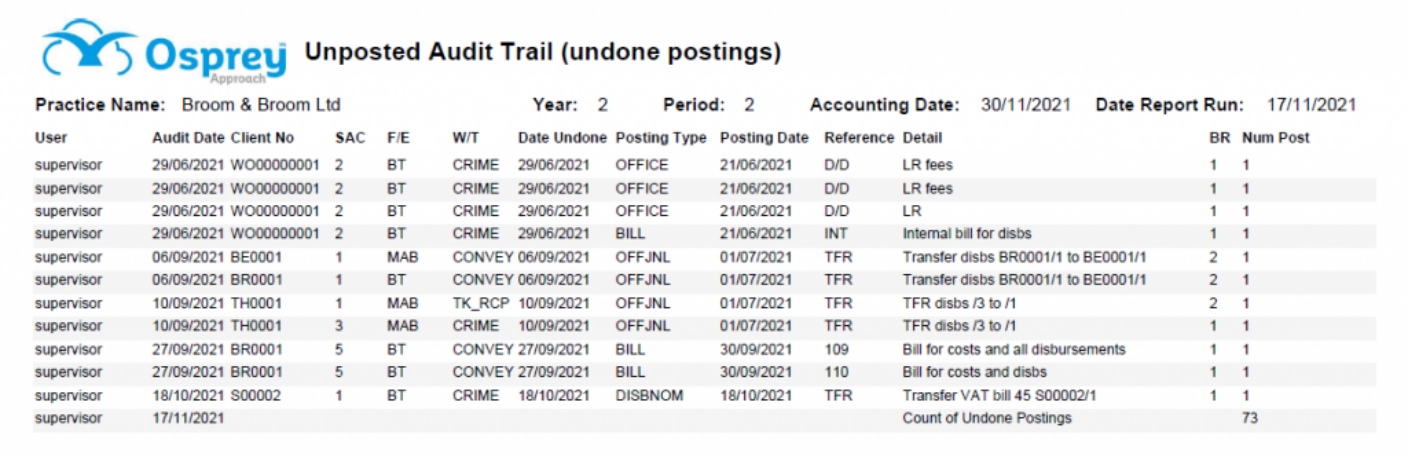
Osprey Approach: Reports: Unposted Audit Trail

This help guide was last updated on
Nov 17th, 2021

The latest version is always online at
https://support.ospreyapproach.com/?p=32778

This report shows financial postings which have been undone (using the Undo option from the posting detail screen).



Osprey Approach

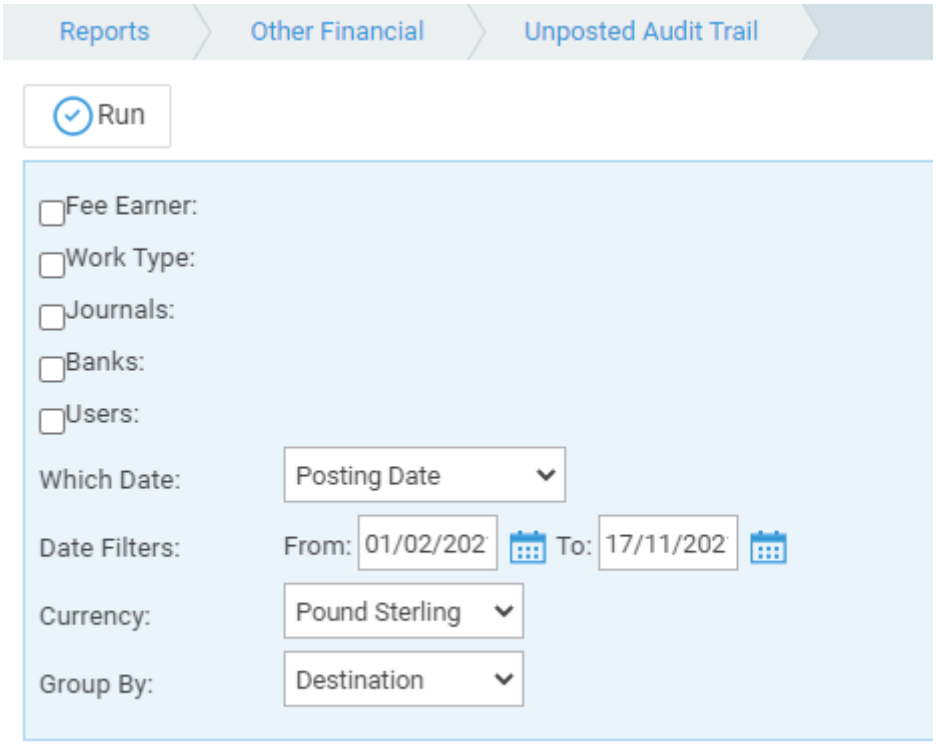
Unposted Audit Trail (undone postings)

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

User	Audit Date	Client No	SAC	F/E	W/T	Date Undone	Posting Type	Posting Date	Reference	Detail	BR	Num Post
supervisor	29/06/2021	WO00000001	2	BT	CRIME	29/06/2021	OFFICE	21/06/2021	D/D	LR fees	1	1
supervisor	29/06/2021	WO00000001	2	BT	CRIME	29/06/2021	OFFICE	21/06/2021	D/D	LR fees	1	1
supervisor	29/06/2021	WO00000001	2	BT	CRIME	29/06/2021	OFFICE	21/06/2021	D/D	LR	1	1
supervisor	29/06/2021	WO00000001	2	BT	CRIME	29/06/2021	BILL	21/06/2021	INT	Internal bill for disbs	1	1
supervisor	06/09/2021	BE0001	1	MAB	CONVEY	06/09/2021	OFFJNL	01/07/2021	TFR	Transfer disbs BR0001/1 to BE0001/1	2	1
supervisor	06/09/2021	BR0001	1	BT	CONVEY	06/09/2021	OFFJNL	01/07/2021	TFR	Transfer disbs BR0001/1 to BE0001/1	2	1
supervisor	10/09/2021	TH0001	1	MAB	TK_RCP	10/09/2021	OFFJNL	01/07/2021	TFR	TFR disbs /3 to /1	2	1
supervisor	10/09/2021	TH0001	3	MAB	CRIME	10/09/2021	OFFJNL	01/07/2021	TFR	TFR disbs /3 to /1	1	1
supervisor	27/09/2021	BR0001	5	BT	CONVEY	27/09/2021	BILL	30/09/2021	109	Bill for costs and all disbursements	1	1
supervisor	27/09/2021	BR0001	5	BT	CONVEY	27/09/2021	BILL	30/09/2021	110	Bill for costs and disbs	1	1
supervisor	18/10/2021	S00002	1	BT	CRIME	18/10/2021	DISBNOM	18/10/2021	TFR	Transfer VAT bill 45 S00002/1	1	1
supervisor	17/11/2021									Count of Undone Postings		73

Unposted Audit Trail example

Filter Options



- **Fee Earner** - Select Fee Earner(s) or leave blank for all
- **Work Type** - Select Work Type(s) or leave blank for all
- **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** - Select bank(s) to report on or leave blank for all

- **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.
- **Which Date** - Choose between the Audit date (actual date when posting was made), the Posting Date (date entered in the posting itself) or the Undone Date (the date when the posting was undone).
- **Date Filters** - Enter the posting date range that you would like to see here - dates are required
- **Currency** - Enter the currency to report on here

List of Columns produced

- User ID
- Audit Date (the actual date that the posting was made)
- Client No (or Nominal Ledger etc)
- Matter No (or SAC etc)
- Fee Earner Code
- Work Type code
- Date Undone
- Posting Type
- Posting Date
- Posting Reference
- Posting Detail
- Branch Code
- Number of Postings undone

Group and Sort

The groupings on this report do not make any difference, the report is designed to order by user ID and produce a count of the number of undone postings.