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

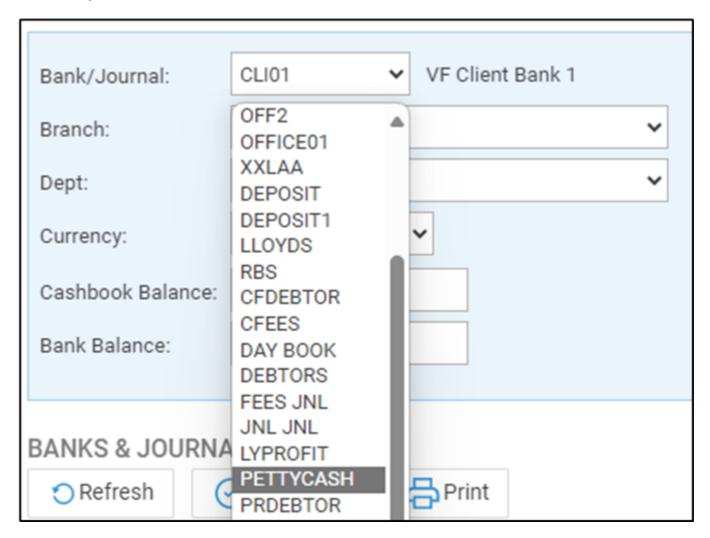


When it is running low, cash is obtained from the bank to top up the balance of the Petty Cash tin

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 |

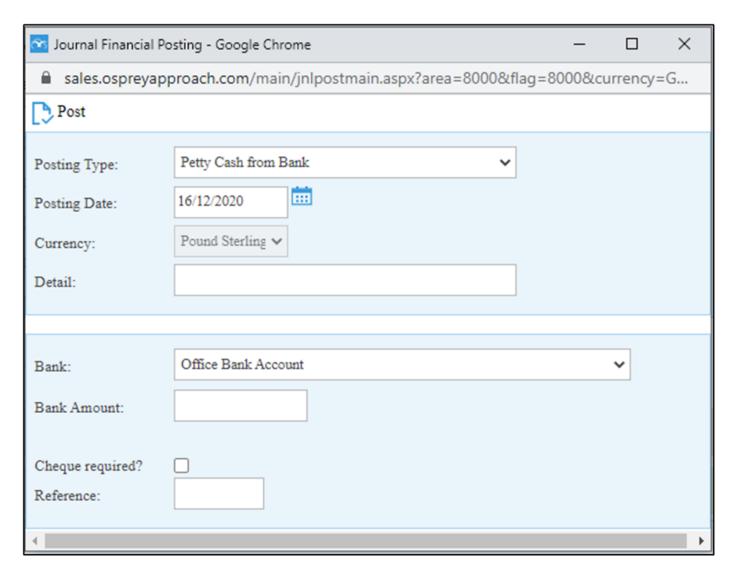
Select the relevant Dept

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Detail, from the drop-down list select the correct bank, the Bank Amount is the amount written on the cheque or withdrawn from the ATM.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