

How to complete a Accounts Payable Ledger in Florida

Vendor payables with invoice/due dates, amounts paid, and auto-computed outstanding balance.

What this form is for

This ledger tracks every unpaid vendor invoice your business owes, showing creditors what you owe, when payment is due, and how much remains outstanding. Banks review it during credit applications to assess your current liabilities and payment discipline.

Before you start

- Gather all unpaid vendor invoices with invoice numbers, dates, and amounts
- Collect proof of any partial payments made (check copies, bank statements, or payment confirmations)
- Have your vendor contact list ready with correct legal names and addresses
- Pull your most recent accounts payable aging report if your bookkeeping software generates one
- Identify the reporting period end date you will use for this snapshot

Step-by-step

1. Enter the reporting date at the top of the ledger. This establishes the snapshot date for all outstanding balances shown.
2. List each vendor in alphabetical order or by vendor account number in the first column. Use the legal business name exactly as it appears on invoices.
3. For each vendor, record the invoice number, invoice date, and original invoice amount in the designated columns.
4. Enter the payment due date for each invoice. Under Florida's prompt payment practices, note any early-payment discount terms if applicable.
5. In the Amount Paid column, record every payment you have made toward that invoice, including partial payments. If no payment has been made yet, enter zero or leave blank per form instructions.
6. Calculate the Outstanding Balance for each line by subtracting Amount Paid from the original invoice amount. Many ledgers auto-compute this field, but verify the math.
7. Repeat steps 3 through 6 for every open invoice from every vendor. Include recurring vendors with multiple invoices as separate line items.
8. Total the Outstanding Balance column at the bottom. This figure represents your total accounts payable as of the reporting date.

9. Cross-check your total against your general ledger accounts payable balance. Discrepancies indicate missing invoices or recording errors.

10. Sign and date the completed ledger if the form includes a certification section confirming accuracy.

What lenders look for

- Banks compare your accounts payable total to your requested loan amount and cash flow. A ledger showing chronic late payments or balances over 90 days past due raises red flags about financial discipline and vendor relationship strain.
- Common errors include listing the same invoice twice, forgetting to update partial payments, and mixing current obligations with old disputed invoices. Attach explanatory notes for any invoice older than 120 days.
- Underwriters verify large vendor debts directly, so ensure contact information is current and amounts reconcile to your balance sheet liabilities.