# Osprey Approach: Reports: Office Receipts

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The latest version is always online at https://support.ospreyapproach.com/?p=32691

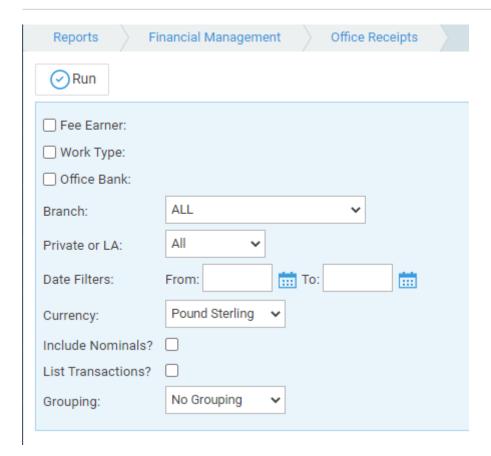


Lists all Office Receipt postings completed between dates two selected dates.



Office Receipts example

# **Filter Options**



- Fee Earner Ticking this box brings up a list of Fee Earners to select, if only one, or a group of Fee Earners are required. If all fee earners are required, leave blank.
- Work Type Ticking this box brings up a list of Work Types to select if only one, or a group of Work Types are required. Leave blank for all work types.
- Office Bank Ticking this box brings up a list of Banks to select if only one, or a group of Banks are required. Leave blank for all.
- Branch Drop down selection list defaults to all, or can select an individual branch.
- Private or LA Drop down selection list defaults to all, or can select either private or legal aid.
- Date Filters compulsory fields. Select the date range for the report from and to. The dates can be entered into the boxes provided in the format dd/mm/yyyy or the dates can be selected from the calendar button.
- Currency Drop down list of available currencies. Only those that are in use are visible.

- Include Nominals Selecting the tick box allows the report to show both Client ledger office receipts and Nominal ledger office receipts. Deselecting will only show Client ledger office receipts.
- List Transactions Tick the box to see all the individual transactions, or leave unticked to see a total only for the selected filters.

# **Grouping and Ordering**

• Grouping - Choose from No Grouping, Fee earner or Work Type.

## List of Columns produced

### When List Transactions is Unticked

- Bank Name the ID of the office bank
- Description the full description of the office bank
- Office Total the total of all office receipts for the bank based on the filters you have entered.

### When List Transactions is Ticked

- Bank Name the ID of the office bank
- Description the full description of the office bank
- Account no the Client number or Nominal ledger number the receipt was posted to
- Matter the Matter No or the Nominal SAC the receipt was posted to
- FE the matter fee earner if the transaction is on a client ledger
- WT the work type if the transaction is on a client ledger
- Branch the branch the posting was made to
- Posting Ref posting reference entered
- Post Date the date of the posting
- Office Total the amount of the office receipt