



# Osprey Approach: Understand where postings appear on Client Ledgers

This help guide was last updated on  
Apr 18th, 2024

The latest version is always online at  
<https://support.ospreyapproach.com/?p=17429>

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



You want to know which bank, journal or other account will be affected when you make a particular type of financial posting on the client ledger. This document describes where the financial information is available within Osprey is displayed. Positive figures are suffixed with a '+' sign and negative figures with a '-' sign. This should help you to understand the accounting methods within Osprey.

## All Client Ledger Posting Types

Posting Type Description	Posting Type Code	Plus or minus
b Bill	BILL	+
b Credit Note	BILL	-
c Client Bank Payment	CLIENT	-
c Client Bank Receipt	CLIENT	+
d Deposit Receipt	DEPOSIT	+
d Deposit Withdrawal	DEPOSIT	-
e Petty Cash Payment	PETTYCASH	+
e Petty Cash Receipt	PETTYCASH	-
f Cancel Counsel's Fees	PAYCFEE	-
f Enter Counsel's Fees	CFEES	+
f Pay Counsel's Fees	PAYCFEE	+
j Client Transfer - Payment	CLIENTJNL	-
j Client Transfer - Receipt	CLIENTJNL	+
k Office Transfer - Payment	OFFJNL	+
k Office Transfer - Receipt	OFFJNL	-
l Client Transfer from Deposit	CLIDEP	+
l Client Transfer to Deposit	CLIDEP	-
m Disbursements to Office Transfer	OFFDIS	+
m Office to Disbursements Transfer	OFFDIS	-
n Transfer from Nominal	DISBNOM	+
n Transfer to Nominal	DISBNOM	-
o Office Bank Payment	OFFICE	+
o Office Bank Receipt	OFFICE	-
p Cancel Provisional Bill	DELIVER	-
p Deliver Provisional Bill	DELIVER	+
p Provisional Bill	PROVBILL	+
t Cost Transfer - Client to office/disbs	COSTTRANS	-
t Cost Transfer - office/disbs to Client	COSTTRANS	+
u Cancel Unpaid Disbursement	PAYDISB	-
u Pay Unpaid Disbursement	PAYDISB	+
u Unpaid Disbursement	UNPDISB	+
w Write Off Credit	WRITEOFF	+
w Write Off Debit	WRITEOFF	-
z - Note	NOTE	+

## Bills & Credit Notes

Posting types:

- b - Bill
- b - Credit Note

Posting Type	Fees Journal	Debtors	VAT Journal	Ledger
<b>b – Bill (VAT/Office/Disbs)</b>	Office + Disbs – VAT +	Office + Disbs -	VAT – VALOUTPUTS +	Office + VAT + Disbs -
<b>b – Bill (Office)</b>	Office +	Office +	VALOUTPUTS +	Office +
<b>b – Bill (Disbs)</b>	Office + Disbs -	Office + Disbs -		Office + Disbs -
<b>b – Bill (Office/VAT)</b>	Office – VAT -	Office -	VAT + VALOUTPUTS -	Office + VAT +
<b>b – Credit Note (VAT/Office/Disbs)</b>	Office – Disbs +	Office – Disbs +	VAT + VALOUTPUTS -	Office – VAT – Disbs +
<b>b – Credit Note (Office, no VAT)</b>	Office -	Office -	VALOUTPUTS -	Office +
<b>b – Credit Note (Disbs, no VAT)</b>	Office – Disbs +	Office – Disbs +		Office – Disbs +
<b>b – Credit Note (Office, with VAT)</b>	Office + VAT +	Office +	VAT – VALOUTPUTS +	Office – VAT -

## Client and Deposit Postings

Posting types:

- c – Client Bank Receipt
- c – Client Bank Payment
- d – Deposit Receipt
- d – Deposit Withdrawal
- j – Client Transfer – Receipt
- j – Client Transfer – Payment
- l – Client Transfer to Deposit
- l – Client Transfer from Deposit

Posting Type	Client Bank	JNL JNL	Ledger	Deposit Bank	2 <sup>nd</sup> Account JNL JNL	2 <sup>nd</sup> Account Ledger
c – Client Bank Receipt	Client +		Client +			
c – Client Bank Payment	Client –		Client -			
d – Deposit Receipt			Deposit +	Deposit +		
d – Deposit Withdrawal			Deposit -	Deposit -		
j – Client Transfer – Receipt		Client +	Client +		Client -	Client -
j – Client Transfer – Payment		Client -	Client -		Client +	Client +
l – Client Transfer to Deposit	Client –		Client – Deposit +	Deposit +		
l – Client Transfer from Deposit	Client +		Client + Deposit -	Deposit -		

## Cost Transfers

Posting types:

- t - Cost Transfer - Client to Office/Disbs
- t - Cost Transfer - Office/Disbs to Client

Posting Type	Ledger	Client Bank	DEBTORS	Office Bank
t – Cost Transfer – Client to Office/Disbs (selecting Disbs)	Client – Disbs –	Client -	Disbs -	Office -
t – Cost Transfer – Client to Office/Disbs (selecting Office)	Office – Client –	Client -	Office -	Office -
t – Cost Transfer – Office/Disbs to Client (selecting Disbs)	Client + Disbs +	Client +	Disbs +	Office +
t – Cost Transfer – Office/Disbs to Client (selecting Office)	Office + Client +	Client +	Office +	Office +

## Office / Disbursement Postings

Posting types:

- e – Petty Cash Payment
- e – Petty Cash Receipt
- k – Office Transfer Payment
- k – Office Transfer Receipt
- m - Disbursements to Office Transfer
- m - Office to Disbursements Transfer

Posting Type	Ledger	Debtors	2nd Account Ledger	2nd Account JNL JNL	Other Bank / Journal
<b>e – Petty Cash Receipt (selecting Office)</b>	Office -	Office -			PETTYCASH Office -
<b>e – Petty Cash Receipt (selecting Disbs)</b>	Disbs -	Disbs -			PETTYCASH Disbs -
<b>e – Petty Cash Payment (selecting Office)</b>	Office +	Office +			PETTYCASH Office +
<b>e – Petty Cash Payment (selecting Disbs)</b>	Disbs +	Disbs +			PETTYCASH Disbs +
<b>k – Office Transfer Payment (selecting Office)</b>	Office +		Office -	Office -	JNL JNL Office +
<b>k – Office Transfer Payment (selecting Disbs)</b>	Disbs +		Disbs -	Disbs -	JNL JNL Disbs +
<b>k – Office Transfer Receipt (selecting Office)</b>	Office -		Office +	Office +	JNL JNL Office -
<b>k – Office Transfer Receipt (selecting Disbs)</b>	Disbs -		Disbs +	Disbs +	JNL JNL Disbs -
<b>m – Disbursements to Office Transfer</b>	Office – Disbs +	Office – Disbs +			JNL JNL Office – JNL JNL Disbs +
<b>m – Office to Disbursements Transfer</b>	Office + Disbs -	Office + Disbs -			JNL JNL Office + JNL JNL Disbs -

Posting types:

- n - Transfer to Nominal
- n - Transfer from Nominal
- o - Office Bank Payment
- o - Office Bank Receipt
- w - Write Off Debit
- w - Write Off Credit

Posting Type	Ledger	Debtors	Office Bank	Nominal	JNL JNL	Other Bank / Journal
n – Transfer to Nominal (selecting Office)	Office +	Office +		Office -	Nominal office -	JNL JNL Nominal Office - JNL JNL Office +
n – Transfer to Nominal (selecting Disbursements)	Disbs +	Disbs +		Office -	Nominal office -	JNL JNL Nominal Office - JNL JNL Disbs +
n – Transfer from Nominal (selecting Office)	Office -	Office -			Nominal office +	JNL JNL Nominal Office + JNL JNL Office -
n – Transfer from Nominal (selecting Disbursements)	Disbs -	Disbs -			Nominal office +	JNL JNL Nominal Office + JNL JNL Disbs -
o - Office Bank Payment (selecting Office)	Office +	Office +	Office +			
o - Office Bank Payment (selecting Disbursements, Agency ticked)	Disbs +	Disbs +	Disbs +			
o - Office Bank Payment (selecting Disbursements, Agency unticked)	Disbs +	Disbs +	Disbs +			VAT JNL Inputs + VALINPUTS +
o - Office Bank Receipt (selecting Office)	Office -	Office -	Office -			
o - Office Bank Receipt (selecting Disbursements, Agency ticked)	Disbs -	Disbs -	Disbs -			
o - Office Bank Receipt (selecting Disbursements, Agency unticked)	Disbs -	Disbs -	Disbs -			VAT JNL Inputs - VALINPUTS -
w - Write Off Credit (selecting Office)	Office +	Office +				WO JNL Office +
w - Write Off Debit (selecting Office)	Office -	Office -				WO JNL Office -
w - Write Off Credit (selecting Disbursements)	Disbs +	Disbs +				WO JNL Disbs +
w - Write Off Debit (selecting Disbursements)	Disbs -	Disbs -				WO JNL Disbs -

## Unpaid Disbursements

Posting types:


- u – Unpaid Disbursement
- u – Pay Unpaid Disbursement

Posting Type	Ledger	Debtors	UNPAID	Office Bank
<b>u - Unpaid Disbursement</b>	Disbs +	Disbs +	Disbs +	
<b>u – Pay Unpaid Disbursement</b>	Disbs +	Disbs – Disbs +	Disbs -	Disbs +

## Provisional Bills

Posting types:

- p – Provisional Bill
- p – Deliver Provisional Bill

Posting Type	Ledger	Debtors	PROVBILL	FEES JNL	VAT JNL 
<b>p - Provisional Bill (Office costs)</b>	Office +	Office +	Costs +		
<b>p – Deliver Provisional Bill (Office costs)</b>	Office +	Office – Office +	Costs -	Office +	VAL OUTPUT +
<b>p - Provisional Bill (Office costs and Disbursements)</b>	Office + (No disbs)	Office + (No disbs)	Costs + (No disbs)		
<b>p – Deliver Provisional Bill (Office costs &amp; Disbursements)</b>	Office + Disbs -	Office – Office + Disbs -	Costs -	Office + Disbs -	VAL OUTPUT +
<b>p –Provisional Bill (Office costs, VAT &amp; Disbursements)</b>	Office + (No disbs/VAT)	Office + (No disbs/VAT)	Costs + (No disbs/VAT)		
<b>p – Deliver Provisional Bill (Office costs, VAT &amp; Disbursements)</b>	Office + VAT + Disbs -	Office – Office + Disbs -	Costs -	Office + VAT + Disbs -	VAL OUTPUT +