



# Osprey Approach: Transfer Money Between Office Banks

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

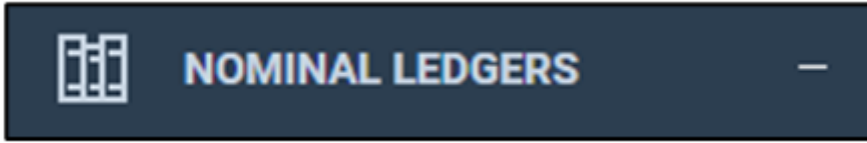
The latest version is always online at  
<https://support.ospreyapproach.com/?p=56194>



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

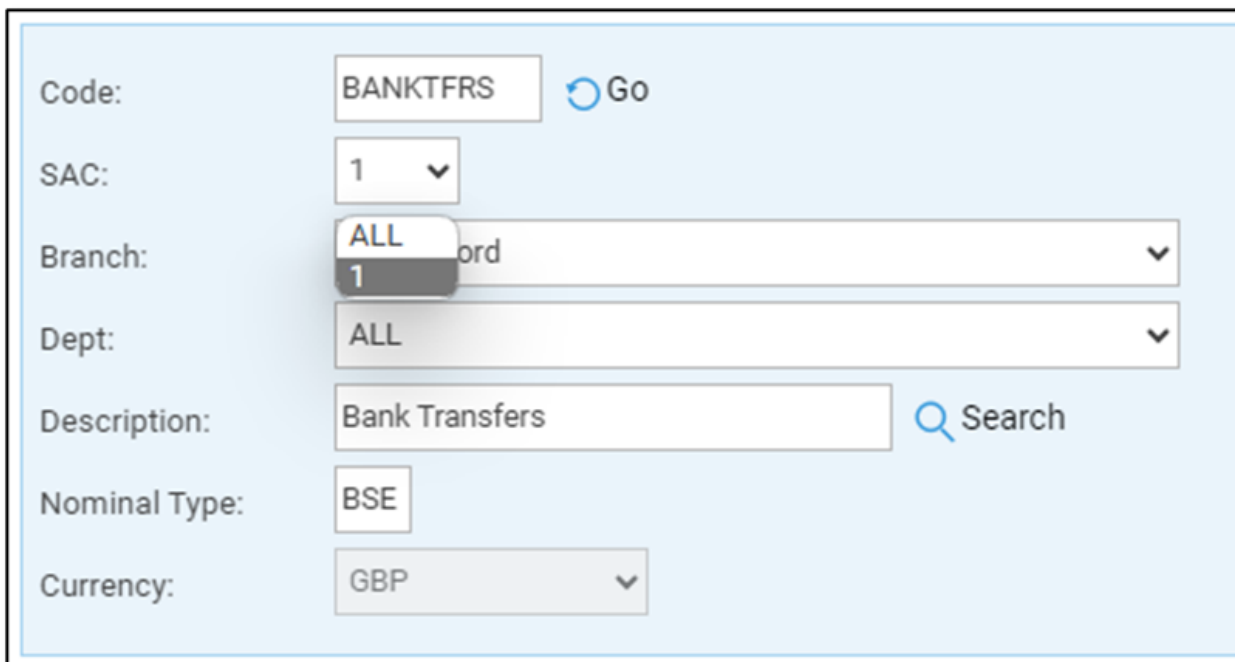
If you have more than one office bank you may need to transfer money from one bank to another.

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 fields: 'Code:' with a text box containing 'BANKTFRS' and a 'Go' button; 'SAC:' with a dropdown menu showing '1'; 'Branch:' with a dropdown menu showing 'ALL' and '1' (highlighted); 'Dept:' with a dropdown menu showing 'ALL'; 'Description:' with a text box containing 'Bank Transfers' and a 'Search' button; 'Nominal Type:' with a text box containing 'BSE'; and 'Currency:' with a dropdown menu showing 'GBP'.

Select the appropriate Branch.

Code:  [Go](#)

SAC:

Branch:

Dept:

Description:  [Search](#)

Nominal Type:

Currency:

Select the correct Department.

Code:  [Go](#)

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**

Refresh
Print
Post
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

Post

Posting Type: Payment

Posting Date: 07/04/2023

Currency: Pound Sterlin

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

Page 1 of 1 (1 postings) Go To Page:  [Go](#)

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	