

Osprey Approach: Add an Amount to an Existing Cheque

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The latest version is always online at https://support.ospreyapproach.com/?p=251

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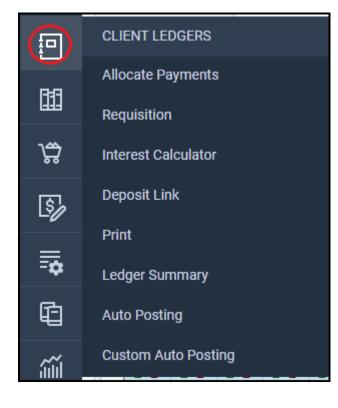
This guide will go through adding an amount to an existing cheque that has not yet been printed

There may be occasions where you may wish to add an amount to a cheque that has yet to be printed. For example, where a client has several matters where client money is owing to them. This could be used to produce one cheque for the entire file rather than one per matter.

You can post a payment on either the Client or the Nominal Ledger.

Client Ledger Payment

Select Client Ledgers

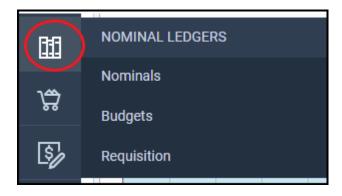


Select Client Bank Payment for a client cheque or Office Bank Payment for an office cheque from the Posting Type drop down list. Then click Post.

Refresh		o Office Bank Receipt o Office Bank Payment	\sim	Post Currency:	GBP	Show led	ger expenses codes			
Sheet numb	ber 4 of 4	c Client Bank Receipt c Client Bank Payment						Select Sh	eet Numbe	r. 🔡 🔿 G
234		t Cost Transfer - Client to office/disbs								
DATE	DETAIL	t Cost Transfer - office/disbs to Client e Petty Cash Receipt		REF	VAT	DISBS	OFFICE	CLIENT	PHASE / TASK	EXP CODE
23/08/2018	Fixed Pri	e Petty Cash Payment u Unpaid Disbursement		TR2109	139.00	0.00	695.00	0.00	JM10	X102 📘
29/08/2018	Cheque f	u Pay Unpaid Disbursement u Cancel Unpaid Disbursement	~	tr2908	0.00	0.00	0.00	250.00		

Nominal Ledger Payment

Select Nominal Ledgers



Select Payment from the posting type drop down list. Then click Post.

Nominal Ledgers	Nominal Ledger : 00990099 - CL Test
ACCOUNT SEARC	Н
E Account List	
Code:	00990099 🕤 Go
SAC:	2
Branch:	2: Malvern
Dept:	4: Legal
Description:	Company Car Q Search
Nominal Type:	EX
Currency:	GBP
NOMINAL LEDGE	R
Refresh	Print Post Payment Receipt
	Nominal Transfer from Account Nominal Transfer into Account Provisional Journal DEBIT Provisional Journal CREDIT
Page 1 of 1 (0 posti	

Cheque Required

Complete the posting details. as necessary

Tick Cheque Required > Click Post

Cheque required?	
Reference:	CHQNO

This will bring up a further set of options at the bottom of the posting screen. The Cheque Number dropdown list gives you the option to select Add to Existing Cheque.

Payee:	\sim
Cheque number:	Add to existing cheque
Number:	#NEXT#
Posting Detail :	Leave as entered

The transaction will be added to the total for the cheque you selected.