

Osprey Approach: Transfer money between Office Banks

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The latest version is always online at
<https://support.ospreyapproach.com/?p=56194>

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

- Navigate to the Nominal Ledgers in Osprey. You can use a sundries/suspense/bank transfer account if you have one. If you want to add a new nominal for bank transfers, our guide here will show you how.
- Select the ledger to use, ensuring you have selected the SAC, Branch and Department to enable the Post button to appear.
- Select posting type Payment

Description:

Nominal Type:

Currency: ▼

NOMINAL LEDGER

▼

Payment
Receipt
Nominal Transfer from Account
Nominal Transfer into Account
Provisional Journal DFRIT


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- 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 :

Cheque required?


Reference:

- Now, select the posting type Receipt, and click Post.
- Enter the details of the transfer, selecting the bank TO which you want to send the money. Click Post.

Nominal Posting : BANKTFRS - Bank Transfers

 Post

Posting Type:

Posting Date: 

Currency:

Detail:

Bank:

Bank/Cash Amount :

Reference:

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

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DATE	DETAILS	REF	TYPE	FROM	VAT	NET VALUE
07/04/2023	Transfer £1000 from Office Bank 1 to Office Bank 2	TFR	OFFICE		0.00	1,000.00
07/04/2023	Transfer £1000 from Office Bank 1 to Office Bank 2	TFR	OFFICE		0.00	1,000.00

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

Banks & Journals

Bank/Journal: OFFICE01 Office Bank 1 - Royal Bank of Scotland
Branch: 1: Hereford
Dept: 1: Dept 1
Currency: GBP
Cashbook Balance: 3899.74
Bank Balance: 0.00

BANKS & JOURNALS

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ACCOUNT		DATE	DETAILS	REF	TYPE	OFFICE	DISBS	TICKED
W00000002	16	07/04/2023	Received costs from client	RCPT	OFFICE	195.00	0.00	
BANKFRS	1	07/04/2023	Transfer £1000 from Office Bank 1 to Office Bank 2	TFR	OFFICE	1,000.00	0.00	

And a receipt to Office Bank 2

Banks & Journals

Bank/Journal: OFF2 Office Bank 2
Branch: 1: Hereford
Dept: 1: Dept 1
Currency: GBP
Cashbook Balance: 1000.00
Bank Balance: 0.00

BANKS & JOURNALS

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ACCOUNT		DATE	DETAILS	REF	TYPE	OFFICE	DISBS	TICKED
BANKFRS	1	07/04/2023	Transfer £1000 from Office Bank 1 to Office Bank 2	TFR	OFFICE	1,000.00	0.00	