

**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 2024.

*If this amount is negative (e.g. -\$5.00) then this indicates that prior to January 2024 your account was in credit.*

**STATEMENT  
 DATE**

**11/01/2024**

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Activity From: 01/01/2024 To: 31/12/2024

Balance Forward: \$20.00

DATE	REF. NO.	DESCRIPTION	CHARGES	PAYMENTS	BALANCE
3/04/202400044462		Sale; Sample VIEW	\$5.00		\$25.00
3/04/202400044464		Sale; Sample VIEW	\$60.00		\$85.00
13/06/202400044845		Sale; Sample VIEW	\$20.00		\$105.00
24/07/202400045083		Sale; Sample VIEW	\$20.00		\$125.00
23/10/2024CR048330		Payment; Sample VIEW		\$30.00	\$95.00

**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**