Osprey Approach: Reports: Office Receipts

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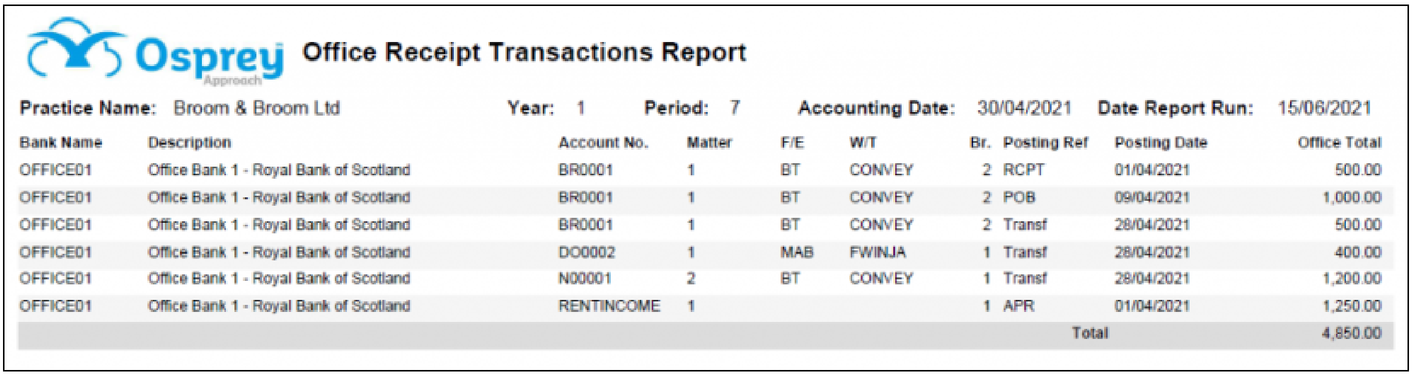
May 30th, 2024

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

This guide will go through the Office Receipts report

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

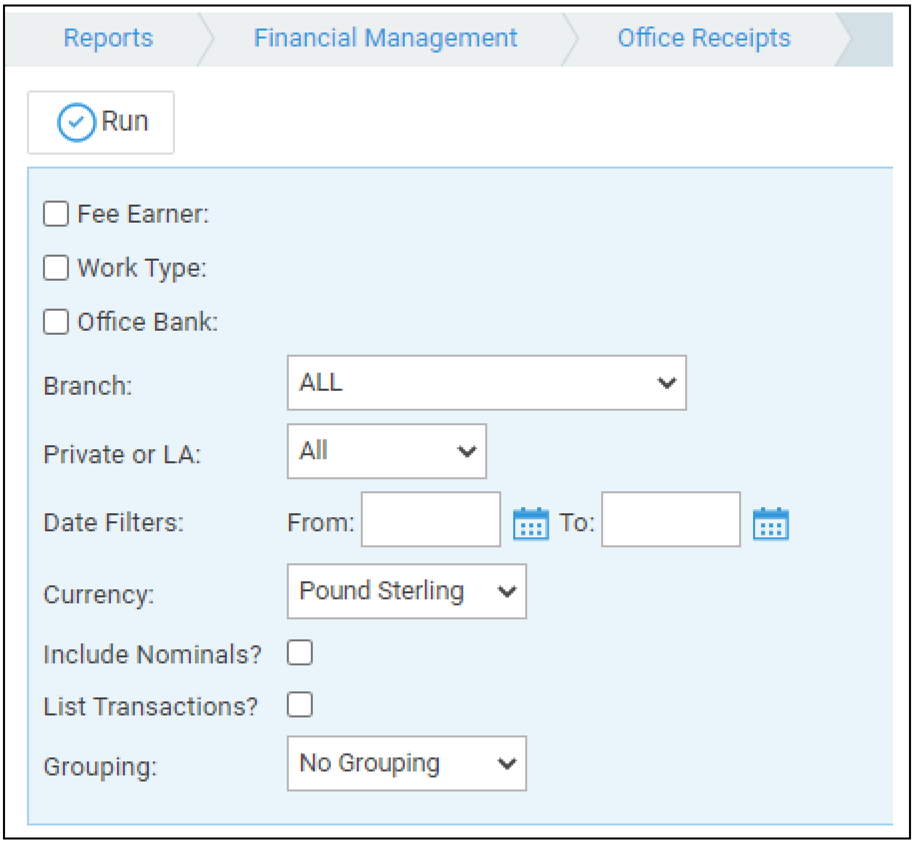


Osprey Approach — **Office Receipt Transactions Report**

Practice Name: Broom & Broom Ltd **Year:** 1 **Period:** 7 **Accounting Date:** 30/04/2021 **Date Report Run:** 15/06/2021

Bank Name	Description	Account No.	Matter	F/E	W/T	Br.	Posting Ref	Posting Date	Office Total
OFFICE01	Office Bank 1 - Royal Bank of Scotland	BR0001	1	BT	CONVEY	2	RCPT	01/04/2021	500.00
OFFICE01	Office Bank 1 - Royal Bank of Scotland	BR0001	1	BT	CONVEY	2	POB	09/04/2021	1,000.00
OFFICE01	Office Bank 1 - Royal Bank of Scotland	BR0001	1	BT	CONVEY	2	Transf	28/04/2021	500.00
OFFICE01	Office Bank 1 - Royal Bank of Scotland	DO0002	1	MAB	FWINJA	1	Transf	28/04/2021	400.00
OFFICE01	Office Bank 1 - Royal Bank of Scotland	N00001	2	BT	CONVEY	1	Transf	28/04/2021	1,200.00
OFFICE01	Office Bank 1 - Royal Bank of Scotland	RENTINCOME	1			1	APR	01/04/2021	1,250.00
							Total		4,850.00

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