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

Click here for a printer-friendly version

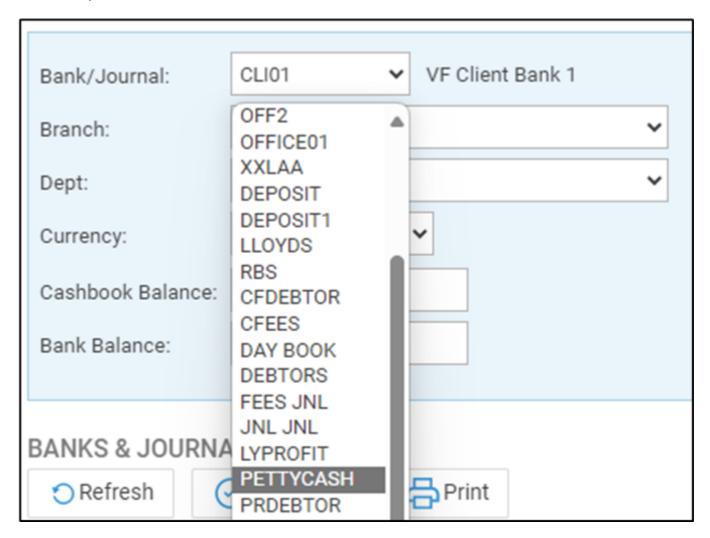


When it is running low, cash is obtained from the bank to top up the balance of the Petty Cash tin

Select Banks & Journals



Select Petty Cash



Select the relevant Branch

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

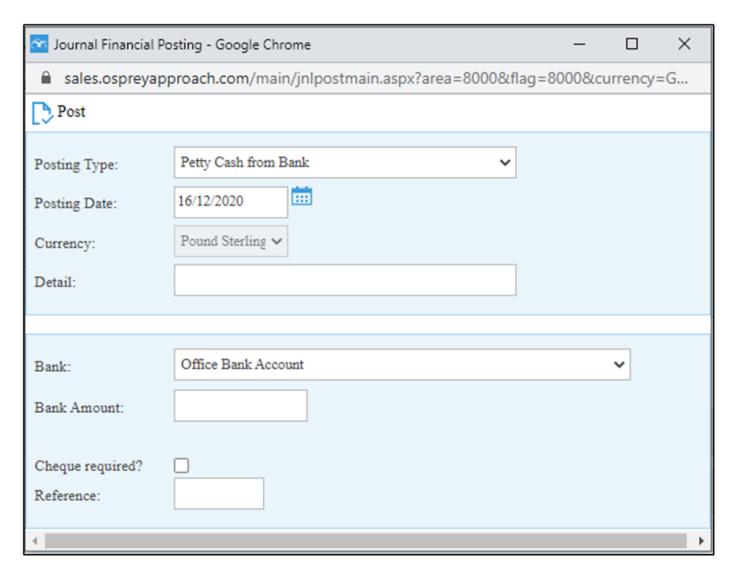
Select the relevant Dept

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

Click Refresh

Bank/Journal:	PETTYCASH V		
Branch:	1: Hereford		
Dept:	ALL ~		
Currency:	GBP ~		
Account Balance:	0.00		
BANKS & JOURNALS O Refresh Print			
Refresh			

Click Post



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Detail, from the drop-down list select the correct bank, the Bank Amount is the amount written on the cheque or withdrawn from the ATM.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