

# How to complete a Accounts Payable Ledger in New York

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

## What this form is for

Use the Accounts Payable Ledger to show your bank a complete snapshot of money you owe vendors and suppliers. Lenders review this form during credit applications, renewals, and quarterly covenants to assess your short-term obligations and working capital health.

## Before you start

- Unpaid vendor invoices with invoice numbers, dates, and amounts due
- Payment records showing amounts already paid against each invoice
- Vendor names, addresses, and contact information exactly as they appear on invoices
- Your general ledger or accounting software accounts payable reports for the period
- Due dates and payment terms for each outstanding invoice

## Step-by-step

1. Enter the reporting period end date at the top of the ledger so the bank knows the snapshot date for your liabilities.
2. List each vendor alphabetically or by invoice date in the vendor name column, using the exact legal business name from invoices.
3. Record the invoice number and invoice date for each payable in the designated columns, ensuring every outstanding bill appears as a separate line item.
4. Enter the original invoice amount in the total invoice column, reflecting the full amount billed before any payments.
5. Fill in the amount paid column with any partial or full payments you have already made against that specific invoice, leaving it blank or zero if unpaid.
6. The outstanding balance column should auto-calculate by subtracting amount paid from total invoice. If your form does not auto-calculate, manually compute and double-check each line.
7. Enter the due date for each invoice based on vendor payment terms, noting any past-due items clearly since banks scrutinize late payments.
8. Total the bottom row across all columns. The outstanding balance total represents your current accounts payable liability and must match your balance sheet.

9. Add notes for any disputed invoices, payment plans, or unusual terms in a remarks column if your ledger includes one.

10. Sign and date the form, then compare the final outstanding balance total to your general ledger accounts payable balance to confirm accuracy before submission.

## What lenders look for

- Banks calculate your current ratio and working capital from this ledger, so overdue invoices or ballooning payables raise red flags about cash flow problems. New York lenders are especially cautious if your payables exceed 90 days since state law gives creditors strong collection rights.

- Underwriters cross-check your accounts payable total against your balance sheet and cash flow projections. Mismatches suggest poor bookkeeping or hidden liabilities, both loan-killers.

- Avoid lumping multiple invoices under one vendor line. Itemize each invoice separately so the bank sees payment discipline and accurate aging, not vague totals that hide delinquencies.