

Osprey Approach: Link a Deposit Account

This help guide was last updated on
May 15th, 2024

The latest version is always online at
<https://support.ospreyapproach.com/?p=2154>

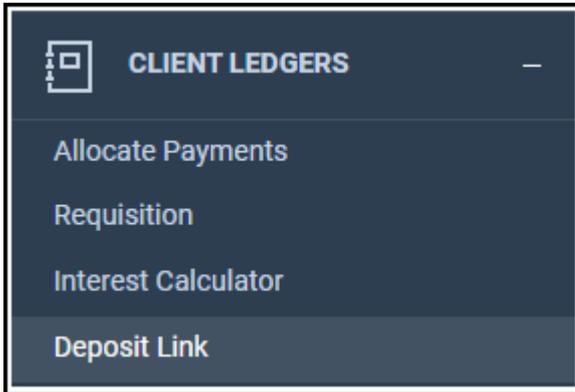
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This guide will take you through linking matters to a deposit account

Client monies need to be held in a Deposit Account. In order to be able to post monies to a Deposit account, the matter first needs to be linked to a Deposit account.

Ensure that you have a client and matter selected, then select the 'Client Ledger' tab. Now click the 'Deposit link' option.



If any deposit accounts are already linked to this matter they will be displayed here.

DEPOSIT ACCOUNTS LINKED ▼					
+ Add New					
DEPOSIT ID	DEPOSIT ACCOUNT	DEPOSIT TYPE	CURRENCY	DEFAULT?	UNLINK
0987487874	Benson Deposit	Designated Deposit	GBP	False	

You can link as many deposit accounts to a matter as you want.

Click on the 'Add New' option to see the list of Deposit Accounts available to link to this matter.

DEPOSIT ACCOUNT	ACCOUNT NAME	TYPE	CURRENCY	SELECT
0987487874	Benson Deposit	Controlled Trust	GBP	✓
5748889900	Kenson Bank	Controlled Trust	GBP	✓
DEPOSIT	Default Deposit Account	Multiple Deposit	GBP	✓
DEPOSIT1	Deposit account	Designated Deposit	GBP	✓

Click on the 'Select' icon against the Deposit account you wish to link to the matter.

You can now return to the Client Ledger and post to the Deposit account using the 'Deposit Receipt' or 'Client Transfer to Deposit' posting types.

On the posting screen you are able to select which Deposit account you are posting to if more than one account is linked to the matter.

DEPOSIT RECEIPT - POSTING DETAILS

Posting Date:

Detail:

Deposit Account: ▼

Deposit Amount:

Reference:

Post

On the Client Ledger card all postings to Deposit accounts are shown in the deposit column.

CLIENT LEDGER ▾

Refresh Post | Currency: Show ledger expenses codes

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

DATE	DETAILS	REF	VAT	OFFICE	DISBS	CLIENT	DEPOSIT
02/11/2019	Deposit	DEP	0.00	0.00	0.00	0.00	130.00
TOTALS:				0.00	0.00	0.00	130.00
Projected Balance:				0.00	0.00	0.00	130.00

Sheet number 1 of 1 (1 postings.)

If you have posted to several Deposit accounts on one matter, you can view the breakdown of the balance. This is done by viewing the Ledger Summary page. Please note that a Deposit account can only be unlinked when the balance on that Deposit account on that matter is zero.