

Osprey Approach: Print the Client Ledger

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The latest version is always online at
<https://support.ospreyapproach.com/?p=2213>

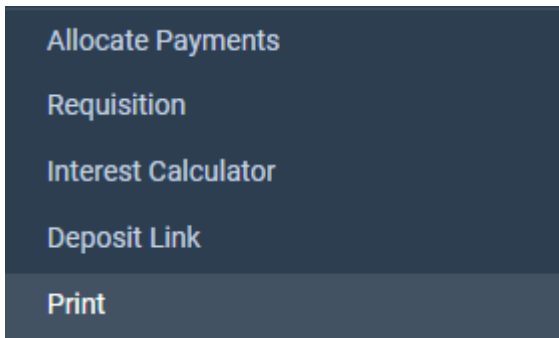
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This guide will show you how to print off a client ledger using the report viewer on Osprey

Browser

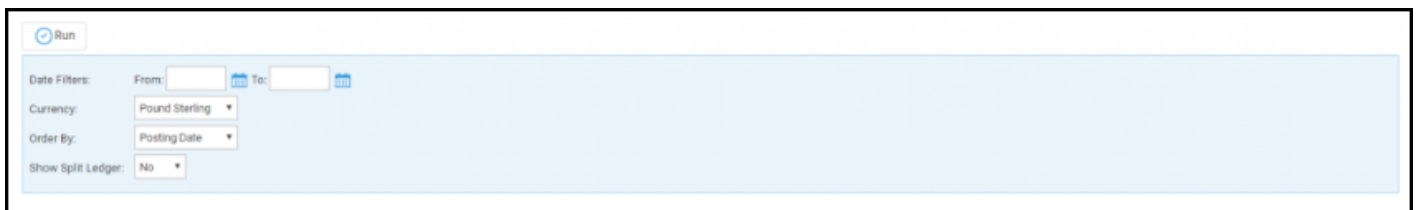
Ensure that you have selected a client with the ledger card you wish to print and then select the 'Client Ledger' tab on the side menu. You will now have the option to select 'Print' on the left hand side menu.



This will open the report overview.

If you want to print the postings for a specific period use the date filter fields 'From' and 'To'.

If you leave these fields blank, all of the postings on the ledger will be reported on.



You also have filter options for the currency, ordering and how the ledger will be displayed.

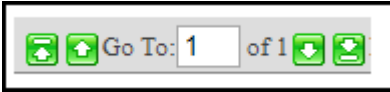
Select 'Run' and the report will open in a report viewer window

www.Osprey.TM																
Client Ledger Card																
Practice Name:		Pracctice Limited			Year:	6	Period:	7	Accounting Date:	31/05/2017		Date Report Run:		03/05/2017		
Client	WO0001	Matter	1	WT	RCS			Client name						Wood, Mr Richard		
Fee Earner	RW			Matter description				Sale of 9A Bridge Street, Hereford						2nd Client name		Williams, Ms Tanya
Date	Posting Detail	Ref	F/E	VAT	Office	Balance	Disbs	Balance	Client	Balance	Deposit	Balance	PD/Bill			
01/01/2016	Bill for Mitzi	30	RW	20.00	100.00	120.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
05/01/2016	Testing limit	test	RW	0.00	300.00	420.00	0.00	0.00	300.00	300.00	0.00	0.00	0.00			
05/01/2016	testing limit	d	RW	0.00	0.00	420.00	0.00	0.00	200.00	500.00	0.00	0.00	0.00			
05/01/2016	Testing limit 01	000002	RW	0.00	0.00	420.00	0.00	0.00	-150.00	350.00	0.00	0.00	0.00			
					420.00		0.00		350.00		0.00		0.00			

The Report Viewer

To navigate to the next page click on the down arrow icon to move to the next page or select the up arrow icon to go back to the previous page.

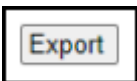
To quickly navigate to a specific page just type the page number into the available box and press the 'Enter' key on the keyboard.



If you want to print the report, have the viewer type set to Html Viewer

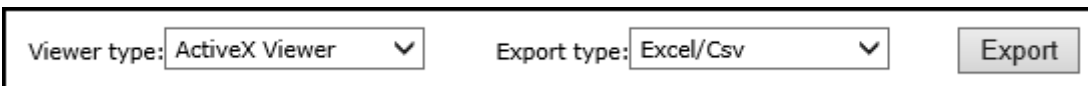


You can then select the export type to either Excel/Csv, Excel or PDF and then press the "Export" button.



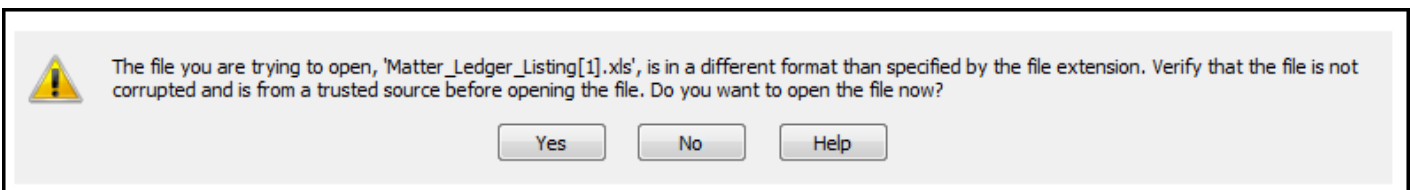
From here you can then print out this using Ctrl + P to bring up standard print options in either of the formats.

As previously mentioned the report can be exported to produce different file types, the export option is located at the top right hand corner of the Report Viewer window.



If you select 'PDF' as an Export Type and then click on the 'Export' button a new window will open. It will contain a new version of the report in PDF format. You may get a prompt to open or save the report, this depends on your Internet Explorer settings. If you select to 'Open' your report, then you will still be able to print. You can also save the report when in Adobe Acrobat Reader.

Selecting 'Excel' or 'CSV' and then clicking on the Export button will open a similar panel. This will ask you to open or save. If you click 'Open' you may get a second prompt as shown here.



Select 'Yes' and Excel will open with the report. You can use any of the standard Excel functions to analyse and format the available data.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Client	Matter	Client Name	W/T	F/E Desc	Date	Posting Detail	Ref	F/E	VAT	Office Balan	Client Balan	Disbs	Balan	Depos	Balan	PD/Bill		
2	WO0001	1	Wood Mr Richard	RCS	Rich Wood	01/01/2016	Bill for Mitzl	30	RW	20	100	120	0	0	0	0	0	0	0
3	WO0001	1	Wood Mr Richard	RCS	Rich Wood	05/01/2016	Testing limit	test	RW	0	300	420	300	300	0	0	0	0	0
4	WO0001	1	Wood Mr Richard	RCS	Rich Wood	05/01/2016	testing limit	d	RW	0	0	420	200	500	0	0	0	0	0
5	WO0001	1	Wood Mr Richard	RCS	Rich Wood	05/01/2016	Testing limit 01	2	RW	0	0	420	-150	350	0	0	0	0	0