SAMPLE · FICTIONAL COMPANY. Distribution Valmeuse inc. does not exist: the names, documents and amounts are invented. This is the report a Fruxal client receives, as is: what was found in each area, the supporting entries behind every amount, what to do, and what could not be checked.

FRUXAL · FINDINGS REPORT

Distribution Valmeuse inc.

Packaging distribution · November 4, 2026

Summary

Documents read: **8**

Measured from the documents: **$47,074 CAD** (7 findings)

To confirm: **1** (no amount until confirmed)

Do first: **Send the payment reminder to Quincaillerie Delorme (letter ready).**

What we found

Receivables $25,250 CAD

1. Invoice F-2291, due April 2, still open $18,400 CAD

MEASURED

What it means: Money your clients owe you has been waiting for a while. The longer it waits, the harder it is to collect.

Why it happens: Invoices get lost on the client's side or wait for one missing detail. A clear reminder with the invoice attached settles most of them.

What we saw: Quincaillerie Delorme owes $18,400 on invoice F-2291, 92 days old on April 30. No payment or credit note on the account offsets it.

Why act on it: This money is yours to collect. The sooner it is asked for, the easier it is to get.

What to do: 1. Send the payment reminder to Quincaillerie Delorme (letter ready). 2. If nothing comes in within 14 days, call the owner. 3. Hold new orders until the account is current.

> WHERE THIS COMES FROM
>
> Calculated from 1 supporting entry in Receivables aging, April 30:
>
> client 1042 · 2026-04-30: `QUINCAILLERIE DELORME F-2291 92 days 18,400.00`

2. Rénovations Pélican: $6,850 over 60 days on two invoices $6,850 CAD

MEASURED

What it means: Money your clients owe you has been waiting for a while. The longer it waits, the harder it is to collect.

Why it happens: Invoices get lost on the client's side or wait for one missing detail. A clear reminder with the invoice attached settles most of them.

What we saw: Two invoices of $4,100 and $2,750, 67 and 74 days old. A $1,200 payment received on April 9 was applied to a newer invoice, so it does not reduce these two.

Why act on it: This money is yours to collect. The sooner it is asked for, the easier it is to get.

What to do: 1. Send the payment reminder to Rénovations Pélican (letter ready). 2. Confirm with the client which invoice the April 9 payment was for.

> WHERE THIS COMES FROM
>
> Calculated from 2 supporting entries in Receivables aging, April 30:
>
> client 1187 · 2026-04-30: `RENOVATIONS PELICAN F-2312 74 days 2,750.00`
>
> client 1187 · 2026-04-30: `RENOVATIONS PELICAN F-2338 67 days 4,100.00`

Payables $14,690 CAD

3. Invoice F-88011 paid by cheque on April 15, then by company card on April 18 $11,210 CAD

MEASURED

What it means: The same supplier bill was paid twice. The supplier now holds money that belongs to you and owes you a credit or a refund.

Why it happens: It happens when a bill is entered twice (a reminder scanned as a new bill, a supplier saved under two names) or paid by two channels. Suppliers rarely flag it on their own.

What we saw: Emballages Corvin invoice F-88011 was paid through the payables register by cheque 4127, then paid again three days later on the business Visa. Only one invoice exists.

Why act on it: This money is yours. Suppliers rarely return it on their own: a short request with the supporting entries attached usually settles it.

What to do: 1. Send Emballages Corvin the credit note request (letter ready). 2. Once the credit note is received, apply it to the next invoice. 3. Ask the team to pay supplier invoices through one channel only.

> WHERE THIS COMES FROM
>
> Calculated from 2 supporting entries in Payables register, April, Business Visa statement, April:
>
> line 214 · 2026-04-15: `F-88011 EMBALLAGES CORVIN CHQ 4127 11 210,00`
>
> line 38 · 2026-04-18: `EMBALLAGES CORVIN INC LAVAL QC 11 210,00`

4. The same Transport Marvel invoice paid twice under two numbers: $3,480

$3,480 CAD

MEASURED

What it means: The same supplier bill was paid twice. The supplier now holds money that belongs to you and owes you a credit or a refund.

Why it happens: It happens when a bill is entered twice (a reminder scanned as a new bill, a supplier saved under two names) or paid by two channels. Suppliers rarely flag it on their own.

What we saw: Invoice TM-5520 was paid on April 3. The same delivery, date and amount came back as TM-5520–A and was paid on April 24.

Why act on it: This money is yours. Suppliers rarely return it on their own: a short request with the supporting entries attached usually settles it.

What to do: 1. Send Transport Marvel the credit note request (letter ready). 2. Block invoice numbers that only add a suffix to one already paid.

> WHERE THIS COMES FROM
>
> Calculated from 2 supporting entries in Payables register, April:
>
> line 88 · 2026-04-03: `TM-5520 TRANSPORT MARVEL BL 77812 3 480,00`
>
> line 302 · 2026-04-24: `TM-5520-A TRANSPORT MARVEL BL 77812 3 480,00`

5. Emballages Corvin: 6 invoice lines above the 2026 price list, $728 to confirm

$6 CAD

TO CONFIRM

TO CONFIRM

What it means: A supplier billed more than the price agreed with you.

Why it happens: Price lists change in the supplier's system before the agreement is updated. Each item billed above the agreed price is a credit to ask for.

What we saw: Six lines of corrugated boxes, 4,850 units, were billed at $1.18 to $1.24 a unit, $1.21 on average. The 2026 price list sets $1.06. The list says prices hold "unless a written notice is sent": no notice was among the documents.

What to do: 1. Ask Emballages Corvin whether a price notice was sent. 2. If not, request a credit note for the six lines.

Settled by: Emballages Corvin's written price notice, or its confirmation that none was sent

> WHERE THIS COMES FROM
>
> Calculated from 2 supporting entries in Emballages Corvin price list, 2026, Emballages Corvin invoices, March and April:
>
> p. 4: `BX-1824 corrugated box 18x12x10: 1.06 / unit, unless a written notice is sent`
>
> F-87940, F-88011, F-88102: `BX-1824 6 lines 4,850 units 1.18 to 1.24` · $728 CAD

Taxes $5,994 CAD

6. Revenu Québec: $2,074 of penalty and interest on a late GST/QST return $2,074 CAD

MEASURED

What it means: Revenu Québec or the CRA added penalties or interest. These can often be cancelled on request when there is a good reason.

Why it happens: A filing a few days late or a payment applied to the wrong period is enough to trigger them. Both authorities have a form to ask for cancellation.

What we saw: The notice of March 28 assesses a $1,860 late-filing penalty and $214 of interest on the Q4 2025 return, filed 9 days late during the system change.

Why act on it: The authorities act only on request, and the time to ask is limited.

What to do: 1. Send your accountant the cancellation request (prepared), with the dates of the system change. 2. Your accountant files it with Revenu Québec.

> WHERE THIS COMES FROM
>
> Calculated from 2 supporting entries in Revenu Québec notice of assessment, March 28:
>
> p. 1 · 2026-03-28: `Late-filing penalty 1,860.00`
>
> p. 1 · 2026-03-28: `Interest 214.00`

7. CRA payroll account: $3,920 credit balance never claimed $3,920 CAD

MEASURED

What it means: The tax authority owes you money: your account shows a credit in your favour.

Why it happens: Credits stay on the account until someone asks for the refund or applies them to the next payment.

What we saw: The April 10 statement shows a credit of $3,920 from a December remittance paid twice. It has sat on the account for four months.

Why act on it: The authorities act only on request, and the time to ask is limited.

What to do: 1. Ask your accountant to request the refund or to apply it to the next remittance.

> WHERE THIS COMES FROM
>
> Calculated from 1 supporting entry in CRA statement of account, April 10:
>
> p. 2 · 2026-04-10: `Account balance CR 3,920.00`

Other findings $1,140 CAD

8. Bank: $1,140 of overdraft and NSF fees in April $1,140 CAD

MEASURED

What it means: Fees taken by your bank or card processor are higher than they should be, or come back every month without a reason.

Why it happens: Fee plans change quietly over time and old options stay billed. A call with the statement in hand usually removes them.

What we saw: Six overdraft days and four NSF fees, all in the week before client deposits came in.

Why act on it: This amount is owed to the business. It is paid once it is requested.

What to do: 1. Ask the bank to reverse the April NSF fees (letter ready). 2. Move the supplier payment run to after client deposits.

> WHERE THIS COMES FROM
>
> Calculated from 2 supporting entries in Bank statement, April:
>
> April 6 to 12: `OVERDRAFT INTEREST AND FEES 6 days 660.00`
>
> April 8 to 11: `NSF FEE 4 x 120.00 480.00`

How this report was made, and what was checked

Fruxal read the documents listed below. Each finding names the document and page it comes from, so it can be checked against the original.

- **Measured:** the amount is calculated from entries printed in the document. Every supporting entry is listed under the finding. No amount comes from an estimate or an industry average.
- **To confirm:** the document states the fact but not what it costs. The passage is quoted word for word, and the finding names the document or answer that would settle it.
- **Checks:** each quoted passage was matched word for word against the document, and each was checked to state what its finding says. A finding that failed either check was discarded.
- **Review:** each finding was reviewed by the rep on file and approved by Fruxal before it went into this report.

Documents read

Payables register, April.xlsx · 412 payments, 86 suppliers

Bank statement, April.pdf · 1,284 transactions

Business Visa statement, April.pdf · 96 transactions

Receivables aging, April 30.xlsx · 148 clients, 412 open invoices

Revenu Québec notice of assessment, March 28.pdf · GST/QST, Q4 2025

CRA statement of account, April 10.pdf · Payroll account

Emballages Corvin price list, 2026.pdf · 214 items

Emballages Corvin invoices, March and April.pdf · 38 invoices, 612 lines

Only these documents were read. What they do not show is not covered by this report.

What was checked

Receivables	**Checked:** Client balances past 60 and 90 days, and how much one client carries
Payables	**Checked:** Payments made twice, near-identical payments, suppliers set up twice **Checked:** Bills paid a second time outside the payables register (register against bank and card statements) **Checked:** Supplier invoice lines against the supplier's price list **Checked:** Bank and card fees, double charges, recurring charges **Not checked:** Supplier bills by age: no payables aging report provided

Taxes	**Checked:** Penalties, interest, balances owing and credit balances printed on tax notices

Recommendations

1. **Send the payment reminder to Quincaillerie Delorme (letter ready).**
   Finding 1 · Invoice F-2291, due April 2, still open
2. **Send Emballages Corvin the credit note request (letter ready).**
   Finding 3 · Invoice F-88011 paid by cheque on April 15, then by company card on April 18
3. **Send the payment reminder to Rénovations Pélican (letter ready).**
   Finding 2 · Rénovations Pélican: $6,850 over 60 days on two invoices
4. **To extend the review:** Supplier bills by age: no payables aging report provided

This report is an analysis of the documents provided. It is not an assurance or review engagement, a valuation or a tax opinion.