

**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 2022.

*If this amount is negative (e.g. -\$5.00) then this indicates that prior to January 2022 your account was in credit.*

**STATEMENT DATE**

11/01/2023

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Activity From: 1/01/2022

To: 31/12/2022

Balance Forward: \$90.00

DATE	REF. NO.	DESCRIPTION	CHARGES	PAYMENTS	BALANCE
9/03/2022	00041072	Sample VIEW Club	\$5.00		\$95.00
14/03/2022	00041115	Sale; Sample VIEW Club	\$40.00		\$135.00
16/03/2022	CR035431	Payment; Sample VIEW Club		\$80.00	\$55.00
5/05/2022	CR035664	Payment; Sample VIEW Club		\$40.00	\$15.00
11/07/2022	00041872	Sample VIEW Club	\$10.00		\$25.00
19/09/2022	00042539	Sale; Sample VIEW Club	\$0.00		\$25.00
11/10/2022	CR036646	Payment; Sample VIEW Club		\$5.00	\$20.00

**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.

Please pay at your earliest convenience.

▶ **\$10.00**

**If negative** amount, your Club account is in credit

▶ **-\$5.00**