

# Detailed Monthly Arrears Calculation Document

Reference No: AR123456/06/2024

Prepared For: John Doe

Account Number: 0098761234

Address: 456 Main Street, Downtown City

Period Covered: January 2024 – June 2024

Date Prepared: 17 June 2024

## Summary of Arrears Calculation

Month	Due Amount	Amount Paid	Outstanding Arrears	Remarks
January 2024	\$500.00	\$400.00	\$100.00	Partial payment
February 2024	\$500.00	\$500.00	\$0.00	Paid in full
March 2024	\$500.00	\$300.00	\$200.00	Underpayment
April 2024	\$500.00	\$0.00	\$500.00	No payment
May 2024	\$500.00	\$250.00	\$250.00	Partial payment
June 2024	\$500.00	\$0.00	\$500.00	No payment
Total Outstanding		\$1,550.00		

## Payment History Overview

Date	Amount Paid	Payment Method	Month Credited
10 Jan 2024	\$400.00	Bank Transfer	January 2024
15 Feb 2024	\$500.00	Bank Transfer	February 2024
10 Mar 2024	\$300.00	Cheque	March 2024
22 May 2024	\$250.00	Online Payment	May 2024

## Important Notes

- This document is for detailed record-keeping of monthly arrears and payment history.
- All amounts are shown in USD.
- Outstanding arrears may accrue interest or penalties if not settled promptly.
- Payment methods are recorded based on submitted receipts and account statements.
- Please contact Accounts Receivable for discrepancies or further clarifications.