

Osprey Approach: Posting Multi-Line Journals

This help guide was last updated on
May 13th, 2024

The latest version is always online at
<https://support.ospreyapproach.com/?p=514>

[Click here for a printer-friendly version](#)

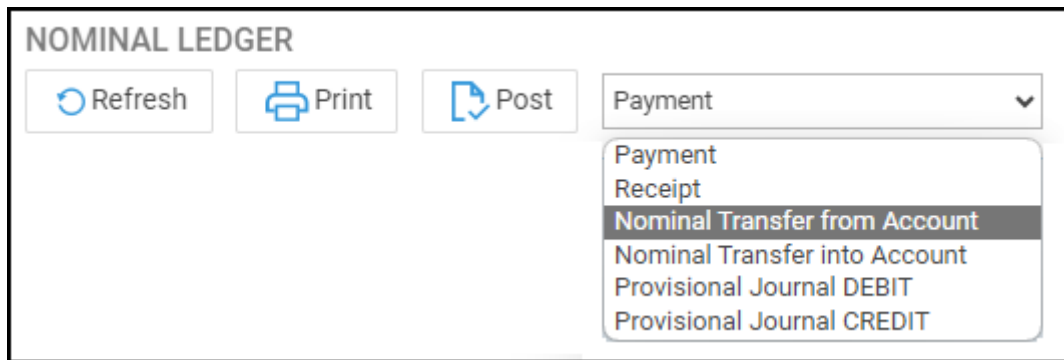


Osprey Approach allows you post a nominal transfer to several destination ledgers if required. This guide will take you through this process

Select nominal and posting type

Navigate to the Nominal Ledgers tab and ensure that you have the correct Ledger, SAC, Branch and Department selected.

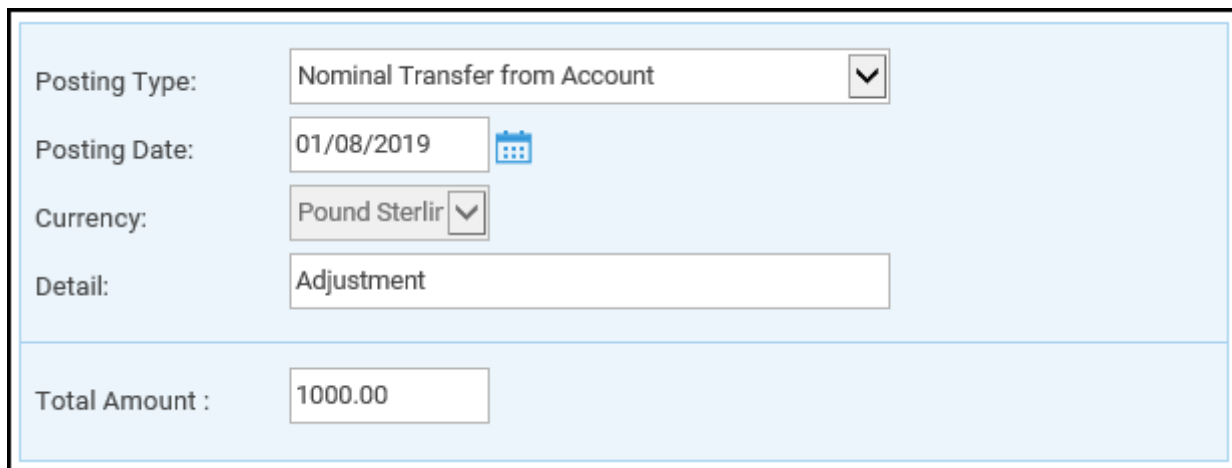
Select either Nominal Transfer from Account or Nominal Transfer Into Account



The screenshot shows the 'NOMINAL LEDGER' interface. It features three buttons: 'Refresh', 'Print', and 'Post'. To the right is a dropdown menu currently set to 'Payment'. The dropdown menu is open, showing the following options: 'Payment', 'Receipt', 'Nominal Transfer from Account' (which is highlighted), 'Nominal Transfer into Account', 'Provisional Journal DEBIT', and 'Provisional Journal CREDIT'.

Enter the posting details

Click Post to open up the posting screen. Enter the appropriate date, detail and a total amount.




The screenshot shows the 'posting details' form. It contains the following fields:

- Posting Type: Nominal Transfer from Account (dropdown)
- Posting Date: 01/08/2019 (text input with calendar icon)
- Currency: Pound Sterlir (dropdown)
- Detail: Adjustment (text input)
- Total Amount : 1000.00 (text input)

Select destination ledger(s)

You can now select the destination ledger and change the amount as required. Once done, click the Accept button.

Amount remaining:	<input type="text" value="1000.00"/>
Nominal :	<input type="text" value="NL055/1"/>  Select
Amount :	<input type="text" value="1000.00"/>
Business Rates & Water	

Repeat this process until the figure has been completely allocated. You can then enter a reference and select the Post button.

DESTINATION ACCOUNTS SELECTED						
ACCOUNT	SAC	B	D	NAME	AMOUNT	
NL055	1	1	1	Adjustment	450.00	Remove
NL065	1	1	1	Adjustment	200.00	Remove
NL075	1	1	1	Adjustment	350.00	Remove

Reference :