

# Osprey Approach: Changing the Branch of a Matter

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The latest version is always online at  
<https://support.ospreyapproach.com/?p=44574>

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Occasionally you may discover that a matter has been set up on the wrong branch. This guide will assist you in resolving the issue

## Matters with no ledger balances

If the matter in question has zero balances in all columns of the ledger card, you can simply navigate to Clients & Matters



Click Edit and change the branch, then save your changes.

**MATTER DETAILS** ▾

Add | Edit | Archive | Print

Branch:	2: Malvern				
Dept:	3: Conveyancing				
Fee Earner:	Neil Braithwaite				
Supervising Fee Earner:					
Work Type:	Residential Conveyancing Sale Focused Workflow INFOTRACK				
Private Or Legal Aid:	Private				
Remuneration Type:	1Test Adelini				
Debtor Limit:	0.00	Disbursements Limit:	0.00	WIP Limit:	1530.00
Date Opened:	22/08/2013	Date Completed:	11/04/2024	Date Archived:	
Review Date:		Review Type:	None	Review Period:	0
Email:				Publishable:	<input checked="" type="checkbox"/>

## Matters with ledger balances

Navigate to Client Ledgers

+
CLIENT LEDGERS
+

In order that the per branch accounts remain in balance - for example the Debtors on the Trial Balance to match the sum of Office + Disbursements from the Ledger Balance - if there are balances on the client ledger card it will be necessary to zero the balances on the ledger before you amend the matter. See example below.

CLIENT LEDGER								
Refresh		o Office Bank Receipt		Post	Currency: GBP		<input type="checkbox"/> Show ledger expenses codes	
Sheet number 1 of 1 (9 postings.)							Select Sheet Number: <input type="text"/> Go	
DATE	DETAILS	REF	VAT	OFFICE	DISBS	CLIENT	DEPOSIT	
23/09/2021		PCOPY	2.50	0.00	12.50	0.00	0.00	
23/09/2021		CHG	86.67	0.00	433.33	0.00	0.00	
23/09/2021		[UNP]	1.55	0.00	7.75	0.00	0.00	
01/10/2021		PPAY	0.00	700.00	0.00	0.00	0.00	
01/11/2021		108	306.72	1,533.58	453.58	0.00	0.00	
06/01/2022		RCPT	0.00	0.00	0.00	500.00	0.00	
06/01/2022		138	24.60	123.00	0.00	0.00	0.00	
13/01/2022		DDR	0.00	0.00	19.55	0.00	0.00	
13/01/2022		STEST	0.00	0.00	19.55	0.00	0.00	
<b>TOTALS:</b>					992.70	39.10	500.00	0.00

This can be done by transferring the balances to the bank, we will transfer them back again once the branch number has been changed in the matter.

Use the posting types below depending on the ledger column you need to zero:

Ledger Column	Debit Balance	Credit Balance
Office/Disbursements	(black balance) Use o – Office Bank Receipt	(red balance) Use o – Office Bank Payment
Client	(red balance) Use c – Client Bank Receipt	(black balance) Use c – Client Bank Payment
Deposit	(red balance) Use d - Deposit Receipt	(black balance) Use d – Deposit Withdrawal

Use **the same posting date and reference** for all of the required postings. Once you have cleared all the balances on the ledger card, edit the matter, change the branch and save your changes as above.

Now, return to the ledger card, and post the balances back on again using the **opposite** posting types used in the previous step. Use **the same posting date and reference** again for all the postings.

DATE	DETAILS	REF	VAT	OFFICE	DISBS	CLIENT	DEPOSIT
23/09/2021		[UNP]	1.55	0.00	7.75	0.00	0.00
01/10/2021		PPAY	0.00	700.00	0.00	0.00	0.00
01/11/2021		108	306.72	1,533.58	453.58	0.00	0.00
06/01/2022		RCPT	0.00	0.00	0.00	500.00	0.00
06/01/2022		138	24.60	123.00	0.00	0.00	0.00
13/01/2022		DDR	0.00	0.00	19.55	0.00	0.00
13/01/2022		STEST	0.00	0.00	19.55	0.00	0.00
31/01/2022	Transfer Client Balance - Chingford to Bank	TFR-BR	0.00	0.00	0.00	500.00	0.00
31/01/2022	Transfer office balance Chingford to bank	TFR-BR	0.00	992.70	0.00	0.00	0.00
31/01/2022	Transfer Disbs balance Chingford to Bank	TFR-BR	0.00	0.00	39.10	0.00	0.00
31/01/2022	Transfer disbs balance - bank to Hereford	TFR-BR	0.00	0.00	39.10	0.00	0.00
31/01/2022	Transfer office balance bank to Hereford	TFR-BR	0.00	992.70	0.00	0.00	0.00
31/01/2022	Transfer client balance bank to Hereford	TFR-BR	0.00	0.00	0.00	500.00	0.00
<b>TOTALS:</b>				992.70	39.10	500.00	0.00

Once the ledger card has its original balances back again.

Navigate to Banks & Journals



Select the appropriate Bank/Journal

Bank/Journal: OFFICEBANK ▼ Electron Company

Branch: ALL ▼

Dept: ALL ▼

Currency: GBP ▼

Cashbook Balance: 235.00

Bank Balance: 0.00

**BANKS & JOURNALS**

Ensure the Branch and Dept are set to ALL

Click Reconcile

Change the Selection Type to Tick By Ref

Search for the reference used in all the postings made. If done correctly the balance ticked for all of these postings should be zero when clicking Calculate total selected.

Cleared/Uncleared Filter:

Selection Type:

Current Bank Balance: -3838.00

Total Value Selected: **0.00**

Projected Bank Balance: -3838.00

Ref to Find:

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ACCOUNT	DATE	DETAILS	REF	TYPE	OFFICE	DISBS	TICKED	SELECT
BR0001	5 31/01/2022	Transfer office balance Chingford to bank	TFR-BR	OFFICE	-992.70	0.00		
BR0001	5 31/01/2022	Transfer Disbs balance Chingford to Bank	TFR-BR	OFFICE	0.00	-39.10		
BR0001	5 31/01/2022	Transfer disbs balance - bank to Hereford	TFR-BR	OFFICE	0.00	39.10		
BR0001	5 31/01/2022	Transfer office balance bank to Hereford	TFR-BR	OFFICE	992.70	0.00		

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Click Tick now to complete the movement

Close Calculate total selected Clear all selected Tick now