

Osprey Approach: Reports: period end reports

This help guide was last updated on
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The latest version is always online at
<https://support.ospreyapproach.com/?p=32697>

[Click here for a printer-friendly version](#)

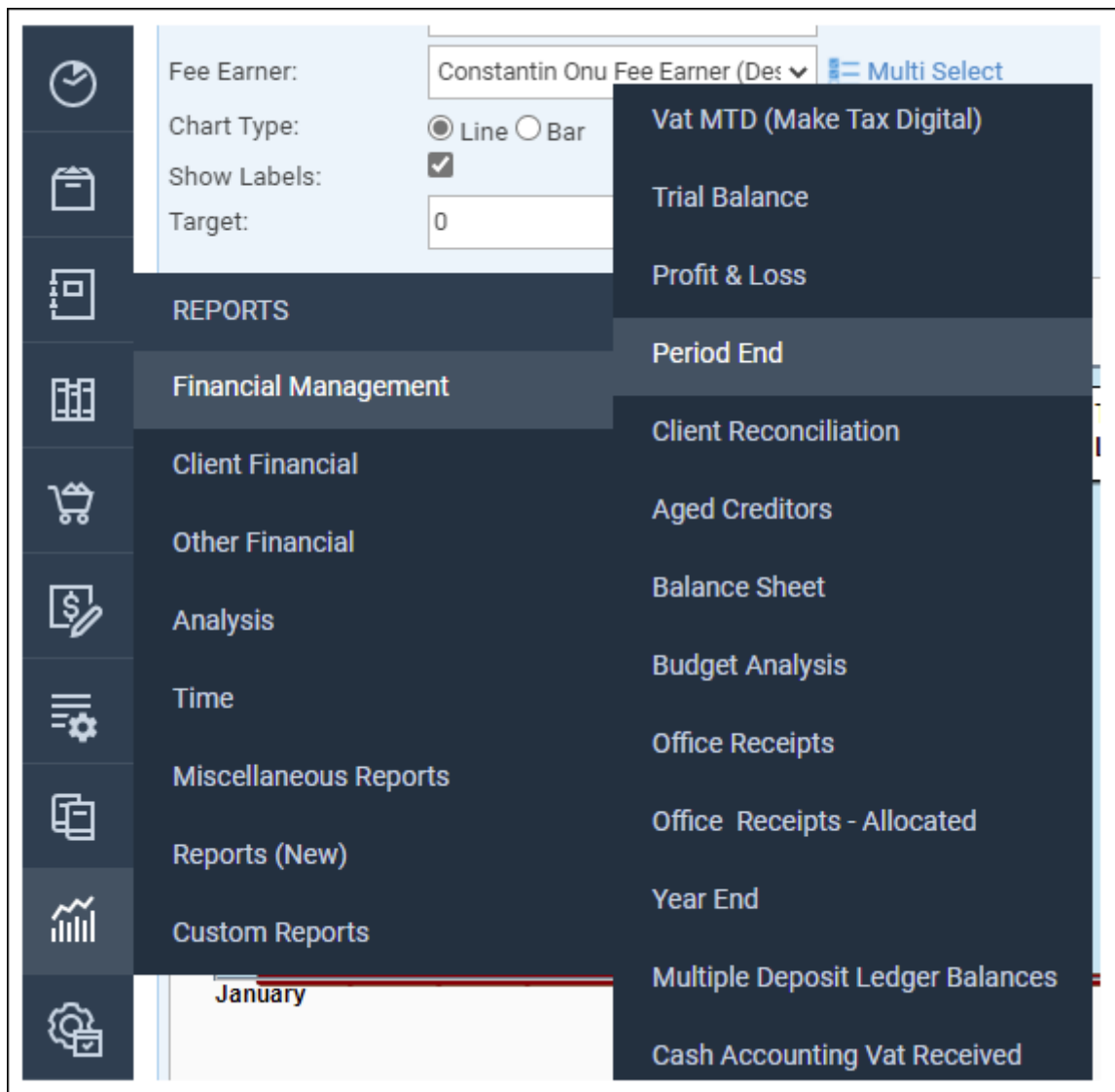


This guide will take you through printing month end reports for periods that have already been run

The Period End procedure > is run from the supervisor area. The period end reports can be reprinted whenever required, and doing so will not affect the period you are in currently.

Opening the Period End Reports

Navigate to Reports > Financial Management > Period End



Filter options

Reports > Financial Management > Period End

Print Toggle Selection

Branch: ALL

Currency: Pound Sterling

Year: 1 01/10/2020 to 30/09/2021

Period: 9 01/06/2021 to 30/06/2021

Reports To Run:

<input checked="" type="checkbox"/> Period End Counsels Fees	<input checked="" type="checkbox"/> Period End Purchase Ledger Balance
<input checked="" type="checkbox"/> Period End Client Reconciliation	<input checked="" type="checkbox"/> Period End Provisional Bills
<input checked="" type="checkbox"/> Period End Day Book Listing	<input checked="" type="checkbox"/> Period End Trial Balance
<input checked="" type="checkbox"/> Period End Deposit Journal	<input checked="" type="checkbox"/> Period End Unpaid Disbursements
<input checked="" type="checkbox"/> Period End Fees Analysis	<input checked="" type="checkbox"/> Period End VAT Journal
<input checked="" type="checkbox"/> Period End Fees Analysis by Fee Earner	<input checked="" type="checkbox"/> Period End Cash Received
<input checked="" type="checkbox"/> Period End Fees Analysis by Work Type	<input checked="" type="checkbox"/> Period End VAT Summary
<input checked="" type="checkbox"/> Period End Fees Journal	<input checked="" type="checkbox"/> Period End Vat Form
<input checked="" type="checkbox"/> Period End Journals Journal	<input checked="" type="checkbox"/> Period End Write Offs
<input checked="" type="checkbox"/> Period End Matter Balance	<input checked="" type="checkbox"/> Accounting Summary
<input checked="" type="checkbox"/> Period End Multiple Deposits Journal	<input checked="" type="checkbox"/> Client Balances in Debit
<input checked="" type="checkbox"/> Period End Petty Cash Journal	<input checked="" type="checkbox"/> Office Balances in Credit
<input checked="" type="checkbox"/> Period End Profit & Loss	<input checked="" type="checkbox"/> Disbs Balances in Credit

Period End Client Banks All Banks

Period End Office Banks All Banks

- **Branch** – list selection, defaults to ALL
- **Currency** – list selection, defaults to default currency
- **Year** – List selection, only years with periods which have already been closed will appear.
- **Period** – List selection of the period ends that have been run for the year selected above.
- **Toggle selection** – select this option to change all ticks to not ticked and vice versa.

Printing period end reports

You can leave all reports ticked and Print them all (opens in a new window with the option to print each report), or click Toggle Selection to untick all reports so that you can select a single report to print.

The screenshot shows a web browser window titled 'Report Viewer - Work - Microsoft Edge' with the URL 'https://test.ospreyapproach.com/main/reportlib/reportviewer.aspx'. The interface includes navigation buttons (back, forward, first, last), a 'Viewer type' dropdown set to 'Html Viewer', and an 'Export type' dropdown set to 'Excel/Csv' with an 'Export' button. Below these are 'Go To' and 'Find' search fields. The main content area displays the Osprey Approach logo and the report title 'Period End Legal Aid Counsel's Fees Journal'. The report details are as follows:

Practice Name: Osprey Approach Test **Branch :** Bucharest - UserID 525587168795

Year: 18 **Period:** 2 **Accounting Date:** 30/06/2021 **Date Report Run:** 25/01/2022

Client/Matter	Date	Transaction Detail	Posting Ref	Fee	Paid?
/0	01/06/2021	Brought Forward	B/FWD	1,800.00	
/0	30/06/2021	This period totals CFEES	TP/CFEES	0.00	
/0	30/06/2021	Carried Forward CFEES	CF/CFEES	1,800.00	

When the first selected report appears on screen, to print the visible report select the print button if using the Active Reports Viewer (only available in Internet Explorer) or select the PDF option in the Export drop down in the top right hand corner, then click Export (you will then be prompted to open or save the report).

To move to the next report use the navigation buttons at the top of the screen.

- << moves to the first report
- < moves to the previous report
- > moves to the next report
- >> moves to the last report