

# Transactions Details

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From/To Account:

Bank Account \_\_\_\_\_ Credit Card: \_\_\_\_\_ Loan: \_\_\_\_\_  
(last 4 digit) (last 4 digit) (last 4 digit)

Date	
Number: <ul style="list-style-type: none"><li>• Bill no:</li><li>• Check no:</li><li>• Payment Received No:</li></ul>	
Name (last name, first name) <ul style="list-style-type: none"><li>• Received from</li><li>• Paid to</li></ul>	
The reason a payment is issued or received: <ul style="list-style-type: none"><li>• Expenses</li><li>• Account (last 4 digit)</li><li>• Credit Card (last 4 digit)</li><li>• Loan (last 4 digit)</li><li>• Bank (last 4 digit)</li></ul>	Name and Amount
Total Amount	\$
Property/Job No	
Billable: Yes/No	
Class	

**ATTACH DOCUMENTATION IF REQUIRED**