

ATTACHMENT 2: Sample Accounts Receivable Aging Report

Accounts Receivable Aging Report NYS CDFI June 30, 2016							
<i>Customer Name</i>	<i>MWBE</i>	<i>ESD Funds Used*</i>	<i>Total Accts. Rec.</i>	<i>Current</i>	<i>1-30 Days Past Due</i>	<i>31-60 Days Past Due</i>	<i>Over 60 Days Past Due</i>
Quick Computer Supply	W	\$1,600	\$1,600	\$ 300	\$ 500	\$ 500	\$ 300
Kitchens by Voels	M	\$2,800*	2,800	2,800	----	----	----
Jansa's Sport Stores			1,000	1,000	----	----	----
Bradley Farms, Inc.			1,600	----	1,600	----	----
TrueBrew Unlimited	W	\$2,000*	2,000	1,100	500	400	----
Enneking Enterprises	M	\$400	400	----	400	----	----
Hove and Sanborn LLC	M	\$600	600	600	----	----	----
J. Siegel, CPA	-		1,200	1,200	----	----	----
Total	5	\$7,400	\$11,200	\$7,000	\$3,000	\$ 900	\$ 300

TIP: If you are using one of the many available accounting software packages for billing and accounts receivable processing, check it first to see if it prepares the aging schedule automatically. Most accounting software packages will prepare an accounts receivable aging schedule at the touch of a button and all you need to do is add the MWBE status and ESD funds used.