



Osprey Approach: Generating and Printing Cheques

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Dec 22nd, 2022

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








Once your supervisor has created a cheque template using the steps here, you can start posting and printing cheques.

Generating a Printable Cheque

Any posting from the client or office bank will have a tick box - Cheque Required? This box must be ticked during the financial posting in order to generate a printable cheque in Osprey.

CLIENT PAYMENT - POSTING DETAILS

Posting Date:	<input type="text" value="30/11/2022"/> 
Detail:	<input type="text" value="Return post completion monies to client"/>
Bank:	<input type="text" value="Client Bank 1 - Nationwide"/> 
Amount:	<input type="text" value="3125"/>
Cheque Required?	<input checked="" type="checkbox"/>
Payee:	<input type="text"/>
Cheque Option:	<input type="text" value="Generate next cheque number"/> 
Posting Detail:	<input type="text" value="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 – Case Management App

In the Case Management App, navigate to Banks & Journals, Cheque Printing.

Osprey Approach Case Management

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Home

Client/Matter

Case Management

Client Ledgers

Banks & Journals

Contacts

Organisations

Case Bundle

Packages

Time Recording

Reports

Today's Units: 0

Today's Time: 00h:00m

Today's Value: £0.00

🔍

👤

Workflow Status Bar

Home - TAR00001/1 (Tarpey AT Adam/Adam B test matter for Gemma Tarpey call) FE: 01 WT

MATTERS FOR REVIEW

CLIENT	MATTER	CLIENT NAME	F/E	REVIEW DATE	TYPE	PERI			
B00002	10	Braithwaite Neil	NB	26/09/2019		0			●
B00002	11	Braithwaite Neil	NB	17/02/2021		0			●
B00002	8	Braithwaite Neil	NB	08/03/2021		0			●
B00002	12	Braithwaite Neil	NB	16/03/2021		0			●
WOO00006	1	Wood Richard R	NB	07/06/2021		0			●

I'm Posit, your virtual assistant! Please, tell me what you want to do...

🗣️

Banks & Journals > Cheque Printing

Select the correct bank

Cheque Printing

Delete Cheques Printed Before:

Select a date



Delete

HSBC - Client A/C



Pending



Print

Delete Selected

To print an already printed label select Printed rather than Pending.

Tick the cheques to be printed, you may also set a range by selecting the first and last cheques and click the Set Range.

Print **Delete Selected**

CHEQUE DATE	CHEQUE NUMBER	AMOUNT	ACCOUNT NUMBER	ACCOUNT CODE	F/E	DATE PRINTED	
01/04/2021	237	121.00	ORS00001	1	MP		<input type="checkbox"/>

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

Printing Cheques – the Browser

In the browser, 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: 12/09/2022

Delete

Client Bank 1 - Nationwide

No Cheque Template attached

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	MF80000001	1	MAB	<input type="checkbox"/>

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: 12/09/2022

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	MF80000001	1	MAB	<input checked="" type="checkbox"/>

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