

Osprey Approach: Accounting Reports – Agreeing Debtors figure

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This guide will explain how to compare the different reports in Osprey to ensure you're happy with your Debtors figure.

Trial Balance – Debtors figure

Run the Trial Balance, either from Reports > Financial Management for the current period, or from Reports > Financial Management > Period End for the required period.

The DR-YTD figure includes all bills and disbursements, whether **billed** or **unbilled**. It does not include Counsels Fees.



Period End Trial Balance

Practice Name:		Broom & Broom Ltd		Branch :		All Branches	
Year:	1	Period:	4	Accounting Date:	31/01/2021	Date Report Run:	28/01/2021
Account	Type	Description	DRTP	CRTP	DR-YTD	CR-YTD	
FEES JNL	EX	Fees Receivable	0.00	126.02	0.00	5,714.52	
OFF2	BS	Office Bank 2 - Nationwide	0.00	0.00	0.00	1,500.00	
OFFICE01	BS	Office Bank 1 - Royal Bank of Scotland	0.00	6,564.09	0.00	8,831.44	
XXLAA	BS	LAA Dummy Bank	136.22	0.00	1,435.39	0.00	
UNPAID	BS	Unpaid Disbursements	0.00	2,112.49	0.00	3,462.49	
VAT JNL	BS	Vat Creditor	284.88	0.00	0.00	435.30	
PETTYCASH	BS	Cash in Hand	0.00	0.00	0.00	25.00	
DEBTORS	BS	Debtors	4,160.26	0.00	11,963.43	0.00	
JNL JNL	BS	Journals	0.00	0.00	0.00	0.00	
NL0001	1 EX	Stationery	3,100.00	0.00	6,602.84	0.00	
NL0002	1 EX	Stationery non vatable	1,000.00	0.00	3,100.00	0.00	
NL0003	1 EX	LAA Mileage	0.00	0.00	93.25	0.00	
NL1001	1 IN	Bank Interest	0.00	0.00	245.00	0.00	
NL101	1 BSE	Entertainment	121.24	0.00	121.24	0.00	
NL2001	1 BSE	Company Car Loan	0.00	0.00	0.00	300.00	
NL999	1 BSE	Bank Transfers	0.00	0.00	0.00	0.00	
PL	BS	Trade Creditors	0.00	0.00	0.00	3,292.40	
			8,802.60	8,802.60	23,561.15	23,561.15	

Ledger Balance – Office and Disbursements totals

The Ledger Balance reports all your live matters along with the balances for Office, Client, Disbursements, Deposit and Work in Progress.

Run the Ledger Balance, either from Reports > Client Financial for the current period, or from Reports > Financial Management > Period End (Period End Matter Balance) for the required period.

Practice Name: Broom & Broom Ltd

Branch : All Branches

Year: 1

Period: 4

Accounting Date: 31/01/2021

Date Report Run: 28/01/2021

Client	Matt	Client Name	Matter Description	F/E	W/T	Office	Client	Disbs	Deposit	WIP	Matter LMD
				TP	CONVEY	0.00	5.60	0.00	0.00	31.50	05/01/2021
				MAB	LIT	0.00	0.00	0.00	0.00	0.00	
				BT	CONVEY	0.00	0.00	0.00	0.00	0.00	
				BT	LIT	0.00	0.00	0.00	0.00	0.00	
				33	CRIME	0.00	0.00	0.00	0.00	0.00	
				BT	CONVEY	1,800.00	0.00	0.00	0.00	110.83	30/11/2020
				BT	CONVEY	900.00	0.00	0.00	0.00	0.00	16/11/2020
				BT	CONVEY	0.00	0.00	750.00	0.00	0.00	16/11/2020
				MAB	CRIME	0.00	0.00	0.00	0.00	0.00	
				TP	CONVEY	0.00	550.00	0.00	0.00	73.33	04/11/2020
				BT	CONVEY	0.00	0.00	0.00	0.00	0.00	
				MAB	CONVEY	0.00	0.00	150.00	0.00	0.00	01/01/2021
				BT	CONVEY	0.00	0.00	0.00	0.00	0.00	01/01/2021
				33	CRIME	-181.40	0.00	83.33	0.00	1,566.40	28/01/2021
				BT	CONVEY	0.00	0.00	0.00	0.00	1.44	24/11/2020
				TP	LIT	1,420.51	1,000.00	0.00	0.00	0.00	30/11/2020
				MAB	CONVEY	1,836.00	600.00	20.83	0.00	0.00	01/12/2020
				BT	CONVEY	1,500.00	1,500.00	0.00	0.00	0.00	08/01/2021
				MAB	CRIME	0.00	0.00	0.00	0.00	14.24	26/01/2021
				BT	CRIME	1,000.00	0.00	1,279.16	0.00	0.00	01/01/2021
				MAB	FWINJA	0.00	0.00	0.00	0.00	116.66	05/01/2021
				MAB	TK_RCP	1,015.50	1,000.00	-10.50	0.00	45.00	16/11/2020
				BT	CONVEY	0.00	0.00	0.00	0.00	15.00	05/01/2021
				33	CRIME	0.00	0.00	0.00	0.00	0.00	01/01/2021
				BT	CONVEY	0.00	0.00	400.00	0.00	0.00	05/01/2021
Totals for Report:						9,290.61	4,655.60	2,672.82	0.00	1,974.40	

Total Matters on Report:

25

Add the Office and Disbursements columns together.

$$9290.61 + 2672.82 = 11,963.43$$

Now, compare this to your Trial Balance Debtors. If you use the Counsel Fees posting type you will also need to add the CFEES Debtor figure from the Trial Balance to the Trial Balance Debtors figure and compare this to the Office + Disbursements from the Ledger Balance.

Aged Debtors – Office Balance total

The Aged Debtors report only includes **billed** disbursements, not **unbilled**.

From Reports > Client Financial, run the Aged Debtors report, ensuring that Include Credit Balances is ticked, and As At is ticked, with the period end date selected if you want the report as at a particular date.



Run

☐ Fee Earner:

☐ Work Type:

Branch:

ALL

Department:

ALL

Currency:

Pound Sterling

Include Credit Bals? ☒☒ As At:

31/01/2021



Ordering:

Client Name

Grouping:

No Grouping



Aged Debtors Report As At 31/01/2021

Practice Name: Broom & Broom Ltd

Year: 1

Period: 4

Accounting Date: 31/01/2021

Date Report Run: 28/01/2021

Client/Matter	Client Name	Matter Description	F/E	W/T	Balance	Bill Date	0 - 30 days	31 - 60 days	61 - 90 days	91+ days	Credit Balance	MisAl
BR0002/2	Broom Connor Mr	Test addition	BT	CONVE Y	1,800.00	26/11/2020	0.00	0.00	1,800.00	0.00	0.00	
CL0001/1	CLIENT SUSPENSE	CLIENT SUSPENSE Chingford	BT	CONVE Y	900.00	16/11/2020	0.00	0.00	900.00	0.00	0.00	
JO0001/1	Johnson Andrew Mr	CRIME	33	CRIME	-181.40	28/01/2021	0.00	0.00	0.00	0.00	-181.40	
LO0001/1	Lynch Stanley Mr	Litigation	TP	LIT	1,420.51	30/11/2020	0.00	0.00	1,420.51	0.00	0.00	
NO0001/1	Nakamura Hiro Mr	Purchase of Kenso Cottage, Chinatown	MAB	CONVE Y	1,836.00	01/12/2020	0.00	0.00	996.00	840.00	0.00	
NO0001/2	Nakamura Hiro Mr	Sale of 22 Acacia Avenue	BT	CONVE Y	1,500.00	08/01/2021	1,500.00	0.00	0.00	0.00	0.00	
SO0002/1	Sylar Edward Mr	Criminal Damage	BT	CRIME	1,000.00	01/01/2021	1,000.00	0.00	0.00	0.00	0.00	
TH0001/1	Thompson Delilah Mrs	Purchase of 24 Park Lane, W1 1AA	MAB	TK_RC P	1,015.50	16/11/2020	0.00	0.00	1,015.50	0.00	0.00	
					9,290.61		2,500.00	0.00	6,132.01	840.00	-181.40	

MisAl. This column displays 'Yes' when there is a problem with the allocations on the matter, meaning that the sum of the ageing columns does not match the Balance on the ledger. The ledger should be cleared and reallocated to rectify this.

Ensure that the Balance total matches the Office total from your Ledger Balance report.