

Osprey Approach: Printing the Time Ledger (App)

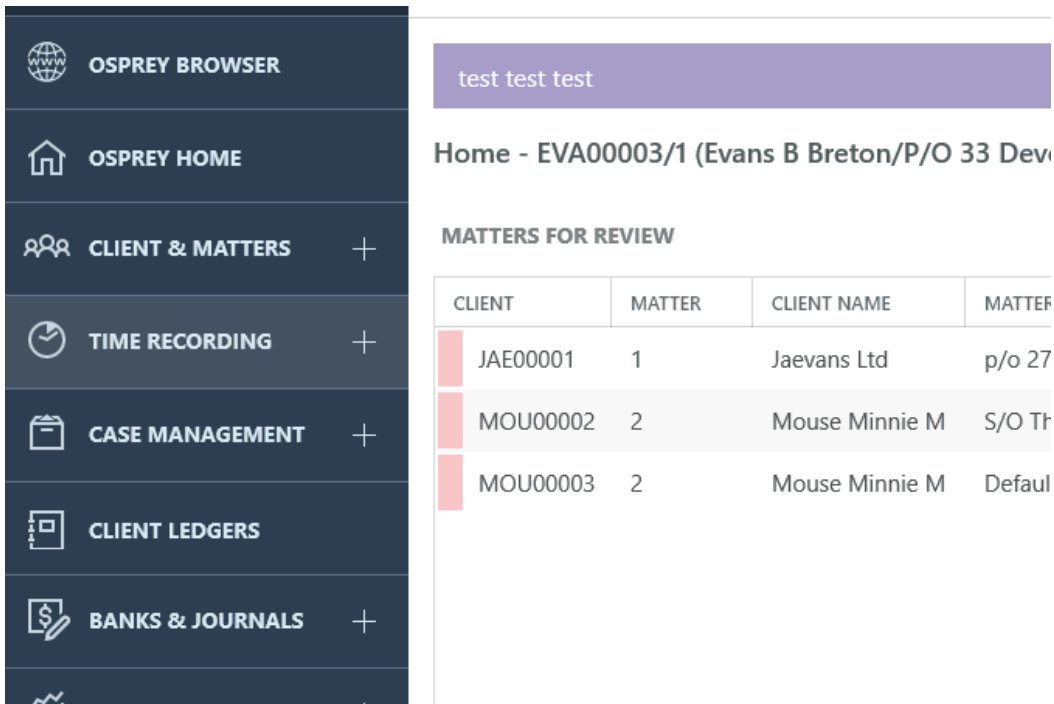
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The latest version is always online at
<https://support.ospreyapproach.com/?p=53090>



In Osprey you can print the time ledger for ease of reference.

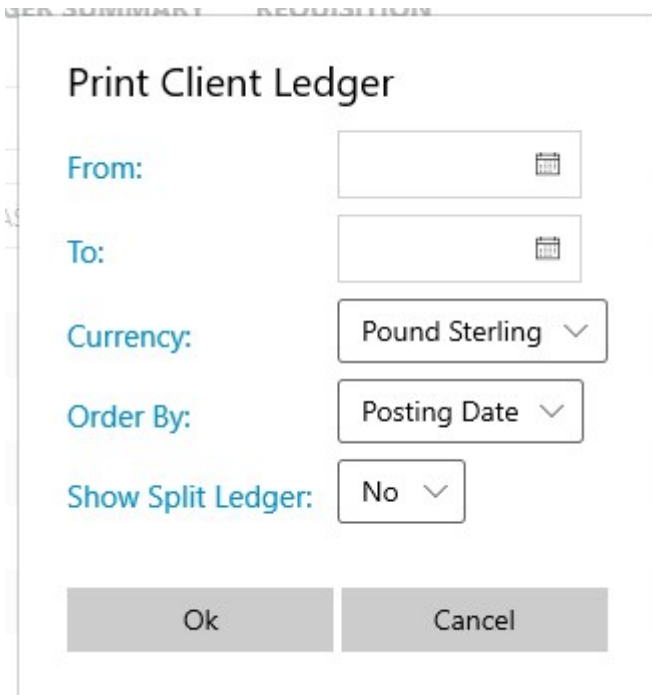
In order to do this navigate to Time Recording -- Time Ledger, then click the Print button.



The screenshot shows the Osprey software interface. On the left is a dark blue sidebar with navigation options: OSPREY BROWSER, OSPREY HOME, CLIENT & MATTERS, TIME RECORDING, CASE MANAGEMENT, CLIENT LEDGERS, and BANKS & JOURNALS. The main content area has a search bar with 'test test test' and a breadcrumb 'Home - EVA00003/1 (Evans B Breton/P/O 33 Dev)'. Below this is a section titled 'MATTERS FOR REVIEW' containing a table with the following data:

CLIENT	MATTER	CLIENT NAME	MATTER
JAE00001	1	Jaevans Ltd	p/o 27
MOU00002	2	Mouse Minnie M	S/O Tr
MOU00003	2	Mouse Minnie M	Defaul

On clicking the print button the following screen will appear with print options



The screenshot shows a dialog box titled 'Print Client Ledger'. It contains the following fields and options:

- From:** A date selection field with a calendar icon.
- To:** A date selection field with a calendar icon.
- Currency:** A dropdown menu currently set to 'Pound Sterling'.
- Order By:** A dropdown menu currently set to 'Posting Date'.
- Show Split Ledger:** A dropdown menu currently set to 'No'.

At the bottom of the dialog are two buttons: 'Ok' and 'Cancel'.

You will need to enter date parameters, for a full ledger print simply add an old date e.g. 01/01/1980 then select today's date.

If you use multi currency you can select the currency of the ledger you want to view

The Order by selection gives you two options,

Order By:

Posting Date

Entry Order

Posting Date is the Date of the posting, Entry order is the date the item was added to the ledger

Show Split Ledger you have two options Yes or No

Choosing No will give you a print of the ledger as below, note that now you can see a balance column next to each bank, this will show the running balance for each bank



Client Ledger Card

Practice Name: Osprey Approach Test Year: 13 Period: 12 Accounting Date: 31/01/2023 Date Report Run: 16/01/2023

Client	STR001	Matter	1	WT	JAECON	Client name							Straton, Mr Demo
Fee Earner	JAE	Matter description			Default Matter		2nd Client name						
Date	Posting Detail	Ref	F/E	VAT	Office	Balance	Disbs	Balance	Client	Balance	Deposit	Balance	PD/Bill

Choosing Yes will give you a print as below with the banks split into Payments and Receipts as well as the running balance column, at the bottom of the page the Payment and Receipt columns are totaled.



Client Ledger Card

Practice Name: Osprey Approach Test Year: 13 Period: 12 Accounting Date: 31/01/2023 Date Report Run: 17/01/2023

Client	STR001	Matter	1	WT	JAECON	Client name							Straton, Mr Demo			
Fee Earner	JAE	Matter description			Default Matter		2nd Client name									
Date	Posting Detail	Ref	F/E	VAT	Office Payment	Office Receipt	Balance	Disbs Payment	Disbs Receipt	Balance	Client Payment	Client Receipt	Balance	Deposit Payment	Deposit Receipt	Balance