

# Osprey Approach: Transfer money between Office Banks

This help guide was last updated on  
Apr 17th, 2023

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



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 +/-

Page 1 of 1 (2 postings.) Balance: 0.00  
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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	
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**

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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	