

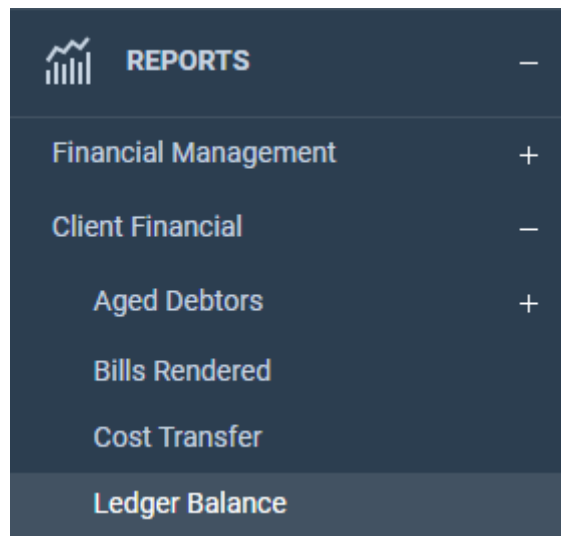
Osprey Approach: Check for office credit or overdrawn client balances on the Ledger Balance report

This help guide was last updated on
Mar 21st, 2024

The latest version is always online at
<https://support.ospreyapproach.com/?p=2637>



Navigate to the Reports area in the side menu on the left, now select Client Financial and then Ledger Balance.



Now tick the balance filtering option.

To check for Office Credit Balances you need to enter 0.00 against Office Balances and select the < (less than) option from the list as shown below

A screenshot of a 'Balance Filtering' form. It has a title 'Balance Filtering' with a checked checkbox. Below the title are five rows of input fields. Each row has a label on the left, an input box in the middle, and a dropdown menu on the right. The labels are 'Client Balances:', 'Office Balances', 'Disbursement Balances', 'Deposit Balances', and 'WIP Balances'. The 'Office Balances' input box contains the text '0.00'. The dropdown menu for 'Office Balances' is open, showing a less-than sign '<' selected. The other dropdown menus show a double less-than sign '<>'.

Label	Input Value	Operator
Client Balances:		<>
Office Balances	0.00	<
Disbursement Balances		<>
Deposit Balances		<>
WIP Balances		<>

To check for overdrawn Client balances as well enter 0.00 against Client Balances and select the < (less than) option from the list

If you are filtering for both options you also need to tick the OR option so that matters which meet either of the criteria are reported upon.

A screenshot of the same 'Balance Filtering' form. In this version, both the 'Client Balances:' and 'Office Balances' input boxes contain '0.00'. Both their respective dropdown menus are open, showing the less-than sign '<' selected. At the bottom of the form, there are two radio buttons: 'And' and 'Or'. The 'Or' radio button is selected.

Label	Input Value	Operator
Client Balances:	0.00	<
Office Balances	0.00	<
Disbursement Balances		<>
Deposit Balances		<>
WIP Balances		<>

☐ And ☒ Or

Now click on the Print option to run the report. The Report Viewer window will open and will display matters which meet the criteria set

Balance filters for Disbursements and Deposits can be applied in a similar way, the criteria available are:

- <> Is not equal to
- = Is equal to
- > Is greater than
- >= Is greater than or equal to
- < Is less than
- <= Is less than or equal to

When applying filters on more than one Balance (for example Client and Deposit):

If you select the OR option then matters which meet one of the criteria will be reported on.

If you select the AND option only matters which meet all of the selected criteria will be reported on