

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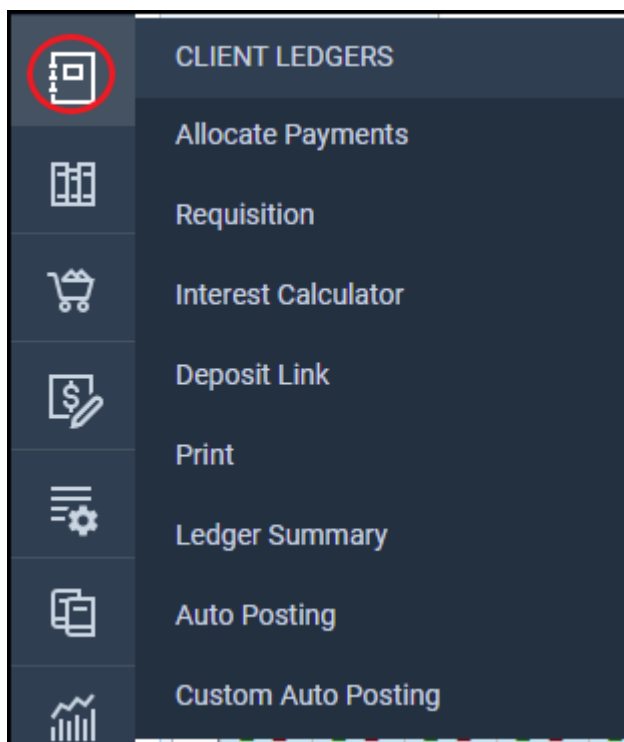
# This guide will go through adding an amount to an existing cheque that has not yet been printed

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.

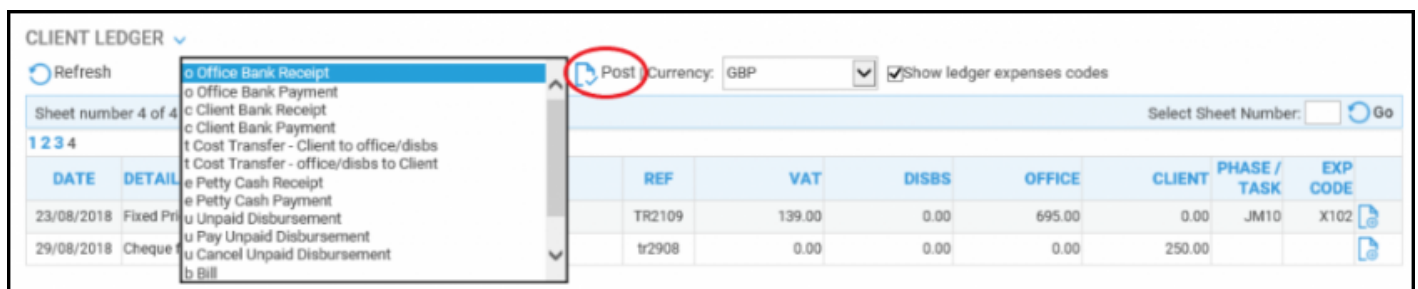
You can post a payment on either the Client or the Nominal Ledger.

## Client Ledger Payment

Select Client Ledgers

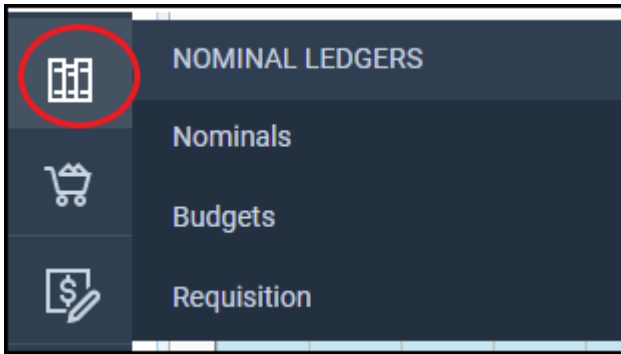


Select Client Bank Payment for a client cheque or Office Bank Payment for an office cheque from the Posting Type drop down list. Then click Post.



# 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 SEARCH

Code:

SAC:

Branch:

Dept:

Description:

Nominal Type:

Currency:

### NOMINAL LEDGER

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

Tick Cheque Required > Click Post

Cheque required?	<input checked="" type="checkbox"/>
Reference:	<input type="text" value="CHQNO"/>

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.