DEBT PAYMENT RECORD REVIEW

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Use a short account label and one currency per project.

STEP 2 Enter your own planned payment and the amount actually recorded as paid.

STEP 3 Reconcile against the lender statement and list any unresolved difference.

STEP 4 Which fact or document still needs checking?

DEBT PAYMENT RECORD REVIEW

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

RECORD OR REVIEW DATE	ACCOUNT LABEL OR PAYMENT PERIOD	PERSON RESPONSIBLE	PAYMENT PLAN	RECORDED PAYMENT	PAYMENT REFERENCE AND BALANCE TO VERIFY

Outstanding question or record to confirm

DEBT PAYMENT RECORD REVIEW

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Use a short account label and one currency per project.

Concrete next action	Owner / due

ACTION 2 Enter your own planned payment and the amount actually recorded as paid.

Concrete next action	Owner / due

ACTION 3 Reconcile against the lender statement and list any unresolved difference.

Concrete next action	Owner / due

IMPORTANT CONTEXT

This is a payment record, not financial advice or a debt-balance calculation. It does not calculate interest, fees, allocation or payoff timing.

- [ ] Source checked
- [ ] Next action assigned