

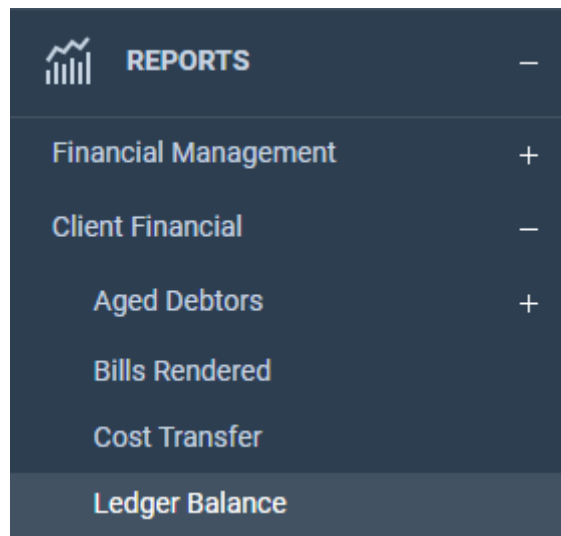
# **Osprey Approach: Check for office credit or overdrawn client balances on the Ledger Balance report**

This help guide was last updated on  
Mar 21st, 2024

The latest version is always online at  
<https://support.ospreyapproach.com/?p=2637>



Navigate to the Reports area in the side menu on the left, now select Client Financial and then Ledger Balance.



Now tick the balance filtering option.

To check for Office Credit Balances you need to enter 0.00 against Office Balances and select the < (less than) option from the list as shown below

A screenshot of a 'Balance Filtering' form. It has a title 'Balance Filtering' with a checked checkbox. Below the title are five rows of input fields. Each row has a label, a text input box, and a dropdown menu. The labels are 'Client Balances:', 'Office Balances', 'Disbursement Balances', 'Deposit Balances', and 'WIP Balances'. The 'Office Balances' input box contains the text '0.00'. The dropdown menu for 'Office Balances' is open, showing a less-than sign '<' selected. The other dropdown menus show a double arrow '<>'.

To check for overdrawn Client balances as well enter 0.00 against Client Balances and select the < (less than) option from the list

If you are filtering for both options you also need to tick the OR option so that matters which meet either of the criteria are reported upon.

A screenshot of the 'Balance Filtering' form, similar to the previous one but with additional changes. The 'Client Balances:' input box now also contains '0.00'. The dropdown menu for 'Client Balances:' is open, showing a less-than sign '<' selected. At the bottom of the form, there are two radio buttons: 'And' and 'Or'. The 'Or' radio button is selected.

Now click on the Print option to run the report. The Report Viewer window will open and will display matters which meet the criteria set

Balance filters for Disbursements and Deposits can be applied in a similar way, the criteria available are:

- <> Is not equal to
- = Is equal to
- > Is greater than
- >= Is greater than or equal to
- < Is less than
- <= Is less than or equal to

When applying filters on more than one Balance (for example Client and Deposit):

If you select the OR option then matters which meet one of the criteria will be reported on.

If you select the AND option only matters which meet all of the selected criteria will be reported on