# Accounts Payable Tracker

**Purpose:** This document is designed to help finance teams monitor and manage outstanding invoices, due dates, and vendor payments. It improves visibility into liabilities and assists in managing company cash flow effectively.

## Company Information

**Company Name:** {companyName}  
**Prepared By:** {preparedBy}  
**Date:** {reportDate}

## Summary

**Total Outstanding Amount:** {totalOutstanding}  
**Number of Vendors:** {vendorCount}  
**Number of Overdue Invoices:** {overdueInvoices}

## Vendor Payment Details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Vendor Name** | **Invoice Number** | **Invoice Date** | **Due Date** | **Amount** | **Status** | **Notes** |
| {#invoices}{vendorName} | {invoiceNumber} | {invoiceDate} | {dueDate} | {amount} | {status} | {notes}{/invoices} |

## Overdue Invoices

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Vendor** | **Invoice Number** | **Due Date** | **Amount** | **Days Overdue** |
| {#overdues}{vendorName} | {invoiceNumber} | {dueDate} | {amount} | {daysOverdue}{/overdues} |

{#$ !overdues.length}

*No overdue invoices at this time.*

{/}

## Notes & Next Steps

{nextSteps}

## Contact Information

* **Finance Contact:** {financeContact}
* **Email:** {financeEmail}