Osprey Approach: Reports: Audit Trail inc (NL/PL)

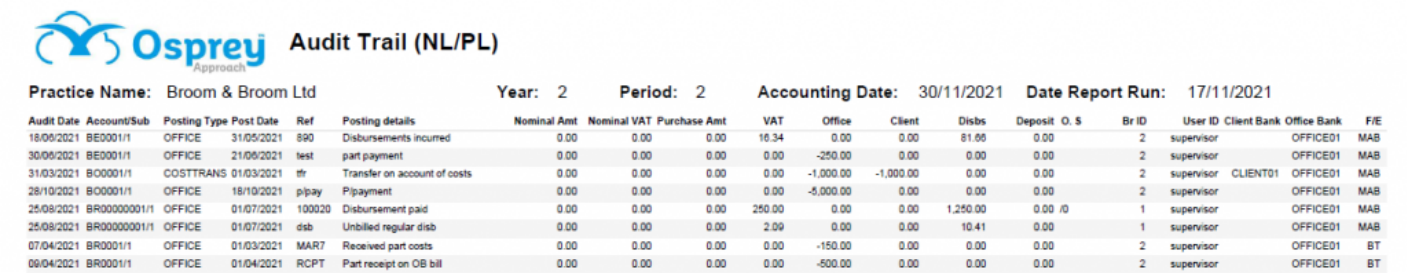
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Osprey™ Approach

This report shows all financial postings and which nominals, purchase ledgers, matters, banks and journals they have affected. It can be useful in tracking down the second side of a posting if you are having difficulty finding it, or can be used to report on all postings affecting a particular bank or journal in a time range.



Osprey Approach

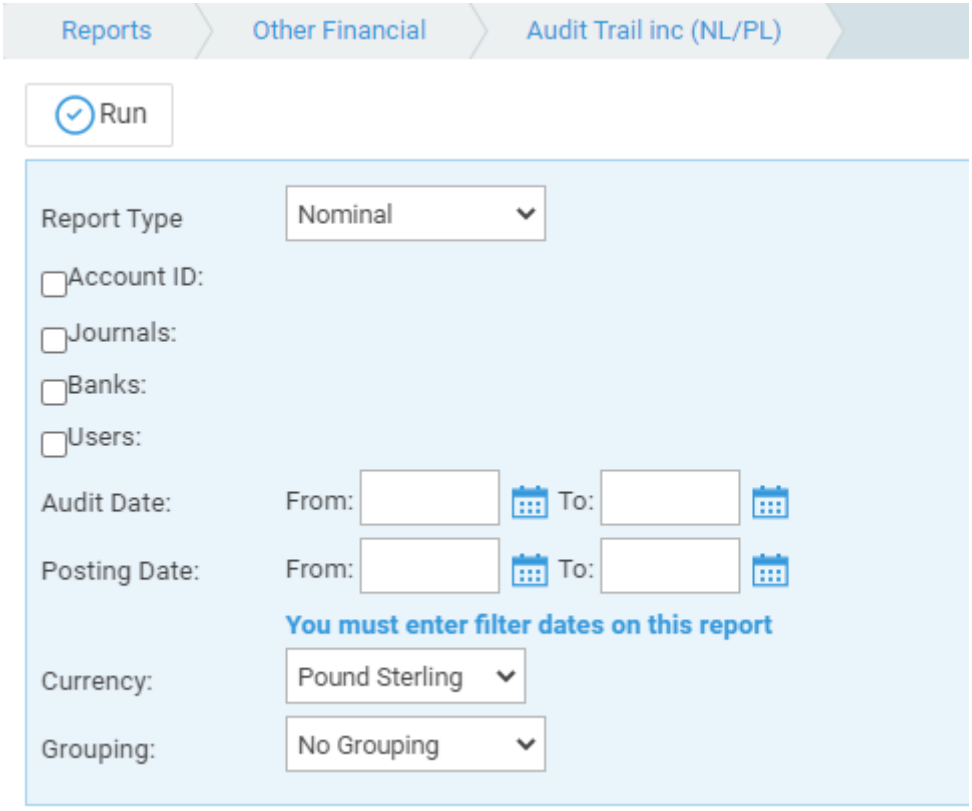
Audit Trail (NL/PL)

Practice Name: Broom & Broom Ltd **Year:** 2 **Period:** 2 **Accounting Date:** 30/11/2021 **Date Report Run:** 17/11/2021

Audit Date	Account/Sub	Posting Type	Post Date	Ref	Posting details	Nominal Amt	Nominal VAT	Purchase Amt	VAT	Office	Client	Disbs	Deposit	O. $	Br ID	User ID	Client Bank	Office Bank	F/E
18/06/2021	BE0001/1	OFFICE	31/05/2021	890	Disbursements incurred	0.00	0.00	0.00	16.34	0.00	0.00	81.66	0.00		2	supervisor		OFFICE01	MAB
30/06/2021	BE0001/1	OFFICE	21/06/2021	test	part payment	0.00	0.00	0.00	0.00	-250.00	0.00	0.00	0.00		2	supervisor		OFFICE01	MAB
31/03/2021	BO0001/1	COSTTRANS	01/03/2021	tfr	Transfer on account of costs	0.00	0.00	0.00	0.00	-1,000.00	-1,000.00	0.00	0.00		2	supervisor	CLIENT01	OFFICE01	MAB
28/10/2021	BO0001/1	OFFICE	18/10/2021	p/pay	P/payment	0.00	0.00	0.00	0.00	-5,000.00	0.00	0.00	0.00		2	supervisor		OFFICE01	MAB
25/08/2021	BR00000001/1	OFFICE	01/07/2021	100020	Disbursement paid	0.00	0.00	0.00	250.00	0.00	0.00	1,250.00	0.00	/0	1	supervisor		OFFICE01	MAB
25/08/2021	BR00000001/1	OFFICE	01/07/2021	dsb	Unbilled regular disb	0.00	0.00	0.00	2.09	0.00	0.00	10.41	0.00		1	supervisor		OFFICE01	MAB
07/04/2021	BR0001/1	OFFICE	01/03/2021	MAR7	Received part costs	0.00	0.00	0.00	0.00	-150.00	0.00	0.00	0.00		2	supervisor		OFFICE01	BT
09/04/2021	BR0001/1	OFFICE	01/04/2021	RCPT	Part receipt on OB bill	0.00	0.00	0.00	0.00	-500.00	0.00	0.00	0.00		2	supervisor		OFFICE01	BT

Audit Trail inc (NL/PL) example

Filter Options



- **Report Type** - you have a choice of:
  - **Nominal** - select this if you only want to report on nominal ledgers
  - **Purchase** - select this if you only want to report on purchase ledgers
  - **Nominal & Purchase** - select this if you only want to report on nominal and purchase ledgers
  - **Nominal & Purchase & Matter** - select this to search across the entire accounts system

- **Account ID** - tick if you just want to report postings on a particular client, matter, nominal or purchase ledger, and enter the account number and (optional) matter number/SAC number. e.g.
  - Entering BR0001 in the first box and leaving the second box blank will report all of the postings on client BR0001, all matters
  - Entering BR0001 in the first box and 1 in the second will just report all postings on client BR0001's matter 1

- **Journals** - Choose from counsels' fees, petty cash, debtors re counsels' fees, provisional debtors, purchase ledger, provisional bills, debtors, unpaid disbursements, fees journal, VAT creditor, journals journal, last year's profit or write offs. Selecting one or more of these will only produce postings affecting these areas on the report. Leave the box unticked if you want to search for all postings
- **Banks** - Choose one or more banks to report on. Leave the box unticked if you want to search for postings on all banks
- **Users** - Choose one or more users who made the postings. If you know you are only looking for postings you made yourself, select your user id to filter out all other users postings. Otherwise leave the box unticked and it will report on all postings no matter who made them
- **Posting Date Filters** - Enter the date range you want to report on here. The posting date is the date you entered into the posting screen when you made the posting. A date range for ***either*** posting date ***or*** audit date must be entered.
- **Audit Date Filters** - Enter the date range you want to report on here. The audit date is the date you actually made the posting. A date range for ***either*** posting date ***or*** audit date must be entered.
- **Currency** - Select the currency you wish to report on

Grouping and Ordering

- **No Grouping -** This will produce the report in client number order
- **Posting Type -** This will produce the report in client number order, grouped by Posting Type with sub totals for each posting type
- **Account -** This will produce the report in order of the account it was posted to, with a subtotal per account header (client total for all matters for client/matter postings or nominal all SACs for nominals)

List of Columns produced

- Audit Date
- Account ID/Sub No (or Client / Matter No for client postings)
- Posting Type
- Posting Date (the date you entered when you made the posting)
- Ref (the posting Reference)
- Posting Details
- Nominal Amount
- Nominal VAT
- Purchase Amount
- VAT Amount (for client postings)
- Office Amount
- Client Amount
- Disbs Amount
- Deposit Amount
- Other Side
- Branch Code
- User ID
- Client Bank
- Office Bank

- Fee Earner