



# Osprey Approach: Understand where Postings Appear on Client Ledgers

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The latest version is always online at  
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# This guide will help you to understand the client ledgers in terms of where postings will appear

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 +