

How to complete a Accounts Payable Ledger in Georgia

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

What this form is for

The Accounts Payable Ledger tracks all money your business owes to vendors and suppliers, showing each invoice amount, payment dates, and remaining balances. Banks review this form to assess your current liabilities and payment discipline when evaluating creditworthiness and working capital needs.

Before you start

- Collect all unpaid vendor invoices with invoice numbers, dates, and amounts due
- Gather payment records showing partial or full payments already made on each invoice
- Have your vendor contact list ready with complete business names and payment terms
- Pull your most recent bank statements to verify payment dates and check numbers
- Confirm your chart of accounts coding for accounts payable if your lender requires GL cross-references

Step-by-step

1. Enter the reporting date at the top of the ledger so the lender knows the snapshot period this represents.
2. List each vendor alphabetically or by vendor ID number in the first column, using the exact legal business name that appears on invoices.
3. For each vendor row, record the invoice number, invoice date, and original invoice amount in the designated columns.
4. Enter the payment due date based on your vendor terms, noting whether you have net-30, net-60, or other arrangements common in your industry.
5. Fill in the amount paid column with any payments you have already made toward each invoice, including the payment date and check or transaction number.
6. Allow the form to auto-calculate the outstanding balance by subtracting amounts paid from the original invoice total, or manually compute if your version requires it.
7. Repeat steps 2 through 6 for every open vendor obligation, including recurring suppliers, utilities, professional services, and equipment leases if structured as payables.
8. Total the outstanding balance column at the bottom to show your complete accounts payable liability as of the reporting date.
9. Cross-check this total against your balance sheet accounts payable line to ensure consistency across all financial statements you submit.

10. Sign and date the completed ledger if your lender requires an officer attestation, which is common practice in Georgia for SBA-backed loans.

What lenders look for

- Banks want to see payment patterns that match your stated vendor terms, because chronic late payments signal cash-flow problems even if your revenue looks healthy.
- Avoid lumping multiple invoices into single line items, since underwriters need transaction-level detail to verify that large payables are legitimate trade obligations and not disguised related-party loans.
- Georgia lenders often compare your AP aging to industry benchmarks, so be prepared to explain any concentration where one vendor represents more than 20 percent of total payables.