Departmental Sales Accounts Receivable Reporting Instructions
Departmental Sales Accounts Receivable Aged Analysis

The total Accounts Receivable for the University of Georgia must be reported to the Board of Regents twice a year. You should provide an aging of the total accounts receivable that correspond with the June 30th status report and the December 31st status report using the attached format. This report should be submitted to the Accounts Receivable Department no later than February 10th following the December 31st status report and in June prior to fiscal year end closing.

Instructions for Departmental Sales Accounts Receivable Aged Analysis:

1) Identify the name of the Department holding the receivables

2) Identify the Departmental Account Number

3) Customer Number that is used by the department to identify each customer
(Do not use nine digit SSN.)

4) Customer Name

5) The total amount outstanding must be aged by the original billing date. Indicate the total amount that has been previously reserved, if applicable.

6) Total each column

7) The total Accounts Receivable per the aging analysis submitted should balance with the department's internal accounts receivable records. At each fiscal year end, the total Accounts Receivable Aging Analysis should balance to the amount posted as a receivable on the UGA Financial Accounting System.