Osprey Approach: Reports: Ledger Balance

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The latest version is always online at
https://support.ospreyapproach.com/?p=32759

This report details the balances held in office, client, disbursement, deposit and also work in progress for all live matters.

Ledger Balance Listing

Practice Name: Broom & Broom Ltd

Year: 2 **Period:** 2

Accounting Date: 30/11/2021 **Date Report Run:** 15/11/2021

Branches: All

Client/Mat	Client Name	Matter Description	F/E	W/T	Office	Client	Disbs	Deposit	WIP	Ledger LMD	Matter LMD
BR0001/1	Broom Lily	Purchase of Cottage	BT	CONVEY	1,660.00	1,000.00	0.00	0.00	0.00	30/09/2021	05/11/2021
BR0001/2	Broom Lily	Dispute with neighbour	BT	LIT	737.49	5,240.00	150.00	0.00	0.00	21/09/2021	21/09/2021
H00001/1	Hawkins Dionne	Intent to supply	MAB	CRIME	0.00	300.00	0.00	0.00	185.60	28/02/2021	01/11/2021
ME0001/1	Meek Beverley	Non-molestation	MAB	FWINJA	0.00	120.00	0.00	0.00	0.00	28/02/2021	28/02/2021
WO00000001/2	Wood Rich	Legal Aid CRM7	BT	CRIME	0.00	10.00	0.00	0.00	1,022.40	21/06/2021	21/06/2021
Totals for Report:					**2,397.49**	**6,670.00**	**150.00**	**0.00**	**1,208.00**		
Total Matters on Report:					**5**						

Ledger Balance example

Filter Options

Reports › Client Financial › Ledger Balance

Run

- [ ] Fee Earner:
- [ ] Work Type:
- [ ] Executive:
- [ ] Branch

Private or LA:	All
Currency:	Pound Sterling
Inc Zero Balances:	Yes
Exclude Future Postings:	No
Last Movement Dates:	Show Ledger LMD
Fee Earner:	(•) Show FE ( ) Show Supervising FE
Summary Only?	No

- [ ] Date Filtering
- [ ] Balance Filtering

Ordering:	Client Name
Grouping:	No Grouping

- **Fee Earner** - Select one or more Fee Earners, or leave blank for all

- **Work Type** - Select one or more Work Type, or leave blank for all
- **Executive** - Select one or more Supervising Fee Earners, or leave blank for all
- **Branch** - Report on All branches or choose a branch
- **Private or LA** - Select All, Private or LA (Legal Aid) matters
- **Currency** - Select the Currency type you wish to report on
- **Include Zero Balances** - Yes/No option to enable you to exclude matters where there is no balance in any column (including WIP)
- **Exclude Future Postings** - Yes/No option to exclude Future Postings so that you can report on the current period. Set this to Yes if you have already posted into the next financial period.
- **Last Movement Dates** - Select which Last Movement date to display on the report - choice of Ledger (last client ledger posting date) or Time (last time entry date)
- **Fee Earner/Supervising Fee Earner** - Choose whether to display the matter fee earner or the supervising fee earner against each matter
- **Summary Only** - If Yes is selected only the report totals will be displayed, not details per client/matter. Useful when reconciling Debtors to TB, etc.
- **Date Filtering** - Enter a date range to show matters where the chosen accounting column has been posted to between these dates. For example, you want to know matters where the client balance has not changed for over a year, you would use the Client Dates range, entering the start date of the beginning of time and the end date of a year ago. Full list of date columns available:
    - Client Dates
    - Office Dates
    - Disbursement Dates
    - Deposit Dates
    - Time Dates
    - Last Movement Dates (this is the latest of all of the above dates)

- **Balance Filtering** - This filter enables you to look for matters where the balance in a particular accounting column is a certain value. Mathematical operators available are:
    - **<>** is not equal to
    - **=** is equal to
    - **>** greater than (choosing this opens a further option to set a range)
    - >= greater than or equal to (choosing this opens a further option to set a range)
    - < is less than
    - <= is less than or equal to

- **And / Or** - These options refer to the Balance Filtering, for example:
    - **Office > 0.00, Client > 0.00, And** - This would return only matters with both Office **and** Client balances greater than 0.00
    - **Office > 0.00, Client > 0.00, Or** - This would return matters with **either** an Office balance greater than 0.00 **or** Client balance greater than 0.00 **or** matters with both Client and Office balances which are greater than 0.00

Grouping and Ordering

- **Ordering** - choose to list the matters in Client Name or Client Number order
- **Grouping** - choice of No Grouping / Fee Earner / Work Type. If Fee Earner or Work Type are selected, subtotals will show for each group, with a page throw before the next group starts.

List of Columns produced

- Client/matter number
- Client name
- Matter Description
- Fee Earner code
- Work Type code
- Office
- Client
- Disbursements
- Deposit
- Work in Progress
- Ledger LMD (or Time LMD depending of filter option)
- Matter LMD