

Osprey Approach: Add an amount to an existing cheque

This help guide was last updated on
Dec 12th, 2022

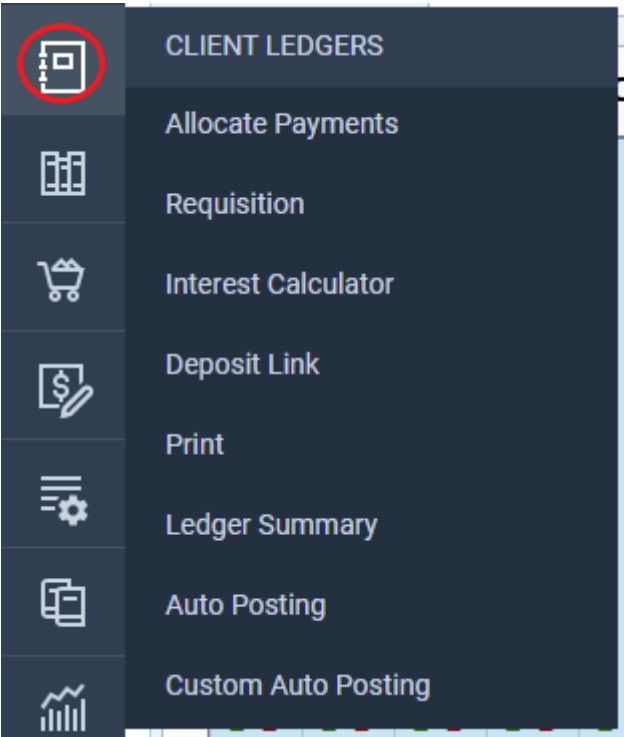
The latest version is always online at
<https://support.ospreyapproach.com/?p=251>



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.

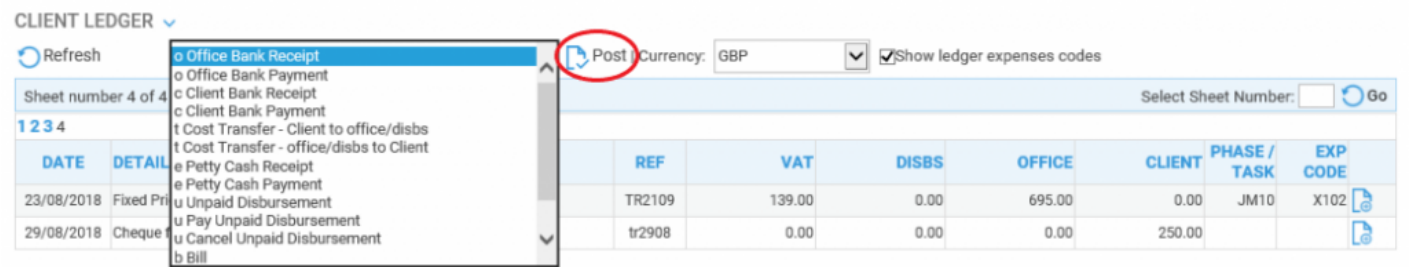
Post a payment in Client or Nominal Ledger

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.




Nominal Ledger Payment




NOMINAL LEDGERS



Nominals



Budgets



Requisition

Select Nominal Ledgers

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

Nominal Ledgers

Nominal Ledger : 00990099 - CL Test

ACCOUNT SEARCH

Account List

Code:00990099Go

SAC:2

Branch:2: Malvern

Dept:4: Legal

Description:Company CarSearch

Nominal Type:EX

Currency:GBP

NOMINAL LEDGER

Refresh

Print

Post

Payment

Receipt

Nominal Transfer from Account

Nominal Transfer into Account

Provisional Journal DEBIT

Provisional Journal CREDIT

Page 1 of 1 (0 postings.)

Cheque Required

Complete the posting details. as necessary

Cheque required?☒

Reference:CHQNO

Tick Cheque Required > Click Post

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

Payee:	<input type="text"/>
Cheque number:	<input type="text" value="Add to existing cheque"/>
Number:	<input type="text" value="#NEXT#"/>
Posting Detail :	<input type="text" value="Leave as entered"/>

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