



Osprey Approach: Link a Deposit Account

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The latest version is always online at
<https://support.pracctice.com/?p=2154>

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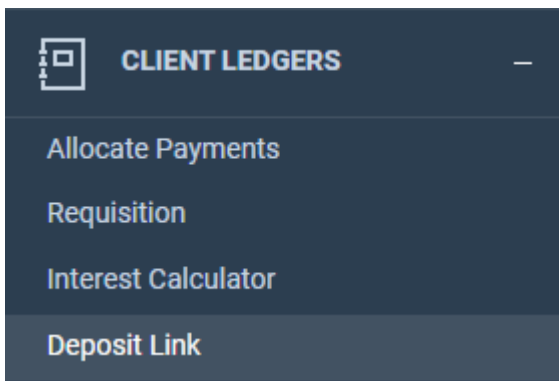
Who is this guide for?

Accounts Users and **Accounts Supervisors**

Client monies need to be held in a Deposit Account. In order to be able to post monies to a Deposit account, the matter first needs to be linked to a Deposit account.

Step 1

Ensure that you have a client and matter selected, then select the 'Client Ledger' tab. Now click the 'Deposit link' option.



If any deposit accounts are already linked to this matter they will be displayed here. You can link as many deposit accounts to a matter as you want.

Step 2

Click on the 'Add New' option to see the list of Deposit Accounts available to link to this matter.

DEPOSIT ACCOUNT	ACCOUNT NAME	TYPE	CURRENCY	SELECT
0987487874	Benson Deposit	Controlled Trust	GBP	✓
5748889900	Kenson Bank	Controlled Trust	GBP	✓
DEPOSIT	Default Deposit Account	Multiple Deposit	GBP	✓
DEPOSIT1	Depositi account	Designated Deposit	GBP	✓


Click on the 'Select' icon against the Deposit account you wish to link to the matter.

Step 3

You can now return to the Client Ledger Card and post to the Deposit account using the 'Deposit Receipt' or 'Client Transfer to Deposit' posting types.

On the posting screen you are able to select which Deposit account you are posting to if more than one account is linked to the matter.

DEPOSIT RECEIPT - POSTING DETAILS


Posting Date: 

Detail:

Deposit Account: ▼

Deposit Amount:



Reference:


 Post

Step 4

On the Client Ledger card all postings to Deposit accounts are shown in the deposit column.

CLIENT LEDGER ▾

 Refresh  Post | Currency: Show ledger expenses codes

Sheet number 1 of 1 (1 postings.) Select Sheet Number:  Go

DATE	DETAILS	REF	VAT	OFFICE	DISBS	CLIENT	DEPOSIT
02/11/2019	Deposit	DEP	0.00	0.00	0.00	0.00	130.00
TOTALS:				0.00	0.00	0.00	130.00
Projected Balances:				0.00	0.00	0.00	130.00

Sheet number 1 of 1 (1 postings.)

If you have posted to several Deposit accounts on the one matter you can view the breakdown of the balance by viewing the Ledger Summary page. Please note that a Deposit account can only be unlinked from a matter when the balance on that Deposit account on that matter is zero.