

SAMPLE ONLY

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 2023.

If this amount is negative (e.g. -\$5.00) then this indicates that prior to January 2023 your account was in credit.

**STATEMENT
DATE**

11/01/2024

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Activity From: 01/01/2023 To: 31/12/2023

Balance Forward: \$20.00

DATE	REF. NO.	DESCRIPTION	CHARGES	PAYMENTS	BALANCE
3/04/2023	00043462	Sale; Sample VIEW Club	\$5.00		\$25.00
3/04/2023	00043464	Sale; Sample VIEW Club	\$60.00		\$85.00
13/06/2023	00043845	Sale; Sample VIEW Club	\$20.00		\$105.00
24/07/2023	00044083	Sale; Sample VIEW Club	\$10.00		\$115.00
23/10/2023	CR038330	Payment; Sample VIEW Club		\$30.00	\$85.00

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**