

ACCOUNTS RECEIVABLE REPORT

Period Ending June 30, 2022

DEPARTMENT: _____

FUND: _____

PREPARED BY: _____ Phone # _____

DATE PREPARED: _____

<u>RECEIVABLE DESCRIPTION</u>	<u>CURRENT RECEIVABLES</u>	<u>31 -120 DAYS PAST DUE</u>	<u>OVER 120 DAYS PAST DUE</u>	<u>TOTAL RECEIVABLES</u>
	\$	\$	\$	\$
Total Receivables	\$	\$	\$	

<u>ALLOWANCE</u>	<u>Allowance for Current Receivables</u>	<u>Allowance for 31-120 Days Past Due</u>	<u>Allowance for Over 120 Days Past Due</u>	<u>TOTAL ALLOWANCE FOR UNCOLLECTIBLES</u>
LESS: Allowance for Uncollectible	\$	\$	\$	\$
Total Allowance	\$	\$	\$	\$

*** Write-offs Due to Uncollectability**

	No. of Accounts	Dollar Amount
• Bankruptcy		\$
• No Assets		\$
• Unable to Locate		\$
• Costs Exceed Benefits		\$
• Hardship		\$
• Negotiated Compromises		\$
• Collection Remedies Exhausted		\$
* Administrative Reduction in Amounts Owed		
• Court Decision		\$
• Administrative Decision		\$

INSTRUCTIONS

1. Enter your department name, date and who prepared the report.
2. Enter the fund in which the receivables shall be receipted.
3. Enter a general description of the type of receivable. Include a list of Receivables "Due From" other state agencies & the agencies they are due from.
4. Classify and total your receivables based on the classifications at the right.
5. DO NOT report any receivables in the MyWSU System.

CLASSIFICATION DEFINITIONS

- | | |
|------------------------------|---|
| Current: | Invoice date to 30 days after invoice date. |
| 31 – 120 Days Past Due: | 31 to 120 days after invoice date. |
| Over 120 Days Past Due: | More than 120 days after invoice date. |
| Allowance for Uncollectible: | Portion of receivables estimated to never be collected. |

6.* Complete the *Write-offs* and *Administrative Reduction* lines providing the type/description, number of accounts and amount.