



Osprey Approach: Cheque Printing Setup

This help guide was last updated on
Dec 22nd, 2022

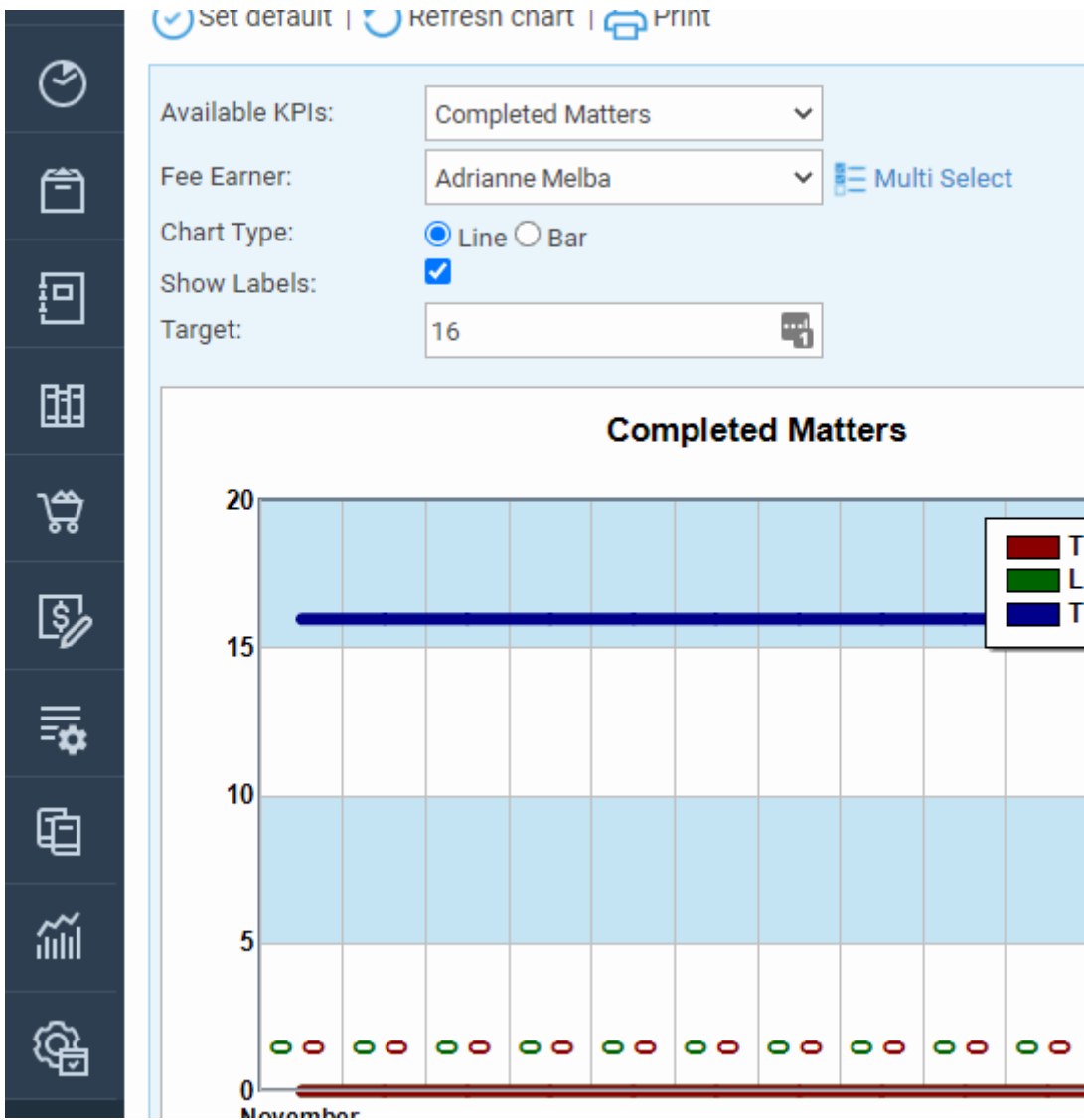
The latest version is always online at
<https://support.ospreyapproach.com/?p=30699>



Osprey can print your cheques onto pre-printed stationery, saving time writing cheques which have already been posted on the system. You should contact your bank to arrange for pre-printed stationery to be provided. Once you have pre-printed stationery or a template copy from your bank, you can set up the system ready to start printing your cheques.

Enable Cheque Printing

Before you can print cheques, you will need to enable the option on the system. In the **browser**, select Supervisor > System Setup > Configuration Settings.



Supervisor > System Setup > Configuration Settings

Locate the switch called Cheque Printing, right click it and select True, then Save your changes.

SWITCH NAME	SWITCH VALUE
Automatic Timer Start	True
Bill Auto Numbering	True
Bill Filtering	False
Cheque Printing	True

Edit Cheque Printing to set it to True

Design your Cheque Template

You will now need to design the Word document template to fit your stationery. This can be done either in the browser, or in the Supervisor App.

Design your Cheque Template – Supervisor App

In the Supervisor App, select Cheque Templates, then New.

☰
+ New

Standard Documents ☐

Batch Aged Debtors Letters

Bill Template

Label Templates

Cheque Templates

CHEQUE DESCRIPTION

Enter a description, and select whether you would like your cheque to display as unitary or as a sentence.

e.g. Unitary cheques have the units split so an amount of £2320.25 would look like this:

Thousands	Hundreds	Tens	Units	Pence
2	3	2	0	25

Unitary cheque

Non-unitary cheques have the amount shown in words e.g.

Amount:

Two thousand three hundred and twenty pounds twenty five pence

Non-unitary cheque

Finally, choose the currency and click Save.

 Save

Cheque Description:


Unitary:

Cheque Currency:

To open the template for editing, right click your template, click Edit



CHEQUE DESCRIPTION
Office Bank Cheque



Now select Design

 Save Delete Design Preview

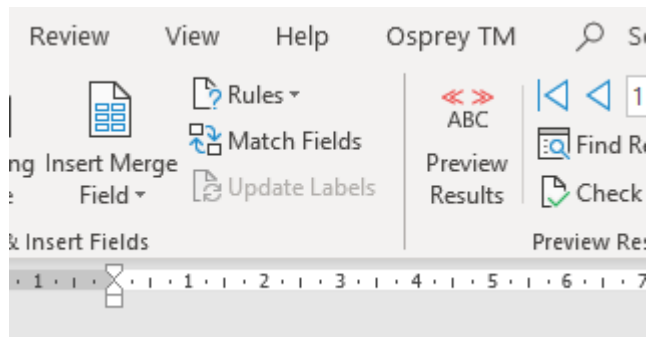
Cheque Description:

Unitary:

Cheque Currency:

Word will open, and you can now create your template to match your stationery. We would recommend using tables for this.

You may insert the relevant merge fields by selecting the Mailings menu and choosing Insert Merge Field to select the field to insert.

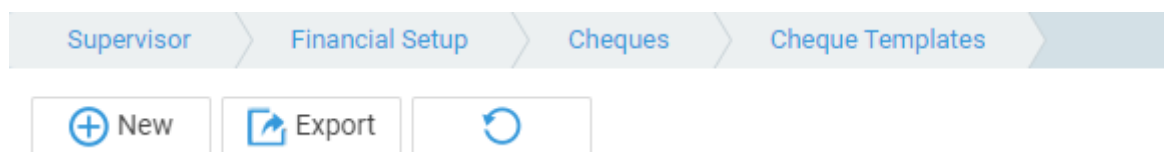


{ MERGEFIELD cheque_id } { MERGEFIELD Acc

Close and Save the template

Design your Cheque Template – Browser

In the **browser** select Supervisor > Financial Setup > Cheques > Cheque Templates, then click New.



Enter a description, and select whether you would like your cheque to display as unitary or as a sentence.

e.g. Unitary cheques have the units split so an amount of £2320.25 would look like this:

Thousands	Hundreds	Tens	Units	Pence
2	3	2	0	25

Unitary cheque



Non-unitary cheques have the amount shown in words e.g.

Amount:
Two thousand three hundred and twenty pounds twenty five pence

Non-unitary cheque

Finally, choose the currency and click Save.

Supervisor > Financial Setup > Cheque Template > Add

 Save  Cancel




Cheque Description:


Unitary:

Cheque Currency:

To open the template for editing, right click your template, click Edit

Supervisor > Financial Setup > Cheques > Cheque Templates

 New  Export 

CHEQUE DESCRIPTION	
Office Bank Cheque	
Client Bank Cheque	 Edit

Now select Design

Supervisor > Financial Setup > Cheques > ... > Edit

Save Delete Cancel Design Preview

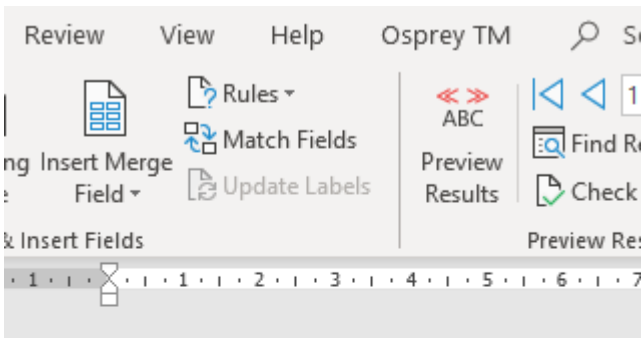
Cheque Description: Client Bank Cheque

Unitary:

Cheque Currency: Pound Sterling

Word will open, and you can now create your template to match your stationery. We would recommend using tables for this.

You may insert the relevant merge fields by selecting the Mailings menu and choosing Insert Merge Field to select the field to insert.

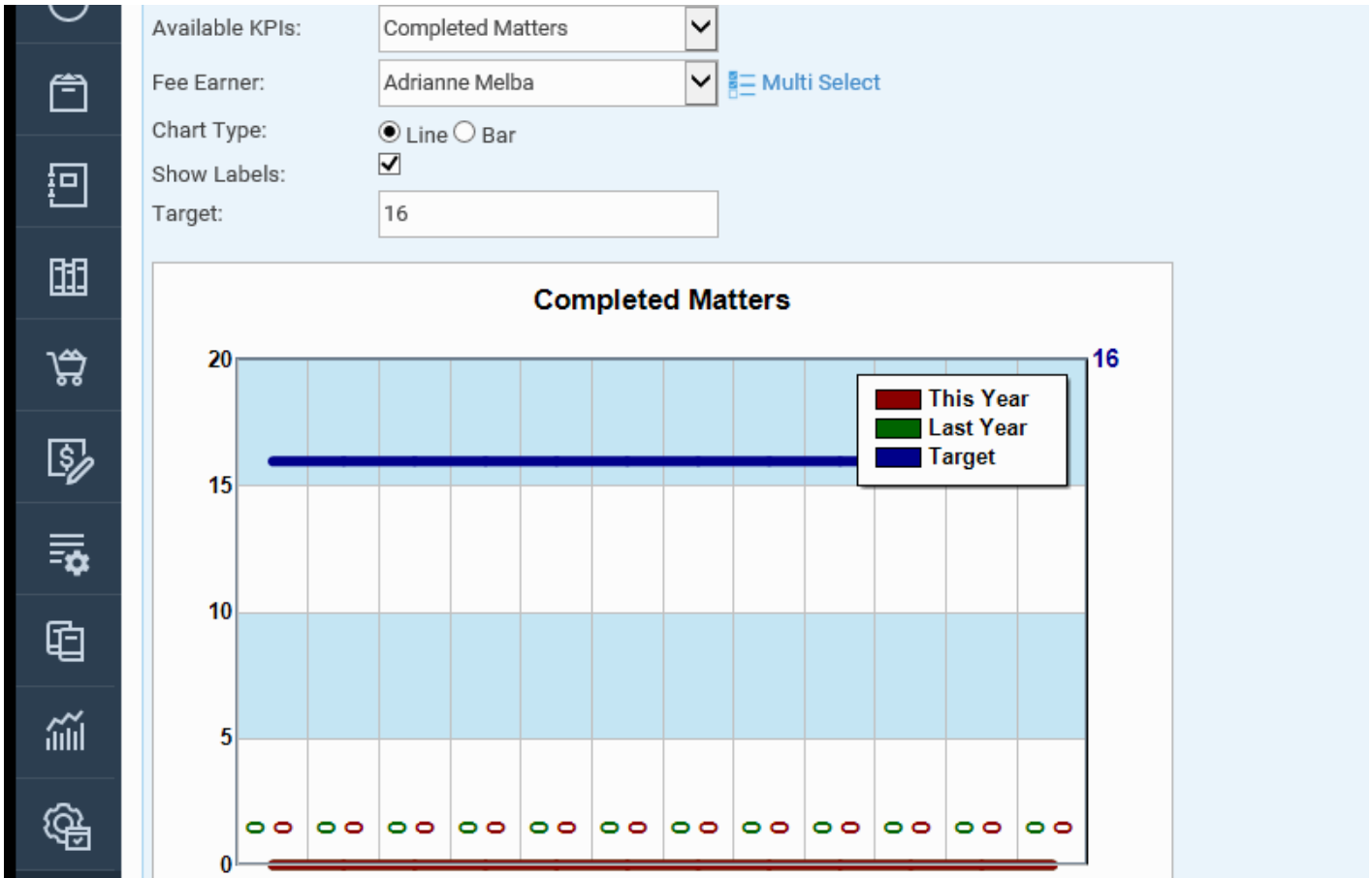


{ MERGEFIELD cheque_id } { MERGEFIELD Acc

Close and Save the template

Linking your Cheque Template to the relevant Bank(s)

Now that you have designed your Cheque Template you will need to link it to the Bank or Banks that you want to use it for. In the **browser**, navigate to the Supervisor menu, Financial Setup and Banks.



In Supervisor > Financial Setup > Banks

Click Edit, set the last cheque number (Osprey will add one to this when you post your next cheque), select the Cheque Template and click Save.

BANK ACCOUNT

Bank Type: Client

Set as default for branch ALL

Last Cheque Number: 000500

Cheque Template: Cheque Template

Bank Account Number: 123456

Bank Sort Code: 11-22-00