



Osprey Approach: Allocate outstanding Client Ledger transactions

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<https://support.ospreyapproach.com/?p=300>

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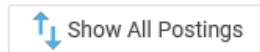
Sometimes, when checking your debtor and disbursement reports you may notice that some bills are showing as outstanding or some disbursements are showing as unbilled, that you know to be either paid or billed. So you would want to check your client ledgers for these items.


The below ledger looks as though it is clear, but on your report you have seen bill 541124 is outstanding, so you need to check the allocations for this ledger.

DATE	DETAILS	REF	VAT	OFFICE	DISBS
01/08/2019	Bill of Costs for July '19	541124	193.34	966.68	118.79
01/08/2019	Searching Costs	SRCFLW	23.76	0.00	118.79
18/08/2019	Payment of Bill 541124 received	541124	0.00	1,160.02	0.00
TOTALS:				0.00	0.00


To resolve this, go to the Client Ledgers tab and select Allocate Payments.

OFFICE RECEIPTS/CREDIT NOTES

 Show All Postings



Currency: 

Office/Disbs: Allocate Payments Allocate Disbursements

Allocation Type: 

Receipts & Adjustments

Debtors

P DATE	DETAIL	REF	AMOUNT	PAID	P DATE	DETAIL	REF	AMOUNT	PAID	SELECT
18/08/2019	Payment of Bill 541124 received	541124	-1,160.02	0.00	01/08/2019	Bill of Costs for July '19	541124	1,160.02	0.00	
					01/09/2019	Bill for August '19	541125	600.00	0.00	

Ensure that the Allocate Payments radio button is selected

You can choose to allocate manually or by Auto Allocation

Auto allocation will select the oldest credit/adjustment and allocate it to the oldest bill outstanding.

Manual allocation allows you to choose which receipt to allocate to each bill.

click the select icon on the Bill that you wish to allocate a receipt or adjustment to. This will open a new screen where you can select the receipt/adjustment that you wish to allocate to this bill.

When you have selected the receipt/adjustment click save, and you are returned to the outstanding list for your ledger.

Repeat the above until all your receipts/allocations have been allocated

Allocate Disbursements to a bill

Click on the 'Allocate Disbursements' radio button and then click the select icon on the disbursement you wish to allocate.

ALLOCATE DISBURSEMENTS TO BILL

Show all items

Currency: GBP

Office/Disbs: Allocate Payments Allocate Disbursements

Allocation Type: Manual

Billed Amounts & Adjustments				Disbursement Debtors						
P DATE	DETAIL	REF	AMOUNT	PAID	P DATE	DETAIL	REF	AMOUNT	PAID	SELECT
01/05/2023	disbs only bill	D1234	-2,259.99	0.00	22/02/2022	audit adj	audit	150.00	0.00	
					09/06/2022	water	disbs	41.66	0.00	
					01/07/2022	disbursement	disbaw	25.00	0.00	
					06/07/2022	vat payment	000006	2,000.00	0.00	
					01/08/2022	lr fee	9999	20.00	0.00	
					01/08/2022	unpaid	[UNP]	16.00	0.00	
					11/08/2022	tfr from nom for disb	tfr	33.33	0.00	

You can manually allocate by selecting the disbursement you want to allocate to a bill from the Disbursements Debtors Column. this will open a new screen where you can select the bill you wish to allocate the disbursement to by clicking the X in the Alloc'd column. Then click save.

Repeat the above until you have allocated all your disbursements to bills.

ALLOCATE DISBURSEMENTS TO BILL

Save Cancel

Selected Amount: 150.00

Allocated: 0.00

Allocation: Manual

P DATE	DETAIL	REF	AMOUNT	PAID	ALLOCD
15/06/2022	disbs only	2282	-10.00	10.00	
01/08/2022	unpaid disbs	2296	-20.00	20.00	
01/02/2023	bill	2349	-20.83	20.83	
01/05/2023	disbs only bill	D1234	-2,259.99	0.00	

If you select Automatic from the drop down list, disbursements will be allocated to available bills oldest to newest.