

Accounts Payable Tracker

Track supplier invoices, due dates, payments and ageing — all in one place.

How to use

1. Set the 'As at' date at the top of the AP Tracker tab (it defaults to today).
2. For each supplier invoice, fill the blue cells: supplier, purchase invoice no, invoice date, due date and amount
3. When you pay an invoice, enter the paid date. The balance drops to zero automatically.
4. Balance, days overdue and the ageing buckets all calculate themselves.
5. The summary strip at the top shows your ageing breakdown and total owed at a glance.

Clearing the sample data

The blue cells hold the example invoices. Select them and press Delete to start your own. The white, calculated cells look after themselves.



Removing the footer credit

A small OpenSheets credit prints in the page footer. You are welcome to keep it, or remove it via Page Layout → Page Setup → Header/Footer.

Notes

- Blue cells are your inputs. White cells are calculated and update automatically — do not type over them
- Balance = the amount if the paid date is blank, otherwise zero.
- Ageing is measured from the 'As at' date: Current = not yet due, through to 90+ days = critical
- The reconciliation check confirms the ageing buckets always add up to the total owed.
- The sheet is protected so only the blue cells can be edited. There is no password — unprotect it any time to change the layout
- Dates are dd/mm/yyyy and all figures are in GBP (£).

Key

	You complete these (input cells)
	Calculated automatically & locked (read-only)

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MTD for Income Tax bridging and compliance for sole traders and landlords.

ACCOUNTS PAYABLE TRACKER

Supplier invoices, due dates, payments and ageing

Your business name

As at

25/06/2026

Add your logo here

CURRENT		1-30 DAYS		31-60 DAYS		61-90 DAYS		90+ DAYS		TOTAL OWED		
£2,310.50		£2,681.60		£540.00		£1,395.20		£3,525.40		£10,452.70		
Supplier	Purchase invoice no	Invoice date	Due date	Amount	Paid date	Balance	Days	Current	1-30	31-60	61-90	90+
Sample Supplies Ltd	INV-4821	02/06/2026	02/07/2026	£1,450.00		£1,450.00	-	£1,450.00	-	-	-	-
Acme Trading Co	AC-10044	10/06/2026	30/06/2026	£860.50		£860.50	-	£860.50	-	-	-	-
Northgate Print & Design	NP-2231	20/05/2026	10/06/2026	£320.00		£320.00	15	-	£320.00	-	-	-
Riverside Logistics Ltd	RL-7789	12/05/2026	30/05/2026	£2,150.75		£2,150.75	26	-	£2,150.75	-	-	-
Example Office Supplies	EX-5567	28/04/2026	12/05/2026	£540.00		£540.00	44	-	-	£540.00	-	-
Bluebird Catering Ltd	BC-3390	15/04/2026	25/04/2026	£415.20		£415.20	61	-	-	-	£415.20	-
Hartley Plumbing Services	HP-8812	30/03/2026	01/04/2026	£980.00		£980.00	85	-	-	-	£980.00	-
Meridian IT Solutions	MI-6601	10/03/2026	20/03/2026	£3,250.00		£3,250.00	97	-	-	-	-	£3,250.00
Oakwood Stationers	OW-1120	18/02/2026	01/03/2026	£275.40		£275.40	116	-	-	-	-	£275.40
Sample Supplies Ltd	INV-4710	05/05/2026	04/06/2026	£690.00	03/06/2026	-	21	-	-	-	-	-
Acme Trading Co	AC-9981	20/04/2026	20/05/2026	£1,120.00	18/05/2026	-	36	-	-	-	-	-
Greenfield Utilities	GU-2048	01/06/2026	15/06/2026	£210.85		£210.85	10	-	£210.85	-	-	-
TOTAL				£12,262.70		£10,452.70		£2,310.50	£2,681.60	£540.00	£1,395.20	£3,525.40

Reconciliation check

Balanced