

Osprey Approach: Adding Standard Text

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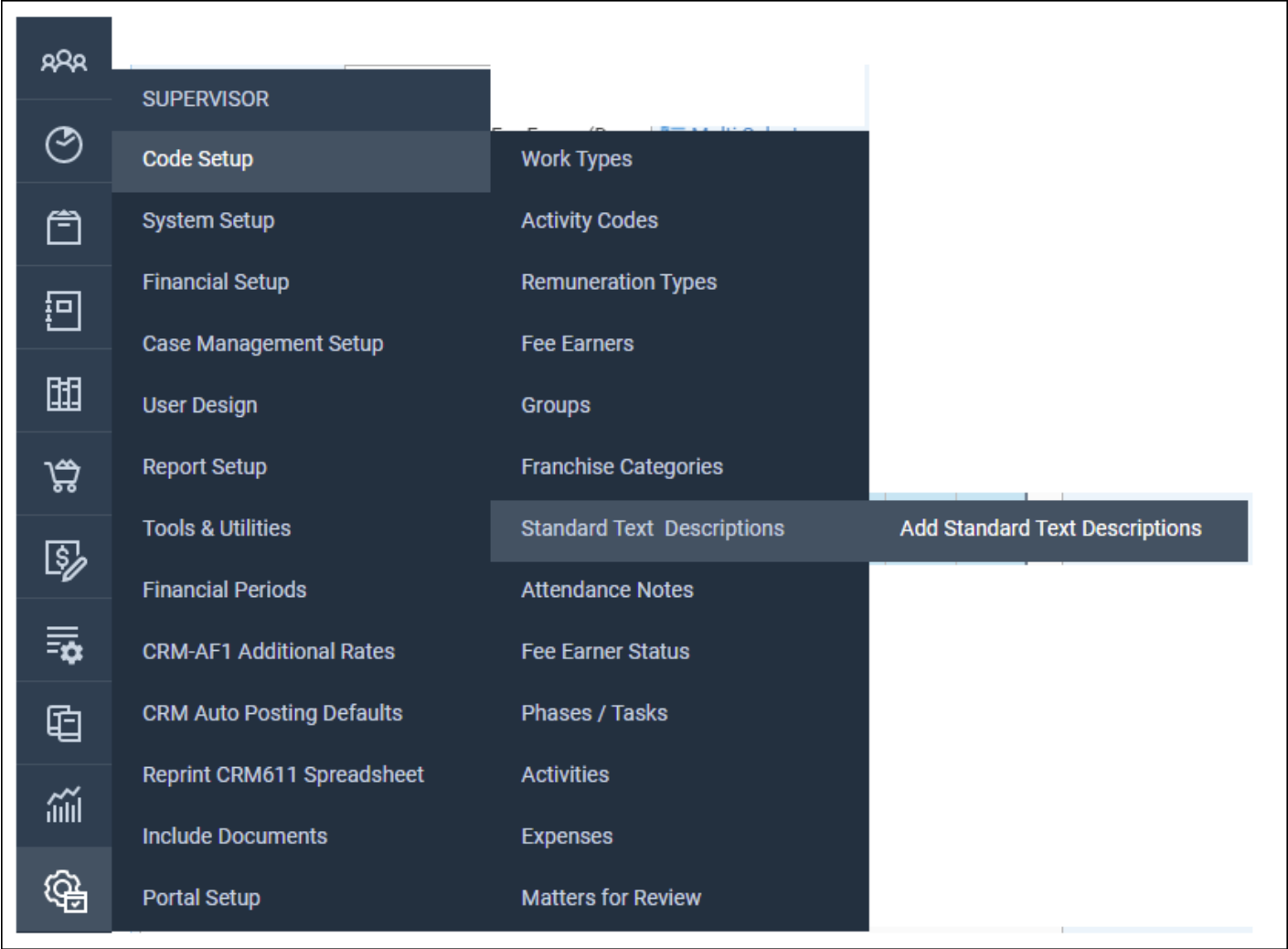
The latest version is always online at
<https://support.ospreyapproach.com/?p=44906>

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This guide will show you how to add standard text descriptions for use throughout Osprey

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: