

Osprey Approach: Introducing Petty Cash from Bank

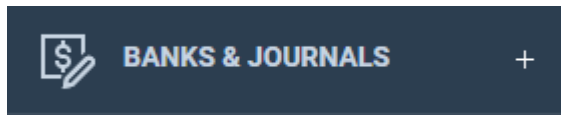
This help guide was last updated on
Sep 6th, 2021

The latest version is always online at
<https://support.ospreyapproach.com/?p=31095>

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The Petty Cash tin is used to pay sundry expenses and when it is running low, cash is obtained from the bank to top up the balance.



Select Banks & Journals

| | | |
|-------------------|--------|-------------------------|
| Bank/Journal: | CCARD | Co Credit Card Barclays |
| Branch: | ALL | ▼ |
| Dept: | ALL | ▼ |
| Currency: | GBP | ▼ |
| Cashbook Balance: | 285.00 | |
| Bank Balance: | 285.00 | |

BANKS & JOURNALS




Filter Options

Choose Petty Cash, select the relevant Branch and Dept and click Refresh

Click Post

Journal Financial Posting - Google Chrome

sales.ospreyapproach.com/main/jnlpostmain.aspx?area=8000&flag=8000¤cy=G...

 Post

Posting Type: Petty Cash from Bank

Posting Date: 16/12/2020

Currency: Pound Sterling

Detail:

Bank: Office Bank Account

Bank Amount:

Cheque required?

Reference:

The posting type will show as Petty Cash from Bank.

Set the correct Posting Date, type the appropriate Detail, from the drop-down list select the correct bank, the Bank Amount is the amount written on the cheque or withdrawn from the ATM.

Enter a reference and click Post.

If you are reducing the petty cash, this can be changed to Petty Cash to Bank.