Osprey Approach: Reports: Period End Reports

Click here for a printer-friendly version

This option is used for printing month end reports for periods that have already been run. The Period End procedure is run from the supervisor area. The period end reports can be reprinted whenever required, and doing so will not affect the period you are in currently.

Opening the Period End Reports
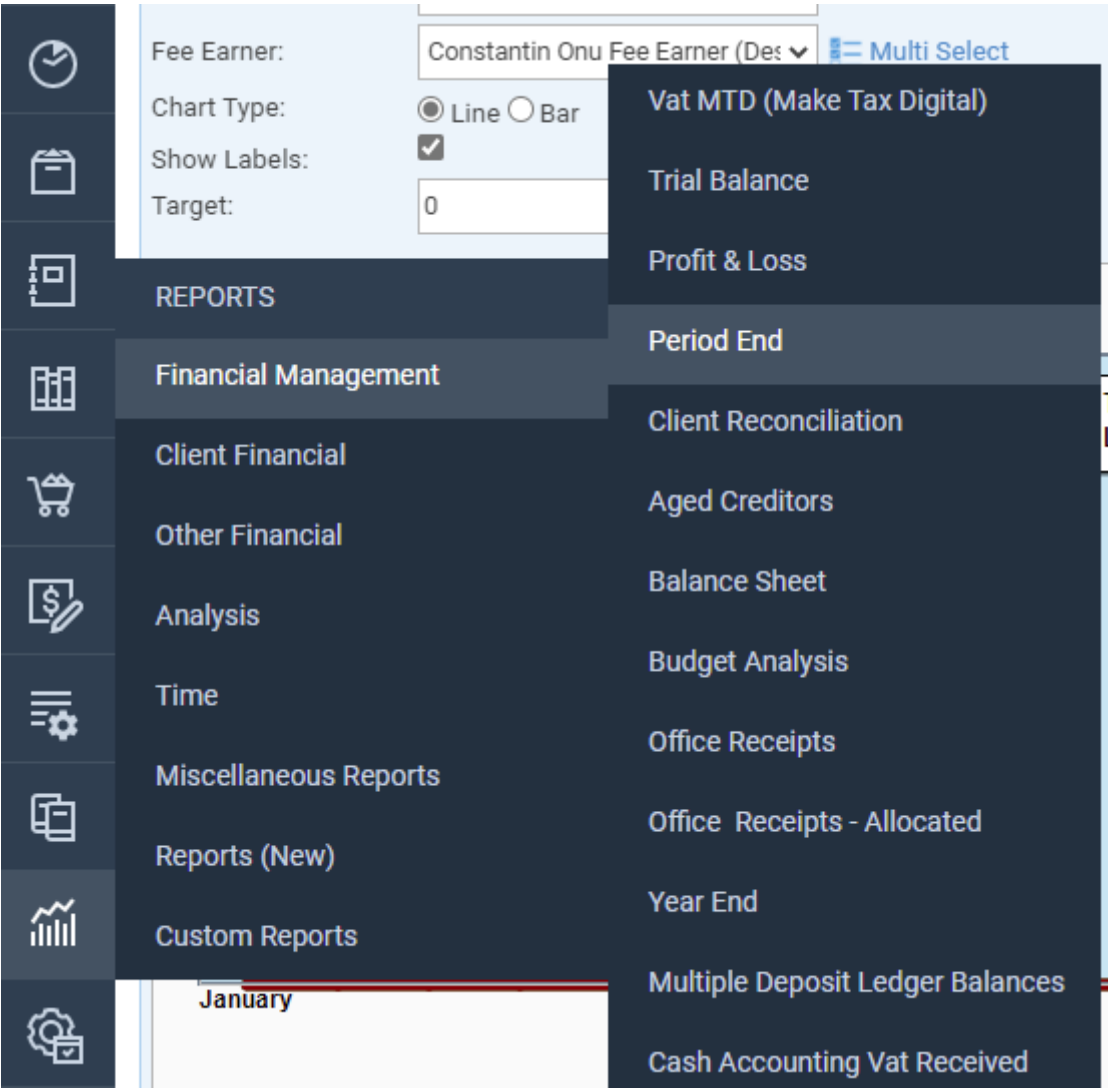
Navigate to Reports > Financial Management > Period End

Filter Options

🖨 Print   ⌄ Toggle Selection
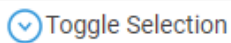
Branch: ALL ▾

Currency: Pound Sterling ▾

Year: 1 ▾ 01/10/2020 to 30/09/2021

Period: 9 ▾ 01/06/2021 to 30/06/2021

Reports To Run:

☑ Period End Counsels Fees   ☑ Period End Purchase Ledger Balance
☑ Period End Client Reconciliation   ☑ Period End Provisional Bills
☑ Period End Day Book Listing   ☑ Period End Trial Balance
☑ Period End Deposit Journal   ☑ Period End Unpaid Disbursements
☑ Period End Fees Analysis   ☑ Period End VAT Journal
☑ Period End Fees Analysis by Fee Earner ☑ Period End Cash Received
☑ Period End Fees Analysis by Work Type   ☑ Period End VAT Summary
☑ Period End Fees Journal   ☑ Period End Vat Form
☑ Period End Journals Journal   ☑ Period End Write Offs
☑ Period End Matter Balance   ☑ Accounting Summary
☑ Period End Multiple Deposits Journal   ☑ Client Balances in Debit
☑ Period End Petty Cash Journal   ☑ Office Balances in Credit
☑ Period End Profit & Loss   ☑ Disbs Balances in Credit

☑
Period End Client   All Banks ▾
Banks

☑
Period End Office   All Banks ▾
Banks

- **Branch** – list selection, defaults to ALL
- **Currency** – list selection, defaults to default currency
- **Year** – List selection, only years with periods which have already been closed will appear.
- **Period** – List selection of the period ends that have been run for the year selected above.
- **Toggle selection** – select this option to change all ticks to not ticked and vice versa.

Printing Period End Reports

You can leave all reports ticked and Print them all (opens in a new window with the option to print each report), or click Toggle Selection to untick all reports so that you can select a single report to print.

When the first selected report appears on screen, to print the visible report select the print button if using the Active Reports Viewer (only available in Internet Explorer) or select the PDF option in the Export drop down in the top right hand corner, then click Export (you will then be prompted to open or save the report).

To move to the next report use the navigation buttons at the top of the screen.

- << moves to the first report
- < moves to the previous report
- > moves to the next report
- >> moves to the last report