

# Aging Report — blank template

Print this and fill it in by hand, or use the Excel version where the buckets calculate themselves.

| Customer name | Invoice no. | Invoice date | Terms | Due date | Amount (RM) | Days overdue | 0-30 | 31-60 | 61-90 | 90+ |
|---------------|-------------|--------------|-------|----------|-------------|--------------|------|-------|-------|-----|
|               |             |              |       |          |             |              |      |       |       |     |
|               |             |              |       |          |             |              |      |       |       |     |
|               |             |              |       |          |             |              |      |       |       |     |
|               |             |              |       |          |             |              |      |       |       |     |
|               |             |              |       |          |             |              |      |       |       |     |
|               |             |              |       |          |             |              |      |       |       |     |
|               |             |              |       |          |             |              |      |       |       |     |
|               |             |              |       |          |             |              |      |       |       |     |
|               |             |              |       |          |             |              |      |       |       |     |
|               |             |              |       |          |             |              |      |       |       |     |
|               |             |              |       |          |             |              |      |       |       |     |
|               |             |              |       |          |             |              |      |       |       |     |
|               |             |              |       |          |             |              |      |       |       |     |
|               |             |              |       |          |             |              |      |       |       |     |
|               |             |              |       |          |             |              |      |       |       |     |
|               |             |              |       |          |             |              |      |       |       |     |
|               |             |              |       |          |             |              |      |       |       |     |
|               |             |              |       |          |             |              |      |       |       |     |
|               |             |              |       |          |             |              |      |       |       |     |
|               |             |              |       |          |             |              |      |       |       |     |

Bucket = how many days past the DUE date, not the invoice date.

Free aging report template — [niagawan.com/aging-report/](https://niagawan.com/aging-report/)