

How to complete a Accounts Payable Ledger in Texas

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

What this form is for

Business owners and bookkeepers use the Accounts Payable Ledger to track money owed to vendors and suppliers. Lenders review this form during credit applications to assess your current liabilities and payment discipline.

Before you start

- Vendor invoices with invoice numbers, dates, and amounts due
- Payment records showing dates and amounts paid to each vendor
- Your general ledger or accounting software AP reports for the reporting period
- List of all active vendors with complete legal business names and contact information
- Any outstanding credit memos or adjustments that reduce amounts owed

Step-by-step

1. Enter the reporting period covered by this ledger at the top of the form, typically a month or quarter ending on the last day you want to report.
2. List each vendor in a separate row using their complete legal business name exactly as it appears on their invoices.
3. Record the invoice number in the designated column for each transaction to create a clear audit trail back to source documents.
4. Enter the invoice date and the payment due date for each line item, ensuring accuracy because lenders calculate your days payable outstanding from these dates.
5. Fill in the total invoice amount in the appropriate column, entering the full amount originally billed before any payments.
6. Record each payment made against that invoice in the payment column with the actual date you remitted funds or the check cleared.
7. Allow the form to auto-calculate the outstanding balance for each line by subtracting payments from invoice amounts, or calculate manually if the form does not have built-in formulas.
8. Total the outstanding balance column at the bottom to show your current accounts payable position as of the reporting date.

9. Review aging by grouping payables into current, 30 days, 60 days, and 90-plus days past due if your form includes an aging section.

10. Sign and date the completed ledger, certifying the accuracy of the information to the best of your knowledge.

What lenders look for

- Banks compare your AP ledger against your balance sheet to verify liabilities match, so reconcile these documents before submission to avoid red flags about accounting accuracy.

- Underwriters scrutinize past-due balances over 60 days as a sign of cash-flow stress, so include brief written explanations for any aged payables caused by legitimate disputes or payment terms rather than financial problems.

- Texas lenders may cross-reference vendor names against UCC filings to identify secured creditors with priority claims, so disclose any vendor financing arrangements or consignment inventory separately.