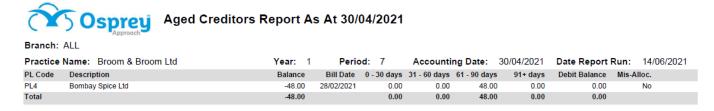
## Osprey Approach: Reports: Aged Creditors

This help guide was last updated on Feb 22nd, 2023

The latest version is always online at https://support.ospreyapproach.com/?p=32673

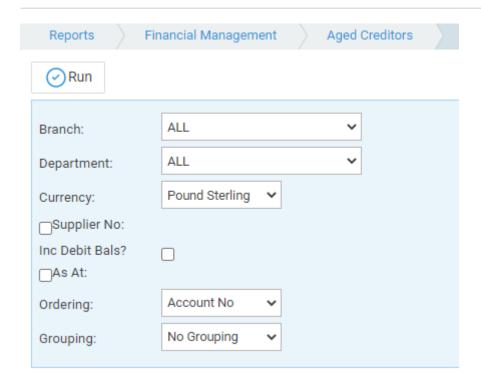


A list of purchase ledger account (Supplier) balances – split aged across 0, 30, 60, 90 days.



Aged Creditors example

## **Filters**



- Branch Defaults to All can select an individual branch from the drop down list.
- **Department** Defaults to All can select a Department from the drop down list.
- **Currency** Defaults to the default currency other live currencies can be selected from the drop down list.
- **Supplier No.** Ticking this box brings up a list of suppliers to select if only one, or a group of suppliers are required.
- Inc. Debit Bals? Selecting this box allows the report to also list any suppliers who have a debit balance. Use this option to ensure your total matches the figure for Trade Creditors on the Trial Balance.
- As At Ticking this box allows the report to be produces for a historical date. Remember to put / between the day, month and year. i.e. 23/02/2007, or click on the box to the right. This will bring up the calendar to select a date from.

## **Grouping and Ordering**

• **Ordering** - changes the order in which the balances are displayed. Select from the drop down list Account No or Account Name.

• **Grouping** - select from the drop down list - No Grouping or Branch.

## List of Columns produced

- Purchase Ledger code the code for the supplier
- Supplier Description the full name of the supplier
- Balance the overall balance on each purchase ledger
- Bill Date date of the last invoice
- 0 30 days amount owing on invoices less than 30 days old
- 31 60 days amount owing on invoices between 31 and 60 days old
- 61 90 days amount owing on invoices between 61 and 90 days old
- 91 + days amount owing on invoices more than 91 days old
- Debit Balance amount owed from the supplier if applicable
- Mis Alloc? if Yes is shown here, the payments and invoices are incorrectly allocated. See our guide here for assistance with this.