

Osprey Approach: Use Custom Auto Posting

This help guide was last updated on
Dec 22nd, 2022

The latest version is always online at
<https://support.ospreyapproach.com/?p=17230>

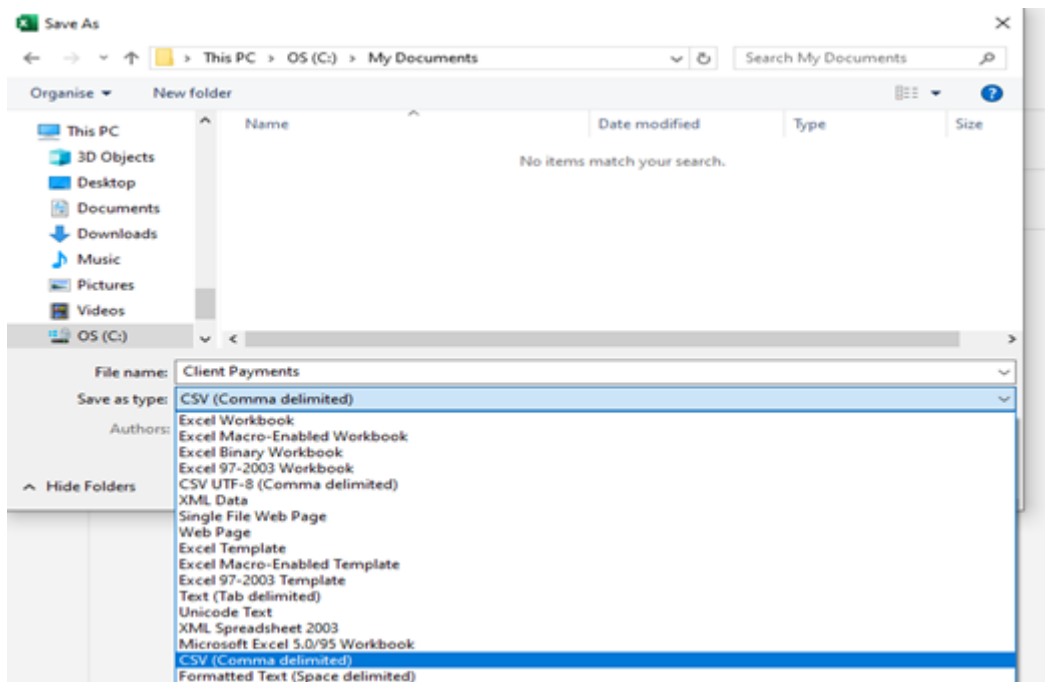


Osprey has a number of automatic posting options which you can use to speed up your input. Given a CSV file containing all of the postings you need to make, in the correct format, Osprey can post these for you. Auto posting is available for:

- Cost Transfers
- Client Bank Receipts
- Client Bank Payments
- Matter Addition

Prerequisites

All files for uploading must be saved as CSV (Comma Separated Values) files. This can be done using the Save As option within Excel, and choosing Comma Delimited:



All Banks that you wish to use for auto posting must have their bank account numbers set:

Supervisor > Financial Setup > Banks > Edit Bank Details

Save Cancel

Account Type: Bank
Account Code: 1189
Account Description: HSBC - Client A/C

ADDRESS DETAILS

Bank/Company Name: HSBC - Client A/C
House/Street:
Area:
Town:
County:
Postcode:
Email:
WWW:
Contact Name:

BANK ACCOUNT

Bank Type: Client
 Set as default for branch ALL
Last Cheque Number: 000000
Cheque Template: None
Bank Account Number: 10061919
Bank Sort Code: 16-21-20

Cost Transfer details

The auto posting will only allow posting from Client to Office, and not from Office to Client, nor from Client to Disbursements.

Example file:

The image shows the Microsoft Excel Home ribbon with the following sections: Clipboard (Paste, Cut, Copy, Format Painter), Font (Calibri, 11, Bold, Italic, Underline, Paragraph, Background Color, Text Color), and Alignment (Left, Center, Right, Indent, Decrease Indent, Increase Indent, Merge & Center, Wrap Text). Below the ribbon is the formula bar showing '138' and a grid of cells. The grid has columns A through H and rows 1 through 5. Row 1 contains headers: Client, Matter, Posting Date, Client Bank, Office Bank, Amount, Posting Ref. Row 2 contains data: B00001, 4, 24/10/2019, 10061919, 10061920, 550, T24-10 Transfer Costs re bill 12468. Rows 3, 4, and 5 are empty.

	A	B	C	D	E	F	G	H
1	Client	Matter	Posting Date	Client Bank	Office Bank	Amount	Posting Ref	
2	B00001	4	24/10/2019	10061919	10061920	550	T24-10 Transfer Costs re bill 12468	
3								
4								
5								

Columns:

Client – should be the client number of the client you wish to post to.

Matter – should be the matter number of the client/matter you wish to post to.

Posting Date – the date of the cost transfer.

Client Bank / Office Bank – these must be the bank account **numbers** of the client/office bank that the costs are coming from/going to (see Page 2).

Amount – the amount of the transfer, positive figure.

Posting Ref – this will be used for both the posting detail, and the posting reference. In the example above, the reference is placed prior to the detail, so the detail of the posting will be as shown, and the reference will be T24-10.

Client Bank Receipt details

The auto posting posts a client bank receipt into each client/matter’s ledger.

Example File:

	A	B	C	D	E	F	G	H
1	Client	Matter	Posting Date	Posting Detail	Client Bank	Amount	Posting Ref	
2	B00001	4	23/10/2019	Received from Client	10061919	1800	RCPT	
3								
4								
5								

Columns:

Client – should be the client number of the client you wish to post to.

Matter – should be the matter number of the client/matter you wish to post to.

Posting Date – the date of the receipt.

Posting Detail – the detail of the receipt.

Client Bank – this must be the bank account **number** of the client bank that the receipt is received into (see page 2).

Amount – the amount of the receipt, positive figure.

Posting Ref – the reference for the receipt.

Client Bank Payment details

The auto posting posts a client bank payment into each client/matter’s ledger.

Example File:

	A	B	C	D	E	F	G	H
1	Client	Matter	Posting Ref	Client Bank	Amount	Date	Posting Detail	
2	B00001	4	108934	10061919	1200	24/10/2019	To client - monies returned	
3								
4								

Columns:

Client – should be the client number of the client you wish to post to.

Matter – should be the matter number of the client/matter you wish to post to.

Posting Ref – the reference for the posting.

Client Bank – this must be the bank account **number** of the client bank that the payment is coming from (see page 2).

Amount – the amount of the payment, positive figure.

Date – the date of the payment.

Posting Detail – the detail of the payment.

Matter Addition details

This auto posting allows you to add new matters to existing clients. To import new Clients, please use Smart Actions.

Example File:

	A	B	C	D	E	F	G	H
1	Client	Our Ref	Branch	Dept	Date Opened	Case Description	Fee Earner	Work Type
2	B00001	15	2	2	12/10/2019	Criminal damage	MB	CRIME
3								
4								

Client – the client number to which you want to add the new matter.

Matter – the new matter number – must not already exist.

Branch – the branch you wish to save the new matter under.

Dept – the department you wish to save the new matter under.

Date Opened – the opening date for the matter.

Case Description – the matter description.

Fee Earner – the fee earner ID of the fee earner who will be dealing with the matter.

Work Type – the work type ID for the new matter.

Perform the import/auto posting

Once you have set up your file(s) for uploading, navigate to Client Ledgers > Custom Auto Posting, and select the relevant radio button:

Client Ledgers
Custom Auto Posting

Upload
 Post
 Cancel

Please upload the csv file containing the auto posting input data

Choose file No file chosen

Cost Transfer
 Client Bank Receipt
 Client Bank Payment
 Matter Addition

Click Choose File, and select and open the file you wish to use for the upload – the file name will then be shown:

Client Ledgers > Custom Auto Posting

Upload Post Cancel

Please upload the csv file containing the auto posting input data

Choose file No file chosen

Cost Transfer
 Client Bank Receipt
 Client Bank Payment
 Matter Addition

Click Upload. The data in your CSV file will then be displayed, showing any errors or issues the system may have come across:

Client Ledgers > Custom Auto Posting

Upload Post Cancel

Please upload the csv file containing the auto posting input data

Choose file Matter Addition.csv

Cost Transfer
 Client Bank Receipt
 Client Bank Payment
 Matter Addition

CHECK THE DATA that you are about to upload. There is no simple way to rectify any mistakes. When you are happy, click Post to upload the data. Any issues found will be reported:

Osprey
Osprey Approach Test

Today's Units: 0
Today's Time: 00h:00m
Today's Value: £0.00

Global search

Client Ledgers > Custom Auto Posting

Upload Post Cancel

Please upload the csv file containing the auto posting input data

Choose file No file chosen

Cost Transfer
 Client Bank Receipt
 Client Bank Payment
 Matter Addition

THE FOLLOWING DATA HAS BEEN UPLOADED FOR POSTING:

CLIENT	MATTER	BRANCH	DEPT	INSTRUCTION DATE	MATTER DESCRIPTION	FEE EARNER	WORK ID
B00001	50	4	2	15/06/2020	Added by Matter addition	MB	TK_RCS

Example Sheets

Click below to download an Excel Spreadsheet containing example layouts for the auto posting routines explained above.

[Custom-Auto-Posting-Example-Sheets](#) Download