ChecklistGuro

Accounts Receivable Management Checklist

Customer Onboarding & Credit Approval

Verify new client documentation, perform credit checks, and establish formal credit limits and payment terms.

Customer Legal Name

Write something...

Tax Identification Number (TIN/VAT)

Write something...

Credit Limit Approved

- [ ] Yes
- [ ] No

Approved Credit Limit Amount

Enter a number...

Credit Review Date

Enter date...

Credit Reference Documents

Upload File

Required Verification Steps Completed

- [ ] ID/Business Registration Verified
- [ ] Credit Bureau Report Reviewed
- [ ] Bank Reference Confirmed
- [ ] Trade Reference Checked

Credit Manager Approval

Invoicing & Billing Accuracy

Ensure all completed orders or services are accurately captured, taxed correctly, and invoiced within the billing cycle.

Invoice Date

Enter date...

Invoice Number

Write something...

Total Invoice Amount

Enter a number...

Billing Status

- [ ] Draft
- [ ] Pending Approval
- [ ] Sent to Client
- [ ] Completed

Verification Checklist

- [ ] Line items match Purchase Order
- [ ] Tax rates applied correctly
- [ ] Shipping/Freight charges included
- [ ] Discount/Promotion applied

Supporting Documentation (PO or Delivery Note)

Upload File

Discrepancy Notes

Write something...

Payment Processing & Application

Record incoming payments (ACH, Check, Wire), match payments to specific invoices, and update the general ledger.

Payment Received Date

Enter date...

Payment Amount

Enter a number...

Payment Method

- [ ] ACH/Electronic Transfer
- [ ] Credit Card
- [ ] Check
- [ ] Wire Transfer
- [ ] Cash

Reference Number (Check # or Transaction ID)

Write something...

Applied Invoices

- [ ] Invoice #1001
- [ ] Invoice #1002
- [ ] Invoice #1003

Payment Remittance Advice or Receipt

Upload File

Notes on Discrepancies or Short Payments

Write something...

Processor Verification

Accounts Receivable Monitoring

Review aging reports regularly to identify overdue accounts and monitor the status of all outstanding balances.

Date of Aging Report Review

Enter date...

Aging Category Reviewed

- [ ] 0-30 Days
- [ ] 31-60 Days
- [ ] 61-90 Days
- [ ] Over 90 Days

Total Outstanding Balance Amount

Enter a number...

Discrepancies Identified

- [ ] Unapplied Credits
- [ ] Missing Invoice Numbers
- [ ] Incorrect Customer Information
- [ ] Price/Quantity Mismatches

Reviewer Comments & Notes

Write something...

Upload Aging Report PDF

Upload File

Reviewer Approval Signature

Collections & Follow-up Procedures

Execute scheduled follow-up emails, make collection calls for overdue invoices, and document all customer communications.

Follow-up Date

Enter date...

Follow-up Method

- [ ] Email
- [ ] Phone Call
- [ ] Physical Mail
- [ ] SMS/Text

Customer Contact Person

Write something...

Communication Notes

Write something...

Follow-up Outcome

- [ ] Promise to Pay
- [ ] Dispute Raised
- [ ] Payment Pending
- [ ] No Response

Proof of Communication/Email Thread

Upload File

Collector Signature

Dispute & Credit Memo Management

Identify disputed invoices, investigate discrepancies, and process authorized credit memos or adjustments.

Dispute Reference Number

Write something...

Customer Name

Write something...

Dispute Reason Description

Write something...

Credit Memo Amount

Enter a number...

Dispute Category

- [ ] Pricing Error
- [ ] Damaged Goods
- [ ] Incorrect Quantity
- [ ] Service Issue
- [ ] Duplicate Billing

Resolution Deadline

Enter date...

Supporting Evidence (Photos/Email/Contract)

Upload File

Manager Approval Signature

Reconciliation & Month-End Closing

Reconcile the Accounts Receivable sub-ledger with the General Ledger and ensure all month-end adjustments are posted.

Closing Period Date

Enter date...

Completed Reconciliations

- [ ] AR Sub-ledger to General Ledger
- [ ] Bank Statement Reconciliation
- [ ] Unapplied Credits Review
- [ ] Revenue Recognition Check

Total Outstanding AR Balance

Enter a number...

Discrepancy Notes

Write something...

Unresolved Reconciliation Issues

Write something...

Reconciliation Supporting Documentation

Upload File

Controller Approval

Bad Debt & Write-off Management

Evaluate uncollectible accounts for potential write-offs and follow the formal authorization process for bad debt recognition.

Date of Write-off Request

Enter date...

Customer Account Name

Write something...

Total Amount to be Written Off

Enter a number...

Reason for Write-off

- [ ] Bankruptcy
- [ ] Disputed Invoice/Service Issue
- [ ] Uncollectible/Small Balance
- [ ] Customer Insolvency
- [ ] Error in Original Billing

Collection Efforts Summary

Write something...

Supporting Documentation (e.g., Correspondence or Legal Notice)

Upload File

Authorized Manager Approval