

How to complete a Accounts Payable Ledger in Illinois

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

What this form is for

The Accounts Payable Ledger tracks money your business owes to vendors and suppliers. Lenders review this form to assess your current liabilities, cash-flow obligations, and whether you pay creditors on time.

Before you start

- Gather all unpaid vendor invoices with invoice numbers, dates, and amounts due
- Collect records of partial or full payments made toward each invoice, including payment dates and check numbers
- Have your vendor contact information and account terms (net 30, net 60, etc.) ready
- Pull your most recent bank statements to verify payment amounts and dates
- Confirm which invoices remain outstanding versus fully paid as of the ledger date

Step-by-step

1. Enter the reporting period or "as of" date at the top of the ledger to establish the snapshot date for your payables.
2. List each vendor name in alphabetical order or by account number, depending on your bookkeeping system.
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 based on your vendor terms (for example, if invoice date is March 1 and terms are net 30, due date is March 31).
5. In the "Amount Paid" column, record any payments made against each invoice, including the payment date and method (check number or electronic transfer reference).
6. Let the form auto-calculate the outstanding balance by subtracting amounts paid from the original invoice total, or manually compute if your template requires it.
7. Subtotal the outstanding balances by vendor so you can see how much you owe each supplier at a glance.
8. Calculate the grand total of all outstanding payables at the bottom of the ledger. This figure represents your total accounts payable liability.

9. Flag any overdue invoices (past the due date) with a note or separate column, as lenders will scrutinize late payments.

10. Sign and date the completed ledger to certify accuracy, especially if submitting to a bank in Illinois where commercial lending standards require borrower attestation.

What lenders look for

- Banks examine your payables aging to measure liquidity risk. Invoices more than 60 days overdue signal cash-flow trouble, so address or explain any delinquencies before submission.
- Reconcile your ledger total against your balance sheet accounts payable line. Mismatches raise red flags and delay loan decisions.
- Illinois lenders often request quarterly updates to this ledger during the loan term, so keep your records current and organized from the start.