



# Osprey Approach: Reprint Month & Year End Reports

This help guide was last updated on  
May 9th, 2024

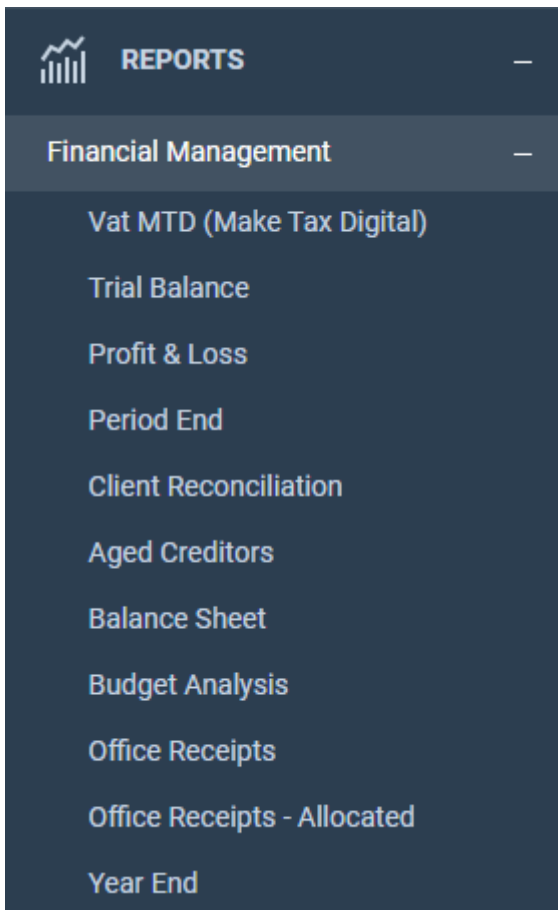
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# You are able to access and reprint period or year end reports from previous month ends which have been run within the Osprey software. This guide will show you how to do this

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From the Reports menu in Osprey, select Financial Management. You will see options for Period End and Year End.



## Period End

Selecting Period End will give you the following options:

- Period End Counsels Fees
- Period End Client Reconciliation
- Period End Day Book Listing
- Period End Deposit Journal
- Period End Fees Analysis
- Period End Fees Analysis by Fee Earner
- Period End Fees Analysis by Work Type
- Period End Fees Journal
- Period End Journals Journal

- Period End Matter Balance
- Period End Multiple Deposits Journal
- Period End Petty Cash Journal
- Period End Profit & Loss
- Period End Purchase Ledger Balance
- Period End Provisional Bills
- Period End Trial Balance
- Period End Unpaid Disbursements
- Period End VAT Journal
- Period End Cash Received
- Period End VAT Summary
- Period End Vat Form
- Period End Write Offs
- Accounting Summary
- Client Balances in Debit
- Office Balances in Credit
- Disbs Balances in Credit
- Period End Client Banks
- Period End Office Banks

To choose the period you want to print, select the relevant year and period number from the top of the screen.

The screenshot shows a user interface with the following elements:

- Buttons: **Print** and **Toggle Selection**
- Branch: ALL
- Currency: Pound Sterling
- Year: 4 (01/11/2019 to 31/10/2020)
- Period: 5 (01/03/2020 to 31/03/2020)

All period end reports will be ticked by default, to untick them all to allow you to select only one or two reports for example, click the Toggle Selection button at the top of the screen.

<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

This reverses the ticks, so any unticked reports will become ticked and vice versa. Click the 'Print' icon when done, and the reports will open in a new window.

## Year End

Selecting Year End will give you the following options:

- Nominals - complete listing of all nominal ledgers for the year.
- Purchase Ledgers – complete listing of all purchase ledgers for the year.
- Trial Balance – with brought forward figures.

To reprint Year End reports, select the report you would like to print at the top of the screen. Then choose the Year you would like to print.

Run

Report Type:	<input type="text" value="Nominals"/>
Branch:	<input type="text" value="ALL"/>
Currency:	<input type="text" value="Pound Sterling"/>
Year:	<input type="text" value="01/11/2019 to 31/10/2019"/>