

# Osprey Approach: Reports: Spooled Archive Ledger

This help guide was last updated on  
Jul 10th, 2024

The latest version is always online at  
<https://support.ospreyapproach.com/?p=33208>

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



# This guide will go through the Spooled Archive Ledger report

---

This enables you to print the completed ledgers of archived matters which have been spooled.

## Enable spooling of archived ledgers

To enable the spooling option, please go to the Supervisor area of Osprey, System Settings, Configuration Settings and set Spool Archived Ledgers to True.

## Run the spooled archived ledgers report

Choose the currency that you wish to print and a list of all spooled ledgers for that currency will appear. Tick the ones you wish to print (or tick the top box to select all) and click the Print button.