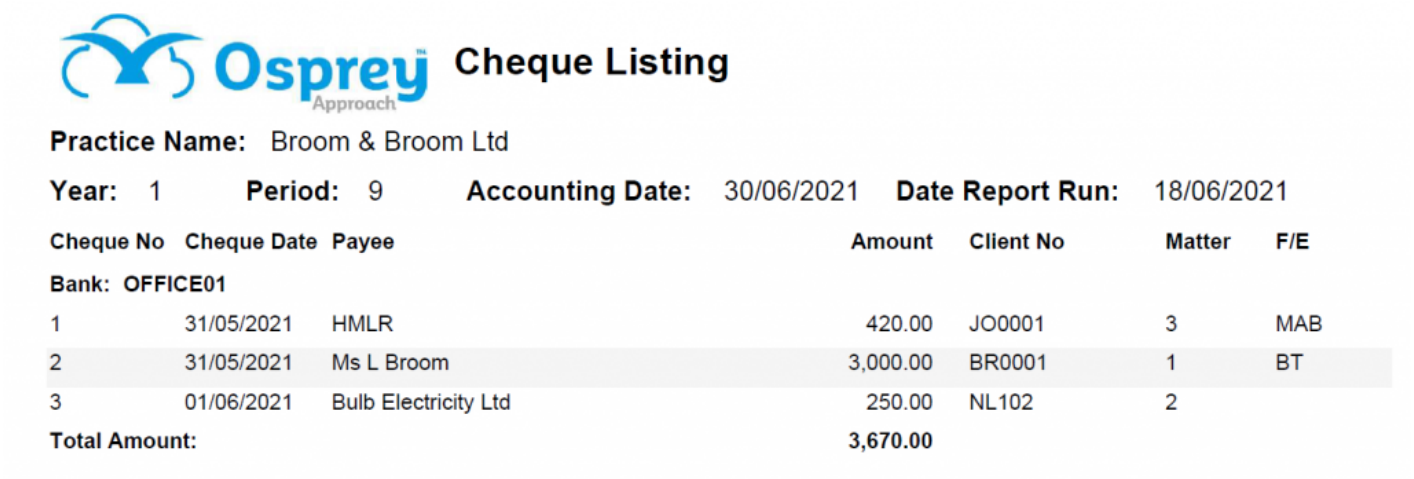
Osprey Approach: Reports: Cheque Report

This help guide was last updated on
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The latest version is always online at
https://support.ospreyapproach.com/?p=32714

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)