

Osprey Approach: Transfer Money Between Office Banks

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

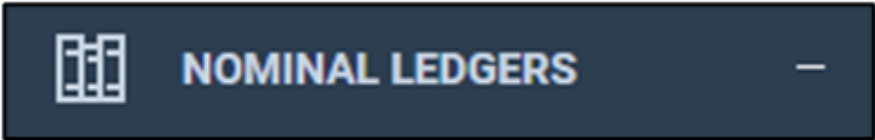
The latest version is always online at
<https://support.ospreyapproach.com/?p=56194>



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.

Code:

BANKTFRS

Go

SAC:

1

▼

Branch:

ALL

1

ord

▼

Dept:

ALL

▼

Description:

Bank Transfers

Search

Nominal Type:

BSE

Currency:

GBP

▼

Select the appropriate Branch.

Code:	BANKTFRS	Go
SAC:	1	▼
Branch:	1: Hereford ▼	
Dept:	ALL 1: Hereford 2: Chingford	
Description:	Bank Transfers <input type="text"/> Search	
Nominal Type:	BSE	
Currency:	GBP ▼	

Select the correct Department.

Code:	BANKTFRS	Go
SAC:	1	▼
Branch:	1: Hereford ▼	
Dept:	ALL ▼	
Description:	ALL 1: Dept 1 2: Dept 2	
Nominal Type:	BSE	
Currency:	GBP ▼	

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 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?	<input type="checkbox"/>
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



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: <input type="text" value="0.00"/>
						Go To Page: <input type="text"/>
1						
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: 3639.74

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
WO00000002	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	