



# Osprey Approach: Transfer money between Client Banks

This help guide was last updated on  
Apr 18th, 2023

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 here will show you how.
- Select the new client ledger you have created, choose posting type Client Bank Receipt, and click Post.

Name:	<input type="text" value="CLIENT SUSPENSE"/>	
Matter:	<input type="text" value="Client Suspense Hereford"/>	

### CLIENT LEDGER ▾

Refresh	<input type="text" value="c Client Bank Receipt"/>		Post   Currency: <input type="text" value="GBP"/>
Sheet number 1 of 1	<input type="text" value="1"/>	<ul style="list-style-type: none"><li>o Office Bank Receipt</li><li>o Office Bank Payment</li><li><b>c Client Bank Receipt</b></li><li>c Client Bank Payment</li><li>+ Cost Transfer Client to office/disha</li></ul>	
<b>DATE</b>	<b>DETAIL</b>		

- 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:	<input type="text" value="07/04/2023"/>	
Detail:	<input type="text" value="Transfer £1000 from Client Bank 1 to Client Bank 2"/>	
Bank:	<input type="text" value="Client Bank 1 - Nationwide"/>	
Amount:	<input type="text" value="1000"/>	
Reference:	<input type="text" value="TFR"/>	

Post

- Now, on the same ledger, select the Client Bank Payment posting type and click Post.
- Enter the details of the transfer, selecting the bank FROM which you want to take the money. Click Post.

Nominal Posting : BANKTFRS - Bank Transfers

Post

Posting Type:

Posting Date:

Currency:

Detail:

Bank:

Bank/Cash Amount :

Reference:

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
<b>TOTALS:</b>				0.00	0.00	0.00	0.00
<b>Projected Balances:</b>				0.00	0.00	0.00	0.00

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

Bank/Journal:  Client Bank 1 - Nationwide

Branch:

Dept:

Currency:

Cashbook Balance:

Bank Balance:

BANKS & JOURNALS

Refresh Reconcile Print

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

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

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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	