

# Osprey Approach: Introducing Petty Cash from Bank

This help guide was last updated on  
Apr 4th, 2024

The latest version is always online at  
<https://support.ospreyapproach.com/?p=31095>

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# When it is running low, cash is obtained from the bank to top up the balance of the Petty Cash tin

Select Banks & Journals



Select Petty Cash

Bank/Journal: CLI01 ▼ VF Client Bank 1

Branch: OFF2  
OFFICE01  
XXLAA  
DEPOSIT  
DEPOSIT1  
LLOYDS  
RBS  
CFDEBTOR  
CFEES  
DAY BOOK  
DEBTORS  
FEES JNL  
JNL JNL  
LYPROFIT  
PETTYCASH  
PRDEBTOR

Cashbook Balance:

Bank Balance:

BANKS & JOURNALS

Refresh Print

Select the relevant Branch

Bank/Journal:	PETTYCASH ▼
Branch:	ALL ▼
Dept:	ALL 1: Hereford 2: Chingford NOT USED - 3: NOT IN USE
Currency:	
Account Balance:	0.00


Select the relevant Dept


Bank/Journal:	PETTYCASH ▼
Branch:	1: Hereford ▼
Dept:	ALL ▼
Currency:	ALL 1: Dept 1 2: Dept 2
Account Balance:	0.00

Click Refresh

Bank/Journal:	PETTYCASH ▼
Branch:	1: Hereford ▼
Dept:	ALL ▼
Currency:	GBP ▼
Account Balance:	0.00

BANKS & JOURNALS

 Refresh


 Print

Refresh


Click Post

Journal Financial Posting - Google Chrome

sales.ospreyapproach.com/main/jnlpostmain.aspx?area=8000&flag=8000&currency=G...

 Post

Posting Type: Petty Cash from Bank ▼

Posting Date: 16/12/2020 

Currency: Pound Sterling ▼

Detail:

Bank: Office Bank Account ▼

Bank Amount:

Cheque required? ☐

Reference:

The posting type will show as Petty Cash from Bank.

Set the correct Posting Date, type the appropriate Detail, from the drop-down list select the correct bank, the Bank Amount is the amount written on the cheque or withdrawn from the ATM.

Enter a reference and click Post.

If you are reducing the petty cash, this can be changed to Petty Cash to Bank.