

ACCOUNTS RECEIVABLE SUMMARY REPORTING REQUIREMENTS

ACCOUNTS RECEIVABLE SUMMARY REPORT

Contractor Name _____ **ASAP ID#** _____
Sub-Contractor Name _____ **Month of Report** _____

NUMBER OF ACCOUNTS _____ **AMOUNT** _____

A. SUMMARY OF ACCOUNTS RECEIVABLES

1. Beginning Receivables		\$
2. New Receivables		\$
3. Collections On Receivables		\$
4. Adjusted Amounts		\$
5. Amounts Written Off		\$
6. Transferred To TMA		\$
7. Ending Receivables (Lines A.1 + A.2 - A.3 +/- A.4 - A.5 - A.6)		\$

B. OUTSTANDING RECEIVABLES

1. Principal Amount ≥ \$600.00

a. Not Delinquent		\$
b. Delinquent		
1) 1-30 Days		\$
2) 31-60 Days		\$
3) 61-90 Days		\$
4) 91-180 Days		\$
5) 181-365 Days		\$
6) > 1 Year to 2 Years		\$
7) > 2 Years to 6 Years		\$
8) > 6 Years to 10 Years		\$
9) > 10 Years		\$
10) Total Delinquent Receivables ≥ \$600.00 (Total of Lines B.1.b.1 thru B.1.b.9)		\$
c. Total Outstanding Receivables ≥ \$600.00 (Total of Lines B.1.a + B.1.b.10)		\$

2. Principal Amount ≤ \$599.99

a. Not Delinquent		\$
b. Delinquent		
1) 1-30 Days		\$
2) 31-60 Days		\$
3) 61-90 Days		\$
4) 91-180 Days		\$
5) 181-365 Days		\$
6) > 1 Year to 2 Years		\$
7) > 2 Years to 6 Years		\$
8) > 6 Years to 10 Years		\$
9) > 10 Years		\$
10) Total Delinquent Receivables ≤ \$599.99 (Total of Lines B.2.b.1 thru B.2.b.9)		\$
c. Total Outstanding Receivables ≤ \$599.99 (Total of Lines B.2.a + B.2.b.10)		\$

3. Total Receivables

a. Not Delinquent (Lines B.1.a + B.2.a)		\$
b. Delinquent		
1) 1-30 Days (Lines B.1.b.1 + B.2.b.1)		\$
2) 31-60 Days (Lines B.1.b.2 + B.2.b.2)		\$
3) 61-90 Days (Lines B.1.b.3 + B.2.b.3)		\$
4) 91-181 Days (Lines B.1.b.4 + B.2.b.4)		\$
5) 181-365 Days (Lines B.1.b.5 + B.2.b.5)		\$
6) > 1 Year to 2 Years (Lines B.1.b.6 + B.2.b.6)		\$
7) > 2 Years to 6 Years (Lines B.1.b.7 + B.2.b.7)		\$
8) > 6 Years to 10 Years (Lines B.1.b.8 + B.2.b.8)		\$
9) > 10 Years (Lines B.1.b.9 + B.2.b.9)		\$
10) Total Delinquent Receivables (B.1.b.10 + B.2.b.10)		\$
c. Total Outstanding Receivables (Line B.1.c + B.2.c)		\$

Instructions For Accounts Receivable Summary Report

The heading of this report shall include the following:

ACTIVITY FOR THE MONTH OF: All transactions shall be as of the end of the month being reported.

CONTRACTOR NAME: Name of the Prime Contractor

SUBCONTRACTOR NAME: Name of the Subcontractor

ASAP ID NUMBER: The ASAP number used for payments/collections and other bank transactions.

A. SUMMARY ACCOUNTS RECEIVABLE

1. **Beginning receivables** - Carried forward from line A.7. of the prior month report.
2. **New receivables** - Enter the number and amount of new receivables generated during the reporting period.
3. **Collections on receivables** - Include in the Amount column, all installment payments and offset adjustments received. In the Number of Cases column, include only the final installment or offset.
4. **Adjusted Amounts** - Enter the number and amount of corrections made to previously reported receivables and refunds of amounts previously reported as corrections. The amount noted on this line must be footnoted.
5. **Amounts written off** - Cases 300 days delinquent with balances less than \$600, the case shall be written-off and reported on line A.5. This case shall be dropped from the accounting records. However, the offset flag shall remain until the claims processing contract has elapsed or full payment is received. If full collection through offset is effected, then the write-off shall be reversed in the amount collected through offset (net of current write-offs) and the payment recorded (line A.3.).
6. **Transferred to TMA** - When a case with a balance of \$600 or more is transferred in accordance with Chapter 11, the balance transferred shall be reported on line A.6. An adjustment claim shall be processed for the total amount collected to the point of transfer either in payment or offset. If a transferred receivable is collected inadvertently through offset, the claims processing unit shall telephonically inform TMA, Recoupment Branch (303) 676-3741 of the collection. The amount of the offset shall reduce current transfers and be included in line 3. If a receivable has reached the mandatory time limit for transfer, but a claim is pending for offset which will not be paid until the next month, this receivable may be retained, reported on a footnote, and transferred the following month. The footnote shall provide the debtor's name, sponsor's name and last 4 digits of SSN, amount of debt, amount of potential offset, and the expected date of transfer. A copy of each report containing such footnotes shall be sent to the Chief, Recoupment Branch, Office of General Counsel, TMA, 16401 East Centretch Parkway, Aurora, CO 80011-9066.
7. **Ending receivables** - Total ending receivable balance to be carried forward to A.1. for the next reporting period.

B. OUTSTANDING RECEIVABLES

Not delinquent is normally 30 days from the date of initial notification of the debt or from the date of the last installment payment. Installments will be aged based on the date of the last payment. If the installment payment is delinquent (over 30 days from the last payment) the remaining unpaid balance will be reported in the proper aged category depending on amount of debt either (lines B.1.b.1. through 4. or lines B.2.b.1. through 4.).

B.1.c. = B.1.a. + B.1.b.7.

Instructions For Accounts Receivable Summary Report (Continued)

B.1.b.7. = Sum of B.1.b.1 through 6.

B.2.c. = B.2.a. + B.2.b.7.

B.2.b.7. = Sum of B.2.b.1. through 6.

B.3.c. = B.3.a. + B.3.b.7.

B.3.b.7. = Sum of B.3.b.1. through 6.

C. ENDING OUTSTANDING RECEIVABLES

Installments in excess of 24 months or monthly payments of less than \$50.00 are not normally allowed. Include all installment and non-installment receivables. The total of the amount on line C.3. must equal the amount on line A.7. and B.3.c. of the report.

Table 3: Accounts Receivable - Debts Transferred To TMA Detail Report

CONTRACTOR NAME _____ ASAP ID# _____
 SUBCONTRACTOR NAME _____

NAME	SSN*/TIN	NOT DELINQUENT	MONTH OF REPORT										TOTALS
			DAYS DELINQUENT										
			1-30	31-60	61-90	91-150	151-180	181-365	> 1YR AND <2YRS	>2YRS AND <6YRS	>6YRS AND <10YRS	>10YRS	
TOTALS:													

Instructions:
 This report shall list the cases that make up the total shown on line A.6. - Transferred to TMA - on the Accounts Receivable Summary Report.
 Aging shall be based on date of delinquency.
 a. For security reasons, report only the last 4 digits

