

SAMPLE TEMPLATE

Accounts Payable Balancing Form
 Month of _____

I. Balance Cash Disbursement

Cash Account# _____

Query OAP004 _____

	<u>Trial Balance</u>			<u>Difference</u>
	<u>BY</u>	<u>Debits (+)</u>	<u>Credits (-)</u>	
Paid \$ _____	_____	_____	_____	
Voids\$ _____ (+ or-)	_____	+ _____	+ _____	
	Net Total \$ (Dr's & Cr's)	_____	_____	
Net Total AP \$ _____	Total \$	_____	_____	
Grand Total AP \$ _____	Grand Total TB \$	_____	_____	_____

II. Balance Outstanding Payables

Rpt#0AP0403 _____

	<u>Trial Balance</u>			<u>Difference</u>		
<u>Liability Acct#</u>	<u>Prior Year</u>	<u>Current Year</u>	<u>Total</u>	<u>Debits (+)</u>	<u>Credits (-)</u>	
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

III. Balance Expense Accounts (Travel & Per Diem)

	<u>Trial Balance</u>				<u>Difference</u>			
<u>Exp Acct#</u>	<u>0AP005</u>	<u>Query 0AR008 0AR009</u>	<u>Report GL041A</u>	<u>Total Acct \$</u>	<u>Debits (+)</u>	<u>Credits (-)</u>	<u>Net</u>	
_____	_____	+ _____	+ _____	= _____	_____	_____	_____	_____
_____	_____	+ _____	+ _____	= _____	_____	_____	_____	_____
_____	_____	+ _____	+ _____	= _____	_____	_____	_____	_____
_____	_____	+ _____	+ _____	= _____	_____	_____	_____	_____
_____	_____	+ _____	+ _____	= _____	_____	_____	_____	_____