



# Osprey Approach: Reports: Purchase Ledger Balances

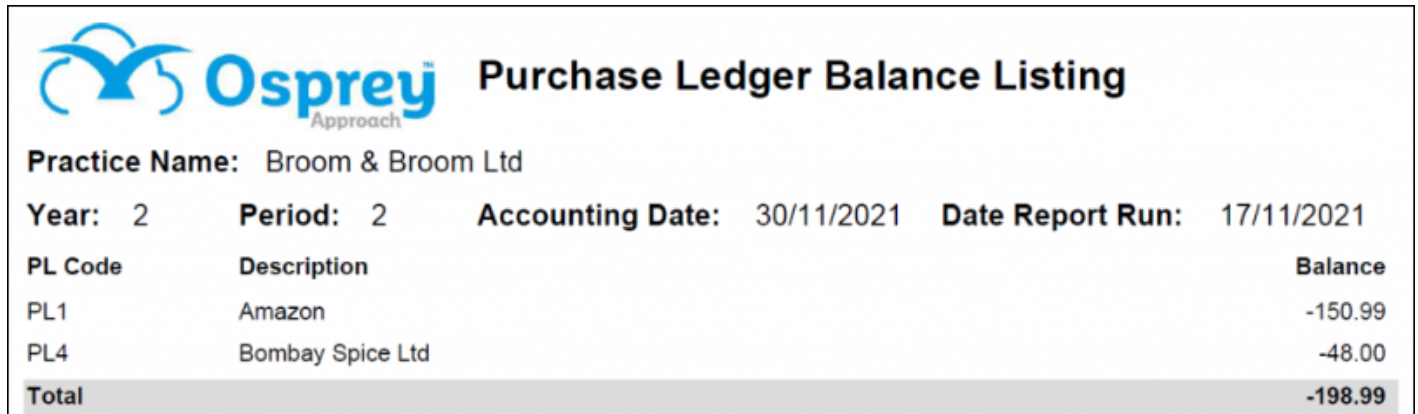
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The latest version is always online at  
<https://support.ospreyapproach.com/?p=32774>



# This guide will go through the Purchase Ledger Balances report

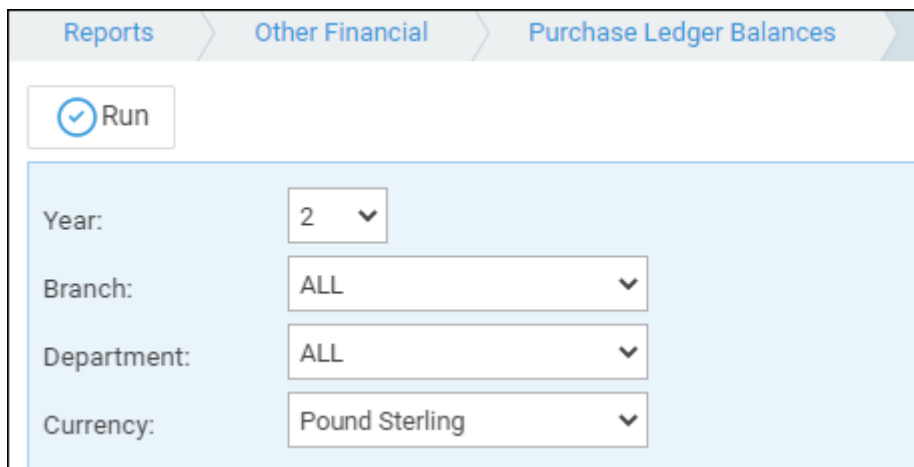
This report shows each purchase ledger on the system along with its current balance (or year end balance if a year is selected).



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 table below lists the purchase ledgers with their descriptions and balances.

PL Code	Description	Balance
PL1	Amazon	-150.99
PL4	Bombay Spice Ltd	-48.00
<b>Total</b>		<b>-198.99</b>

## Filter options



The screenshot shows the filter options for the Purchase Ledger Balances report. The 'Run' button is checked. The filters are: Year: 2, Branch: ALL, Department: ALL, and 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