

# Osprey Approach: Reports: Purchase Ledger Balances

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<https://support.ospreyapproach.com/?p=32774>

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# This guide will go through the Purchase Ledger Balances report

This report shows each purchase ledger on the system along with its current balance (or year end balance if a year is selected).

 <b>Purchase Ledger Balance Listing</b>			
<b>Practice Name:</b> Broom & Broom Ltd			
<b>Year:</b> 2	<b>Period:</b> 2	<b>Accounting Date:</b> 30/11/2021	<b>Date Report Run:</b> 17/11/2021
PL Code	Description	Balance	
PL1	Amazon	-150.99	
PL4	Bombay Spice Ltd	-48.00	
<b>Total</b>		<b>-198.99</b>	

## Filter options

Reports > Other Financial > Purchase Ledger Balances

Run

Year:

Branch:

Department:

Currency:

- **Year** - Select the year for which you would like to see the balances - defaults to the current year number
- **Branch** - Select to print information for All branches or select a branch here
- **Department** - Select to print information for All departments or select a department here
- **Currency** - Select the currency you wish to report on.

## List of columns produced

- Purchase Ledger Code
- Purchase Ledger Description
- Balance