

Osprey Approach: Adding Standard Text

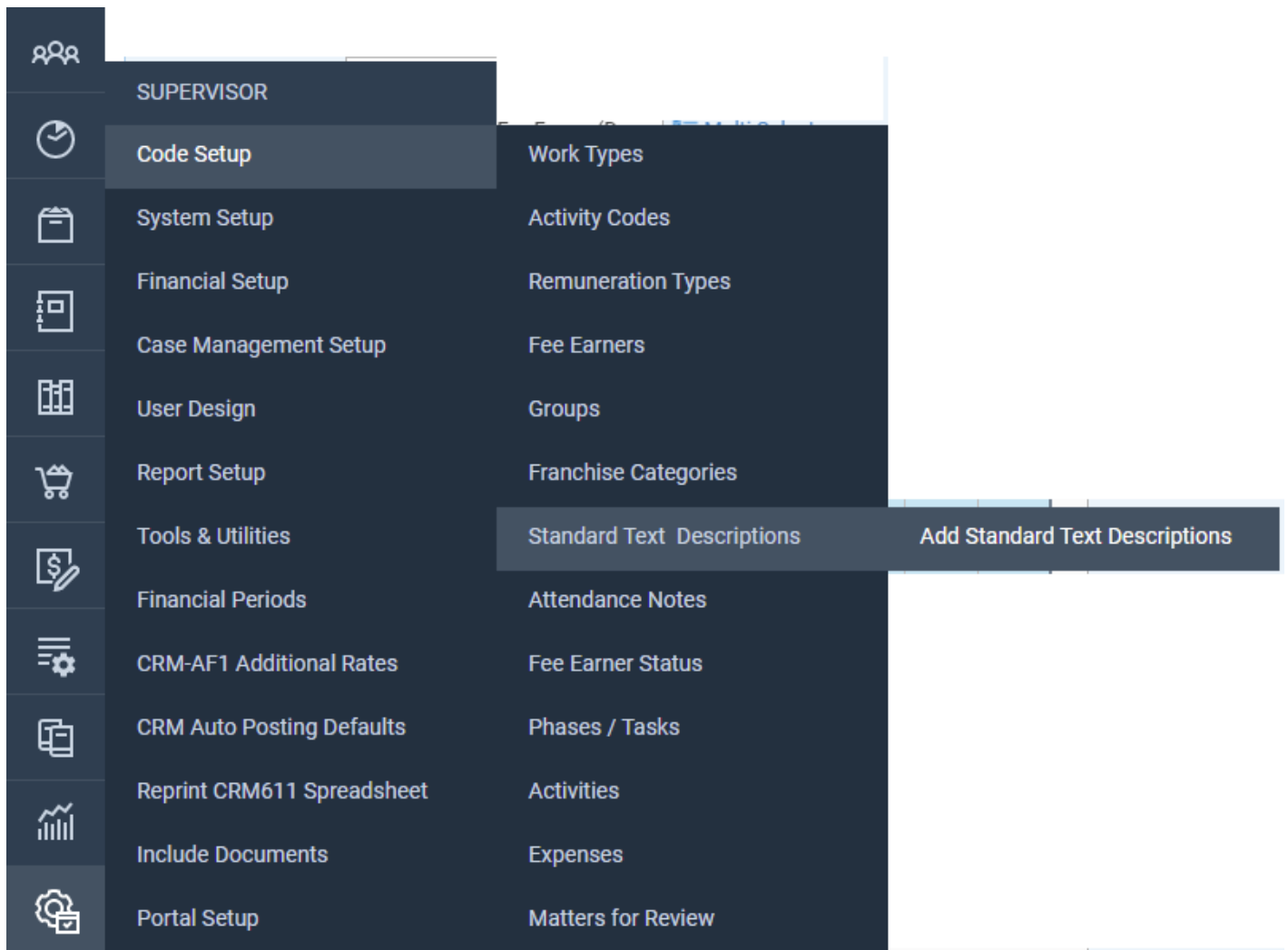
This help guide was last updated on
Feb 10th, 2022

The latest version is always online at
<https://support.ospreyapproach.com/?p=44906>

[Click here for a printer-friendly version](#)



You may add predefined text to various text entries throughout Osprey



Navigate to Supervisor > Code Setup > Standard Text Descriptions > Add Standard Text Descriptions

You will be able to choose the area you wish to add text for

Account Payee Text - shows the text when typing the Payee for Cheques Required.

Client Ledger Posting Text - shows the text when typing the posting description on Client Ledger

View Note - Can be linked to Views to add more information to views for Questionnaires and Extensions.

Journal Posting Text - shows the text when typing the posting description in Journals

Matter Description Text - shows the text when typing the Matter Description

Nominal Ledger Posting Text - shows the text when typing the posting description on Nominal Ledger

Purchase Ledger Posting Text - shows the text when typing the posting description on Purchase Ledger

Standard Text - shows on the Time Posting Screen to append/replace Attendance Notes

Standard Text Message - Shows as a template to choose when sending SMS

Save

Cancel

Context Area:

Account Payee Text

- Account Payee Text
- Client Ledger Posting Text
- View Note
- Journal Posting Text
- Matter Description Text
- Nominal Ledger Posting Text
- Purchase Ledger Posting Text

Standard Text: