



# Osprey Approach: Allocate Outstanding Client Ledger Transactions

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The latest version is always online at  
<https://support.ospreyapproach.com/?p=300>



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 – This guide will assist in this process.

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

DATE	DETAILS	REF	VAT	OFFICE	DISBS	CLIENT	DEPOSIT
26/05/2022	Received from client on account	109284	0.00	0.00	0.00	0.00	10,000.00
30/09/2022	Withdrawal to cover Estate expenses	DRW	0.00	0.00	0.00	0.00	1,500.00
18/07/2023	Agency disb which I will bill VAT on	DSB	0.00	0.00	200.00	0.00	0.00
18/07/2023	Vatable disb already vatable	DSB	2.09	0.00	10.41	0.00	0.00
18/07/2023	Non-vatable disb no charge to client	DSB	0.00	0.00	30.00	0.00	0.00
18/07/2023	Bill all disbs and costs with change of vatable on 1 disb	237	102.09	540.41	240.41	0.00	0.00
29/02/2024	Searches	[UNP]	0.55	0.00	2.70	0.00	0.00
TOTALS:				642.50	2.70	0.00	8,500.00
Projected Balances:				3,790.10	2.70	0.00	8,500.00

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

CLIENT LEDGERS

Allocate Payments

Requisition

Interest Calculator

Deposit Link

Print

Ledger Summary

Auto Posting

Custom Auto Posting

Ensure that the Allocate Payments radio button is selected

Currency: GBP

Office/Disbs: ☒ Allocate Payments ☐ Allocate Disbursements

Allocation Type: Manual

Receipts & Adjustments

Debtors

P DATE	DETAIL	REF	AMOUNT	PAID	P DATE	DETAIL	REF	AMOUNT	PAID	SELECT
31/12/2023	To Pay Bill 237	CT	-642.50	0.00	18/07/2023	Bill all disbs and costs with change of vatable on 1 disb	237	642.50	0.00	

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.

OFFICE RECEIPTS/CREDIT NOTES

Save

Cancel

Selected Amount: 642.50  
Allocated: 0.00  
Allocation: Manual

P DATE	DETAIL	REF	AMOUNT	PAID	ALLOC'D
31/12/2023	To Pay Bill 237	CT	-642.50	0.00	

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.

Currency:

GBP

Office/Disbs:
☐ Allocate Payments
☒ Allocate Disbursements

Allocation Type:

Manual

Billed Amounts & Adjustments

Disbursement Debtors

No postings to allocate	P DATE	DETAIL	REF	AMOUNT	PAID	SELECT
	29/02/2024	Searches	[UNP]	2.70	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.

Selected Amount: 2.70

Allocated: 0.00

Allocation: 

Manual

P DATE	DETAIL	REF	AMOUNT	PAID	ALLOC'D
18/07/2023	Bill all disbs and costs with change of vatable on 1 disb	237	-240.41	0.00	

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