

Osprey Approach: Transfer Money Between Office Banks

This help guide was last updated on
Apr 23rd, 2024

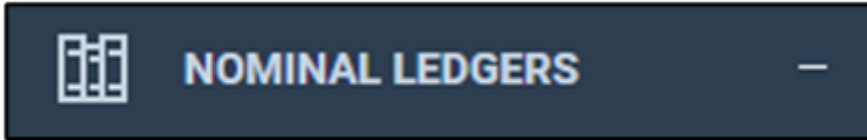
The latest version is always online at
<https://support.ospreyapproach.com/?p=56194>



This guide will show you how to transfer money between your office banks on Osprey

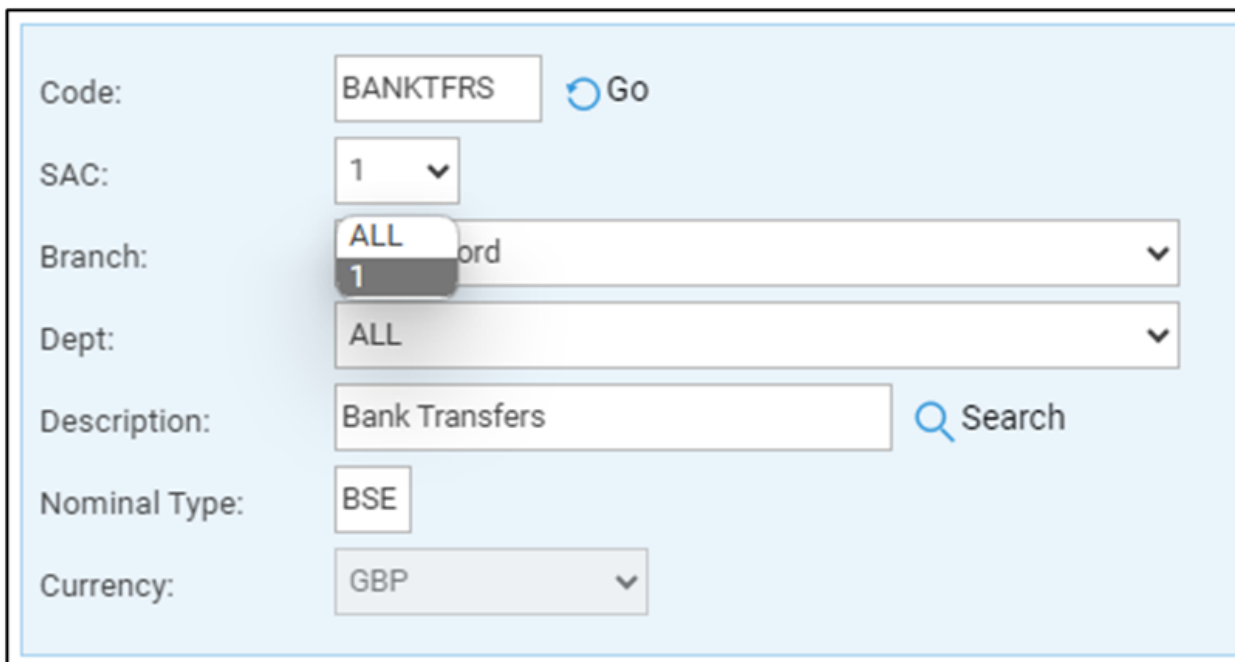
If you have more than one office bank you may need to transfer money from one bank to another.

Firstly, 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 Managing Nominal Ledgers >](#) will show you how.

With the appropriate Nominal Ledger selected, ensure you have selected the correct SAC.

A light blue form with several input fields. 'Code:' is 'BANKTFRS' with a 'Go' button. 'SAC:' is a dropdown with '1'. 'Branch:' is a dropdown with 'ALL' selected and '1' highlighted in a tooltip. 'Dept:' is a dropdown with 'ALL'. 'Description:' is 'Bank Transfers' with a search icon. 'Nominal Type:' is 'BSE'. 'Currency:' is 'GBP' with a dropdown arrow.

Select the appropriate Branch.

Code:

SAC:

Branch:

Dept:

Description:

Nominal Type:

Currency:

Select the correct Department.

Code:

SAC:

Branch:

Dept:

Description:

Nominal Type:

Currency:

Should you leave either the SAC, Branch or Dept set to all you will not see the posting options

Select the posting type of Payment.

Description: Bank Transfers Search

Nominal Type: BSE

Currency: GBP

NOMINAL LEDGER

Payment

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

Page 1 of 1 (0 postings)

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

Nominal Posting : BANKTFRS - Bank Transfers

Posting Type: Payment

Posting Date: 07/04/2023

Currency: Pound Sterling

Detail: Transfer £1000 from Office Bank 1 to Office Bank 2

Bank: Office Bank 1 - Royal Bank of Scotland

Bank/Cash Amount : 1000

Cheque required?

Reference: TFR


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 +/-

Page 1 of 1 (2 postings.) Balance:

Go To Page: 

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: 3839.74
 Bank Balance: 0.00

BANKS & JOURNALS
 Refresh Reconcile Print

Filter Options

Page 1 of 2 (26 postings) Sorted by Date in descending order. Go To Page: Go

1 2

ACCOUNT		DATE	DETAILS	REF	TYPE	OFFICE	DISBS	TICKED
W00000002	16	07/04/2023	Received costs from client	RCPT	OFFICE	195.00	0.00	
BANKTFRS	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
 Refresh Reconcile Print

Filter Options

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1

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