

Osprey Approach: Reports: Audit Trail

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This guide will go through the Audit Trail report

This report shows **Client Ledger** financial postings and which matters and journals they have affected. It can be useful in tracking down the second side of a posting if you are having difficulty finding it, or can be used to report on all client matter postings affecting a particular bank or journal in a time range.

This report shows Client Ledger financial postings and which matters and journals they have affected.

Audit Date	Client/Matter	Posting Type	WIT	Post Date	Ref	Posting details	VAT	Office	Client	Disbs	Deposit	Dest 1	Dest 2	Dest 3	O.S	Br ID	User ID	Client Bank	Office Bank	FE				
24/08/2021	TH0001/1	BILL	TK_RC P	01/07/2021	104	Apportioned bill	500.00	2,500.00	0.00	0.00	0.00	FEEES JNL	DEBTORS	VAT JNL		2	supervisor			MAB				
24/08/2021	TH0001/1	BILL	TK_RC P	01/07/2021	105	Test	3.00	18.00	0.00	-18.00	0.00	FEEES JNL	DEBTORS	VAT JNL		2	supervisor			MAB				
24/08/2021	TH0001/1	OFFICE	TK_RC P	01/07/2021	test	Unpaid disv	8.00	0.00	0.00	30.00	0.00		DEBTORS	VAT JNL		2	supervisor		OFFICED1	MAB				
10/09/2021	TH0001/1	OFFJNL	TK_RC P	01/07/2021	TFR	TFR disbs /3 to /1	0.00	0.00	0.00	8.00	0.00	JNL JNL	DEBTORS		TH0001/3	2	supervisor			MAB				
10/09/2021	TH0001/3	OFFICE	CRIME	01/07/2021	tr	Disbs to transfer	0.00	0.00	0.00	8.00	0.00		DEBTORS			1	supervisor		OFFICED1	MAB				
10/09/2021	TH0001/3	OFFJNL	CRIME	01/07/2021	TFR	TFR disbs /3 to /1	0.00	0.00	0.00	-8.00	0.00	JNL JNL	DEBTORS		TH0001/1	1	supervisor			MAB				
29/08/2021	W000000011/2	OFFICE	CRIME	21/08/2021	LR	LR	15.00	0.00	0.00	75.00	0.00		DEBTORS	VAT JNL		1	supervisor		OFFICED1	BT				
29/08/2021	W000000011/2	BILL	CRIME	21/08/2021	INT	Internal bill for disbs	15.00	75.00	0.00	-75.00	0.00	FEEES JNL	DEBTORS	VAT JNL		1	supervisor			BT				
29/08/2021	W000000011/2	CLIENT	CRIME	21/08/2021	RCPT	Received from client	0.00	0.00	100.00	0.00	0.00					1	supervisor	CLIENT01		BT				
29/08/2021	W000000011/2	COSTTRANS	CRIME	21/08/2021	TFR	Pay Disbs	0.00	-90.00	-90.00	0.00	0.00		DEBTORS			1	supervisor	CLIENT01	OFFICED1	BT				
							16,338.77	42,764.78	6,670.00	3,361.32	15,759.85													

Filter options

Reports > Other Financial > Audit Trail

Run

Fee Earner:
 Work Type:
 Journals:
 Banks:
 Users:

Audit Date: From: To:

Posting Date: From: To:

You must enter filter dates on this report

Currency:

Grouping:

- **Fee Earner** - select fee earner(s) or leave blank for all
- **Work Type** - select work type(s) or leave blank for all
- **Journals** - Choose from counsels' fees, petty cash, debtors re counsels' fees, provisional debtors, purchase ledger, provisional bills, debtors, unpaid disbursements, fees journal, VAT creditor,

journals journal, last year's profit or write offs. Selecting one or more of these will only produce postings affecting these areas on the report. Leave the box unticked if you want to search for all postings

- **Banks** - Choose one or more banks to report on. Leave the box unticked if you want to search for postings on all banks
- **Users** - Choose one or more users who made the postings. If you know you are only looking for postings you made yourself, select your user id to filter out all other users postings. Otherwise leave the box unticked and it will report on all postings no matter who made them
- **Posting Date Filters** - Enter the date range you want to report on here. The posting date is the date you entered into the posting screen when you made the posting. These boxes must be filled in
- **Audit Date Filters** - Enter the date range you want to report on here. The audit date is the date you actually made the posting. These boxes must be filled in
- **Currency** - Select the currency you wish to report on

Grouping and ordering

- **No Grouping** - This will produce the report in client number order
- **Fee Earner** - This will produce the report in client number order, grouped into matter fee earner with sub totals per fee earner
- **Work Type** - The report will be listed in client number order, grouped by work type with sub totals per work type
- **Posting Type** - This will produce the report in client number order, grouped by Posting Type with sub totals for each posting type
- **Client No** - This will produce the report in client number order, with a subtotal per client no - this encompasses postings on all matters for that client
- **Destination** - This will produce the report in client number order, grouped by destination.

List of columns produced

- Client No/Matter No
- Posting Type
- Work Type Code
- Posting Date (the date you entered when you made the posting)
- Ref (the posting Reference)
- Posting Details
- VAT Amount
- Office Amount
- Client Amount
- Disbs Amount
- Deposit Amount
- Destination 1
- Destination 2
- Destination 3
- Other Side

- Branch Code
- User ID
- Client Bank
- Office Bank
- Fee Earner