

How to complete a Accounts Payable Ledger

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

What this form is for

Accounts Payable Ledger tracks every dollar your business owes to vendors and suppliers. Lenders review this to assess your current liabilities, payment discipline, and cash-flow obligations before approving credit lines or term loans.

Before you start

- All unpaid vendor invoices for the period you are reporting, sorted by vendor name
- Payment records showing amounts paid and payment dates for each invoice
- Vendor account statements to verify outstanding balances
- Your chosen reporting period end date, typically month-end or quarter-end
- Your governing state selection, which may affect statutory interest on late payments and disclosure requirements

Step-by-step

1. Select your governing state from the dropdown or checkbox provided on the form. State law influences late-payment interest calculations and may require specific vendor-notification language.
2. Enter the reporting period end date at the top of the ledger so the bank knows which snapshot of payables you are presenting.
3. List each vendor in the first column, alphabetically or by account number, using the exact legal business name that appears on their invoices.
4. For each vendor row, enter the invoice number, invoice date, and original invoice amount in the designated columns.
5. Record the due date for each invoice based on the vendor's payment terms, such as Net 30 or Net 60.
6. In the amounts-paid column, enter every payment you have made against that invoice, including the payment date. If you made partial payments, list each one on a separate sub-row or in the notes field.
7. Confirm that the outstanding balance auto-calculates correctly by subtracting total payments from the original invoice amount. If your form does not auto-calculate, compute and enter this manually.
8. Sum the outstanding balance column at the bottom to show total accounts payable. This figure will flow into your balance sheet and working-capital calculations.
9. Attach recent vendor statements as supporting exhibits, especially for any disputed or aged balances over 90 days.

What lenders look for

- Banks flag invoices more than 60 days past due as a red flag for cash-flow stress. Group aged payables into 0-30, 31-60, 61-90, and over-90-day buckets if your form includes an aging schedule.
- Underwriters compare your AP ledger total to your balance sheet. Mismatches suggest incomplete records or accounting errors that can delay approval.
- Avoid rounding to the nearest hundred or thousand. Enter exact cents to demonstrate rigorous bookkeeping and reduce the appearance of estimates.