

Detailed Reconciliation Payment Statement

Statement No.: REC-2024-10054	Date: 2024-06-12
Account Holder: ABC Supplies Ltd.	Account Number: 456789023
Prepared By: Jane Doe	Period Covered: 2024-05-01 to 2024-05-31

Transaction Details

Date	Description	Reference	Debit (USD)	Credit (USD)	Balance (USD)
2024-05-02	Invoice Payment - INV10023	PAY20240502A		4,500.00	4,500.00
2024-05-06	Bank Charges	CHG20240506B	25.00		4,475.00
2024-05-12	Returned Payment	RET20240512C	500.00		3,975.00
2024-05-20	Deposit - Adjustment Credit	DEP20240520D		200.00	4,175.00
2024-05-28	Supplier Refund	REF20240528E		100.00	4,275.00

Summary

Opening Balance (2024-05-01)	0.00
Total Credits	4,800.00
Total Debits	525.00
Closing Balance (2024-05-31)	4,275.00

Important Notes

- This statement is for reconciliation purposes and should be cross-verified with your records.
- Any discrepancies should be reported within 7 days of receipt.
- Credits and debits represent all transactions processed during the stated period.
- Maintain supporting documents for each transaction as part of your audit trail.
- Contact your account manager for clarifications or for reporting adjustments.