

# Osprey Approach: Customising your Client Ledger with Ledger and Posting Type views

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Apr 16th, 2024

The latest version is always online at  
<https://support.ospreyapproach.com/?p=44913>

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

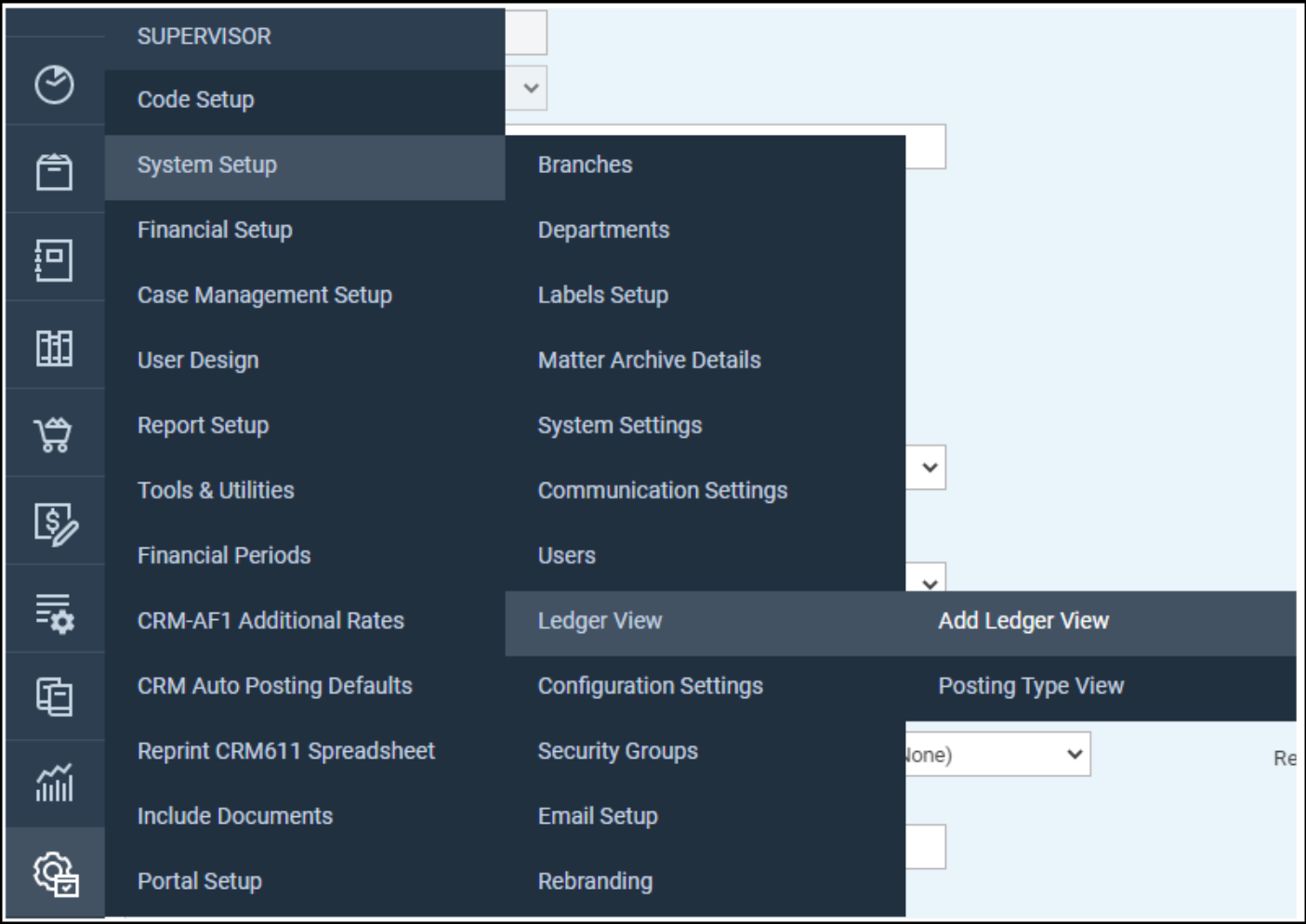


Osprey allows you to customise your client ledger view to display the columns in different orders, with or without debit/credit breakdown columns, and also to customise the posting types you can see in the drop down list - this can be useful if you have staff who are only permitted to post client ledger entries but not office or vice versa.

# Customising your Client Ledger with Ledger Views

You will need Supervisor access to set up a new ledger view. This will enable you to decide which columns to show on the Client Ledger, and in which order.

Navigate to Supervisor > System Setup > Ledger View > Add Ledger View



On the next screen, firstly give your new view a name/description so that you can identify it easily, then select the columns you want to see and click Add to add them into the right hand side selection box:

Supervisor
System Setup
Ledger Views
Add

Save

Cancel

Description:

Client Ledger Columns:

+ Add

☐ Office
☐ Office split - Payments/Receipts

+ Add

☐ Client
☐ Client split - Payments/Receipts

+ Add

☐ Disbursement
☐ Disbursement split - Payments/Receipts

+ Add

☐ Deposit
☐ Deposit split - Payments/Receipts

+ Add

☐ VAT
☐ VAT split - Inputs/Outputs

Ledger View Order (Left to Right)

For each monetary column there is the option of showing just a single column (Office, Client, Disbursement, Deposit, VAT) with the entries in black or red denoting credits/debits e.g.:

Ledger View - All single columns

Sheet number 1 of 1 (4 postings.)

Select Sheet Number:  [Go](#)


1

DATE	DETAILS	REF	VAT	OFFICE	DISBS	CLIENT	DEPOSIT
28/02/2021	Opening Balance	OB	0.00	0.00	0.00	1,200.00	0.00
28/02/2021	Opening Balance	OB	0.00	3,500.00	0.00	0.00	0.00
28/04/2021	Transfer Costs	Transf	0.00	1,200.00	0.00	1,200.00	0.00
17/01/2022	Pay balance	test	0.00	2,900.00	0.00	0.00	0.00
TOTALS:				0.00	0.00	0.00	0.00
Projected Balances:				0.00	0.00	0.00	0.00

Or you can show each monetary column split into Payments/Receipts e.g.:

Ledger View - All Split columns

Sheet number 1 of 1 (4 postings.)

Select Sheet Number:  

1

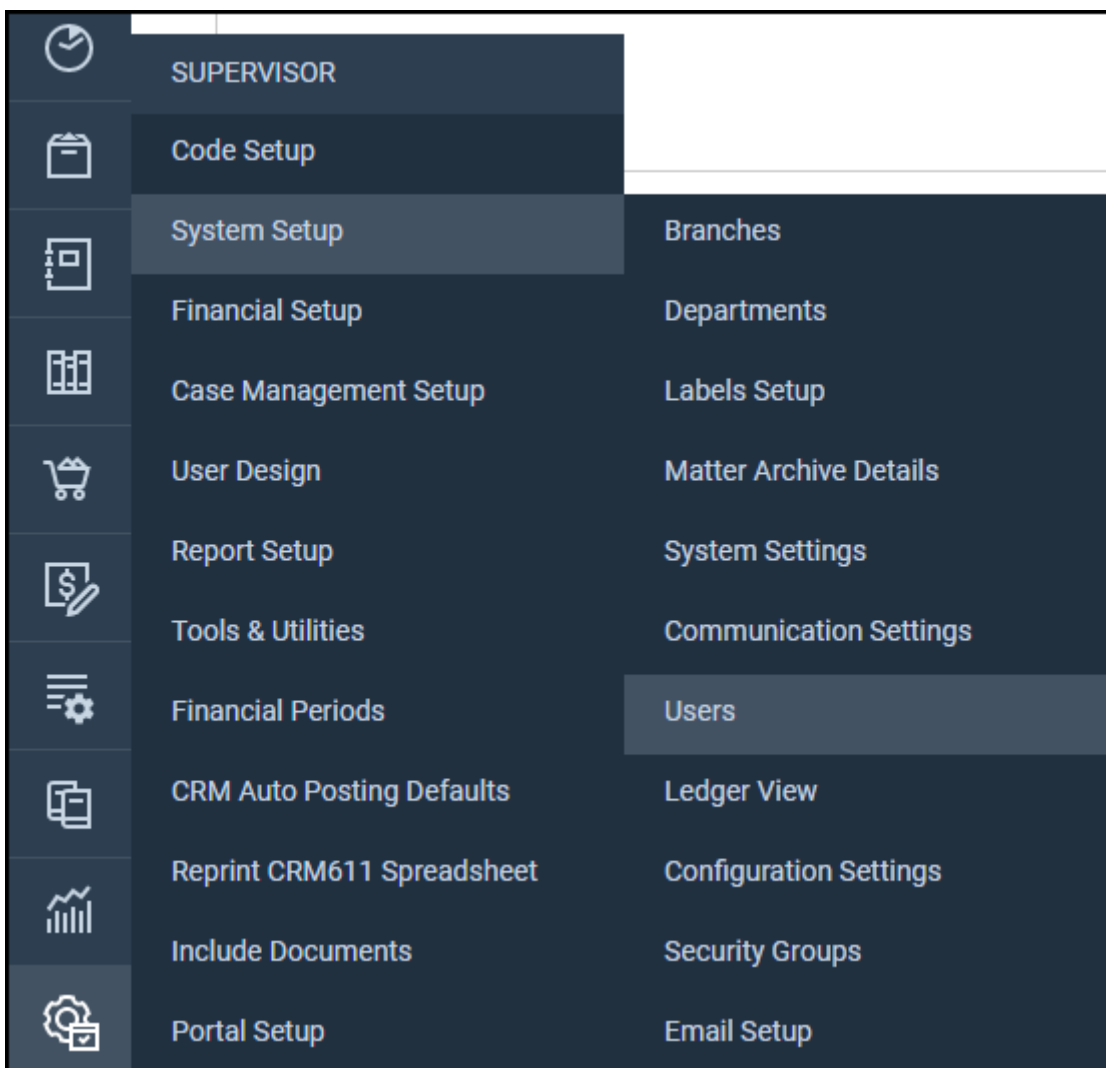
DATE	DETAILS	REF	OFFICE PAYMENT	OFFICE RECEIPT	CLIENT PAYMENT	CLIENT RECEIPT	DISBS PAYMENT	DISBS RECEIPT	DEPOSIT PAYMENT	DEPOSIT RECEIPT	VAT OUTPUT	VAT INPUT
28/02/2021	Opening Balance	OB	0.00	0.00	0.00	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00
28/02/2021	Opening Balance	OB	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
28/04/2021	Transfer Costs	Transf	0.00	1,200.00	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17/01/2022	Pay balance	test	0.00	2,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Projected Balances:												
TOTALS:				0.00	0.00		0.00		0.00			

1

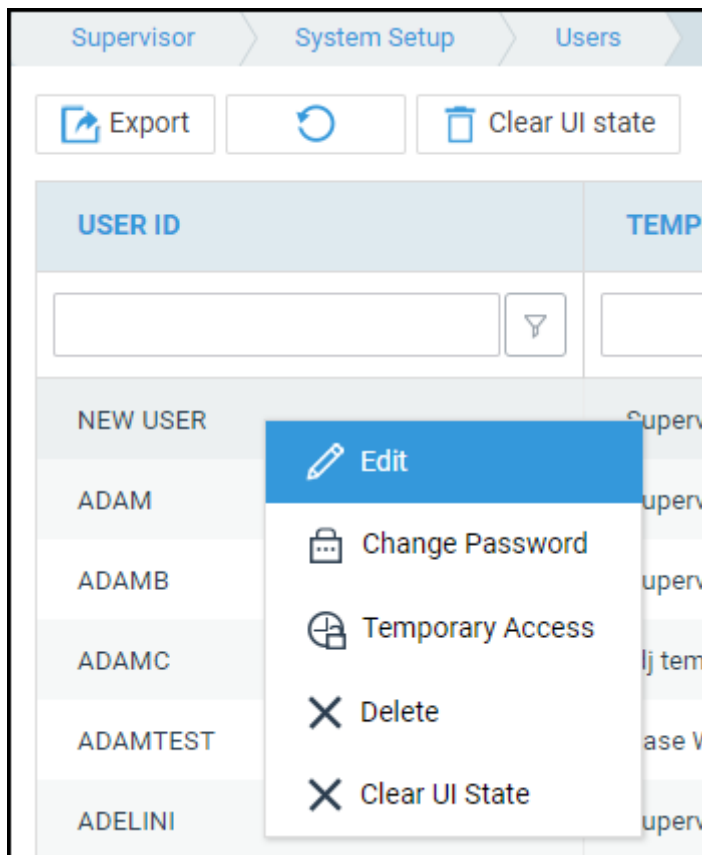
You can then move the columns up or down by selecting them in the right hand side box and using the arrow up/down buttons, or remove them again by selecting them in the right hand side box and clicking the bin icon.

Once you are happy with the order of your columns click Save.

You can now assign this Ledger View to your users. To do this, navigate to Supervisor > System Setup > Users.



Right click on the user you wish to assign this view to, and click Edit.



Select your new Ledger View from the drop down list, and click Save when you're done.

Supervisor

System Setup

Users

User Id:

ADAMB

Template:

Case Worker

Email:

adamb@pracctice.net

Fee Earner:

Edward Grey

Redirect Keydates:

None

StylePath:

Default

Preferred Ledged View:

Default View

Financial Security View:

Posting Type View:

Password Expires:

31/01/2023

Password will expire based on system settings.

Default View

Split columns

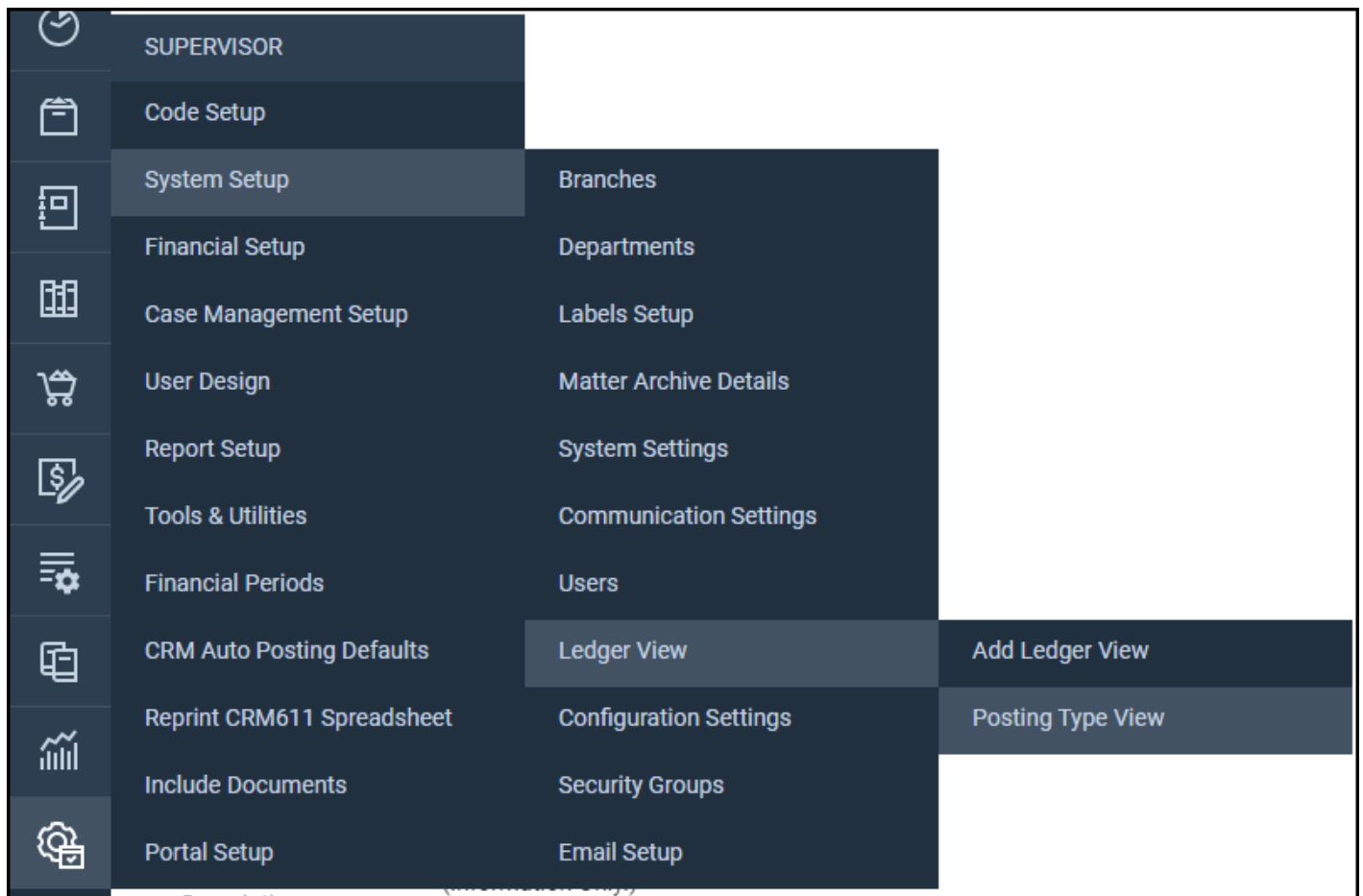
Ledger view - all columns

Ledger view - All columns, no deposit

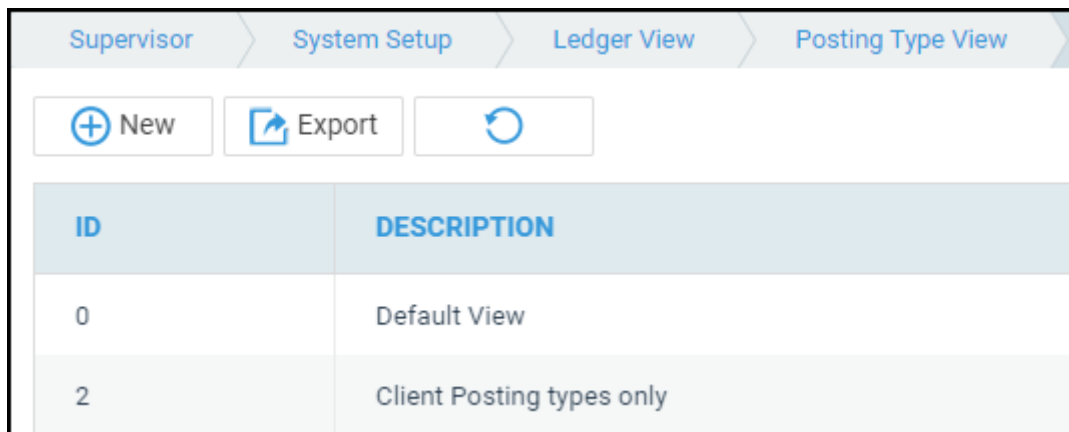
# Customising your Client Ledger with Posting Type Views

You will need Supervisor access to set up a new posting type view. This will enable you to decide which posting types to show on the Client Ledger.

Navigate to Supervisor > System Setup > Ledger View > Posting Type View.



Click New.



Give your new posting type view a name.

Supervisor > System Setup > Ledger View > Posting Type View

Save Cancel

Description:

Ledger Type: Client

Posting Type: o Office Bank Receipt

Posting Type Order:

Select the ledger you want to affect. Now select each of the posting types you want to grant access to and click the + icon to add them to the list.

Posting Type: o Office Bank Receipt

Posting Type Order: 











o Office Bank Receipt  
o Office Bank Payment  
c Client Bank Receipt  
c Client Bank Payment  
t Cost Transfer - Client to office/disbs  
t Cost Transfer - office/disbs to Client  
e Petty Cash Receipt

You can use the up and down arrows to move a posting type up or down in the list, and the bin icon to remove a posting type from the list.

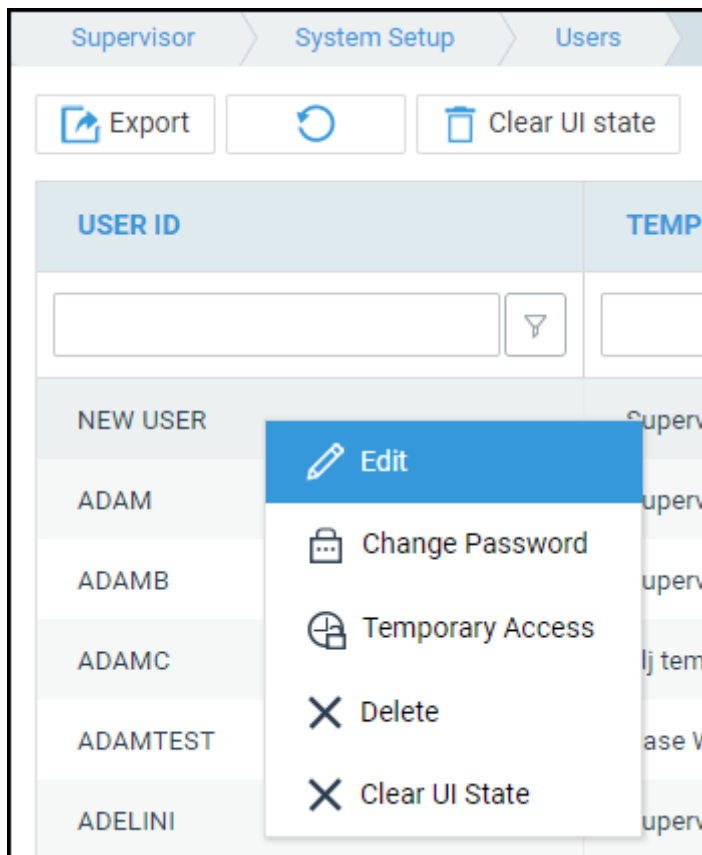
Click Save when you are done.

Now you are ready to assign this posting type view to the users who are to have this restricted posting type view. Navigate to Supervisor > System Setup > Users



	SUPERVISOR	
	Code Setup	
	System Setup	Branches
	Financial Setup	Departments
	Case Management Setup	Labels Setup
	User Design	Matter Archive Details
	Report Setup	System Settings
	Tools & Utilities	Communication Settings
	Financial Periods	Users
	CRM Auto Posting Defaults	Ledger View
	Reprint CRM611 Spreadsheet	Configuration Settings
	Include Documents	Security Groups
	Portal Setup	Email Setup

Right click on the user you wish to assign this view to, and click Edit.



Select your new posting type view from the list and click Save when you are done.

Supervisor
System Setup
Users

Save
Cancel
Archive

User Id:

ADAMB

Template:

Case Worker

Email:

adamb@pracctice.net

Fee Earner:

Edward Grey

Redirect Keydates:

None

StylePath:

Default

Preferred Ledged View:

Default View

Financial Security View:

Month End

Posting Type View:

Default View

Password Expires:

Default View

Client Posting types only

em settings.

The ledger will now only display a list of the posting types you selected.

CLIENT LEDGER

Refresh

c Client Bank Receipt

c Client Bank Receipt
c Client Bank Payment
I Client Transfer to Deposit
I Client Transfer from Deposit
z - Note

Post | Currency: GB

Sheet number 1 of 1

1

DATE	DETAIL
28/02/2021	Opening Balance
28/02/2021	Opening Balance
28/04/2021	Transfer Costs
17/01/2022	Pay balance
TOTALS:	
Projected Balances:	