

Osprey Approach: Posting searches to claim VAT

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<https://support.ospreyapproach.com/?p=521>

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Osprey allows you to post searches to claim back any VAT. This guide will demonstrate this process.

First, you will need to post the payment. Navigate to the Nominal Ledger tab and ensure that the Searches ledger is selected.

Now select Payment from the drop-down list and click Post.

NOMINAL LEDGER

 Refresh




 Print



 Post

Payment 

Enter the details of the search fee and then click the Post button.

Post


Posting Type:	Payment 
Posting Date:	01/10/2018 
Currency:	Pound Sterlir 
Detail:	<input type="text"/>


Bank:	Office Bank for Malvern 
Bank/Cash Amount :	<input type="text"/>
VAT Amount:	<input type="text"/>  Enter total in Amount and Vat in VAT Amount
Cheque required?	<input type="checkbox"/>
Reference:	<input type="text"/>



You can now move the payment to Client Ledger. Navigate to the Client Ledger tab and ensure that the relevant file is selected.

From the posting type drop-down list, select ***n Transfer from Nominal*** and click Post.

CLIENT LEDGER


 Refresh

n Transfer to Nominal 




 Post | Currency: GBP 

☒ Show ledger expenses codes

Select the Nominal posted to, enter the detail of the Search and click Post.

Nominal:	0090/1: Land Registry		
Posting Date:	01/10/2018		
Detail:	<input type="text"/>		
Amount:	<input type="text"/>	<input type="radio"/> Office	<input checked="" type="radio"/> Disbs
Reference:	<input type="text"/>		
← Back Post			

Now when billing the search posted can be added to any Vatable Disbursement posting the rest of the bill as normal.

Posting Date:	01/10/2018		
Detail:	<input type="text"/>		
Fee Earner:	Becky Fox		
Fee Earner Costs:	<input type="text"/>		
Vatable Disbs:	<input type="text"/>	Enter amount excluding Vat	
Disbs (Agency):	<input type="text"/>		
Vat:	<input type="text"/>	 Calculate Vat	
Total Invoice:	0		
Reference:	<input type="text" value="#NEXT#"/>		
Other EC member:	<input type="checkbox"/>		
Spool For Printing:	<input type="checkbox"/>		
Defer time ticking:	<input type="checkbox"/>		
Show Apportion Costs:	<input type="checkbox"/>		