

Osprey Approach: Reports: Purchase Ledger Balances

This help guide was last updated on
Jul 10th, 2024

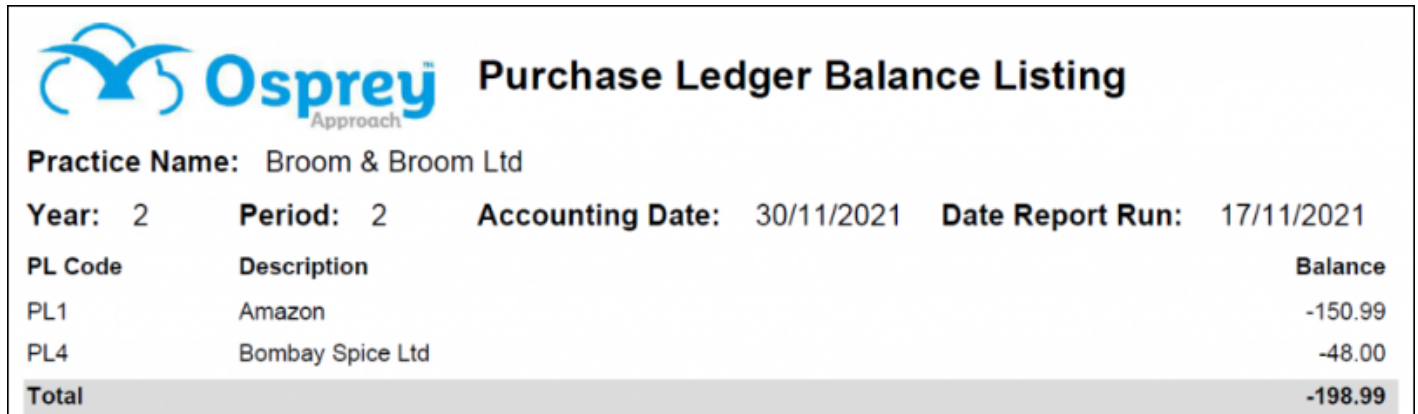
The latest version is always online at
<https://support.ospreyapproach.com/?p=32774>

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This guide will go through the Purchase Ledger Balances report

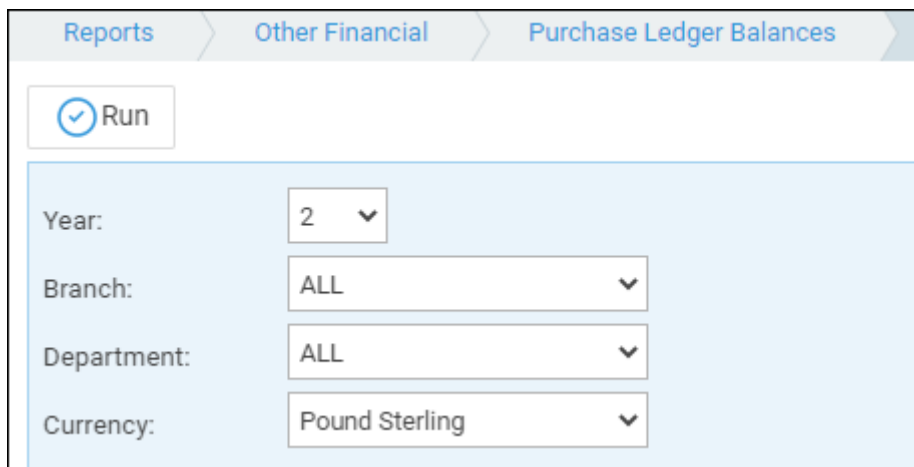
This report shows each purchase ledger on the system along with its current balance (or year end balance if a year is selected).



The screenshot shows the Osprey Approach logo and the title 'Purchase Ledger Balance Listing'. Below the title, the practice name is 'Broom & Broom Ltd'. The report parameters are: Year: 2, Period: 2, Accounting Date: 30/11/2021, and Date Report Run: 17/11/2021. The main table lists purchase ledger codes and descriptions with their respective balances.

PL Code	Description	Balance
PL1	Amazon	-150.99
PL4	Bombay Spice Ltd	-48.00
Total		-198.99

Filter options



The screenshot shows the filter options for the Purchase Ledger Balances report. It includes a 'Run' button and four dropdown menus for Year, Branch, Department, and Currency.

Reports > Other Financial > Purchase Ledger Balances

Run

Year: 2

Branch: ALL

Department: ALL

Currency: Pound Sterling

- **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