Osprey Approach: Reports: Purchase Ledger Balances

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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).

Filter options

- **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