Osprey Approach: Changing the Branch of a Matter

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Occasionally you may discover that a matter has been set up on the wrong branch. This guide will assist you in resolving the issue.

Matters with no ledger balances

If the matter in question has zero balances in all columns of the ledger card, you can simply navigate to Clients & Matters

Click Edit and change the branch, then save your changes.
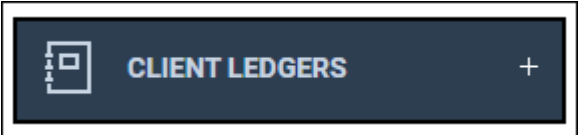

Matters with ledger balances

Navigate to Client Ledgers

In order that the per branch accounts remain in balance - for example the Debtors on the Trial Balance to match the sum of Office + Disbursements from the Ledger Balance - if there are balances on the client ledger card it will be necessary to zero the balances on the ledger before you amend the matter. See example below.

This can be done by transferring the balances to the bank, we will transfer them back again once the branch number has been changed in the matter.

Use the posting types below depending on the ledger column you need to zero:

Ledger Column	Debit Balance	Credit Balance
Office/Disbursements	(black balance) Use o – Office Bank Receipt	(red balance) Use o – Office Bank Payment
Client	(red balance) Use c – Client Bank Receipt	(black balance) Use c – Client Bank Payment
Deposit	(red balance) Use d - Deposit Receipt	(black balance) Use d – Deposit Withdrawal

Use **the same posting date and reference** for all of the required postings. Once you have cleared all the balances on the ledger card, edit the matter, change the branch and save your changes as above.

Now, return to the ledger card, and post the balances back on again using the *opposite* posting types used in the previous step. Use **the same posting date and reference** again for all the postings.

DATE	DETAILS	REF	VAT	OFFICE	DISBS	CLIENT	DEPOSIT
23/09/2021		[UNP]	1.55	0.00	7.75	0.00	0.00
01/10/2021		PPAY	0.00	700.00	0.00	0.00	0.00
01/11/2021		108	306.72	1,533.58	453.58	0.00	0.00
06/01/2022		RCPT	0.00	0.00	0.00	500.00	0.00
06/01/2022		138	24.60	123.00	0.00	0.00	0.00
13/01/2022		DDR	0.00	0.00	19.55	0.00	0.00
13/01/2022		STEST	0.00	0.00	19.55	0.00	0.00
31/01/2022	Transfer Client Balance - Chingford to Bank	TFR-BR	0.00	0.00	0.00	500.00	0.00
31/01/2022	Transfer office balance Chingford to bank	TFR-BR	0.00	992.70	0.00	0.00	0.00
31/01/2022	Transfer Disbs balance Chingford to Bank	TFR-BR	0.00	0.00	39.10	0.00	0.00
31/01/2022	Transfer disbs balance - bank to Hereford	TFR-BR	0.00	0.00	39.10	0.00	0.00
31/01/2022	Transfer office balance bank to Hereford	TFR-BR	0.00	992.70	0.00	0.00	0.00
31/01/2022	Transfer client balance bank to Hereford	TFR-BR	0.00	0.00	0.00	500.00	0.00
	TOTALS:			992.70	39.10	500.00	0.00

Once the ledger card has its original balances back again.

Navigate to Banks & Journals

Select the appropriate Bank/Journal

Ensure the Branch and Dept are set to ALL

Click Reconcile

Change the Selection Type to Tick By Ref

Search for the reference used in all the postings made – if you have done this correctly the balance ticked for all of these postings should be zero when clicking Calculate total selected

Cleared/Uncleared Filter:			All Current Items								
Selection Type:			Tick By Ref								
Current Bank Balance:			-3838.00								
Total Value Selected:			0.00								
Projected Bank Balance:			-3838.00								
Ref to Find:			TFR-BR 🔍								

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ACCOUNT		DATE	DETAILS	REF	TYPE	OFFICE	DISBS	TICKED	SELECT
BR0001	5	31/01/2022	Transfer office balance Chingford to bank	TFR-BR	OFFICE	-992.70	0.00	ⓧ	☑
BR0001	5	31/01/2022	Transfer Disbs balance Chingford to Bank	TFR-BR	OFFICE	0.00	-39.10	ⓧ	☑
BR0001	5	31/01/2022	Transfer disbs balance - bank to Hereford	TFR-BR	OFFICE	0.00	39.10	ⓧ	☑
BR0001	5	31/01/2022	Transfer office balance bank to Hereford	TFR-BR	OFFICE	992.70	0.00	ⓧ	☑

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Click Tick now to complete the movement

ⓧ Close	▤ Calculate total selected	ⓧ Clear all selected	✓ Tick now