

# Osprey Approach: Adding Standard Text

This help guide was last updated on  
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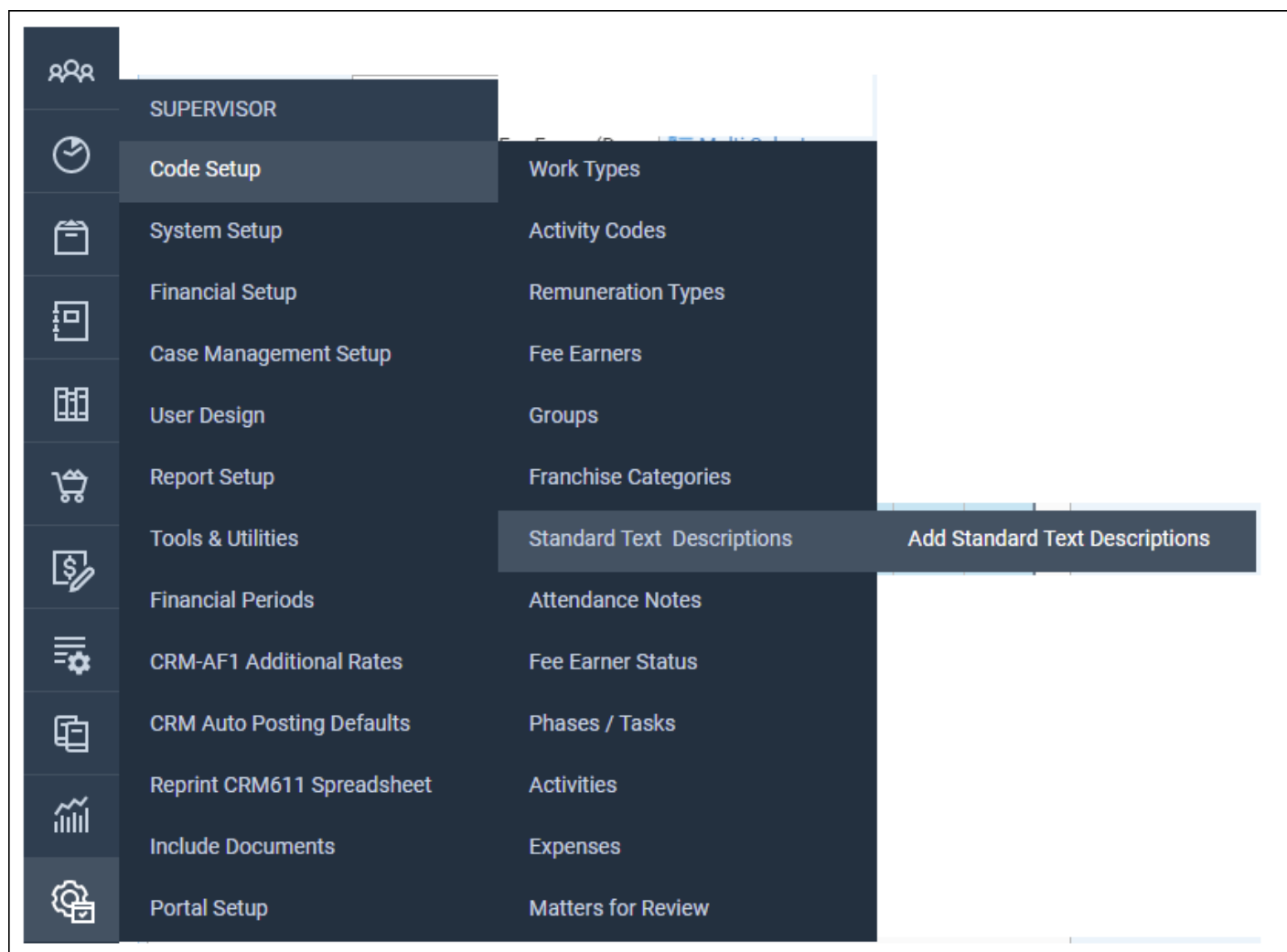
The latest version is always online at  
<https://support.ospreyapproach.com/?p=44906>

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You may add predefined text to various text entries throughout Osprey

Navigate to Supervisor > Code Setup > Standard Text Descriptions > Add Standard Text Descriptions



You will be able to choose the area you wish to add text for

**Account Payee Text** - shows the text when typing the Payee for Cheques Required.

**Client Ledger Posting Text** - shows the text when typing the posting description on Client Ledger

**View Note** - Can be linked to Views to add more information to views for Questionnaires and Extensions.

**Journal Posting Text** - shows the text when typing the posting description in Journals

**Matter Description Text** - shows the text when typing the Matter Description

**Nominal Ledger Posting Text** - shows the text when typing the posting description on Nominal Ledger

**Purchase Ledger Posting Text** - shows the text when typing the posting description on Purchase Ledger

**Standard Text** - shows on the Time Posting Screen to append/replace Attendance Notes

**Standard Text Message** - Shows as a template to choose when sending SMS



Save



Cancel

Context Area:

Account Payee Text



Account Payee Text

Client Ledger Posting Text

View Note

Journal Posting Text

Matter Description Text

Nominal Ledger Posting Text

Purchase Ledger Posting Text

Standard Text: