ACCOUNTS RECEIVABLE SUMMARY

Period: _____

Date Generated: _____

Prepared By: _____

TOTAL OUTSTANDING	TOTAL CURRENT	TOTAL OVERDUE	CASH COLLECTED (MTD)

CUSTOMER NAME	INVOICE NO.	INVOICE DATE	DUE DATE	TOTAL AMOUNT	OPEN BALANCE	AGING BREAKDOWN (DAYS OVERDUE)			
						0 - 30	31 - 60	61 - 90	91 +
			Total:						

Prepared By

Reviewed By

Authorized Signature