



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>



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).

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

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