



Osprey Approach: Posting searches to claim VAT

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The latest version is always online at
<https://support.ospreyapproach.com/?p=521>



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:

Bank: Office Bank for Malvern 
Bank/Cash Amount :
VAT Amount:  Enter total in Amount and Vat in VAT Amount
Cheque required?
Reference:

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:

Amount: Office Disbs


Reference:

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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:

Fee Earner: Becky Fox 

Fee Earner Costs:

Vatable Disbs: Enter amount excluding Vat

Disbs (Agency):

Vat:  Calculate Vat

Total Invoice: 0

Reference: #NEXT#

Other EC member:

Spool For Printing:

Defer time ticking:

Show Apportion Costs: