



# Osprey Approach: Transfer money between Client Banks

This help guide was last updated on  
Mar 27th, 2024

The latest version is always online at  
<https://support.ospreyapproach.com/?p=56205>



# From time to time, if you have more than one client bank you may need to transfer money from one bank to another. This guide will show you how.

Navigate to the Client Ledgers in Osprey. You can use a suspense or general miscellaneous client ledger if you have one. If you don't, you will need to create one, our guide [Adding a New Client >](#) will show you how.

Select your suspense or general miscellaneous client ledger

choose posting type Client Bank Receipt

Name:

CLIENT SUSPENSE

Matter:

Client Suspense Hereford

CLIENT LEDGER ▾

Refresh

c Client Bank Receipt ▾

Post | Currency: GBP

Sheet number 1 of 1

1

o Office Bank Receipt

o Office Bank Payment

c Client Bank Receipt

c Client Bank Payment

+ Post Transfer - Client to office/direct

DATE

DETAIL

Click Post.

Enter the details of the transfer, selecting the bank TO which you want to move the money (posting the receipt first means you will not be overdrawing the client ledger). Click Post.

CLIENT RECEIPT - POSTING DETAILS

Posting Date:

07/04/2023

Detail:

Transfer £1000 from Client Bank 1 to Client Bank 2

Bank:

Client Bank 1 - Nationwide ▾

Amount:

1000

Reference:

TFR

Post

Now, on the same ledger, select the Client Bank Payment posting type

Name: 
Matter:

CLIENT LEDGER
Refresh
Post | Currency:

Sheet number 1 of 1

o Office Bank Receipt  
o Office Bank Payment  
c Client Bank Receipt  
**c Client Bank Payment**  
t Cost Transfer - Client to office/disbs

DATE	DETAIL
07/04/2023	Transfer

Click Post.

Enter the details of the transfer, selecting the bank FROM which you want to take the money. Click Post.

CLIENT PAYMENT - POSTING DETAILS

Posting Date: 
Detail: 
Bank: 
Amount: 
Cheque Required? ☐
Reference:

Post

Your client balance should not have changed, as we have a +/-

CLIENT LEDGER
Refresh
Post | Currency: 
☐ Show ledger expenses codes

Sheet number 1 of 1 (2 postings.)
Select Sheet Number:
Go

DATE	DETAILS	REF	VAT	OFFICE	DISBS	CLIENT	DEPOSIT
07/04/2023	Transfer £1000 from Client Bank 1 to Client Bank 2	TFR	0.00	0.00	0.00	1,000.00	0.00
07/04/2023	Transfer £1000 Client Bank 1 to Client Bank 2	TFR	0.00	0.00	0.00	1,000.00	0.00
TOTALS:				0.00	0.00	0.00	0.00
Projected Balances:				0.00	0.00	0.00	0.00

Whilst on the banks, we have a payment from Client Bank 1

Bank/Journal: CLIENT01 Client Bank 1 - Nationwide

Branch: ALL

Dept: ALL

Currency: GBP

Cashbook Balance: 6838.00

Bank Balance: 0.00

BANKS & JOURNALS

Refresh

Reconcile

Print

Filter Options ☐

Page 1 of 2 (16 postings) Sorted by Date in descending order. Go To Page: 1 Go

1 2

ACCOUNT		DATE	DETAILS	REF	TYPE	CLIENT	TICKED
CL0001	2	07/04/2023	Transfer £1000 from Client Bank 1 to Client Bank 2	TFR	CLIENT	1,000.00	

And a receipt to Client Bank 2

BANKS & JOURNALS

Refresh

Reconcile

Print

Filter Options ☐

Page 1 of 1 (1 postings) Go To Page: 1 Go

1

ACCOUNT		DATE	DETAILS	REF	TYPE	CLIENT	TICKED
CL0001	2	07/04/2023	Transfer £1000 Client Bank 1 to Client Bank 2	TFR	CLIENT	1,000.00	