



# Osprey Approach: Course Catalogue

This help guide was last updated on  
Aug 27th, 2024

The latest version is always online at  
<https://support.ospreyapproach.com/?p=68814>



# Access Templates & User Accounts

---

## 01 - Creating an Access Template

- What are Access Templates?
- Creating a New Template
- Copying a Current Template

## 02 - Editing an Access Template

- Amending Access Templates
- Deleting Access Templates

## 03 - Adding a User Account

- The User List
- Adding a New User
- Compulsory Fields
- The User ID
- Activating a User

## 04 - Editing a User Account

- Editing User Details
- Deactivating a User
- Resetting a Password
- Resetting the UI State

# Accounts 1: Basic

---

## 01 - The Client Ledger

- Customise Ledger View
- Posting to the Client Ledger
- Posting Types
- Raising Requisitions

## 02 - Client Bank Receipt

- Why Post a Client Bank Receipt?
- Posting a Client Bank Receipt

## 03 - Client Bank Payment

- Posting a Client Bank Payment
- Generating Cheques

## 04 - Office Bank Payment

- Posting an Office Bank Payment

- Disbursement Postings

## 05 - Nominal Payment & Transfer from Nominal

- The Nominal Ledger
- Posting Payments & Receipts
- Transfer from Nominals

## 06 - Petty Cash Payment

- What is a Petty Cash Payment
- Posting Petty Cash Payment

## 07 - Bills

- Bill Posting Type
- Posting a Bill
- Allocating Disbursements
- Time Allocation
- Apportioning Costs
- Printing Bills

## 08 - Allocations

- Retrospective Allocations
- Allocating Payment to a Bill
- Checking Allocations

## 09 - Cost Transfer & Cost Transfer Report

- Why Post a Cost Transfer?
- What is the Cost Transfer Report?
- The Posting Details Page
- The Allocate Credit Page
- The Apportion Costs Received Page

## 10 - Office Bank Receipt

- Why Post an Office Bank Receipt?
- Posting an Office Bank Receipt
- The Allocate Credit Page

## 11 - Z Note

- Why Post a Note to the Client Ledger?
- Posting the Note

## 12 - Nominal Petty Cash Payment

- Why Post a Nominal Ledger Petty Cash Payment & Receipt?
- Posting a Petty Cash Payment & Receipt

## 13 - Creating Cheques

- Payee Options
- Cheque Options
- Posting Details

## Accounts 2: Advanced

---

### 01 - Journals Between Matters

- Journaling the Client Ledger
- Client Transfer Payment & Receipt
- Office Transfer Payment & Receipt

### 02 - Deposit Accounts

- What are Deposit Accounts?
- Linking Deposit Accounts to the Client Ledger
- Deposit Posting Types
- Client Transfer to Deposit

### 03 - Creating New Nominals

- What Are Nominals?
- Nominal Headers & SACs
- The Account List
- Create a New Nominal Header
- Create an SAC for an Existing Nominal Header

### 04 - Nominal Journals

- What are Nominal Journals?
- Nominal Transfer From Account
- Nominal Transfer Into Account

### 05 - Introducing Petty Cash from Bank

- Why is Introducing Petty Cash Important?
- Posting Types
- Posting Petty Cash from Bank

### 06 - Paying VAT to HMRC

- Paying HMRC
- VAT Payment
- VAT Adjustment
- Posting a VAT Payment

### 07 - Reconciling Bank Accounts

- Why Reconcile the Bank Accounts?
- Manual Reconciliation
- Printing the Banks

- Sorting & Filtering the Reconciliation Screen

## 08 - Purchase Ledgers

- What are Purchase Ledgers?
- Creating a Purchase Ledger
- Posting a Supplier Invoice
- Paying the Supplier
- Allocating Payments

# Accounts 3: Supplementary

---

## 01 - Unpaid Disbursements

- What are Unpaid Disbursements?
- Posting an Unpaid Disbursement
- Paying an Unpaid Disbursement
- Undoing a Paid Unpaid Disbursement
- Cancelling an Unpaid Disbursement
- Running the Unpaid Disbursements Report

## 02 - Budgets & Budget Analysis

- What are Budgets?
- Adding a Budget
- Amending a Budget
- Checking Budget/Actual/Under Over And %
- Running the Budget Analysis Report

## 03 – Scheduled Postings

- What are Scheduled Postings?
- Adding a New Schedule
- Editing & Deleting a Schedule
- Posting Pending Items
- Deleting Pending Items

## 04 – Provisional Journals

- What are Provisional Journals?
- Posting a Provisional Journal Credit

## 05 – Allocating Payments In Purchase & Client Ledgers

- Why Allocate Payments?
- Allocating Payments in the Client Ledger
- Allocating Disbursements in the Client Ledger
- Allocating Invoices/Payments in the Purchase Ledger

## 06 – Provisional Bills

- What are Provisional Bills?
- Posting a Provisional Bill
- Delivering a Provisional Bill
- Undoing a Delivered Provisional Bill
- Cancelling a Provisional Bill

## 07 – Counsel Fees

- What are Counsel Fees?
- Entering Counsels Fees
- Paying Counsels Fees
- Undoing Paid Counsels Fees
- Cancelling Counsels Fees

# Accounts: Quick Start

---

## 01 - Getting Started

- Logging into Osprey
- The Osprey Approach Home Page

## 02 - Searches

- The Global Search
- Loading a Client & Matter
- Client & Dossier Searches
- Conflict of Interest Searches

## 03 - Clients & Matters

- Adding & Editing Clients
- Making Prospects Live
- Adding & Editing Matters
- Archiving Clients & Matters

## 04 - The Client Ledger

- Viewing the Client Ledger
- Printing the Client Ledger
- Raising Requisitions

## 05 - Client Bank Receipt

- What is a Client Bank Receipt?
- Posting a Client Bank Receipt

## 06 - Client Bank Payment

- What is a Client Bank Payment?
- Posting a Client Bank Payment

## 07 - Office Bank Payment

- What is an Office Bank Payment?
- Posting an Office Bank Payment

## 08 - Office Bank Receipt

- What is an Office Bank Receipt?
- Posting an Office Bank Receipt

## 09 - Bills

- Bill Posting Types
- Posting a Bill
- Allocating Disbursements
- Times Allocation
- Apportioning Costs
- Printing Bills

## 10 - Petty Cash Payment

- What is a Petty Cash Payment?
- Posting a Petty Cash Payment

## 11 - Unpaid Disbursements

- What are Unpaid Disbursements For?
- Posting an Unpaid Disbursement
- Paying an Unpaid Disbursement
- Undoing a Paid Unpaid Disbursement
- Cancelling an Unpaid Disbursement
- Running the Unpaid Disbursements Report

## 12 - Z Notes

- Why Post a Note?
- Posting your Note

## 13 - Nominal Petty Cash Payment

- Why Post a Nominal Ledger Petty Cash Payment & Receipt?
- Posting your Petty Cash Payment & Receipt

## 14 - Reconciling Bank Accounts

- Why Reconcile Banks?
- Manual Reconciliation
- Printing the Banks
- Sorting & Filtering the Reconciliation Screen

## 15 - Purchase Ledgers

- What are Purchase Ledgers?

- Creating a Purchase Ledger
- Posting a Supplier Invoice
- Paying the Supplier
- Allocating Payments

## Advanced Workflow Actions

---

### 01 - Adding & Editing Workflow Criteria

- Introduction
- Setting Criteria on Actions
- The Criteria Screen
- Editing Tasks & Adding Criteria

### 02 - Linking Tasks to Key Dates

- Linking Tasks to Key Date Actions
- How to Link Tasks to a Key Date
- Unlinking a Task

### 03 - The Tick Task Action

- The Tick Task Action
- Ticking a Task

## Auto Posting

---

### 01 - Auto Posting Overview

- Why Use Auto Posting
- Posting Types Available

### 02 - Custom Auto Posting

- Auto Posting Format
- Cost Transfers
- Client Bank Receipts
- Client Bank Payments
- Uploading the CSV File
- Posting the Data

### 03 - Smart Actions Auto Billing

- Auto Billing
- Configuring Options
- Adding Rows to your Bill
- Importing Bill Details
- Saving & Printing your Bills



# Case Bundles

---

## 01 - Creating a Case Bundle

- What is a Bundle?
- What Goes in a Bundle
- Creating a Bundle

## 02 - Adding Folders to a Bundle

- Creating Folders
- The Root Folder

## 03 - Adding Content

- Adding Content to a Bundle
- The Processed Date

## 04 - Downloading a Bundle

- Downloading a Bundle
- Viewing a Bundle

## 05 - Bundle Document Settings

- Amending Bundle Worktype
- Amending Bundle Font Size & Type

# Case Supervisor: Dossier Fields & Pages

---

## 01 - What are Dossier Pages & Fields

- Introduction
- Dossier Page Contents
- Commonly Used Fields

## 02 - Creating Pages & Linking to Work Types

- Creating a Dossier Page
- Editing a Dossier Page
- Assigning a Worktype

## 03 - Creating Dossier Fields

- The Dossier Fields Page
- Adding a Dossier Field
- Editing & Deleting Dossier Fields

## 04 - Creating Dossier List Fields

- Adding Dossier List Fields

- Creating Values
- Ordering the List
- Default Entries
- Editing Dossier List Fields

#### 05 - Linking Fields to Dossier Pages

- Linking Dossier Fields
- Unlinking Dossier Fields
- Designing Dossier Pages
- Previewing Dossier Pages

#### 06 - Expert Types & Area of Expertise

- What are Expert Types?
- Adding an Expert Type
- Editing an Expert Type
- Adding an Area of Expertise

## Case Supervisor: Questionnaires

---

#### 01 - Custom Questionnaires

- What are Custom Questionnaires?
- Creating Custom Questionnaires
- Linking & Arranging Fields
- Filtering Options
- Design the Client View

#### 02 - Web Questionnaires

- What are Web Questionnaires?
- Creating a New Enquiry Form

#### 03 - Workflow Web Questionnaires

- What are Workflow Web Questionnaires
- Creating a Web Questionnaire
- Linking the Questionnaire to a Workflow
- Running the Questionnaire
- Questionnaire Administrator

## Case Supervisor: Standard Documents

---

#### 01 - Include Documents

- Creating an Include Document
- Uploading a Header/Footer
- Updating an Including Document

- Adding Include Documents to Letters
- Running a Preview

## 02 - Standard Documents

- Creating Document Templates
- Filtering the Document List
- Editing Document Data
- Deleting a Document

## 03 - Linking Mergefields

- Designing a Document
- Selecting Mergefield Tables
- Linking Fields to a Document
- Previewing a Document

## 04 - PDF & Excel Documents

- Creating a PDF Document
- Creating an Excel Document

## 05 - Cloning Documents

- Add Current Document
- Linking Fields

## 06 - Item Types

- Creating Item Types
- Assigning Item Types to Matter History Items

## 07 - Email Templates

- Creating Email Templates
- Inserting Mergefields from Osprey
- Using Templates when Sending Emails

## 08 - Text Message Templates

- Creating SMS Templates
- Inserting Mergefields from Osprey
- Using Templates when Sending Text Messages

# Case Supervisor: Workflows & Key Date Types

---

## 01 - Creating a Workflow

- Creating a New Workflow
- Editing Workflow Details
- Archiving Workflows

## 02 - Creating a Task

- Creating a New Task
- Editing a Task

## 03 - Adding Actions to a Task

- Commonly Used Actions
- Send Standard Document
- Automatic Key Dates
- Sending Text Messages
- Allocate Custom Questionnaire
- Editing & Removing Actions

## 04 - Linking Tasks to a Workflow

- Linking a Task
- Dragging & Dropping Tasks

## 05 - Workflow Sections

- Creating Workflow Sections
- Linking Tasks to Workflow Sections

## 06 - Key Date Types

- Creating Key Date Types
- Editing Key Date Types

# Case Worker

---

## 01 - Getting Started

- Logging into Osprey
- The Osprey Approach Homepage
- Two Factor Authentication
- Your User Profile Page
- Logging Out of Osprey

## 02 - Client & Matter Searches

- The Global Search
- Client & Matter Searches
- The Wildcard Search

## 03 - Conflict of Interest Searches

- Client Conflicts
- Dossier Data Conflicts
- Saving Conflict Checks

## 04 - Adding Clients & Matters

- Adding Individual Clients
- Adding Company Clients
- Additional Named Clients
- Communication Details
- Adding the First Matter

## 05 - Matter Restrictions

- Restricting Individuals
- Restricting Groups

## 06 - Posting Time

- Posting Time
- Viewing the Time Ledger

## 07 - The Timer & Timesheets

- Using Timers on a Current Matter
- Using Timers on a Blank Matter
- Posting Time from the Timer
- Using Timesheets

## 08 - Client Ledger & Requisitions

- Viewing the Client Ledger
- The Client Ledger Summary
- Client Ledger Requisitions

## 09 - Contacts & Organisations

- Adding Contacts & Organisations
- Editing Contacts & Organisations
- Linking a Contact to an Organisation

## 10 - The Dossier

- Selecting a Dossier Pages
- Adding Information to a Dossier Page

## 11 - Document Production & Osprey Gateway

- Installing the Gateway
- Logging into the Gateway
- Browser Setup
- Running Documents
- Saving Documents to Matter History

## 12 - The Matter History

- Uploading Documents

- Adding Notes
- Customising the Matter History
- Searching the Matter History
- Matter History Item Options
- Matter History Folders

### 13 - Key Dates & Workflows

- Adding Key Dates
- Editing Key Dates
- Meeting Key Dates
- The Key Date Summary
- Loading Workflows
- Running Workflows

### 14 - Sending Emails & Text Messages from Osprey

- Sending Emails from Osprey
- Sending Emails from Matter History
- Including Matter History Items in Emails
- Sending Text Messages in Osprey

### 15 - Bundles & Packages

- Creating Court Bundles
- Downloading Court Bundles
- Creating Packages
- Sending Packages from Osprey

## Client Level & File System

---

### 01 - Client Level

- What is the Client Level?
- Client Level Overview

### 02 - Creating a Client Level Workflow

- Linking Fields to a Global Dossier Page
- Creating the Workflow
- Loading the Workflow
- Running the Workflow

### 03 - File System Documents

- Creating a File System Document
- Filtering General Documents
- Previewing a Document

### 04 - File System Folders

- Creating a New Folder
- Creating Sub-Folders
- Saving a Document into a Folder
- Document Options

#### 05 - Adding Items to the File System

- Uploading Items
- Saving Notes

#### 06 - Editing File System Items

- Checking Out Items
- Checking In Items
- The Item Details Panel

#### 07 - File System Item Options

- Previewing Items
- Downloading Items
- Emailing Items
- Deleting Items

## Criminal Billing & CRM Reporting

---

#### 01 - Introduction & Access

- Claiming your Payments
- Important Information
- Setting Access

#### 02 - LAA Contract Number & Form Lists

- Adding a Contract Number
- Adding a Schedule Number
- Amending Contract Work Forms
- Managing Lists

#### 03 - Setting the Matter

- Generating a UFN Number
- Checking the Billing Guide
- Legal Aid Codes
- Claiming Mileage
- Personal Details

#### 04 - Running the CRM6 Report

- Contract Work Reports
- Running Validation
- Billable Matters List

- Summary of Claims
- Saving Online Submission

#### 05 - Using CRM6 with Auto Posting

- Checking the Posting Date
- Changing the Posting Date

#### 06 - Setup Required

- Setting Up a Mileage Nominal
- Ticking Access Flags
- Setting System Switches
- Auto Posting Defaults
- Posting Descriptions
- Spooling Bills
- Remuneration IDs
- Posting Dates

#### 07 - Submission & Reconciliation

- Reconciling the LAA Claim Summary
- Ticking the Transactions

#### 08 - Printing CRM11 Bills & CRM7 Report

- Reprinting CRM Batches
- Spool Bills

## File Restrictions

---

#### 01 - Matter Restrictions Setup

- Matter Restricted Access
- Per-User Restrictions

#### 02 - Matter Restrictions in the Browser

- Editing a Matter
- Restricting a User
- Restricting a Group

## Month End

---

#### 01 - Pre Period End Checks

- Pre-Period End Checks
- The Trial Balance
- Ledger Balance



- Purchase Balance
- Bank Balance

## 02 - Pre Period End Reports

- Pre-Period End Reports
- Aged Debtors Reports

## 03 - Month End

- What is Month End?
- Running Period End

## 04 - Month End Reports

- Running Your Reports
- Report Selection
- Printing Reports
- Exporting Reports

## 05 - Exporting Reports

- Why Export Reports?
- Exporting to Excel/CSV/PDF

# Osprey Integrations

---

## 01 - Docusign

- Requesting Signatures
- Additional Signatures
- Signing a Document

## 02 - InfoTrack

- Adding Information
- Submitting an Order

## 03 - Loqate

- Searching a Postcode
- Adding the Address

## 04 - Lexis Nexis

- Running Lexis Nexis Forms
- Saving Forms to the Matter History
- Checking Out Forms

## 05 - Searchflow

- Setting Up Bundles

- Favourite Products
- Submitting a Search

## 06 - Text Anywhere

- Sending Texts in Osprey
- Text Message Templates

## 07 - Coadjute

- What is Coadjute?
- Invitations
- Viewing & Accepting an Invitation
- The Coadjute Board
- The Message Centre

## 08 - Minerva

- Running the Minerva Workflow Action
- Adding Minerva Actions to Workflow Tasks

# Outlook Add-In (Online & 365)

---

## 01 - Installing & Logging In

- Installing the Add-In from Outlook
- Installing the Add-In from Office Online
- Sign In Options

## 02 - Exporting Emails to Osprey

- Locating a File to Export To
- The Export Details Panel
- Exporting Attachments
- Exported Email Tags

## 03 - Adding Data from Osprey into Outlook Emails

- Selecting Email Addresses
- Adding Matter History Items
- Adding Packages
- Convert Word to PDF

# Report Writer 1: Basic

---

## 01 - Getting Started

- Entering Your Osprey URL
- Entering Your Credentials

- Logging into the Report Writer
- Selecting a View
- Report Writer Settings in Osprey
- Saving Progress

## 02 - Creating & Editing Bands

- What are Bands?
- List of Available Bands
- Creating Bands
- How to Remove Bands

## 03 - Commonly Used Functions

- The Report Writer Screen
- Changing Page Orientation
- The Tool Box
- Title & Column Headings
- The Details Bar
- Adding Details
- Adding & Editing Images

## 04 - Calculated Fields

- Creating Calculated Fields
- Using Calculated Fields
- The Expression Editor

## 05 - Sorting & Grouping Data

- Sorting Data
- Grouping Data
- Editing Sorts & Groups

## 06 - Adding Parameters

- What are Parameters?
- Adding & Editing Parameters
- Parameter Functions

## 07 - Saving Your Report

- Saving Overview
- Saving Reports
- Editing Reports
- Why Clone a Report?
- Cloning Reports
- Deleting Reports

# Report Writer 2: Advanced

---

## 01 - Getting Started

- Chart Introduction
- Prior to Booking this Course...

## 02 - Adding & Placing a Chart

- Cloning a Report for a Chart
- Placing the Chart
- Adding the Chart

## 03 - Pie Charts

- Creating the Pie Chart
- Selecting a Style
- Setting up the Chart Series
- Toggling Chart Properties
- Amending the Legend & Data Points

## 04 - Bar Charts

- Creating the Bar Chart
- Selecting a Style
- Setting up the Chart Series
- Toggling Chart Properties
- Amending the Labels

## 05 - Pivot Charts

- Creating the Pivot Chart
- Selecting a Style
- Setting up the Chart Series
- Toggling Chart Properties
- Amending the Sources & Pivot Columns

## 06 - Running Reports in Osprey

- Accessing the Reports in Osprey
- Report Permissions
- Searching for Reports
- Running a Report

## 07 - Scheduling Reports

- Setting up a Schedule
- Amending Recurrence
- Removing a Schedule

# Standard & Financial Reports

---

## 01 - Introduction

- Reports Available
- Commonly Used Reports

## 02 - Ledger Balance Filters

- The Ledger Balance Report
- Filtering the Report
- Running the Report

## 03 - Check For Overdrawn Balances

- Filtering the Report
- Running the Report

## 04 - Check For Credit Balances

- Filtering the Report
- Running the Report

## 05 - Exporting Report Results

- Exporting to Excel
- Filtering your Data

# Supervisor Case Management: Quick Start

---

## 01 - Work Types

- What are Work Types?
- Adding New Work Types
- Amending Work Types
- Archiving Work Types

## 02 - Documents & Lexis Forms

- Creating Document Templates
- Adding Content & Mergefields
- Adding New PDF & Excel Documents
- Add Current Document
- Lexis Integration

## 03 - Include Documents

- What are Include Documents?
- Creating an Include Document for your Header & Footer
- Uploading the Include Document
- Adding Include Documents to your Templates

## 04 - Amending Workflows

- Creating a Workflow

- Archiving a Workflow
- Creating New Tasks
- Linking Tasks to Workflows

#### 05 - Email Templates

- Creating an Email Template
- Adding Mergefields to Email Templates

#### 06 - Client & Matter Extensions

- What are Extensions?
- Creating a New Extension
- Adding Mergefields to your Extension
- Cloning an Extension

## Supervisor User: Quick Start

---

#### 01 - Adding & Amending Users

- Adding a New User
- The User Activation Process
- Amending a User
- The User Profile Area

#### 02 - Access Templates

- Creating & Cloning Access Templates
- Amending Access Templates

#### 03 - Adding Fee Earners & Transferring Matters

- Creating New Fee Earners
- Amending Fee Earners
- Transferring Matters Between Fee Earners
- Fee Earner Status

#### 04 - Fee Earner Rates

- Methods of Recording Time
- Adding Activity Codes
- Linking Activity Codes to Work Types
- Remuneration Types
- Setting Charging Rates

#### 05 - Security Groups

- Creating Security Groups
- Adding Users to Security Groups

#### 06 - System Settings & Configuration

- Amending System Settings
- Amending Configuration Settings & Switches

# Web Portal 1: Supervisor

---

## 01 - What is the Web Portal?

- Available Features
- Examples of Using the Web Portal

## 02 - Associate Setup

- Setup Requirements
- Creating a New Associate

## 03 - Access Template Setup

- Default Templates Available
- Creating a New Template
- Amending Access

## 04 - Conveyancing Options

- The Conveyancing Calculator Setup
- Setting Up Conveyancing Rates
- Creating Band Limits

## 05 - Web Enabling in Osprey

- Published Descriptions
- Web Enabling a Task
- Web Enabling a Worktype
- Web Enabling Questionnaires
- Linking Fields
- Compulsory Fields
- Designing a View
- Allocating Web Questionnaires
- Questionnaire Administrators

## 06 - Email Setup

- Setting Up Email Templates
- Linking Fields to Email Templates
- Adding Signatures

## 07 - Configuration

- Changing the Column Headings
- Rearranging Columns

# Web Portal 2: User

---

## 01 - Web Enabling Clients

- Web Enabling a Client
- Unpublishing a Matter
- Republishing a Matter
- Enable Client Access
- Resetting a Password

## 02 - Linking Associates

- Linking Associates to a Matter
- Unlinking Associates

## 03 - Web Enable Matter History Documents

- Web Publishing a Matter History Document
- Web Publishing for Individual Users
- Web Enabling Permissions

## 04 - Web Enable Key Dates

- Web Publishing a Key Date
- Unpublishing a Key Date

## 05 - Web Enable Emails

- Web Publishing an Email
- Copying to Associates
- Web Publishing an Email from the Matter History

## 06 - Logging into the Portal

- Logging in as a Client
- Logging in as an Associate
- Forgotten Passwords
- Published Matters List
- Published Documents
- The Actions Panel
- Workflow Tasks
- Outstanding Key Dates

## 07 - Options Within the Portal

- Current Cases
- Your Details
- Contact Us
- The Conveyancing Calculator
- Printing
- File Sharing



- News
- My Account

#### 08 - Associate Login

- Matters List
- Selecting a Matter
- Contact Us

#### 09 - New Matter & Client Enquiries

- Submitting a New Enquiry
- Filling in the Forms
- Submitting a Form
- Viewing New Enquiries
- Deleting Enquiries
- Posting

## Web Portal 3: File Sharing

---

#### 01 - File Sharing

- Accessing File Sharing
- File Sharing Options in Matter History

#### 02 - File Sharing Setup

- Amending the Access Template
- Ticking the Relevant Options

#### 03 - Publishing Documents

- Publishing From the Matter History
- Client & Associate Permissions
- Viewing Published Documents in the Matter History

#### 04 - Accessing Documents

- The File Sharing/Uploads Tab
- Document Options

#### 05 - Checking Out Documents

- Checking Out a Document
- Checking In & Undo Options
- Amending the Document
- Checking the Document Back In
- Check In Comments

#### 06 - Finalising Published Documents

- Finalising Documents
- Unfinalising Documents
- Unpublishing Documents

# Year End

---

## 01 - Pre-Period End Checks

- Pre-Period End Checks
- The Trial Balance
- Ledger Balance
- Purchase Balance
- Bank Balance

## 02 - Pre-Period End Reports

- Pre-Period End Reports
- Aged Debtors Reports

## 03 - Add Period Set

- Adding New Periods
- Outstanding Scheduled Postings
- Tick Deferred Bills

## 04 - Year End

- Running Your Year End
- The Year End Report

## 05 - Month End Reports

- Running Your Reports
- Report Selection
- Printing Reports
- Exporting Reports

## 06 - Year End Reports

- Accessing Further Reports
- Filtering the Reports