# Accounts Receivable Aging Report

**Purpose:** This report provides an overview of outstanding customer invoices, categorized by how long they have been overdue. It helps organizations monitor and manage collections effectively, identify potential cash flow issues, and prioritize follow-up actions.

## Company Information

**Company Name:** {companyName}  
**Report Date:** {reportDate}  
**Prepared By:** {preparedBy}

## Customer Summary

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Customer Name** | **Total Due** | **Current** | **1-30 Days** | **31-60 Days** | **61-90 Days** | **90+ Days** |
| {#customers}{customerName} | {totalDue} | {current} | {days30} | {days60} | {days90} | {days90Plus}{/customers} |

## Detailed Invoice Aging

Below is the detailed breakdown of invoices for each customer.

{#customers}

### {customerName}

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Invoice Number** | **Invoice Date** | **Due Date** | **Invoice Amount** | **Outstanding Balance** | **Aging Period** |
| {#invoices}{invoiceNumber} | {invoiceDate} | {dueDate} | {invoiceAmount} | {balance} | {agingPeriod}{/invoices} |

{/customers}

## Notes and Follow-Up Actions

{#notes}

* **{title}:** {description}

{/notes}

## Conclusion

This report is essential for identifying overdue accounts and ensuring timely collection. It is recommended to follow up with customers listed under older aging periods and take necessary measures to recover outstanding dues efficiently.