

Osprey Approach: Customising your Client Ledger with Ledger and Posting Type views

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The latest version is always online at
<https://support.ospreyapproach.com/?p=63232>

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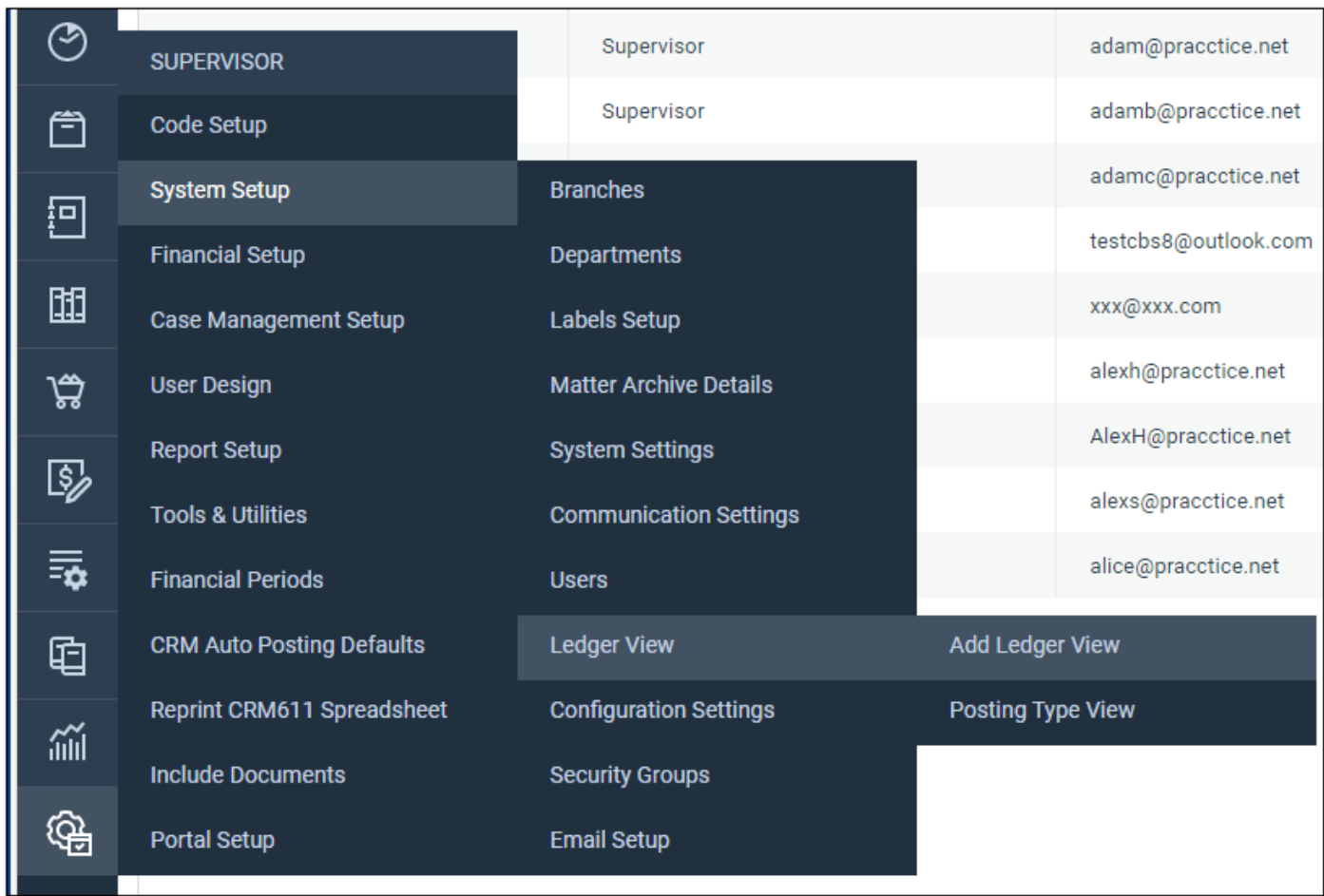
This guide will show you how to customise your Client Ledger so that it displays exactly as needed

Osprey allows you to customise your client ledger view to display the columns in different orders, with or without debit/credit breakdown columns, and also to customise the posting types you can see in the drop down list - this can be useful if you have staff who are only permitted to post client ledger entries but not office or vice versa.

New Ledger Views

You will need Supervisor access to set up a new ledger view. This will enable you to decide which columns to show on the Client Ledger, and in which order.

In the browser, navigate to Supervisor > System Setup > Ledger View > Add Ledger View



On the next screen, firstly give your new view a name/description so that you can identify it easily, then select the columns you want to see and click Add to add them into the right hand side selection box:

Supervisor
System Setup
Ledger Views
Add

Save
 Cancel

Description:

Description is a required field.
Click Add to put the Client Ledger Columns in the Ledger View Order.
Select a column in the Ledger View Order, and use the arrows to move up and down the list

Client Ledger Columns:

+ Add

☒ Office
☐ Office split - Payments/Receipts

+ Add

☒ Client
☐ Client split - Payments/Receipts

+ Add

☒ Disbursement
☐ Disbursement split - Payments/Receipts

+ Add

☒ Deposit
☐ Deposit split - Payments/Receipts

+ Add

☒ VAT
☐ VAT split - Inputs/Outputs

Ledger View Order (Left to Right)

Office
Client
Disbursement
VAT
Deposit

For each monetary column there is the option of showing just a single column (Office, Client, Disbursement, Deposit, VAT) with the entries in black or red denoting credits/debits e.g.:

Sheet number 1 of 1 (4 postings.) Select Sheet Number:

DATE	DETAILS	REF	VAT	OFFICE	DISBS	CLIENT	DEPOSIT
28/02/2021	Opening Balance	OB	0.00	0.00	0.00	1,200.00	0.00
28/02/2021	Opening Balance	OB	0.00	3,500.00	0.00	0.00	0.00
28/04/2021	Transfer Costs	Transf	0.00	1,200.00	0.00	1,200.00	0.00
17/01/2022	Pay balance	test	0.00	2,300.00	0.00	0.00	0.00
TOTALS:				0.00	0.00	0.00	0.00
Projected Balances:				0.00	0.00	0.00	0.00

Or you can show each monetary column split into Payments/Receipts e.g.:

Sheet number 1 of 1 (4 postings.) Select Sheet Number:

DATE	DETAILS	REF	OFFICE PAYMENT	OFFICE RECEIPT	CLIENT PAYMENT	CLIENT RECEIPT	DISBS PAYMENT	DISBS RECEIPT	DEPOSIT PAYMENT	DEPOSIT RECEIPT	VAT OUTPUT	VAT INPUT
28/02/2021	Opening Balance	OB	0.00	0.00	0.00	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00
28/02/2021	Opening Balance	OB	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
28/04/2021	Transfer Costs	Transf	0.00	1,200.00	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17/01/2022	Pay balance	test	0.00	2,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Projected Balances:												
TOTALS:				0.00	0.00		0.00		0.00			

You can then move the columns up or down by selecting them in the right hand side box and using the arrow up/down buttons, or remove them again by selecting them in the right hand side box and clicking the bin icon.

Save

Cancel

Description:

Move columns up and down with arrows, and remove with the bin icon.

Client Ledger Columns:

+ Add

☒ Office
☐ Office split - Payments/Receipts

+ Add

☒ Client
☐ Client split - Payments/Receipts

+ Add

☒ Disbursement
☐ Disbursement split - Payments/Receipts

+ Add

☒ Deposit
☐ Deposit split - Payments/Receipts

+ Add

☒ VAT
☐ VAT split - Inputs/Outputs

Ledger View Order (Left to Right)

VAT

Office

Client

Disbursement

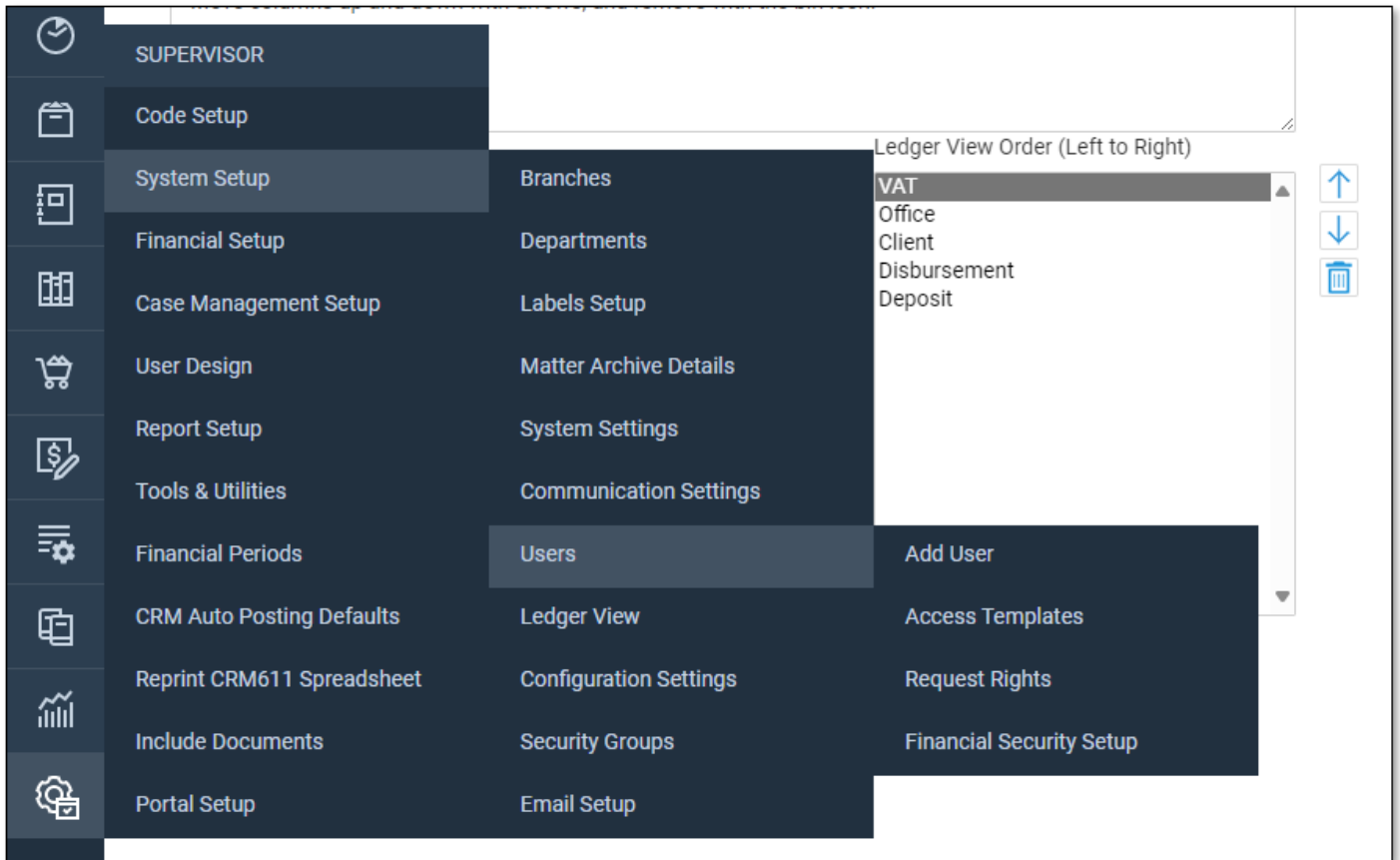
Deposit

↑

↓

Once you are happy with the order of your columns click Save.

You can now assign this Ledger View to your users. To do this, navigate to Supervisor > System Setup > Users. Right click on the user you wish to assign this view to, and click Edit. Select your new Ledger View from the drop down list, and click Save when you're done.



Posting Type Views

You will need Supervisor access to set up a new posting type view. This will enable you to decide which posting types to show on the Client Ledger.

Navigate to Supervisor > System Setup > Ledger View > Posting Type View. Click New. Give your new posting type view a name. Select the ledger you want to affect. Now select each of the posting types you want to grant access to and click the + icon to add them to the list. You can use the up and down arrows to move a posting type up or down in the list, and the bin icon to remove a posting type from the list.

Supervisor
System Setup
Ledger View
Posting Type View

Save
 Cancel

Description:

Press plus to add posting type into box

Ledger Type:

Client

Posting Type:

o Office Bank Receipt

Posting Type Order:

o Office Bank Receipt

Click Save when complete.

Now you are ready to assign this posting type view to the users who are to have this restricted posting type view. Navigate to Supervisor > System Setup > Users and right click to Edit the user you want to apply the view to. Select your new posting type view from the list and then click Save when finished.

Osprey
Osprey Approach Test
Global search
Client Details
00:00:04

Supervisor
System Setup
Users

Save
 Cancel
 Archive

User Id:

NEW UI

Template:

Supervisor

Email:

neil@pracctice.net

Fee Earner:

None

Redirect Keydates:

None

StylePath:

Default

Preferred Ledger View:

Default View

Financial Security View:

Accounts

Posting Type View:

Default View
Default View
My View

Password Expires:

used on system settings.

Number of Logins Remaining:


N/A

Description:

(Information Only.)

The ledger will now only display a list of the posting types you selected.

CLIENT LEDGER ▾

 Refresh

- c Client Bank Receipt ▾
- c Client Bank Receipt

c Client Bank Payment

l Client Transfer to Deposit

l Client Transfer from Deposit

z - Note

 Post | Currency: GB

Sheet number 1 of 1

1

DATE	DETAIL
28/02/2021	Opening Balance
28/02/2021	Opening Balance
28/04/2021	Transfer Costs
17/01/2022	Pay balance
TOTALS:	
Projected Balances:	