

# Customer Payment Statement Reconciliation

**Customer Name:**

John Doe Enterprises

**Customer ID:**

CUST-009812

**Statement Period:**

01 May 2024 – 31 May 2024

**Statement Date:**

05 June 2024

**Prepared By:**

Accounts Receivable Dept.

**Contact:**

ar@company.com

## Payment Reconciliation Summary

Date	Description	Invoice No.	Invoice Amount	Payment Received	Outstanding Balance	Notes
03 May 2024	Invoice Issued	INV-23156	2,300.00	â€‘	2,300.00	
10 May 2024	Payment Received	INV-23156	â€‘	2,300.00	0.00	Full payment
18 May 2024	Invoice Issued	INV-23204	1,850.00	â€‘	1,850.00	
26 May 2024	Partial Payment	INV-23204	â€‘	900.00	950.00	Partial payment
30 May 2024	Payment Received	INV-23204	â€‘	950.00	0.00	Settled
Total			4,150.00	4,150.00	0.00	

**Important Notes:**

- Please review all transactions and notify us within 7 days of any discrepancies.
- This reconciliation statement includes all invoices and payments recorded during the period stated above.
- Ensure that payment references match invoice numbers for accurate reconciliation.
- For queries, contact the accounts receivable department using the provided contact information.