

Osprey Approach: Print the client ledger

This help guide was last updated on
Mar 21st, 2024

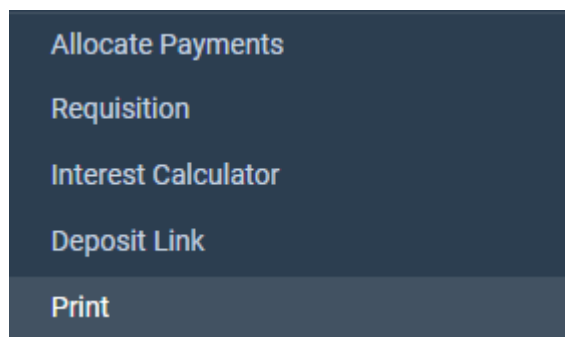
The latest version is always online at
<https://support.ospreyapproach.com/?p=2213>



You can print off a client ledger using the report viewer on Osprey.

Browser

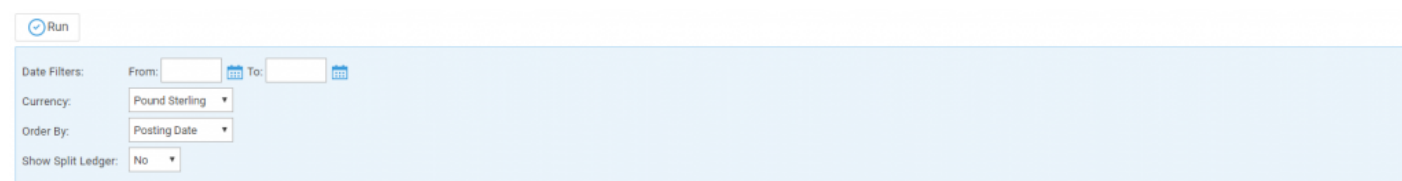
Ensure that you have selected a client with the ledger card you wish to print and then select the 'Client Ledger' tab on the side menu. You will now have the option to select 'Print' on the left hand side menu.



This will open the report overview.


If you want to print the postings for a specific period use the date filter fields 'From' and 'To'.

If you leave these fields blank, all postings on the ledger will be reported on.



You also have filter options for the currency, the way the postings are ordered and how the ledger will be displayed.

Select 'Run' and the report will open in a report viewer window



Client Ledger Card

| | | | | | | | | | | | | | |
|-----------------------|-----------------------|-------------------|---------------------------|--------------|------------------------------------|----------------|--------------|-------------------------|------------------------|-------------------------|--------------------|----------------|----------------|
| Practice Name: | | Pracctice Limited | | Year: | 6 | Period: | 7 | Accounting Date: | 31/05/2017 | Date Report Run: | 03/05/2017 | | |
| Client | WO0001 | Matter | 1 | WT | RCS | | | | Client name | | Wood, Mr Richard | | |
| Fee Earning | RW | | Matter description | | Sale of 9A Bridge Street, Hereford | | | | 2nd Client name | | Williams, Ms Tanya | | |
| Date | Posting Detail | Ref | F/E | VAT | Office | Balance | Disbs | Balance | Client | Balance | Deposit | Balance | PD/Bill |
| 01/01/2016 | Bill for Mitzi | 30 | RW | 20.00 | 100.00 | 120.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 05/01/2016 | Testing limit | test | RW | 0.00 | 300.00 | 420.00 | 0.00 | 0.00 | 300.00 | 300.00 | 0.00 | 0.00 | 0.00 |
| 05/01/2016 | testing limit | d | RW | 0.00 | 0.00 | 420.00 | 0.00 | 0.00 | 200.00 | 500.00 | 0.00 | 0.00 | 0.00 |
| 05/01/2016 | Testing limit 01 | 000002 | RW | 0.00 | 0.00 | 420.00 | 0.00 | 0.00 | -150.00 | 350.00 | 0.00 | 0.00 | 0.00 |
| | | | | | 420.00 | | 0.00 | | 350.00 | | 0.00 | | 0.00 |

The Report Viewer

To navigate to the next page click on the down arrow icon to move to the next page or select the up arrow icon to go back to the previous page.

To quickly navigate to a specific page just type the page number into the available box and press the 'Enter' key on the keyboard.

Go To: of 1

If you want to print the report, have the viewer type set to Html Viewer

Viewer type:

You can then select the export type to either Excel/Csv, Excel or PDF and then press the "Export" button.


From here you can then print out this using Ctrl + P to bring up standard print options in either of the formats.

As previously mentioned the report can be exported to produce different file types, the export option is located at the top right hand corner of the Report Viewer window.

Viewer type: Export type:

If you select 'PDF' as an Export Type and then click on the 'Export' button a new window will open with a new version of the report in PDF format. You may get a prompt to open or save the report, this depends on your Internet Explorer settings. If you select to 'Open' your report, then you will still be able to print or save the report when in Adobe Acrobat Reader.

If you select 'Excel' or 'CSV' and then click on the Export button, a similar panel will appear asking you to open or save. If you click 'Open' you may get a second prompt as shown here.

 The file you are trying to open, 'Matter_Ledger_Listing[1].xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?

Select 'Yes' and Excel will open with the report. You can use any of the standard Excel functions to analyse and format the available data.

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S |
|---|--------|--------|-----------------|-----|-----------|------------|------------------|------|-----|-----|---------------|---------------|-------|--------|-------|--------|---------|---|---|
| 1 | Client | Matter | Client Name | W/T | F/E Desc | Date | Posting Detail | Ref | F/E | VAT | Office Balanc | Client Balanc | Disbs | Balanc | Depos | Balanc | PD/Bill | | |
| 2 | WO0001 | 1 | Wood Mr Richard | RCS | Rich Wood | 01/01/2016 | Bill for Mitzi | 30 | RW | 20 | 100 | 120 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 | WO0001 | 1 | Wood Mr Richard | RCS | Rich Wood | 05/01/2016 | Testing limit | test | RW | 0 | 300 | 420 | 300 | 300 | 0 | 0 | 0 | 0 | 0 |
| 4 | WO0001 | 1 | Wood Mr Richard | RCS | Rich Wood | 05/01/2016 | testing limit | d | RW | 0 | 0 | 420 | 200 | 500 | 0 | 0 | 0 | 0 | 0 |
| 5 | WO0001 | 1 | Wood Mr Richard | RCS | Rich Wood | 05/01/2016 | Testing limit 01 | 2 | RW | 0 | 0 | 420 | -150 | 350 | 0 | 0 | 0 | 0 | 0 |