



Osprey Approach: Generating and Printing Cheques

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The latest version is always online at
<https://support.ospreyapproach.com/?p=51978>

[Click here for a printer-friendly version](#)



Once your supervisor has created a cheque template >, you can start posting and printing cheques.


Generating a Printable Cheque

Client Bank Payment or Office Bank Payment postings will have a tick box - Cheque Required?

CLIENT PAYMENT - POSTING DETAILS

Posting Date:

30/11/2022



Detail:

Return post completion monies to client

Bank:

Client Bank 1 - Nationwide

▼


Amount:

3125

Cheque Required?

☐

Reference:


 Post

This box must be ticked during the financial posting in order to generate a printable cheque in Osprey.

CLIENT PAYMENT - POSTING DETAILS

Posting Date:

30/11/2022



Detail:

Return post completion monies to client

Bank:

Client Bank 1 - Nationwide

▼

Amount:

3125

Cheque Required?

☒

Payee:

Cheque Option:


Generate next cheque number

▼

Posting Detail:

Leave as entered

▼

 Post

Once you have ticked this box, you will be presented with 3 further boxes:

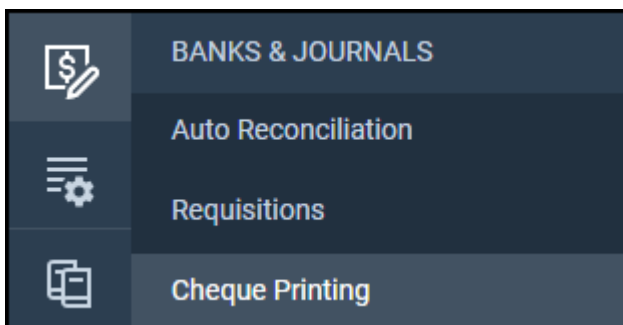
- **Payee:** Enter the Payee name as you want it to appear on the printed cheque.
- **Cheque Option:** This drop down gives you 3 options

- Generate next cheque number - The system will automatically enter the next cheque number based on the value held against the relevant bank.
- Enter next cheque number - This option allows you to type in the cheque number.
- Add to existing cheque - This allows you to add the amount for this cheque to another you have already posted for the same payee - for example, if you have a client with several matters that you want to pay client monies back to. See guide here for assistance with this option.
- **Posting Detail:** This drop down also gives you 3 options:
 - Leave as entered - The posting detail will be retained as originally entered.
 - Add payee to detail - The payee name will be added to the detail.
 - Replace detail with payee - The posting detail you entered will be removed and replaced with the payee detail.

Clicking Post will then post your entry and also add a printable cheque into the list within the Banks and Journals area.

Printing Cheques

Navigate to Banks & Journals, Cheque Printing.



Select the bank that you want to print cheques for. The system will alert you if there is no cheque template set up for this bank.

Banks & Journals
Cheque Printing

Close

Delete Cheques
Printed before: 30/11/2022
Delete

No Cheque Template attached

Pending

CHEQUES

Set Range
Delete Selection

CHEQUE DATE	CHEQUE NUMBER	PAYEE
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Tick the cheques you want to print, or select the first and last and click Set Range to print a range.

Banks & Journals
Cheque Printing

Print
Close

Delete Cheques
Printed before: 30/11/2022
Delete

Client Bank 1 - Nationwide

Pending

CHEQUES

Set Range
Delete Selection

Tick postings or tick first and last and click button to set range.

CHEQUE DATE	CHEQUE NUMBER	PAYEE	AMOUNT	ACCOUNT NUMBER	ACCOUNT CODE	F/E	SELECT
30/11/2022	000001	Miss M A Broom	300.00	MFB0000001	1	MAB	<input type="checkbox"/>

Click Print to open Word and produce the cheques, print the cheques and close the document.