## Osprey Approach: Allocate outstanding Client Ledger transactions

This help guide was last updated on Mar 22nd, 2023

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.

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 Type: Show All Postings Currency: GBP Office/Disbs: OAllocate Payments Allocation Type: Manual

| Receipts & Adjustments |        |        |           | Deptors |            |                               |        |          |      |          |
|------------------------|--------|--------|-----------|---------|------------|-------------------------------|--------|----------|------|----------|
| P<br>DATE              | DETAIL | REF    | AMOUNT    | PAID    | P<br>DATE  | DETAIL                        | REF    | AMOUNT   | PAID | SELECT   |
| 18/08/2019             |        | 541124 | -1,160.02 | 0.00    | 01/08/2019 | Bill of Costs<br>for July '19 | 541124 | 1,160.02 | 0.00 | $\odot$  |
| received               |        |        |           |         | 01/09/2019 | Bill for<br>August '19        | 541125 | 600.00   | 0.00 | <b>⊘</b> |

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.

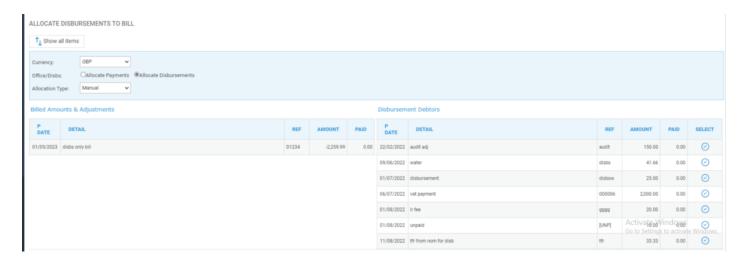
click the select icon on the Bill that you wish to allocate a receipt or adjustment to. This will open a new screen where you can select the receipt/adjustment that you wish to allocate to this bill.

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

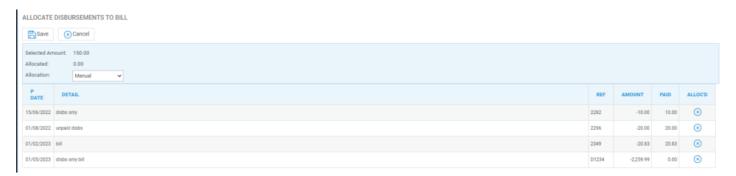
## Allocate Disbursements to a bill

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



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.



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