Osprey Approach: Balance the Aged Debtors to the Trial Balance Debtors

This help guide was last updated on
Dec 23rd, 2022

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Osprey™ Approach

The Trial Balance Debtors figure is the total debt owed to you by your clients. These debts can be either due (billed) or not due (unbilled disbursements).

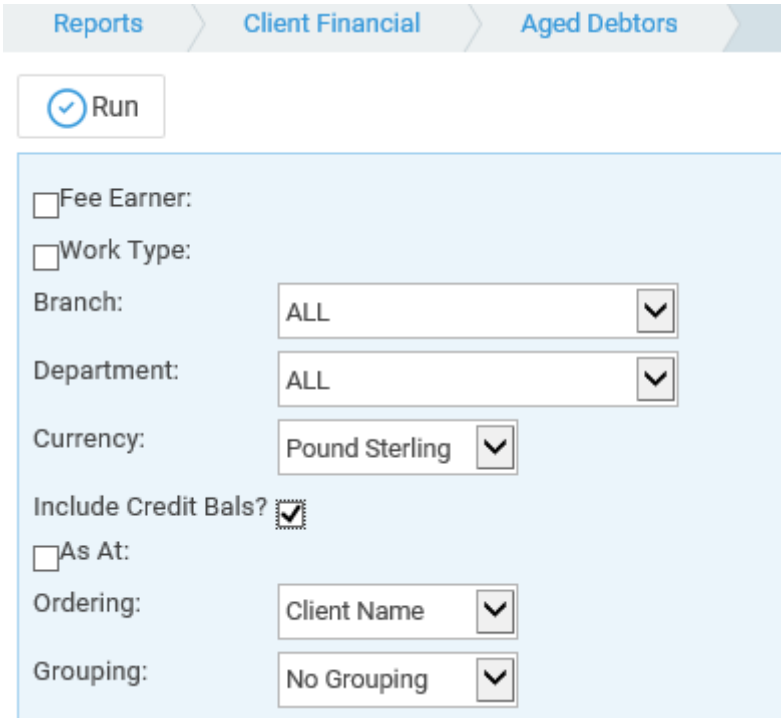
The Trial Balance Debtors figure can be confirmed by running the Ledger/Matter Balance Listing report, and adding together the office and disbursements totals.

Aged debtors should equal the ***office*** total of the ledger balance report, other than where provisional bills and counsels fees posting types have been used.

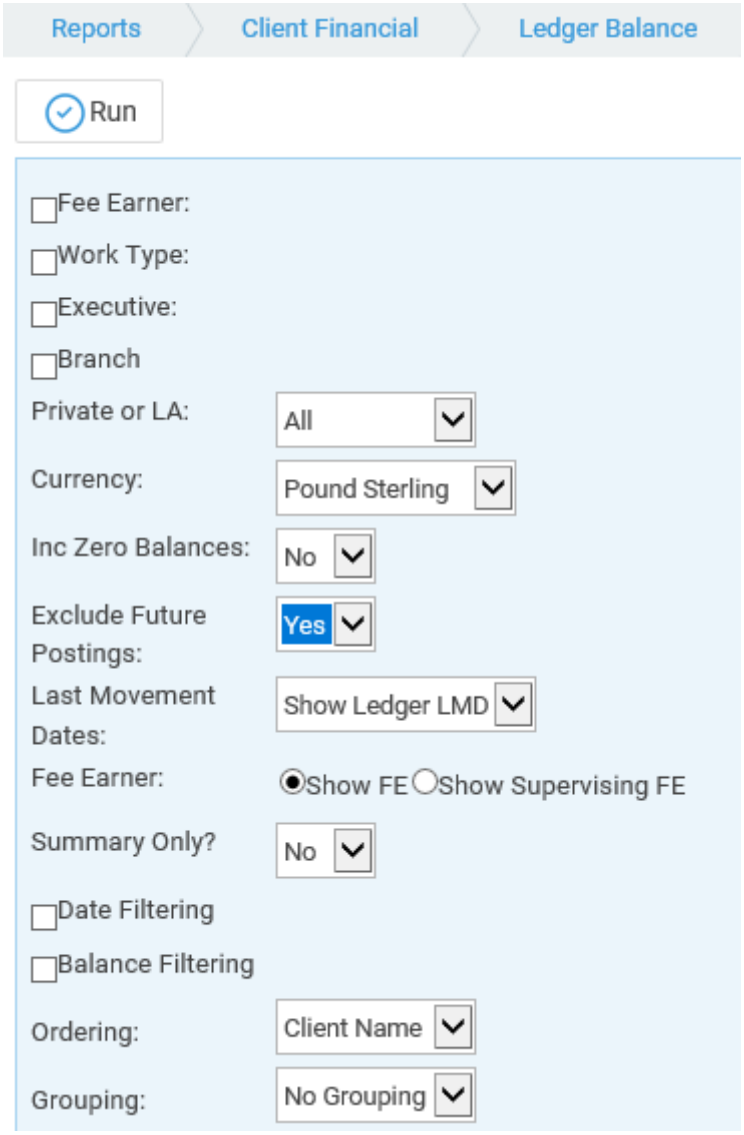
Compare at current date

To run and compare the reports as at the current time:

- Run the Trial Balance Report - Reports > Financial Management > Trial Balance
- Run the Aged Debtors Report - Reports > Client Financial > Aged Debtors and ensure that Include Credit Bals? is ticked.



- Run the Ledger Balance Report - Reports > Client Financial > Ledger Balance and ensure that Exclude Future Postings is set to Yes:



Add the total Office and Disbursements figures from the Ledger Balance report together, this should match your debtors figure.

Office	Client	Disbs	Deposit	WIP	Ledger LMD	Matter LMD
0.00	0.00	0.00	0.00	165.00		01/07/2019
50.00	0.00	0.00	0.00	0.00	01/07/2019	01/07/2019
0.00	0.00	83.33	0.00	0.00	01/07/2019	01/07/2019
20.00	1,500.00	159.00	0.00	270.00	09/09/2019	15/10/2019
7,901.67	10,740.00	18.08	27,000.00	0.00	09/09/2019	09/09/2019
0.00	0.00	100.00	0.00	0.00	31/03/2019	31/03/2019
0.00	0.00	0.00	0.00	230.00		02/09/2019
0.00	0.00	0.00	0.00	462.00		14/10/2019
0.00	0.00	0.00	0.00	297.00		02/09/2019
0.00	0.00	0.00	0.00	503.25		14/10/2019
0.00	0.00	0.00	0.00	318.00		04/02/2019
0.00	0.00	0.00	0.00	383.25		04/02/2019
600.00	0.00	208.33	0.00	70.00	01/03/2019	01/04/2019
1,248.00	0.00	0.00	0.00	0.00	24/02/2020	24/02/2020
9,819.67	**12,240.00**	**568.74**	**27,000.00**	**2,698.50**		

In the example above, 9819.67 + 568.74 = **10388.41**. Compare this with the Debtors figure on the Trial Balance:

www.OspreyTM **Trial Balance**

Practice Name: Chris **Branch:** All Branches

Year: 2 **Period:** 11 **Accounting Date:** 29/02/2020 **Date Report Run:** 22/06/2020

Account	Type	Description	This Period DR	This Period CR	Year To Date DR	Year To Date CR
FEES JNL	EX	FEES RECEIVABLE	0.00	1,000.00	0.00	9,300.00
OFFICE	BS	Office Bank	0.00	40.00	1,301.00	0.00
UNPAID	BS	UNPAID DISBURSEMENTS	0.00	0.00	0.00	308.33
VAT JNL	BS	VAT CREDITOR	0.00	208.00	0.00	2,004.05
PETTYCASH	BS	CASH IN HAND	0.00	0.00	0.00	3.70
DEBTORS	BS	DEBTORS	1,248.00	0.00	10,388.41	0.00
JNL JNL	BS	Journals	0.00	0.00	0.00	0.00
LYPROFIT	BS	LAST YEARS PROFIT	0.00	0.00	0.00	1,421.66
WO JNL	EX	WRITE OFFS	0.00	0.00	258.33	0.00
0100	EX	Rent	0.00	0.00	1,000.00	0.00
0700	EX	Land Registry	0.00	0.00	200.00	0.00
0800	EX	Searches	0.00	0.00	0.00	110.00
PL	BS	Trade Creditors	0.00		0.00	
			1,248.00	**1,248.00**	**13,147.74**	**13,147.74**

The Aged Debtors report lists all Client Ledgers that have a balance in the Office column. On this report the Disbursement column is **not** included in the figure as these are not due until they are **billed**, and credit office balances are not included by default as they are not debts.

If you use the following posting types, you will need to allow for these, since the Aged Debtors report will not include them:

- Legal Aid Counsel Fees
- Provisional Bills

Within the report there is a "MisAl" column, this 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.

All of the above postings have their own Journal figure on the Trial Balance report.

The figures on the Aged Debtors report can be corroborated by comparing the total Balance column:

Balance	Bill Date	0 - 30 days	31 - 60 days	61 - 90 days	91+ days	Credit Balance	MisAl
50.00	01/07/2019	0.00	0.00	0.00	50.00	0.00	
20.00	14/01/2019	0.00	0.00	0.00	20.00	0.00	
7,901.67	09/09/2019	0.00	0.00	0.00	7,901.67	0.00	
600.00	01/03/2019	0.00	0.00	0.00	600.00	0.00	
1,248.00	24/02/2020	1,248.00	0.00	0.00	0.00	0.00	
9,819.67		**1,248.00**	**0.00**	**0.00**	**8,571.67**	**0.00**	

with the total Office column from the Ledger Balance report:

Year: 2 **Period:** 11

Accounting Date: 29/02/2020 **Date Report Run:** 22/06/2020

Office	Client	Disbs	Deposit	WIP	Ledger LMD	Matter LMD
0.00	0.00	0.00	0.00	165.00		01/07/2019
50.00	0.00	0.00	0.00	0.00	01/07/2019	01/07/2019
600.00	0.00	208.33	0.00	70.00	01/03/2019	01/04/2019
1,248.00	0.00	0.00	0.00	0.00	24/02/2020	24/02/2020
9,819.67	**12,240.00**	**568.74**	**27,000.00**	**2,698.50**		
14						

If these two columns do not match, check your Trial Balance report for PRDEBTOR or CFDEBTOR journal rows. In the example below, because there are provisional bills (not yet delivered) and counsels fees (not yet paid) posted on the ledgers, the total of the three journals should be used to match to the Ledger Balance report office+disbursements figure:

Year: 2 **Period:** 11 **Accounting Date:** 29/02/2020 **Date Report Run:** 22/06/2020

Account	Type	Description	This Period DR	This Period CR	Year To Date DR	Year To Date CR
FEES JNL	EX	FEES RECEIVABLE	0.00	1,000.00	0.00	9,300.00
PROVBILLS	BS	PROVISIONAL BILLS	0.00	1,500.00	0.00	1,500.00
OFFICE	BS	Office Bank	0.00	40.00	1,301.00	0.00
UNPAID	BS	UNPAID DISBURSEMENTS	0.00	12.50	0.00	320.83
VAT JNL	BS	VAT CREDITOR	0.00	208.00	0.00	2,004.05
PETTYCASH	BS	CASH IN HAND	0.00	0.00	0.00	3.70
DEBTORS	BS	DEBTORS	1,260.50	0.00	10,400.91	0.00
PRDEBTOR	BS	Debtors re Provisional Bills	1,500.00	0.00	1,500.00	0.00
CFDEBTOR	BS	Debtors re LA Counsel's Fees	890.00	0.00	890.00	0.00
CFEES	BS	Legal Aid Counsel's Fees	0.00	890.00	0.00	890.00
JNL JNL	BS	Journals	0.00	0.00	0.00	0.00
LYPROFIT	BS	LAST YEARS PROFIT	0.00	0.00	0.00	1,421.66
WO JNL	EX	WRITE OFFS	0.00	0.00	258.33	0.00
0100	EX	Rent	0.00	0.00	1,000.00	0.00
0700	EX	Land Registry	0.00	0.00	200.00	0.00
0800	EX	Searches	0.00	0.00	0.00	110.00
PL	BS	Trade Creditors	0.00		0.00	
			3,650.50	**3,650.50**	**15,550.24**	**15,550.24**

Trial Balance Debtors totals: 10,400.91 + 1,500 + 890 = **12,790.91**

Year: 2 **Period:** 11

Accounting Date: 29/02/2020 **Date Report Run:** 22/06/2020

Office	Client	Disbs	Deposit	WIPLedger	LMD	Matter LMD
0.00	0.00	0.00	0.00	165.00		01/07/2019
50.00	0.00	0.00	0.00	0.00	01/07/2019	01/07/2019
0.00	0.00	83.33	0.00	0.00	01/07/2019	01/07/2019
1,500.00	0.00	0.00	0.00	0.00	24/02/2020	24/02/2020
0.00	0.00	902.50	0.00	0.00	24/02/2020	24/02/2020
20.00	1,500.00	159.00	0.00	270.00	09/09/2019	15/10/2019
7,901.67	10,740.00	18.08	27,000.00	0.00	09/09/2019	09/09/2019
0.00	0.00	100.00	0.00	0.00	31/03/2019	31/03/2019
0.00	0.00	0.00	0.00	230.00		02/09/2019
0.00	0.00	0.00	0.00	462.00		14/10/2019
0.00	0.00	0.00	0.00	297.00		02/09/2019
0.00	0.00	0.00	0.00	503.25		14/10/2019
0.00	0.00	0.00	0.00	318.00		04/02/2019
0.00	0.00	0.00	0.00	383.25		04/02/2019
600.00	0.00	208.33	0.00	70.00	01/03/2019	01/04/2019
1,248.00	0.00	0.00	0.00	0.00	24/02/2020	24/02/2020
11,319.67	**12,240.00**	**1,471.24**	**27,000.00**	**2,698.50**		
16						

Ledger balance office + disbursements columns: 11,319.67 + 1,471.24 = **12790.91**

Accounting Date: 29/02/2020 **Date Report Run:** 22/06/2020

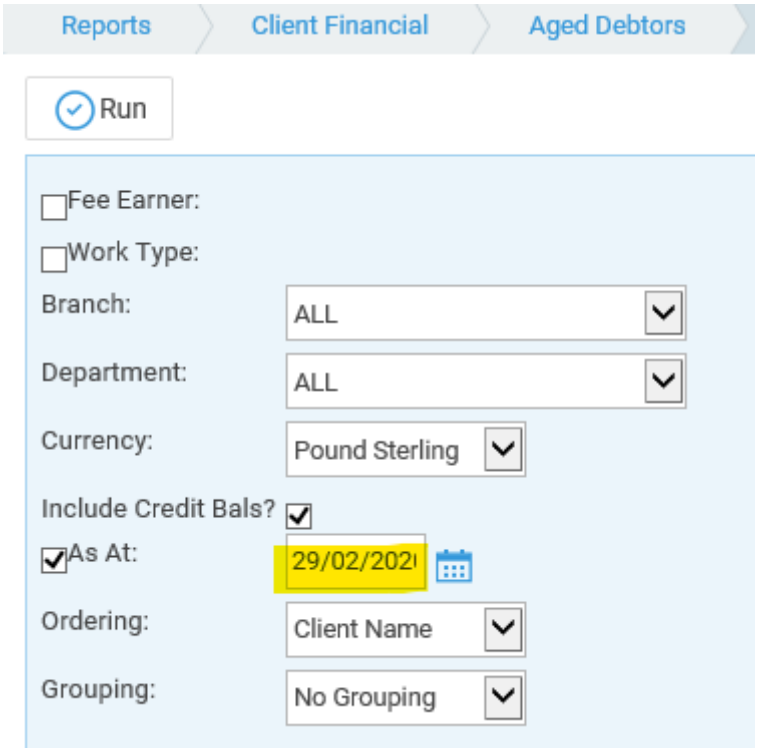
Balance	Bill Date	0 - 30 days	31 - 60 days	61 - 90 days	91+ days	Credit Balance	MisAl
50.00	01/07/2019	0.00	0.00	0.00	50.00	0.00	
20.00	14/01/2019	0.00	0.00	0.00	20.00	0.00	
7,901.67	09/09/2019	0.00	0.00	0.00	7,901.67	0.00	
600.00	01/03/2019	0.00	0.00	0.00	600.00	0.00	
1,248.00	24/02/2020	1,248.00	0.00	0.00	0.00	0.00	
9,819.67		**1,248.00**	**0.00**	**0.00**	**8,571.67**	**0.00**	

Aged Debtors balance column = 9,819.67 + PRDEBTOR 1,500 = **11,319.67** (Ledger Balance Office column total)

Compare at month end

To run and compare the reports as at a month end:

- Run the Period End Trial Balance and Period End Matter Balance reports: Reports > Financial Management > Period End. Check the year and period at the top and change accordingly. Click Toggle Selection to untick all the reports then tick Period End Trial Balance, and Period End Matter Balance, then click Run.
- Run the Aged Debtors Report - Reports > Client Financial > Aged Debtors and ensure that Include Credit Bals? and As At are ticked. In the box alongside As At, enter the period end date for the month you want to compare to the Trial Balance/Ledger Balance.



Add the total Office and Disbursements figures from the Ledger Balance report together, this should match your debtors figure.

Office	Client	Disbs	Deposit	WIP	Ledger LMD	Matter LMD
0.00	0.00	0.00	0.00	165.00		01/07/2019
50.00	0.00	0.00	0.00	0.00	01/07/2019	01/07/2019
0.00	0.00	83.33	0.00	0.00	01/07/2019	01/07/2019
20.00	1,500.00	159.00	0.00	270.00	09/09/2019	15/10/2019
7,901.67	10,740.00	18.08	27,000.00	0.00	09/09/2019	09/09/2019
0.00	0.00	100.00	0.00	0.00	31/03/2019	31/03/2019
0.00	0.00	0.00	0.00	230.00		02/09/2019
0.00	0.00	0.00	0.00	462.00		14/10/2019
0.00	0.00	0.00	0.00	297.00		02/09/2019
0.00	0.00	0.00	0.00	503.25		14/10/2019
0.00	0.00	0.00	0.00	318.00		04/02/2019
0.00	0.00	0.00	0.00	383.25		04/02/2019
600.00	0.00	208.33	0.00	70.00	01/03/2019	01/04/2019
1,248.00	0.00	0.00	0.00	0.00	24/02/2020	24/02/2020
9,819.67	**12,240.00**	**568.74**	**27,000.00**	**2,698.50**		

In the example above, 9819.67 + 568.74 = **10388.41**. Compare this with the Debtors figure on the Trial Balance:

www.OspreyTM **Trial Balance**

Practice Name: Chris **Branch:** All Branches

Year: 2 **Period:** 11 **Accounting Date:** 29/02/2020 **Date Report Run:** 22/06/2020

Account	Type	Description	This Period DR	This Period CR	Year To Date DR	Year To Date CR
FEES JNL	EX	FEES RECEIVABLE	0.00	1,000.00	0.00	9,300.00
OFFICE	BS	Office Bank	0.00	40.00	1,301.00	0.00
UNPAID	BS	UNPAID DISBURSEMENTS	0.00	0.00	0.00	308.33
VAT JNL	BS	VAT CREDITOR	0.00	208.00	0.00	2,004.05
PETTYCASH	BS	CASH IN HAND	0.00	0.00	0.00	3.70
DEBTORS	BS	DEBTORS	1,248.00	0.00	10,388.41	0.00
JNL JNL	BS	Journals	0.00	0.00	0.00	0.00
LYPROFIT	BS	LAST YEARS PROFIT	0.00	0.00	0.00	1,421.66
WO JNL	EX	WRITE OFFS	0.00	0.00	258.33	0.00
0100	EX	Rent	0.00	0.00	1,000.00	0.00
0700	EX	Land Registry	0.00	0.00	200.00	0.00
0800	EX	Searches	0.00	0.00	0.00	110.00
PL	BS	Trade Creditors	0.00		0.00	
			1,248.00	**1,248.00**	**13,147.74**	**13,147.74**

The Aged Debtors report lists all Client Ledgers that have a balance in the Office column. On this report the Disbursement column is **not** included in the figure as these are not due until they are **billed**, and credit

office balances are not included by default as they are not debts.

If you use the following posting types, you will need to allow for these, since the Aged Debtors report will not include them:

- Legal Aid Counsel Fees
- Provisional Bills

All of the above postings have their own Journal figure on the Trial Balance report.

The figures on the Aged Debtors report can be corroborated by comparing the total Balance column:

Balance	Bill Date	0 - 30 days	31 - 60 days	61 - 90 days	91+ days	Credit Balance	MisAl
50.00	01/07/2019	0.00	0.00	0.00	50.00	0.00	
20.00	14/01/2019	0.00	0.00	0.00	20.00	0.00	
7,901.67	09/09/2019	0.00	0.00	0.00	7,901.67	0.00	
600.00	01/03/2019	0.00	0.00	0.00	600.00	0.00	
1,248.00	24/02/2020	1,248.00	0.00	0.00	0.00	0.00	
9,819.67		**1,248.00**	**0.00**	**0.00**	**8,571.67**	**0.00**	

with the total Office column from the Ledger Balance report:

Year: 2 **Period:** 11

Accounting Date: 29/02/2020 **Date Report Run:** 22/06/2020

Office	Client	Disbs	Deposit	WIP	Ledger LMD	Matter LMD
0.00	0.00	0.00	0.00	165.00		01/07/2019
50.00	0.00	0.00	0.00	0.00	01/07/2019	01/07/2019
600.00	0.00	208.33	0.00	70.00	01/03/2019	01/04/2019
1,248.00	0.00	0.00	0.00	0.00	24/02/2020	24/02/2020
9,819.67	**12,240.00**	**568.74**	**27,000.00**	**2,698.50**		
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If these two columns do not match, check your Trial Balance report for PRDEBTOR or CFDEBTOR journal rows. In the example below, because there are provisional bills (not yet delivered) and counsels fees (not yet paid) posted on the ledgers, the total of the three journals should be used to match to the Ledger Balance report office+disbursements figure:

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Account	Type	Description	This Period DR	This Period CR	Year To Date DR	Year To Date CR
FEES JNL	EX	FEES RECEIVABLE	0.00	1,000.00	0.00	9,300.00
PROVBILLS	BS	PROVISIONAL BILLS	0.00	1,500.00	0.00	1,500.00
OFFICE	BS	Office Bank	0.00	40.00	1,301.00	0.00
UNPAID	BS	UNPAID DISBURSEMENTS	0.00	12.50	0.00	320.83
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DEBTORS	BS	DEBTORS	1,260.50	0.00	10,400.91	0.00
PRDEBTOR	BS	Debtors re Provisional Bills	1,500.00	0.00	1,500.00	0.00
CFDEBTOR	BS	Debtors re LA Counsel's Fees	890.00	0.00	890.00	0.00
CFEES	BS	Legal Aid Counsel's Fees	0.00	890.00	0.00	890.00
JNL JNL	BS	Journals	0.00	0.00	0.00	0.00
LYPROFIT	BS	LAST YEARS PROFIT	0.00	0.00	0.00	1,421.66
WO JNL	EX	WRITE OFFS	0.00	0.00	258.33	0.00
0100	EX	Rent	0.00	0.00	1,000.00	0.00
0700	EX	Land Registry	0.00	0.00	200.00	0.00
0800	EX	Searches	0.00	0.00	0.00	110.00
PL	BS	Trade Creditors	0.00		0.00	
			3,650.50	**3,650.50**	**15,550.24**	**15,550.24**

Trial Balance Debtors totals: 10,400.91 + 1,500 + 890 = **12,790.91**

Year: 2 **Period:** 11

Accounting Date: 29/02/2020 **Date Report Run:** 22/06/2020

Office	Client	Disbs	Deposit	WIPLedger	LMD	Matter LMD
0.00	0.00	0.00	0.00	165.00		01/07/2019
50.00	0.00	0.00	0.00	0.00	01/07/2019	01/07/2019
0.00	0.00	83.33	0.00	0.00	01/07/2019	01/07/2019
1,500.00	0.00	0.00	0.00	0.00	24/02/2020	24/02/2020
0.00	0.00	902.50	0.00	0.00	24/02/2020	24/02/2020
20.00	1,500.00	159.00	0.00	270.00	09/09/2019	15/10/2019
7,901.67	10,740.00	18.08	27,000.00	0.00	09/09/2019	09/09/2019
0.00	0.00	100.00	0.00	0.00	31/03/2019	31/03/2019
0.00	0.00	0.00	0.00	230.00		02/09/2019
0.00	0.00	0.00	0.00	462.00		14/10/2019
0.00	0.00	0.00	0.00	297.00		02/09/2019
0.00	0.00	0.00	0.00	503.25		14/10/2019
0.00	0.00	0.00	0.00	318.00		04/02/2019
0.00	0.00	0.00	0.00	383.25		04/02/2019
600.00	0.00	208.33	0.00	70.00	01/03/2019	01/04/2019
1,248.00	0.00	0.00	0.00	0.00	24/02/2020	24/02/2020
11,319.67	**12,240.00**	**1,471.24**	**27,000.00**	**2,698.50**		
16						

Ledger balance office + disbursements columns: 11,319.67 + 1,471.24 = **12790.91**

Accounting Date: 29/02/2020 **Date Report Run:** 22/06/2020

Balance	Bill Date	0 - 30 days	31 - 60 days	61 - 90 days	91+ days	Credit Balance	MisAl
50.00	01/07/2019	0.00	0.00	0.00	50.00	0.00	
20.00	14/01/2019	0.00	0.00	0.00	20.00	0.00	
7,901.67	09/09/2019	0.00	0.00	0.00	7,901.67	0.00	
600.00	01/03/2019	0.00	0.00	0.00	600.00	0.00	
1,248.00	24/02/2020	1,248.00	0.00	0.00	0.00	0.00	
9,819.67		**1,248.00**	**0.00**	**0.00**	**8,571.67**	**0.00**	

Aged Debtors balance column = 9,819.67 + PRDEBTOR 1,500 = **11,319.67** (Ledger Balance Office column total)