

How to complete a Accounts Receivable Aging Report in Georgia

Color-coded aging buckets (Current, 1-30, 31-60, 61-90, 91-120) with per-customer totals and grand totals.

What this form is for

Banks use the Accounts Receivable Aging Report to assess how quickly your customers pay and whether your outstanding invoices are actually collectible. You will submit this report when applying for a working-capital line of credit or when the lender requests updated financial statements during annual renewals.

Before you start

- Pull a complete list of all unpaid customer invoices from your accounting software with invoice dates and amounts due
- Verify customer names match exactly how they appear on original invoices and contracts
- Identify today's date to calculate how many days each invoice has been outstanding
- Have your general ledger AR balance ready to cross-check against the report total
- Flag any disputed invoices or customers currently in collections

Step-by-step

1. Enter the report date at the top, which establishes the snapshot moment for aging calculations.
2. List each customer alphabetically in the first column with their full legal business name as it appears on invoices.
3. For each customer, assign every unpaid invoice to the correct aging bucket based on days outstanding: Current (0-30 days), 1-30 days past due is actually the 31-60 bucket, then 31-60 becomes 61-90, and so on through 91-120 and over 120 days.
4. Enter the dollar amount for each invoice in its corresponding aging column, working across the row for that customer.
5. Total each customer row horizontally so the far-right column shows the total amount that customer owes you.
6. After listing all customers, calculate column totals vertically for each aging bucket to show how much of your entire receivables portfolio falls into each time frame.
7. Sum all column totals to produce the grand total of accounts receivable, which must match your general ledger AR account balance.

8. Apply color coding if required: green for Current, yellow for 31-60, orange for 61-90, and red for anything over 90 days to provide visual risk assessment.
9. Sign and date the bottom of the form, and have your bookkeeper or controller countersign if your bank requires dual verification.

What lenders look for

- Banks get nervous when more than 20 percent of your receivables sit in the over-60-days buckets because those invoices may never convert to cash, so clean up old balances or write them off before submission.
- Cross-reference customer names on this report with your customer concentration analysis because Georgia lenders often apply stricter advance rates if one customer represents over 25 percent of your AR.
- Double-check that your grand total reconciles to your balance sheet AR line item for the same date or the underwriter will kick back your entire loan package for corrections.