

# Osprey Approach: Reading the Client Ledger

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The latest version is always online at  
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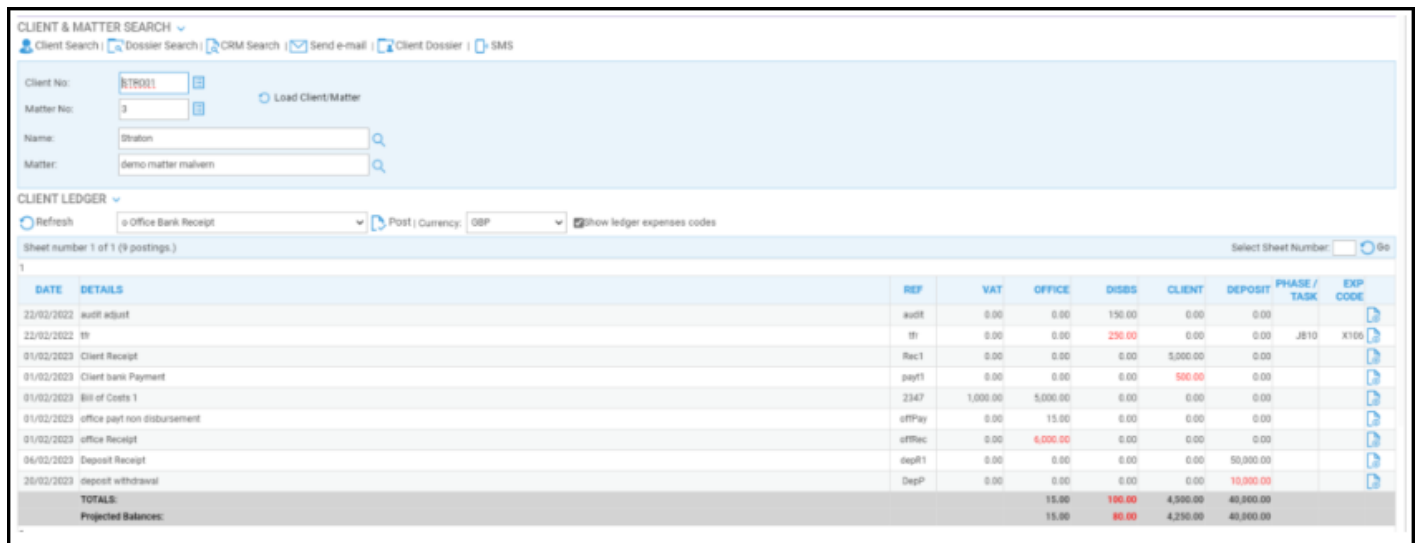
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This guide will explain how to understand your Client Ledger

The Client Ledger is where you will find all of the monetary transactions you have made on behalf of your client. Including Bills, Credit notes, Disbursements, Receipts and Payments.

Below is a picture of a typical Client Ledger.



The screenshot shows the 'CLIENT LEDGER' interface. At the top, there's a search bar with fields for Client No. (NTR001), Matter No. (3), Name (Straton), and Matter (demo matter malvern). Below this, there's a 'CLIENT LEDGER' section with a 'Refresh' button, a dropdown for 'Office Bank Receipt', a 'Post' button, a 'Currency' dropdown (GBP), and a checkbox for 'Show ledger expenses codes'. The main table displays transactions with columns: DATE, DETAILS, REF, VAT, OFFICE, DISB, CLIENT, DEPOSIT, PHASE / TASK, and EXP CODE. The table shows various transactions like 'audit adjust', 'tr', 'Client Receipt', 'Client bank Payment', 'Bill of Costs 1', 'office pay non disbursement', 'office Receipt', 'Deposit Receipt', and 'deposit withdrawal'. A 'TOTALS' row is at the bottom, showing 'Projected Balances'.

DATE	DETAILS	REF	VAT	OFFICE	DISB	CLIENT	DEPOSIT	PHASE / TASK	EXP CODE
22/02/2022	audit adjust	audit	0.00	0.00	150.00	0.00	0.00		
22/02/2022	tr	tr	0.00	0.00	250.00	0.00	0.00	J810	X100
01/02/2023	Client Receipt	Rec1	0.00	0.00	0.00	5,000.00	0.00		
01/02/2023	Client bank Payment	payt1	0.00	0.00	0.00	500.00	0.00		
01/02/2023	Bill of Costs 1	2347	1,000.00	5,000.00	0.00	0.00	0.00		
01/02/2023	office pay non disbursement	offPay	0.00	15.00	0.00	0.00	0.00		
01/02/2023	office Receipt	offRec	0.00	6,000.00	0.00	0.00	0.00		
04/02/2023	Deposit Receipt	depR1	0.00	0.00	0.00	0.00	50,000.00		
26/02/2023	deposit withdrawal	DepP	0.00	0.00	0.00	0.00	10,000.00		
TOTALS:				15.00	100.00	4,500.00	40,000.00		
Projected Balances:				15.00	80.00	4,250.00	40,000.00		

The above ledger is in the Default View. This view can be customised according to your preference. For more on this review our guide [Customising your Client Ledger with Ledger and Posting Type views](#) >

## Columns

**Date Column** - Displays the date of the transaction, Oldest to newest. You can change the order from newest to oldest by clicking on the column header

**Details Column** - Displays the description of the transaction.

**Ref Column** - Displays the Reference for the transaction.

**VAT Column** - Displays the VAT element of the transaction - Debits will be in Black - Credits will be in Red

**Office Column** - Displays transactions on the Office Bank. Including any bills posted. - Payments will be in Black - Receipts will be in Red

**Disbursement Column** - Displays any disbursements recorded for the matter. Payments will be Black -- Receipts are in Red

**Client Column** - Displays transactions on the Client bank. Payments will be in Red - Receipts will be in Black.

**Deposit Column** - If you have a Deposit a/c linked to the matter transactions on that account will show here. Payments will be in Red - Receipts will be in Black.

**Phase Task/Expense Code** - these columns can be enabled by placing a tick in the Show Expenses Code Box. (as shown below).

CLIENT LEDGER

Refresh

o Office Bank Receipt

Post | Currency: GBP

Show ledger expenses codes

Sheet number 1 of 1 (9 postings.)

If required the relevant Phase Task/Expense codes can be recorded here, by clicking on to the Icon at the end of the row. This will bring up a pop up box as below. Enter the relevant codes and click Save.

Phase / Task Code: Select

Expense Code: Select

Cancel

Save

## Balance Rows

There are two rows on the ledger displaying the balances for each column

26/02/2023 deposit withdrawal	DepP	0.00	0.00	0.00	0.00	10,000.00
TOTALS:		15.00	100.00	4,500.00	40,000.00	
Projected Balances:		15.00	80.00	4,250.00	40,000.00	

- Total Row - Displays the actual balance on the ledger made up of all the transactions in each column.
- Projected Balance - Displays the balance in the total row plus or minus any requisitions not yet posted by the accounts department. These un-posted requisitions are listed below the Main Ledger.

PENDING REQUISITIONS

Export

Search...

DATE REQUIRED	REQUISITIONED BY	TYPE	AMOUNT	DETAIL	NOTES
28/02/2023	Jane	Client TT Required	250.00	Client payment request	
28/02/2023	Jane	Office Cheque Required	25.00	office payment request	

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