



Osprey Approach: Check and change Purchase Ledger allocations

This help guide was last updated on
Jan 3rd, 2024

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



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 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

Manual Allocation

Clear Allocations

Auto-Allocate

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 Time: 00h: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.

Today's Units: 0

Today's Time: 00h:00m

Today's Value: £0.00

Global search

24H+

/0

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

INVOICES / ADJUSTMENTS

Go

Calculate

Balance: 0.00

Action: Manual Allocation

To Allocate: -155.99

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"/>

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](#)