

## 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 2021.

**If this amount is negative** (e.g. -\$5.00) then this indicates that prior to January 2021 your account was in credit.

STATEMENT  
DATE

12/01/2022

Page 1

Activity From: 1/01/2021

To: 31/12/2021

Balance Forward: \$20.00

DATE	REF. NO.	DESCRIPTION	CHARGES	PAYMENTS	BALANCE
8/02/2021	00030093	Sale; SAMPLE VIEW Club	\$5.00		\$25.00
8/02/2021	00030120	Sale; SAMPLE VIEW Club	\$10.00		\$35.00
8/02/2021	CR025782	Payment; SAMPLE VIEW Club		\$15.00	\$20.00
17/03/2021	CR026096	Payment; SAMPLE VIEW Club		\$10.00	\$10.00
26/03/2021	00031451	Sale; SAMPLE VIEW Club	\$40.00		\$50.00
26/03/2021	CR026918	Payment; SAMPLE VIEW Club for 00031451		\$40.00	\$10.00
18/06/2021	00031509	Sale; SAMPLE VIEW Club	\$135.00		\$145.00
18/06/2021	CR026980	SAMPLE VIEW Club for 00031509		\$135.00	\$10.00
17/08/2021	00031736	Sale; SAMPLE VIEW Club	\$20.00		\$30.00
17/08/2021	CR027152	SAMPLE VIEW Club for 00031736		\$20.00	\$10.00
29/10/2021	00031922	Sale; SAMPLE VIEW Club			\$10.00
15/11/2021	00032035	SAMPLE VIEW Club	\$60.00		\$70.00
15/11/2021	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