

# Osprey Approach: Check and Change Purchase Ledger Allocations

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<https://support.ospreyapproach.com/?p=1951>

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# You can clear and reallocate your purchase ledgers should you find that they are reporting incorrectly. This guide will take you through the process

The Aged Creditors report relies on the allocations being accurate, as a purchase invoice is considered unpaid if its total amount is not allocated to a payment or payments. If your allocations are inaccurate the balances may be in the wrong column or could even be incorrect themselves.

The report is available under the Reports tab. Select Financial Management and then run the Aged Creditors report.

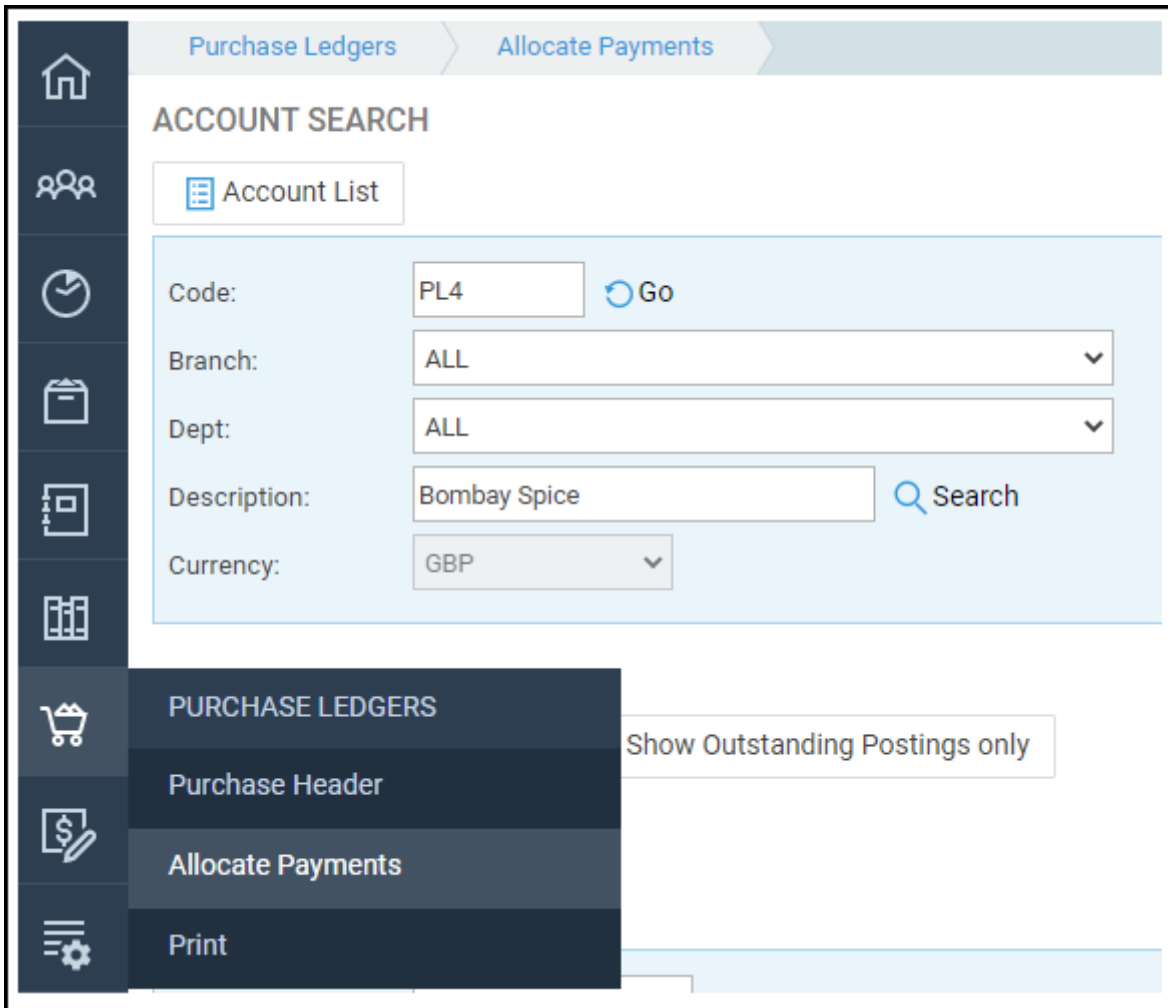
Aged Creditors Report As At 31/07/2019									
Branch: ALL		Practice Name: Test V19		Year: 3	Period: 9	Accounting Date: 31/07/2019		Date Report Run: 14/07/2019	
PL Code	Description	Balance	Bill Date	0 - 30 days	31 - 60 days	61 - 90 days	91+ days	Debit Balance	Mis-Alloc.
PL1	BOSS	4,377.00	20/02/2019	0.00	0.00	0.00	9,100.00		Yes
PL3	Georga Supplies	125.00	01/12/2018	0.00	0.00	0.00	125.00		Yes
PL8	British Gas	115.00	18/10/2018	0.00	0.00	0.00	115.00		Yes
<b>Total</b>		<b>5,080.00</b>		<b>0.00</b>	<b>-50.00</b>	<b>25.00</b>	<b>9,828.00</b>	<b>0.00</b>	

Osprey compares the balances against the total of all ageing columns. Where the ageing columns total does not match the Balance column, the Mis-Alloc column will display a 'Yes', indicating that the allocations should be corrected.

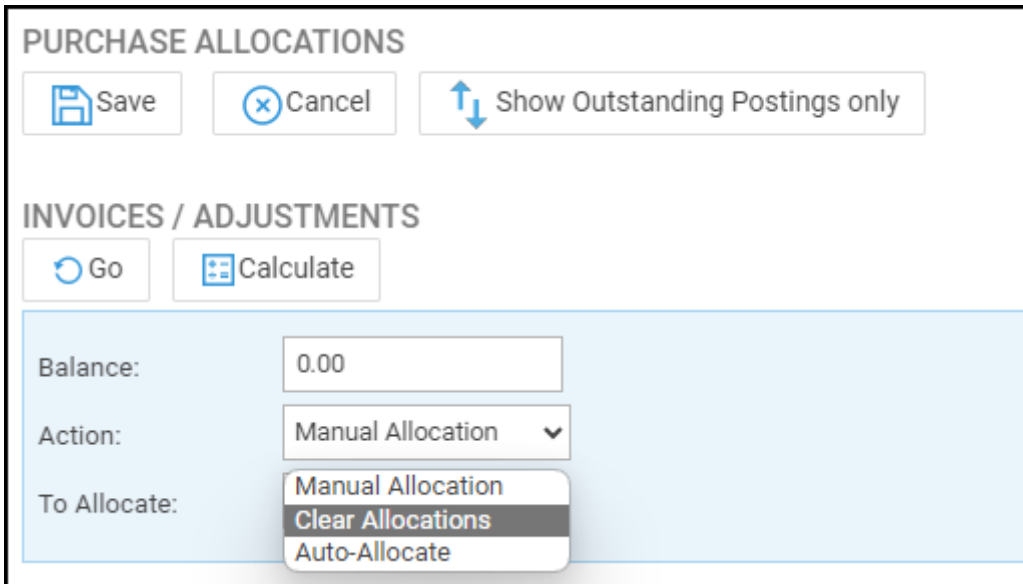
On occasion you may also see an error message when viewing the allocations in the Purchase Ledger - **EXISTING ALLOCATIONS ARE INCONSISTENT, PLEASE CLEAR AND REALLOCATE** - this will also require you to reallocate the ledger.

## Clear Allocations

To clear the allocations on a purchase ledger, navigate to the Purchase Ledger menu, select the purchase ledger you require, and then choose Allocate Payments from the left hand menu:



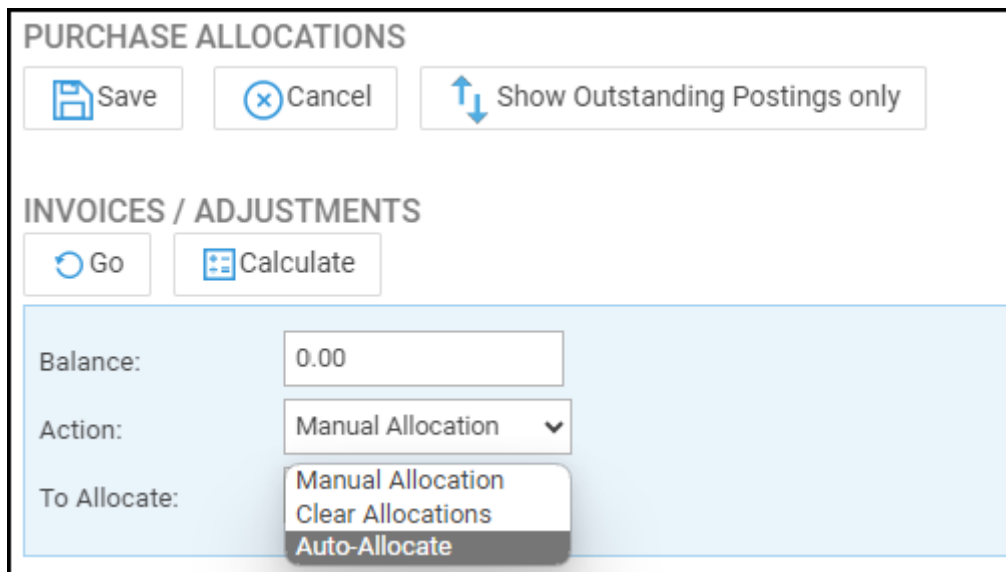
Select Clear Allocations from the Action drop-down menu, then click Go. Wait for the screen to reload and then click Save. You will be returned to the main purchase ledger screen:



You now have two options. The Auto Allocate feature can be used which automatically links all possible payments to invoices starting with the oldest first. It also includes the option to "Hold" any invoices or payments you don't wish to mark as allocated. You can use the Manual Allocation option to manually select which payments correspond to which invoices.

# Auto Allocate your Purchase Ledger

On the Allocate Payments screen, select the Auto-Allocate option from the Action drop-down list.

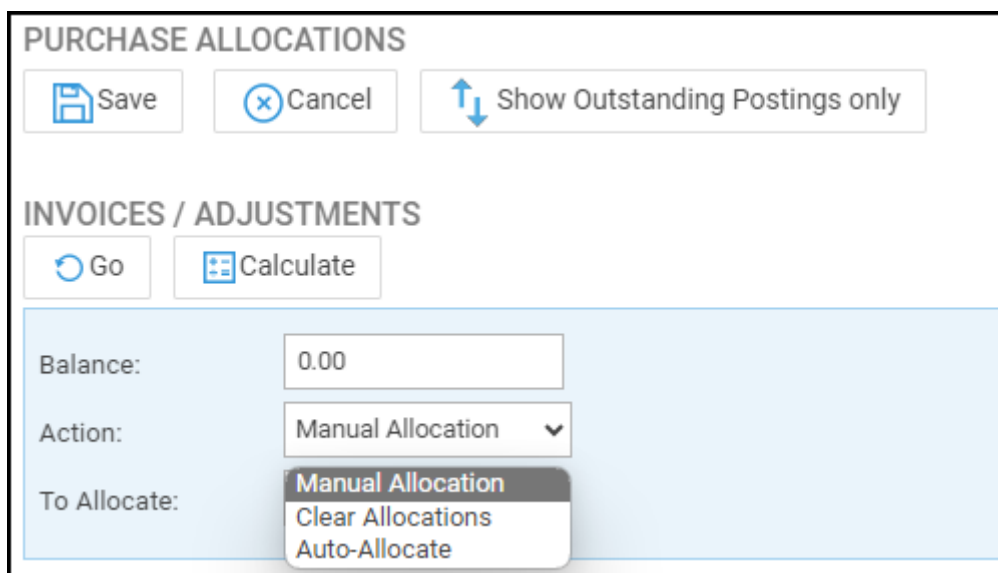


The screenshot shows the 'PURCHASE ALLOCATIONS' interface. At the top, there are three buttons: 'Save' (with a floppy disk icon), 'Cancel' (with a red 'x' icon), and 'Show Outstanding Postings only' (with a blue double-headed arrow icon). Below this is the 'INVOICES / ADJUSTMENTS' section, which includes 'Go' (with a circular arrow icon) and 'Calculate' (with a calculator icon) buttons. The main form area has a light blue background and contains the following fields: 'Balance:' with a text input field containing '0.00'; 'Action:' with a dropdown menu currently showing 'Manual Allocation'; and 'To Allocate:' with a dropdown menu that is open, showing three options: 'Manual Allocation', 'Clear Allocations', and 'Auto-Allocate' (which is highlighted with a dark grey background).

Tick the Hold box corresponding to the invoices or the payments **not** to be allocated. Those that make the outstanding balance. Now click Go and select Save.

# Manually Allocate your Purchase Ledger

On the Allocate Payments screen, select the Manual Allocation option from the Action drop-down list.




The screenshot shows the 'PURCHASE ALLOCATIONS' interface, identical to the one above. In this instance, the 'Action:' dropdown menu is set to 'Manual Allocation'. The 'To Allocate:' dropdown menu is also open, showing the same three options: 'Manual Allocation', 'Clear Allocations', and 'Auto-Allocate'.

Tick the Allocate box alongside the first invoice or invoices you wish to allocate. Then click the Calculate button to see the total value we'll be allocating.

Now, click the Select link alongside each payment you wish to allocate until the To Allocate box shows 0. Click Save.

## INVOICES / ADJUSTMENTS

 Go

 Calculate

Balance:

Action:  ▼

To Allocate:

DATE	DETAIL	REFERENCE	NOMINAL	BILL ID	AMOUNT	PAID	ALLOCATE
28/04/2023	Hereford invoice	000066	NL1011		-120.00	0.00	<input type="checkbox"/>
28/04/2023	Chingford invoice	000067	NL1011		-55.00	0.00	<input type="checkbox"/>

## PAYMENTS/CREDIT NOTES

DATE	DETAIL	REFERENCE	NOMINAL	BILL ID	AMOUNT	PAID	SELECT
28/04/2023	Pay for Hereford & Chingford invoices	101983			170.00	0.00	Select