

Osprey Approach: Reports: Audit Trail inc (NL/PL)

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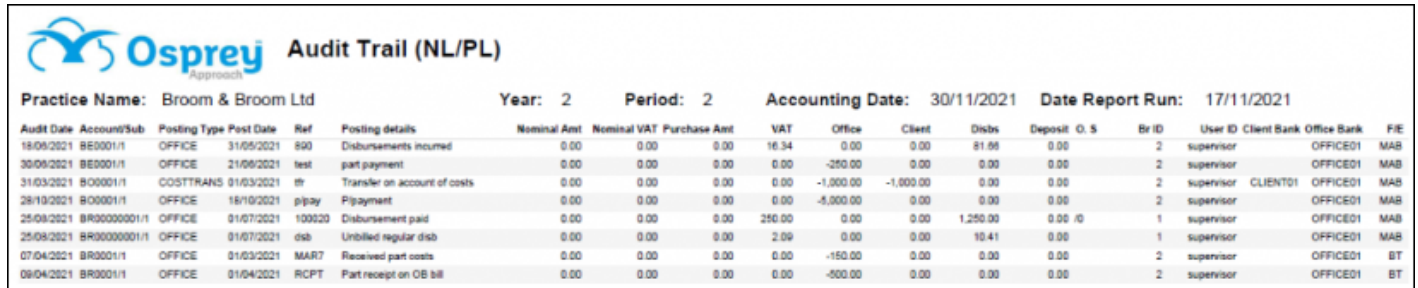
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This guide will go through the Audit Trail inc (NL/PL) report

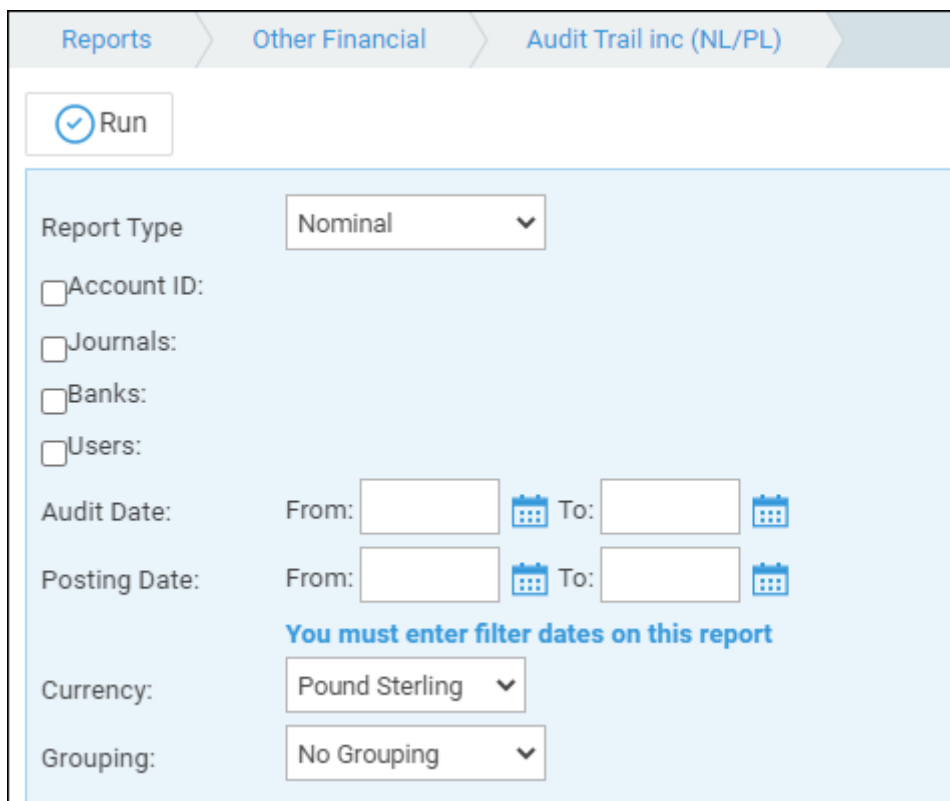
This report shows all financial postings and which nominals, purchase ledgers, matters, banks and journals they have affected. It can be useful in tracking down the second side of a posting if you are having difficulty finding it, or can be used to report on all postings affecting a particular bank or journal in a time range.



The screenshot shows the 'Audit Trail (NL/PL)' report header for 'Practice Name: Broom & Broom Ltd'. The report parameters are: Year: 2, Period: 2, Accounting Date: 30/11/2021, and Date Report Run: 17/11/2021. Below the header is a table with columns for Audit Date, Account/Sub, Posting Type, Post Date, Ref, Posting details, Nominal Amt, Nominal VAT, Purchase Amt, VAT, Office, Client, Disbs, Deposit, O. S, Br ID, User ID, Client Bank, Office Bank, and FIE. The table contains 10 rows of financial data.

Audit Date	Account/Sub	Posting Type	Post Date	Ref	Posting details	Nominal Amt	Nominal VAT	Purchase Amt	VAT	Office	Client	Disbs	Deposit	O. S	Br ID	User ID	Client Bank	Office Bank	FIE
18/09/2021	BE0001/1	OFFICE	31/05/2021	890	Disbursements incurred	0.00	0.00	0.00	16.34	0.00	0.00	81.66	0.00		2	supervisor	OFFICE01	MAB	
30/09/2021	BE0001/1	OFFICE	21/06/2021	test	part payment	0.00	0.00	0.00	0.00	-200.00	0.00	0.00	0.00		2	supervisor	OFFICE01	MAB	
31/03/2021	BO0001/1	COSTTRANS	01/03/2021	tr	Transfer on account of costs	0.00	0.00	0.00	0.00	-1,000.00	-1,000.00	0.00	0.00		2	supervisor	CLIENT01	OFFICE01	MAB
28/10/2021	BO0001/1	OFFICE	18/10/2021	p/lay	P/layment	0.00	0.00	0.00	0.00	-5,000.00	0.00	0.00	0.00		2	supervisor	OFFICE01	MAB	
25/08/2021	BR00000001/1	OFFICE	01/07/2021	10020	Disbursement paid	0.00	0.00	0.00	250.00	0.00	0.00	1,250.00	0.00	0	1	supervisor	OFFICE01	MAB	
25/08/2021	BR00000001/1	OFFICE	01/07/2021	disb	Unbilled regular disb	0.00	0.00	0.00	2.00	0.00	0.00	10.41	0.00		1	supervisor	OFFICE01	MAB	
07/04/2021	BR0001/1	OFFICE	01/03/2021	MAR7	Received part costs	0.00	0.00	0.00	0.00	-150.00	0.00	0.00	0.00		2	supervisor	OFFICE01	BT	
08/04/2021	BR0001/1	OFFICE	01/04/2021	RCPT	Part receipt on OB bill	0.00	0.00	0.00	0.00	-500.00	0.00	0.00	0.00		2	supervisor	OFFICE01	BT	

Filter options



The screenshot shows the filter options for the 'Audit Trail inc (NL/PL)' report. The 'Run' button is active. The 'Report Type' is set to 'Nominal'. There are checkboxes for 'Account ID:', 'Journals:', 'Banks:', and 'Users:', all of which are currently unchecked. The 'Audit Date:' and 'Posting Date:' fields have 'From:' and 'To:' date pickers, but they are empty. A message states 'You must enter filter dates on this report'. The 'Currency:' is set to 'Pound Sterling' and 'Grouping:' is set to 'No Grouping'.

- **Report Type** - you have a choice of:
 - **Nominal** - select this if you only want to report on nominal ledgers
 - **Purchase** - select this if you only want to report on purchase ledgers
 - **Nominal & Purchase** - select this if you only want to report on nominal and purchase ledgers
 - **Nominal & Purchase & Matter** - select this to search across the entire accounts system

- **Account ID** - tick if you just want to report postings on a particular client, matter, nominal or purchase ledger, and enter the account number and (optional) matter number/SAC number. e.g.
 - Entering BR0001 in the first box and leaving the second box blank will report all of the postings on client BR0001, all matters
 - Entering BR0001 in the first box and 1 in the second will just report all postings on client BR0001's matter 1
- **Journals** - Choose from counsels' fees, petty cash, debtors re counsels' fees, provisional debtors, purchase ledger, provisional bills, debtors, unpaid disbursements, fees journal, VAT creditor, journals journal, last year's profit or write offs. Selecting one or more of these will only produce postings affecting these areas on the report. Leave the box unticked if you want to search for all postings
- **Banks** - Choose one or more banks to report on. Leave the box unticked if you want to search for postings on all banks
- **Users** - Choose one or more users who made the postings. If you know you are only looking for postings you made yourself, select your user id to filter out all other users postings. Otherwise leave the box unticked and it will report on all postings no matter who made them
- **Posting Date Filters** - Enter the date range you want to report on here. The posting date is the date you entered into the posting screen when the posting was made. A date range for **either** posting date **or** audit date must be entered.
- **Audit Date Filters** - Enter the date range you want to report on here. The audit date is the date you actually made the posting. A date range for **either** posting date **or** audit date must be entered.
- **Currency** - Select the currency you wish to report on

Grouping and ordering

- **No Grouping** - This will produce the report in client number order
- **Posting Type** - This will produce the report in client number order, grouped by Posting Type with sub totals for each posting type
- **Account** - This will produce the report in order of the account it was posted to with a subtotal per account header (client total for all matters for client/matter postings or nominal all SACs for nominals)

List of columns produced

- Audit Date
- Account ID/Sub No (or Client / Matter No for client postings)
- Posting Type
- Posting Date (the date you entered when you made the posting)
- Ref (the posting Reference)
- Posting Details
- Nominal Amount
- Nominal VAT
- Purchase Amount

- VAT Amount (for client postings)
- Office Amount
- Client Amount
- Disbs Amount
- Deposit Amount
- Other Side
- Branch Code
- User ID
- Client Bank
- Office Bank
- Fee Earner