

Osprey Approach: Reports: Aged Debtors

This help guide was last updated on
Jul 26th, 2024

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This guide will go through the Aged Debtors report

This report lists clients/matters with a Debit balance, ageing the balance according to the period in which the bill was posted.



Aged Debtors Report As At 30/04/2021

Practice Name: Broom & Broom Ltd Year: 1 Period: 9 Accounting Date: 30/06/2021 Date Report Run: 18/06/2021

Client/Matter	Client Name	Matter Description	F/E	W/T	Balance	Bill Date	0 - 30 days	31 - 60 days	61 - 90 days	91+ days	Credit Balance	MisAI
BO0001/1	Bosworth Industries	Sexual Harassment claim	MAB	LIT	10,800.00	10/04/2021	1,800.00	0.00	9,000.00	0.00	0.00	
BO0001/2	Bosworth Industries	Will	MAB	WILLS	1,800.00	26/04/2021	1,800.00	0.00	0.00	0.00	0.00	
BO0001/3	Bosworth Industries	Lasting power of attorney	MAB	LPA	1,800.00	26/04/2021	1,800.00	0.00	0.00	0.00	0.00	
BO0001/4	Bosworth Industries	Probate	MAB	PROB	1,800.00	26/04/2021	1,800.00	0.00	0.00	0.00	0.00	
BR0001/1	Broom Lily Miss	Purchase of Cottage	BT	CONVE Y	3,350.00	28/04/2021	-2,000.00	-150.00	5,500.00	0.00	0.00	
DO0002/1	Doe John Mr	Non molestation	MAB	FWINJ A	1,715.00	28/04/2021	1,715.00	0.00	0.00	0.00	0.00	
IMI-MOB/1	Imimob John Mr	Purchase of property	TP	CONVE Y	1,500.00	28/02/2021	0.00	0.00	1,500.00	0.00	0.00	
IMI-MOB/2	Imimob John Mr	Sale of property	BT	CONVE Y	1,500.00	28/02/2021	0.00	0.00	1,500.00	0.00	0.00	
N00001/2	Nakamura Hiro Mr	Sale of 22 Acacia Avenue	BT	CONVE Y	2,300.00	28/04/2021	-1,200.00	0.00	3,500.00	0.00	0.00	
SM0001/1	Smith Joanne Miss	Non-molestation order	MAB	FWINJ A	700.00	04/02/2021	0.00	0.00	700.00	0.00	0.00	
TH0001/1	Thompson Delilah Mrs	Purchase of 24 Park Lane, W1 1AA	MAB	TK_RC P	2,500.00	28/02/2021	0.00	0.00	2,500.00	0.00	0.00	
					29,765.00		5,715.00	-150.00	24,200.00	0.00	0.00	

Aged Debtors example

Filter options

Reports > Client Financial > Aged Debtors

Run

Fee Earner:

Work Type:

Branch:

Department:

Currency:

Include Credit Bals?

As At:

Ordering:

Grouping:

- **Fee Earner** - Select one or more Fee Earner
- **Worktype** - Select one or more Worktype
- **Branch** - Report on All branches or a particular branch
- **Department** - Report on All departments or a particular department
- **Currency** - Select the Currency type you wish to report on

- **Include Credit Balances** - This option enables you to report on all non-zero balances, including credit balances. When you select this option the total on the Aged Debtors report should equal the Debtors figure for Year to Date on the Trial Balance for the current period
- **As At** - Select this option and enter the date you wish to run the report at, you can select a retrospective date
- **Ordering** - Select either Client Name or Client Number
- **Grouping** - Options of No Grouping, Fee Earner or Work type. A new page is started for each Fee Earner or Work type and subtotals are given per grouping

List of Columns produced

- Client/matter number
- Client name
- Matter Description
- Fee Earner
- Work type
- Balance (this is the overall balance on the matter)
- Bill Date (this is the date of the most recent outstanding bill on the matter)
- The following columns give the aged analysis of the debt
 - 0-30 days
 - 31-60 days
 - 61-90 days
 - 91+ days
- Credit balance. This displays any credit balances when this filter option is selected
- MisAl. This column displays 'Yes' when there is a problem with the allocations on the matter, meaning that the sum of the ageing columns does not match the Balance on the ledger. The ledger should be cleared and reallocated to rectify this.