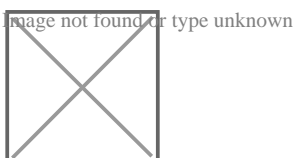


Osprey Approach: Check and change Purchase Ledger allocations

This help guide was last updated on
Sep 6th, 2021

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



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

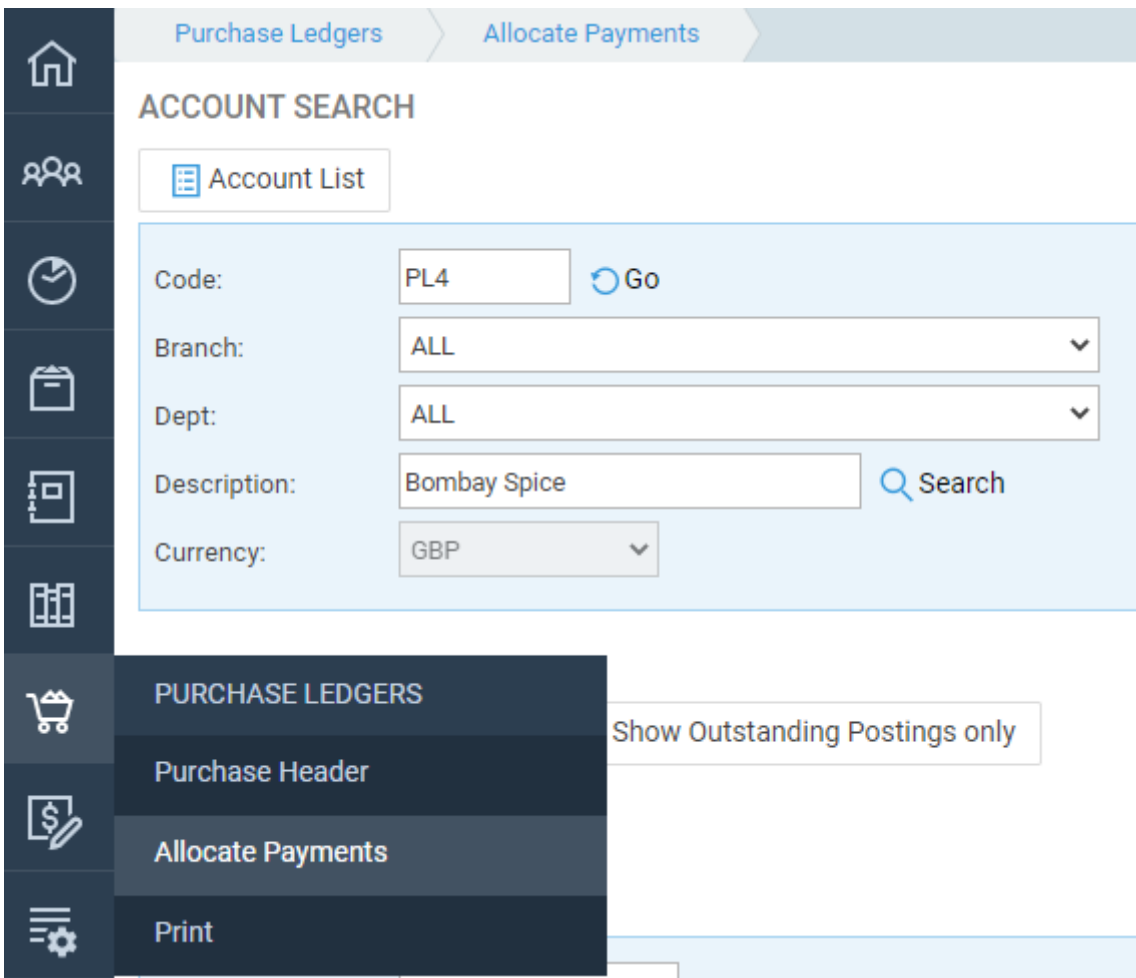
PL Code	Description	Balance	Bill Date	0 - 30 days	31 - 60 days	61 - 90 days	91+ days	Debit Balance	Mis-Alloc.
PL1	BOSS	4,377.00	20/02/2019	0.00	0.00	0.00	9,100.00		Yes
PL3	Georga Supplies	125.00	01/12/2018	0.00	0.00	0.00	125.00		Yes
PL8	British Gas	115.00	18/10/2018	0.00	0.00	0.00	115.00		Yes
Total	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

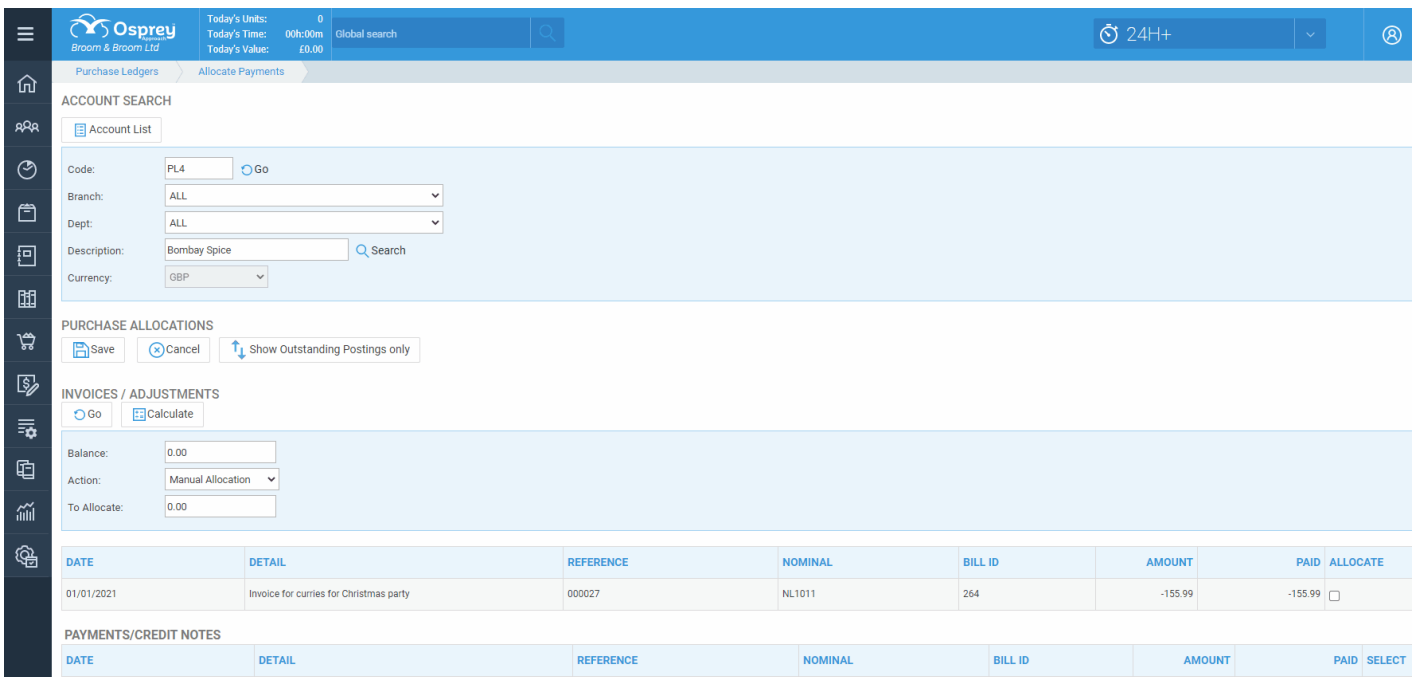
On occasion you may also see an error message when viewing the allocations in the Purchase Ledger – **EXISTING ALLOCATIONS ARE INCONSISTENT, PLEASE CLEAR AND REALLOCATE** – this will also require you to reallocate the ledger.

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:



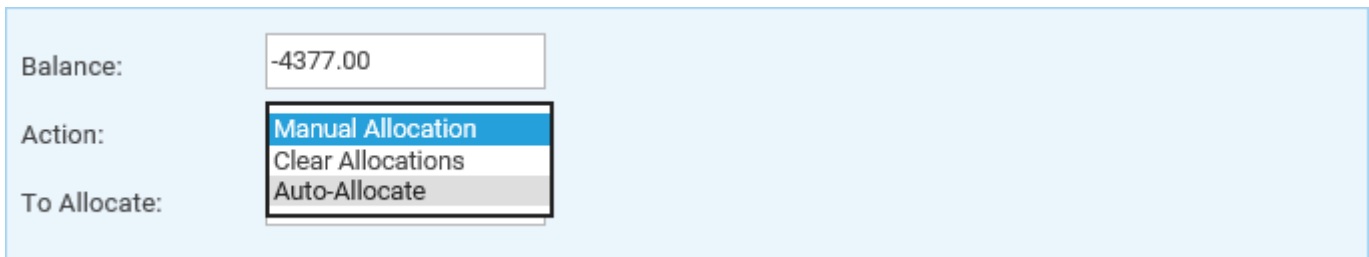
Click to enlarge

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.



Balance: -4377.00

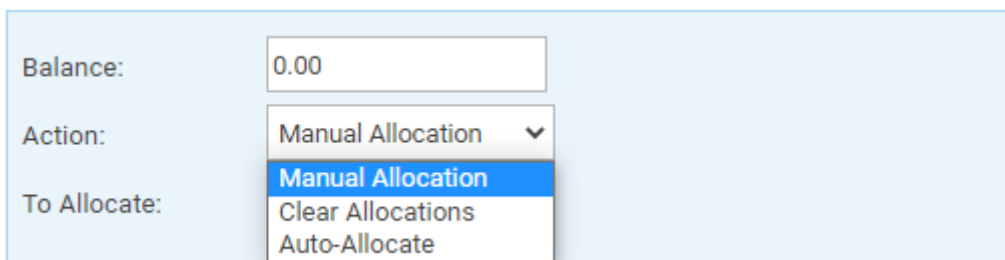
Action: Manual Allocation
Clear Allocations
Auto-Allocate

To Allocate:

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.

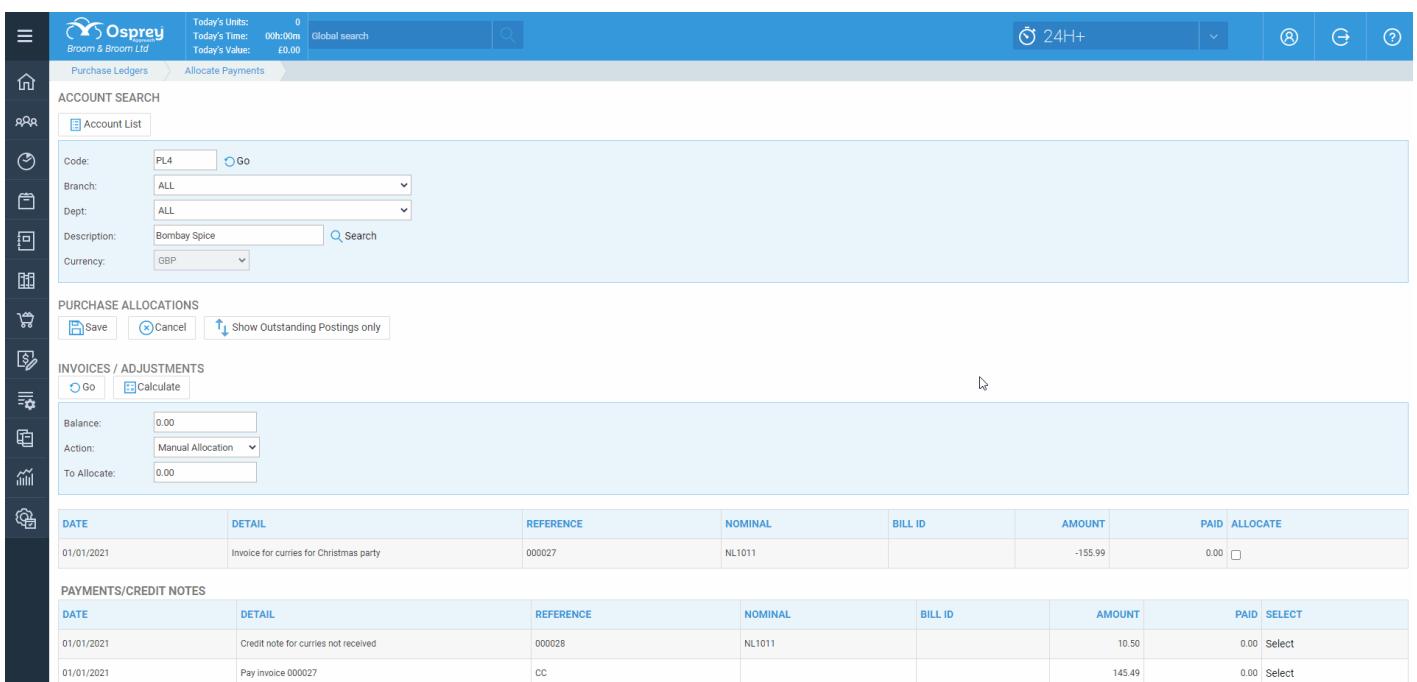


Balance: 0.00

Action: Manual Allocation

To Allocate:

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.



Osprey
Broom & Broom Ltd
Today's Units: 0
Today's Times: 09h:00m
Today's Value: £0.00
Global search
24h+

Purchase Ledgers > Allocate Payments

ACCOUNT SEARCH

Account List

Code: PL4 Go
Branch: ALL
Dept: ALL
Description: Bombay Spice Search
Currency: GBP

PURCHASE ALLOCATIONS

Save Cancel Show Outstanding Postings only

INVOICES / ADJUSTMENTS

Go Calculate

Balance: 0.00
Action: Manual Allocation
To Allocate: 0.00

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"/>

PAYMENTS/CREDIT NOTES

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 several sections:

- ACCOUNT SEARCH:** Features an 'Account List' button and search filters for Code (PL4), Branch (ALL), Dept (ALL), Description (Bombay Spice), and Currency (GBP). A 'Go' button is present.
- PURCHASE ALLOCATIONS:** Includes 'Save' and 'Cancel' buttons.
- INVOICES / ADJUSTMENTS:** Includes 'Go' and 'Calculate' buttons, and a 'To Allocate' field showing -155.99.

Below these sections are two tables:

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