

Osprey Approach: Check and change Purchase Ledger allocations

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Sep 6th, 2021

The latest version is always online at
<https://support.pracctice.com/?p=1951>

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Who is this guide for?

Accounts Users and Accounts Supervisors

You can clear and reallocate your purchase ledgers should you find that they are reporting incorrectly.

The Aged Creditors report relies on the allocations being accurate, as a purchase invoice is considered unpaid if its total amount is not allocated to a payment or payments. If your allocations are inaccurate the balances may be in the wrong column or could even be incorrect themselves.

The report is available under the Reports tab. Select Financial Management and then run the Aged Creditors report.

Aged Creditors Report As At 31/07/2019

Branch: ALL

Practice Name: Test V19

Year: 3

Period: 9

Accounting Date: 31/07/2019

Date Report Run: 14/07/2019

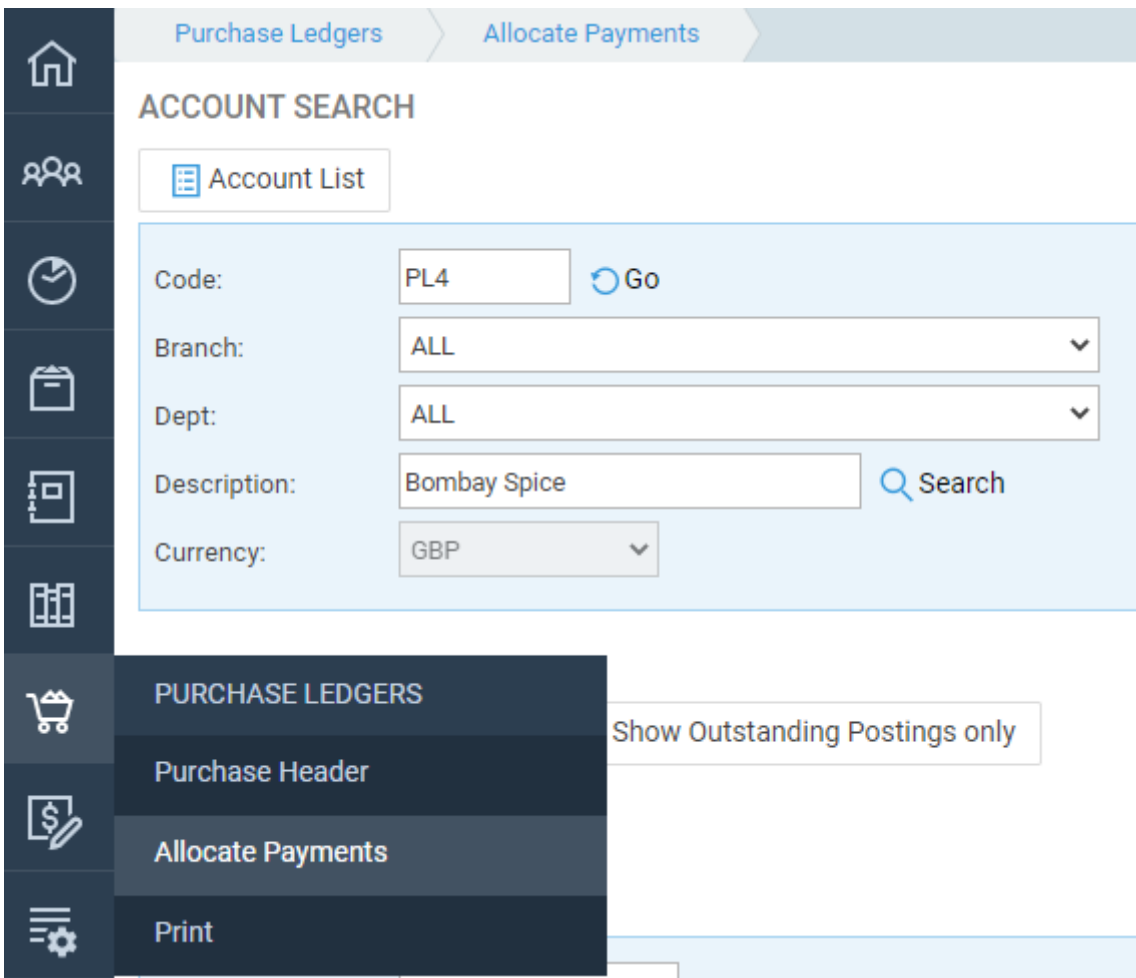
| PL Code | Description | Balance | Bill Date | 0 - 30 days | 31 - 60 days | 61 - 90 days | 91+ days | Debit Balance | Mis-Alloc. |
|--------------|-----------------|-----------------|------------|-------------|---------------|--------------|-----------------|---------------|------------|
| PL1 | BOSS | 4,377.00 | 20/02/2019 | 0.00 | 0.00 | 0.00 | 9,100.00 | | Yes |
| PL3 | Georga Supplies | 125.00 | 01/12/2018 | 0.00 | 0.00 | 0.00 | 125.00 | | Yes |
| PL8 | British Gas | 115.00 | 18/10/2018 | 0.00 | 0.00 | 0.00 | 115.00 | | Yes |
| Total | | 5,080.00 | | 0.00 | -50.00 | 25.00 | 9,828.00 | 0.00 | |

Osprey compares the balances against the total of all ageing columns. Where the ageing columns total does not match the Balance column, the Mis-Alloc column will display a 'Yes', indicating that the allocations should be corrected.

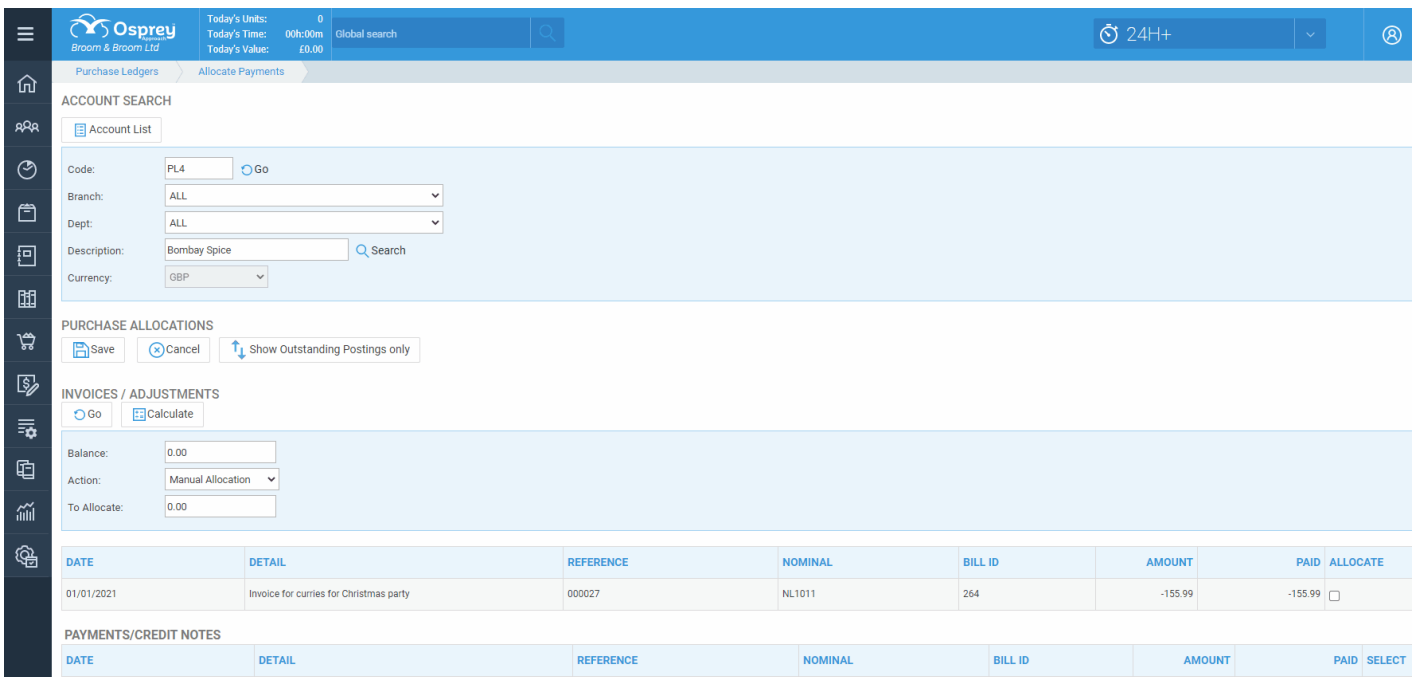
On occasion you may also see an error message when viewing the allocations in the Purchase Ledger – **EXISTING ALLOCATIONS ARE INCONSISTENT, PLEASE CLEAR AND REALLOCATE** – this will also require you to reallocate the ledger.

Clear Allocations

To clear the allocations on a purchase ledger, navigate to the Purchase Ledger menu, select the purchase ledger you require, and then choose Allocate Payments from the left hand menu:



Select Clear Allocations from the Action drop-down menu, then click Go, wait for the screen to reload and then click Save. You will be returned to the main purchase ledger screen:



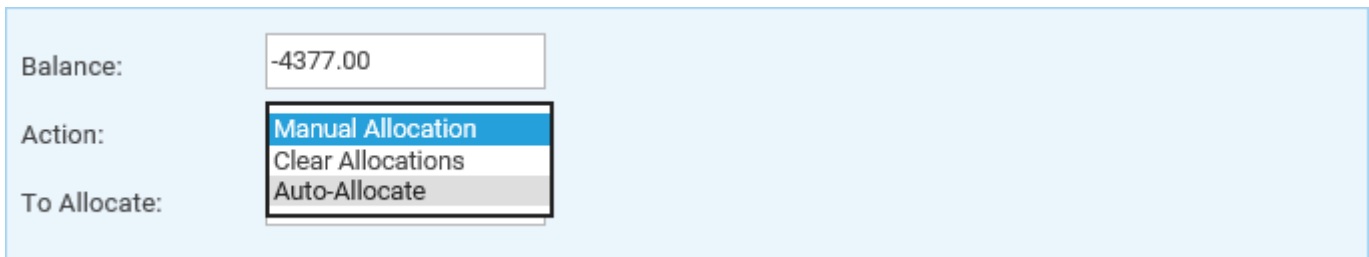
Click to enlarge

You now have two options. You can use the Auto Allocate feature which automatically links all possible payments to invoices starting with the oldest first, and also includes the option to “Hold” any invoices or payments you don’t wish to mark as allocated, or you can use the Manual Allocation option to manually

select which payments correspond to which invoices.

Auto Allocate your Purchase Ledger

On the Allocate Payments screen, select the Auto-Allocate option from the Action drop-down list.

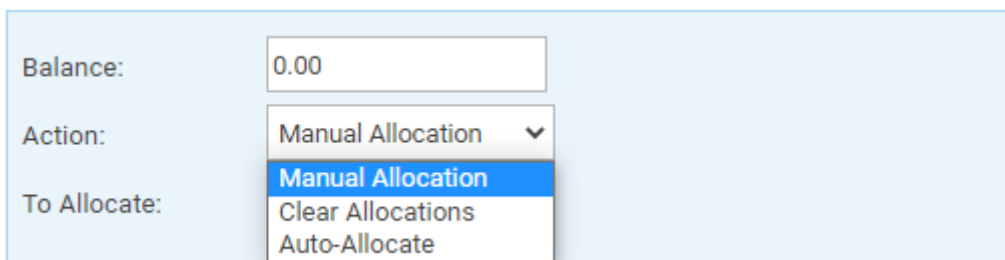


The screenshot shows the 'Allocate Payments' screen. The 'Balance' field is set to -4377.00. The 'Action' dropdown menu is open, showing three options: 'Manual Allocation', 'Clear Allocations', and 'Auto-Allocate'. The 'Auto-Allocate' option is highlighted in grey, indicating it is the selected action.

Tick the Hold box corresponding to the invoices or the payments **not** to be allocated, those that make the outstanding balance. Now click Go and select Save.

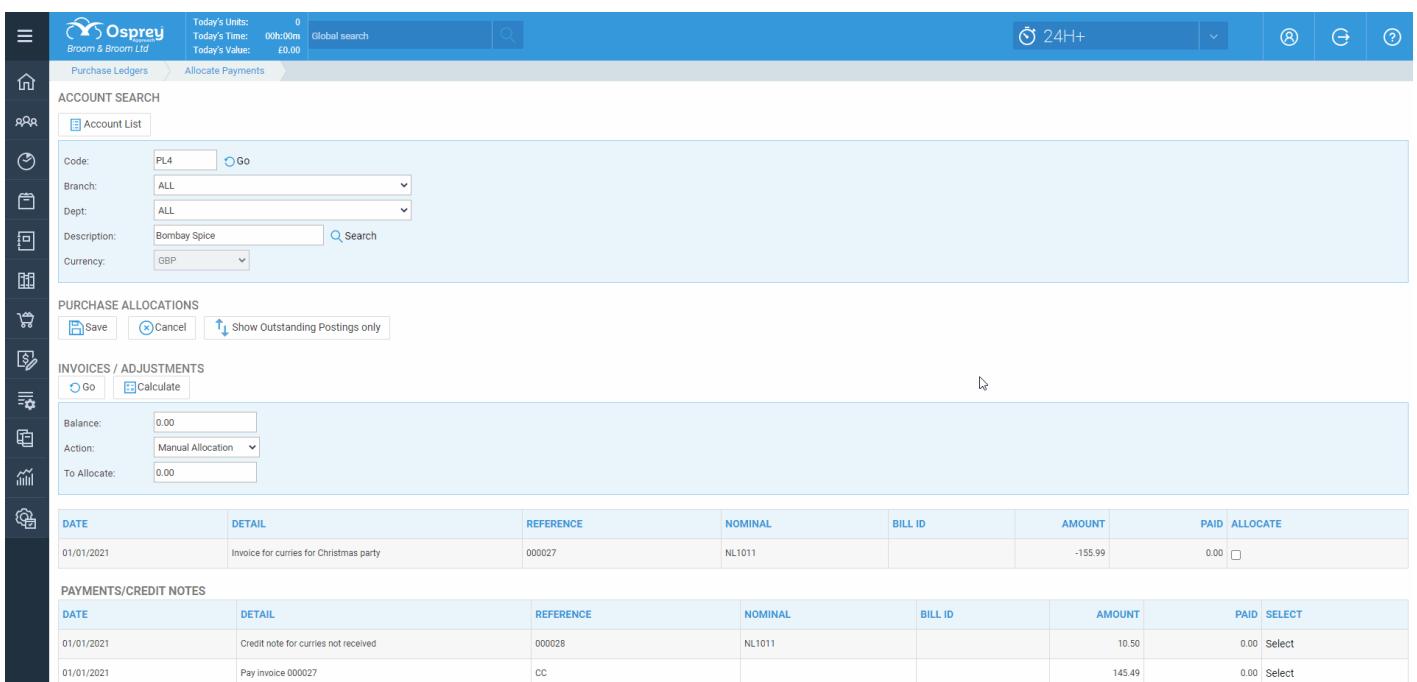
Manually Allocate your Purchase Ledger

On the Allocate Payments screen, select the Manual Allocation option from the Action drop-down list.



The screenshot shows the 'Allocate Payments' screen. The 'Balance' field is set to 0.00. The 'Action' dropdown menu is open, showing three options: 'Manual Allocation', 'Clear Allocations', and 'Auto-Allocate'. The 'Manual Allocation' option is highlighted in blue, indicating it is the selected action.

Tick the Allocate box alongside the first invoice or invoices you wish to allocate, then click the Calculate button to see the total value we'll be allocating.



The screenshot shows the Osprey software interface. The top navigation bar includes the Osprey logo, user information, and search options. The main content area is titled 'Allocate Payments' and contains several sections:

- ACCOUNT SEARCH:** Fields for Code (PL4), Branch (ALL), Dept (ALL), Description (Bombay Spice), and Currency (GBP).
- PURCHASE ALLOCATIONS:** Buttons for Save, Cancel, and Show Outstanding Postings only.
- INVOICES / ADJUSTMENTS:** Buttons for Go and Calculate.
- Balance:** 0.00
- Action:** Manual Allocation
- To Allocate:** 0.00

The main table displays the following data:

| DATE | DETAIL | REFERENCE | NOMINAL | BILL ID | AMOUNT | PAID | ALLOCATE |
|------------|---|-----------|---------|---------|---------|------|--------------------------|
| 01/01/2021 | Invoice for curries for Christmas party | 000027 | NL1011 | | -155.99 | 0.00 | <input type="checkbox"/> |

Below the table, there is a section for **PAYMENTS/CREDIT NOTES** with the following data:

| DATE | DETAIL | REFERENCE | NOMINAL | BILL ID | AMOUNT | PAID | SELECT |
|------------|--------------------------------------|-----------|---------|---------|--------|------|--------|
| 01/01/2021 | Credit note for curries not received | 000028 | NL1011 | | 10.50 | 0.00 | Select |
| 01/01/2021 | Pay invoice 000027 | CC | | | 145.49 | 0.00 | Select |

Click to enlarge

Now, click the Select link alongside each payment you wish to allocate to this invoice/these invoices, until the To Allocate box shows 0. Click Save.

The screenshot displays the Osprey software interface for 'Broom & Broom Ltd'. The top navigation bar includes the company logo, user information (Today's Units: 0, Today's Time: 00h:00m, Today's Value: £0.00), a global search bar, and system status (24H+ / 0). The main content area is divided into three sections: 'ACCOUNT SEARCH', 'PURCHASE ALLOCATIONS', and 'INVOICES / ADJUSTMENTS'. The 'ACCOUNT SEARCH' section contains a search form with fields for Code (PL4), Branch (ALL), Dept (ALL), Description (Bombay Spice), and Currency (GBP). The 'PURCHASE ALLOCATIONS' section has 'Save' and 'Cancel' buttons. The 'INVOICES / ADJUSTMENTS' section shows a 'To Allocate' value of -155.99. Below these sections are two tables: 'PURCHASE ALLOCATIONS' and 'PAYMENTS/CREDIT NOTES'. The 'PURCHASE ALLOCATIONS' table has columns for DATE, DETAIL, REFERENCE, NOMINAL, BILL ID, AMOUNT, PAID, and ALLOCATE. The 'PAYMENTS/CREDIT NOTES' table has columns for DATE, DETAIL, REFERENCE, NOMINAL, BILL ID, AMOUNT, PAID, and SELECT.

| DATE | DETAIL | REFERENCE | NOMINAL | BILL ID | AMOUNT | PAID | ALLOCATE |
|------------|---|-----------|---------|---------|---------|------|-------------------------------------|
| 01/01/2021 | Invoice for curries for Christmas party | 000027 | NL1011 | | -155.99 | 0.00 | <input checked="" type="checkbox"/> |

| DATE | DETAIL | REFERENCE | NOMINAL | BILL ID | AMOUNT | PAID | SELECT |
|------------|--------------------------------------|-----------|---------|---------|--------|------|--------|
| 01/01/2021 | Credit note for curries not received | 000028 | NL1011 | | 10.50 | 0.00 | Select |
| 01/01/2021 | Pay invoice 000027 | CC | | | 145.49 | 0.00 | Select |

Click to enlarge