Harbour Trading Ltd - Accounts Payable Register

Resource OF-XLS-FIN-003 - Version 1.0

Purpose

Track every supplier invoice in one register: what was invoiced, what has been paid, what is still outstanding, and how old each is. Ageing buckets show what is current and what is 1 to 30, 31 to 60, 61 to 90, or over 90 days overdue, so you can see at a glan need paying first.

How to use

1. Start on the Setup sheet: enter your company name, currency, and the date the ageing is worked out from (the as-at date).

2. Enter each invoice on the AP Register sheet: supplier, invoice number, invoice date, due date, amount, and amount paid so far

3. The outstanding amount, days overdue, status, and ageing buckets are formulas. Do not type over the grey cells.

4. Use the Summary sheet to see totals by supplier and the ageing totals, and to check that the ageing buckets add up to the total

Example figures

All figures in this workbook are examples for a fictional company, Harbour Trading Ltd. They are illustrative only. Overwrite th your own figures. Grey cells are formulas: do not type over them.

Assumptions

- Ageing is worked out from the due date against the as-at date on Setup, not from today's date, so the ageing stays fixed for the p reporting.

- An invoice is shown as Paid only when the amount paid equals the invoice amount.

- Part payments reduce the outstanding amount and the ageing bucket for that invoice.

What this workbook is NOT

- Not a payment run. It does not make payments or record bank transactions.

- Not a supplier statement. Use the Vendor Statement for a statement to send to a supplier.

Notes

- Add extra rows inside the table if you need more than 40 invoices, and copy the formulas down.

- Keep each supplier invoice filed by invoice number.

Setup - lists and settings

Workbook settings

Company name	Harbour Trading Ltd	Shown on the AP Register sheet. Replace with your own company name.
Currency label	USD	Shown in column headings. Change to your currency (for example, PKR, EUR, GBP).
As-at date (ageing date)	30 Nov 2026	Ageing is worked out from due dates against this date.

Suppliers

Northgate Supplies Ltd
Meridian Office Products
Atlas Logistics Ltd
Brightprint Services
Capital Catering Co
Vertex IT Solutions

Accounts Payable Register

Company: Harbour Trading Ltd - As at: 30 Nov 2026

Supplier	Invoice no.	Invoice date	Due date	Amount (USD)	Amount paid (USD)	Amount outstanding (USD)	Days overdue	Status	Current	1-30 days	31-60 days	61-90 days	Over 90 days
Northgate Supplies Ltd	INV-8821	03 Nov 2026	03 Dec 2026	12,400.00	0.00	12,400.00	0	Due	12,400.00	0	0	0	0
Northgate Supplies Ltd	INV-8790	14 Oct 2026	13 Nov 2026	8,900.00	8,900.00	0.00		Paid					
Meridian Office Products	INV-5510	20 Oct 2026	19 Nov 2026	6,750.00	3,000.00	3,750.00	11	Partly paid	0	3,750.00	0	0	0
Atlas Logistics Ltd	INV-3302	02 Sep 2026	02 Oct 2026	15,600.00	10,000.00	5,600.00	59	Partly paid	0	0	5,600.00	0	0
Brightprint Services	INV-7715	18 Aug 2026	17 Sep 2026	4,300.00	0.00	4,300.00	74	Overdue	0	0	0	4,300.00	0
Capital Catering Co	INV-2204	10 Jul 2026	09 Aug 2026	9,800.00	2,000.00	7,800.00	113	Partly paid	0	0	0	0	7,800.00
Vertex IT Solutions	INV-9901	24 Nov 2026	24 Dec 2026	18,250.00	0.00	18,250.00	0	Due	18,250.00	0	0	0	0
Meridian Office Products	INV-5528	11 Nov 2026	11 Dec 2026	2,400.00	0.00	2,400.00	0	Due	2,400.00	0	0	0	0
Atlas Logistics Ltd	INV-3319	28 Oct 2026	27 Nov 2026	7,150.00	7,150.00	0.00		Paid					
Brightprint Services	INV-7730	05 Nov 2026	05 Dec 2026	1,950.00	0.00	1,950.00	0	Due	1,950.00	0	0	0	0
Totals				**87,500.00**	**31,050.00**	**56,450.00**			**35,000.00**	**3,750.00**	**5,600.00**	**4,300.00**	**7,800.00**
Ageing check						**Ageing agrees: buckets add up to total outstanding.**							

Summary - ageing and suppliers

Totals from the AP Register sheet. Ageing buckets must add up to the total outstanding.

Ageing totals

Total invoiced	87,500.00
Total paid	31,050.00
Total outstanding	**56,450.00**
Current (not yet due)	35,000.00
1-30 days overdue	3,750.00
31-60 days overdue	5,600.00
61-90 days overdue	4,300.00
Over 90 days overdue	7,800.00
Ageing check	**Ageing agrees with total outstanding.**

Overdue invoices	4

Outstanding by supplier

Supplier	Invoiced	Paid	Outstanding
Northgate Supplies Ltd	21,300.00	8,900.00	12,400.00
Meridian Office Products	9,150.00	3,000.00	6,150.00
Atlas Logistics Ltd	22,750.00	17,150.00	5,600.00
Brightprint Services	6,250.00	0.00	6,250.00
Capital Catering Co	9,800.00	2,000.00	7,800.00
Vertex IT Solutions	18,250.00	0.00	18,250.00
Totals	**87,500.00**	**31,050.00**	**56,450.00**