for 00031509		\$135.00	\$10.00
15/08/2018	00031736	Sale; SAMPLE VIEW Club	\$20.00		\$30.00
15/08/2018	CR027152	SAMPLE VIEW Club for 00031736		\$20.00	\$10.00
18/10/2018	00031922	Sale; SAMPLE VIEW Club Sale;			\$10.00
24/11/2018	00032035	SAMPLE VIEW Club	\$60.00		\$70.00
24/11/2018	CR027385	SAMPLE VIEW Club for 00032035		\$60.00	\$10.00

PAYMENTS MADE

These lines indicate club payments.

Date: this is the date the payment is entered into the system.

Ref.No: this is the reference number for the payment in the system.

Description: this indicates the customer name and the invoice number on which the payment is being made.

Payments: this shows the amount being paid in this transaction.

Balance: this is the cumulative balance as at that date for your Club's account.

AMOUNT DUE

If positive amount, your club owes this to
VIEW Clubs of Australia. ▶ \$10.00
Please pay at your earliest convenience.

If negative amount, your club account is in credit ▶ -\$5.00