

Osprey Approach: Reports: Period End Reports

This help guide was last updated on Dec 6th, 2023

The latest version is always online at https://support.ospreyapproach.com/?p=32697



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

Ì	Fee Earner:	Constantin Onu	Fee Earner (De: 🗸 🚛 Multi Select			
\cup	Chart Type:	● Line ○ Bar	Vat MTD (Make Tax Digital)			
Ê	Show Labels:		Trial Balance			
	Target:	0	Drofit & Loop			
詚	REPORTS					
RHA	Financial Management		Period End			
	Oliont Financial		Client Reconciliation			
¥ ,			Aged Creditors			
	Other Financial		Balanca Chast			
\$	Analysis		balance sneet			
=	Time		Budget Analysis			
= ¢	Mine - II		Office Receipts			
Ē	Miscellaneous Repo	rts	Office Receipts - Allocated			
-	Reports (New)					
iiii	Custom Reports		Year End			
~	January		Multiple Deposit Ledger Balances Cash Accounting Vat Received			
3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3						

Navigate to Reports > Financial Management > Period End

Filter Options

Reports Fir	nancial Management Period End				
Print 📀	Toggle Selection				
Branch:	ALL ~				
Currency:	Pound Sterling 🗸				
Year:	1 V 01/10/2020 to 30/09/2021				
Period:	9 V 01/06/2021 to 30/06/2021				
	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			
Reports To Run:	✓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 Banks	All 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.

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https://test.osprey	approach.com/main/	reportlib/reportviewe	r.aspx					
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		Go To: 1	of 1 💽 🔛 Fin	d:				
	Osprey	Period End	Legal Ald	Counsel's F	ees Journal		Î	
Practice N	Name: Ospre	y Approach Test	Branch :	Bucharest - 1 52558716	UserID 8795			
Year:	18 Period: 2	Accounting Date:	30/06/2021	Date Report Ru	in: 25/01/2022			
Client/Ma	atter Date	Transaction Deta	il	Posting Ref	Fee Paid?	•		
/0	01/06/2021	Brought Forward	I	B/FWD	1,800.00			
/0	30/06/2021	This period totals CF	EES	TP/CFEES	0.00			
/0	30/06/2021	Carried Forward CFI	EES	CF/CFEES	1,800.00			
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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</p>
- > moves to the next report
- >> moves to the last report