

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=44913>

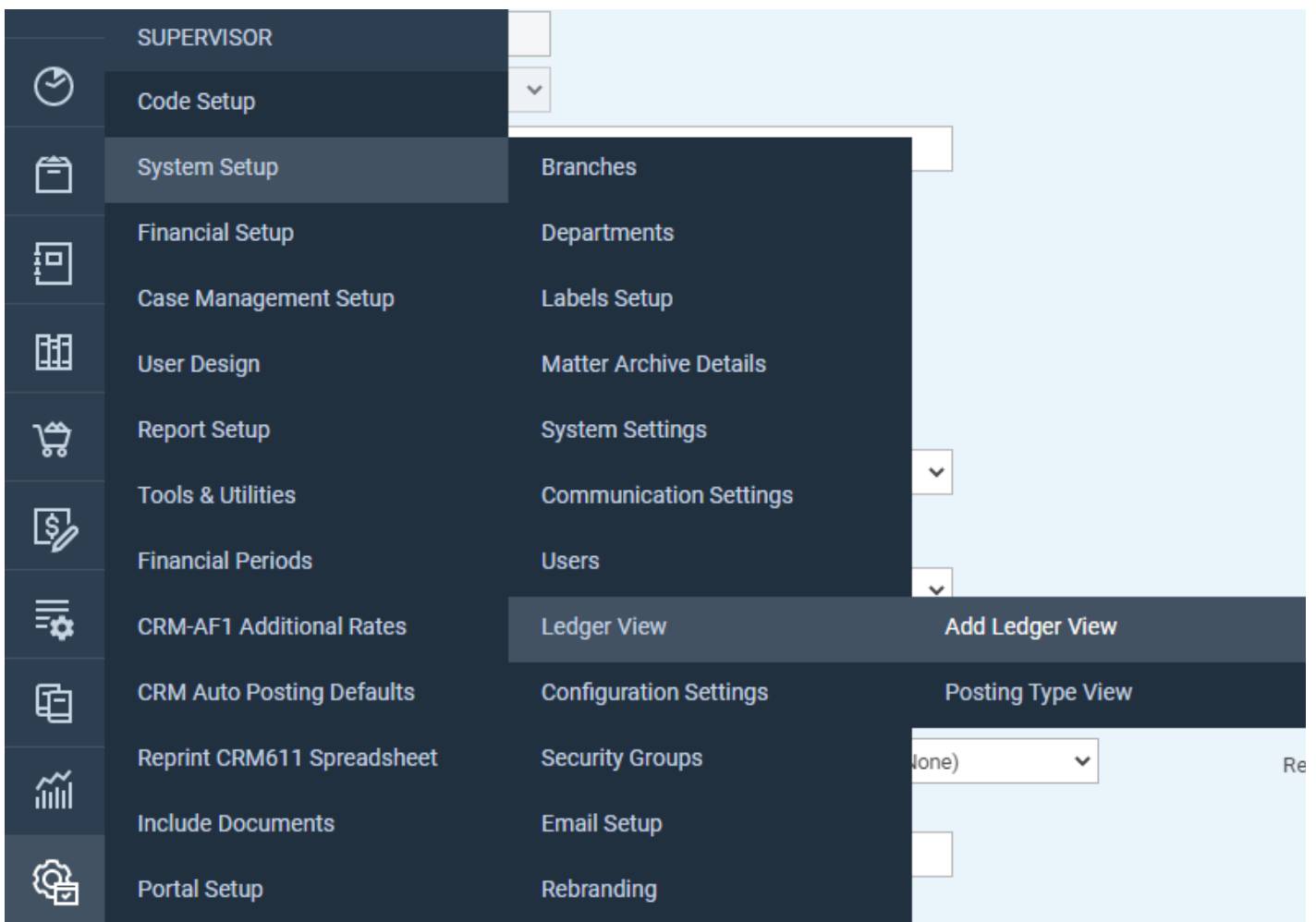


Osprey allows you to customise your client ledger view to display the columns in different orders, with or without debit/credit breakdown columns, and also to customise the posting types you can see in the drop down list - this can be useful if you have staff who are only permitted to post client ledger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

Customising your Client Ledger with 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:

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Broom & Broom Ltd

Today's Time: 00h:00m
Today's Value: £0.00

Global search

Supervisor System Setup Ledger Views Add

Save Cancel

Description:

Description is a required field.

Client Ledger Columns:

- Office
- Office split - Payments/Receipts
- Client
- Client split - Payments/Receipts
- Disbursement
- Disbursement split - Payments/Receipts
- Deposit
- Deposit split - Payments/Receipts
- VAT
- VAT split - Inputs/Outputs

Ledger View Order (Left to Right)

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.)

| 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 | 0.00 |
| Projected Balances: | | | | 0.00 | 0.00 | 0.00 | 0.00 |

Ledger View - All single columns

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

Sheet number 1 of 1 (4 postings.)

| 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 | 0.00 | 0.00 | 0.00 | 0.00 | | |

Ledger View - All Split columns

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.

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Today's Units: 0
Today's Time: 00h:00m
Today's Value: £0.00

Global search

Supervisor Ledger Views Add

Save Cancel

Description:
Ledger view - All columns, no deposit

Client Ledger Columns:

- Office
- Office split - Payments/Receipts
- Client
- Client split - Payments/Receipts
- Disbursement
- Disbursement split - Payments/Receipts
- Deposit
- Deposit split - Payments/Receipts
- VAT
- VAT split - Inputs/Outputs

Ledger View Order (Left to Right)

- VAT
- Office
- Disbursement
- Client
- Deposit

Ledger view - removing and changing order of columns

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.

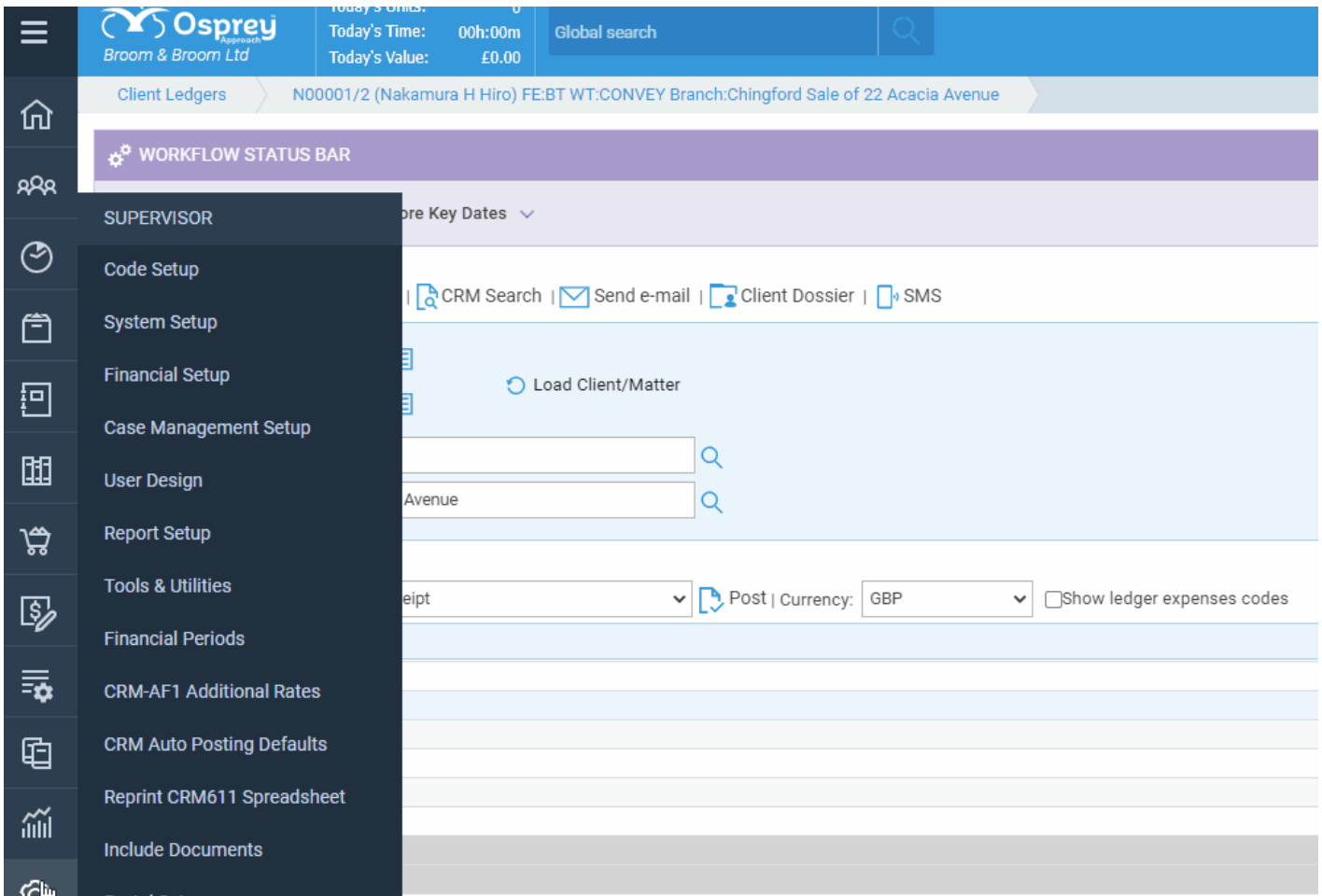
| VIEW ID | DESCRIPTION |
|---------|---------------------------------------|
| 0 | Default View |
| 2 | Split columns |
| 3 | Ledger view - all columns |
| 4 | Ledger view - All columns, no deposit |

Edit user - assign Ledger View.

Customising your Client Ledger with 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.



Posting Type View - Client Postings only

Click Save when you are done.

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 click Save when you are done.

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Today's Units: 0
Today's Time: 00h:00m
Today's Value: £0.00

Global search

Supervisor > System Setup > Ledger View > Posting Type View

+ New Export Refresh

| ID | DESCRIPTION |
|----|---------------------------|
| 0 | Default View |
| 2 | Client Posting types only |

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

CLIENT LEDGER ▼

Refresh c Client Bank Receipt Post | Currency: GB

Sheet number 1 of 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: | |

- c Client Bank Receipt
- c Client Bank Payment
- I Client Transfer to Deposit
- I Client Transfer from Deposit
- Z - Note