

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> | |
| _____ | _____ | + _____ | + _____ | = _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | + _____ | + _____ | = _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | + _____ | + _____ | = _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | + _____ | + _____ | = _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | + _____ | + _____ | = _____ | _____ | _____ | _____ | _____ |