# Osprey Approach: Reports: Cheque Report

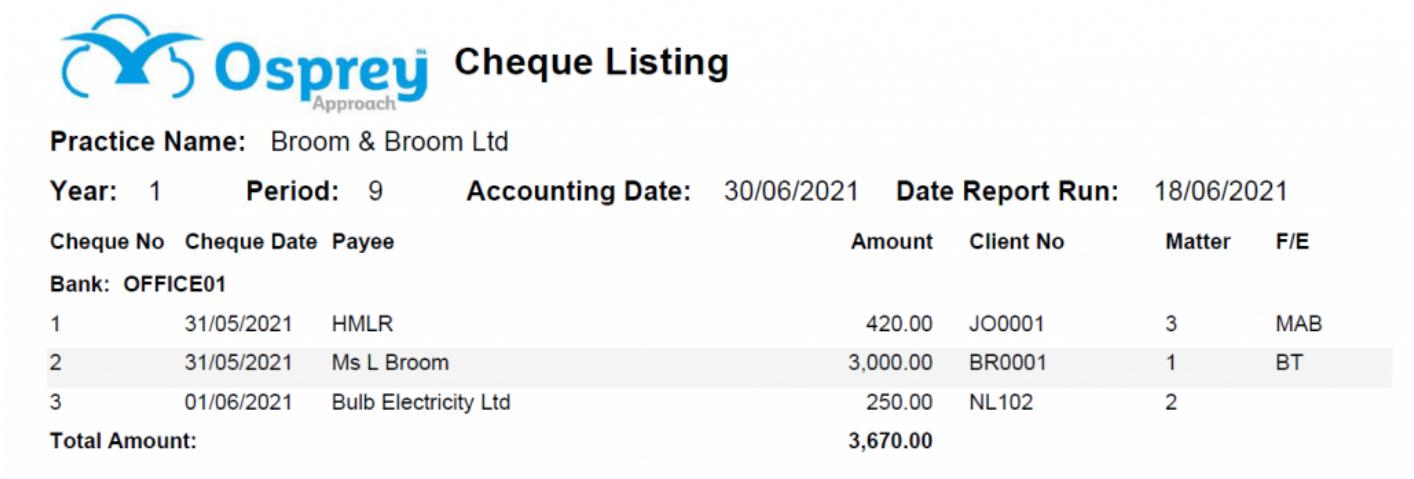
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Osprey™ Approach

This report lists all cheques which have been generated by the system.



Cheque Listing

**Practice Name:** Broom & Broom Ltd

**Year:** 1 **Period:** 9 **Accounting Date:** 30/06/2021 **Date Report Run:** 18/06/2021

| Cheque No | Cheque Date | Payee | Amount | Client No | Matter | F/E |
|---|---|---|---|---|---|---|
| **Bank: OFFICE01** | | | | | | |
| 1 | 31/05/2021 | HMLR | 420.00 | JO0001 | 3 | MAB |
| 2 | 31/05/2021 | Ms L Broom | 3,000.00 | BR0001 | 1 | BT |
| 3 | 01/06/2021 | Bulb Electricity Ltd | 250.00 | NL102 | 2 | |
| **Total Amount:** | | | **3,670.00** | | | |

## Filter Options

- **Bank** – Choose the bank that you wish to report on.
- **Cheque Dates** – Enter the range of cheque dates that you wish to report on. This is the date which was used as the posting date when the cheque was generated.
- **Printed Dates** – Enter the range of dates between which the cheques were physically printed if required. If this option is used, unprinted cheques will not appear on the report.

## List of Columns produced

- Cheque Number
- Cheque Date
- Payee
- Amount
- Client Number / Nominal Code
- Matter Number / Nominal SAC
- Fee Earner Code (if cheque is on a client ledger)