Osprey Approach: Setting Up and Using Requisitions

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Osprey™ Approach

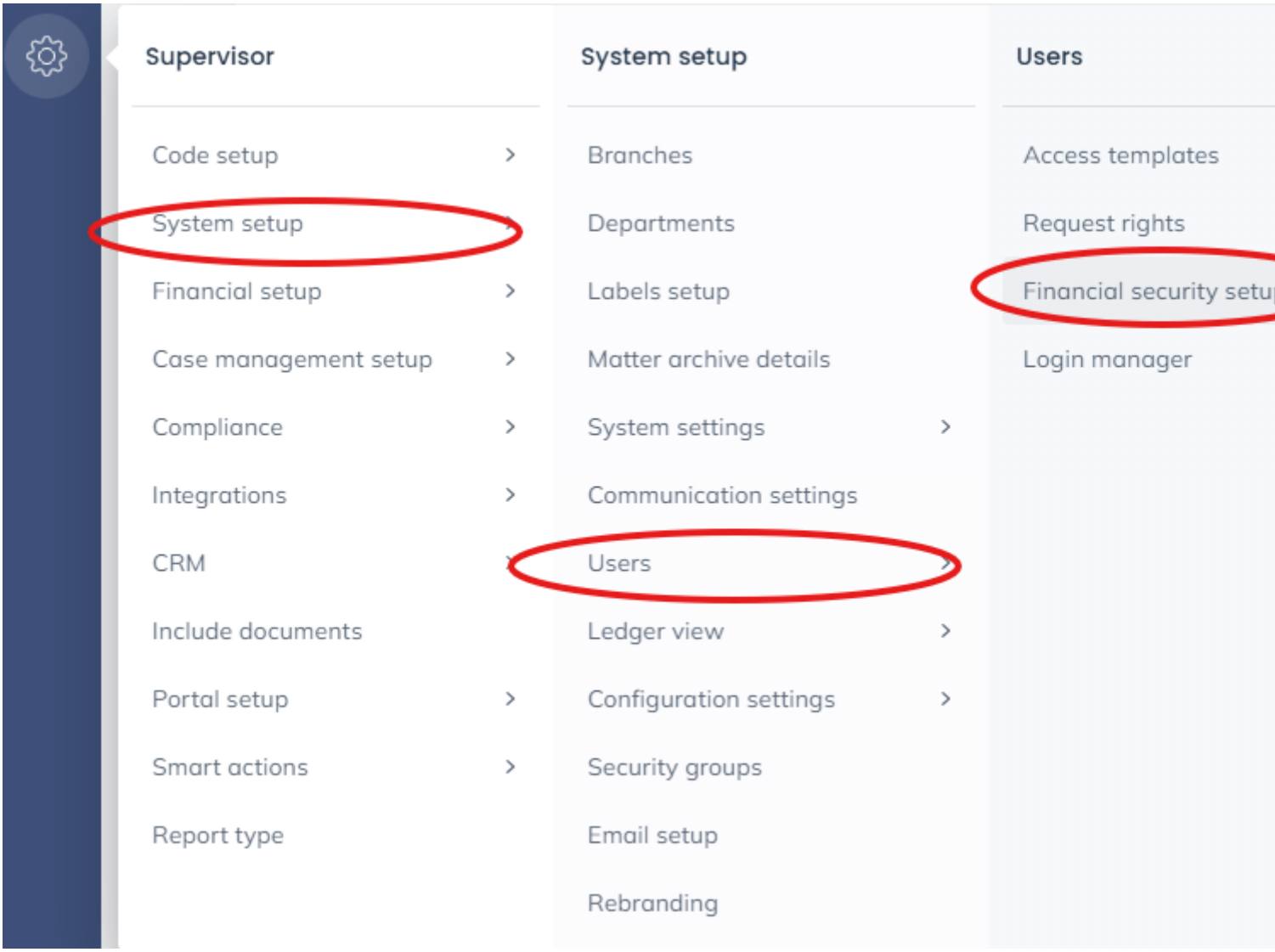
This guide will go through allowing your users or fee earners to request cheques, bills and other postings to be made to the client ledgers in Osprey

Within Osprey it is possible to allow non-accounts users to request when certain postings should be made.

Set up the authoriser

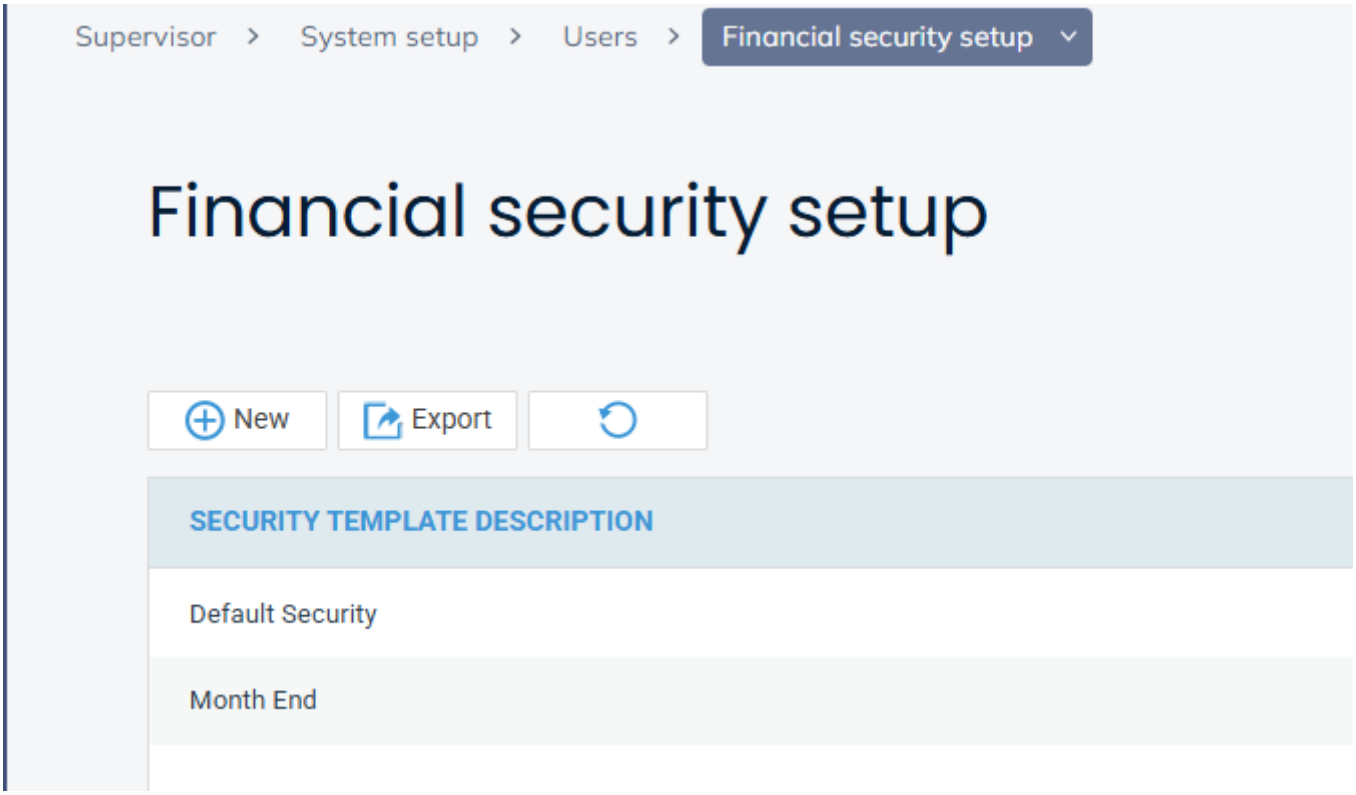
You will first need to ensure that at least one of your accounts users has the correct authorisation to accept or reject and post requisitions.

Navigate to: **Supervisor →System Setup →Users →Financial Security Setup**

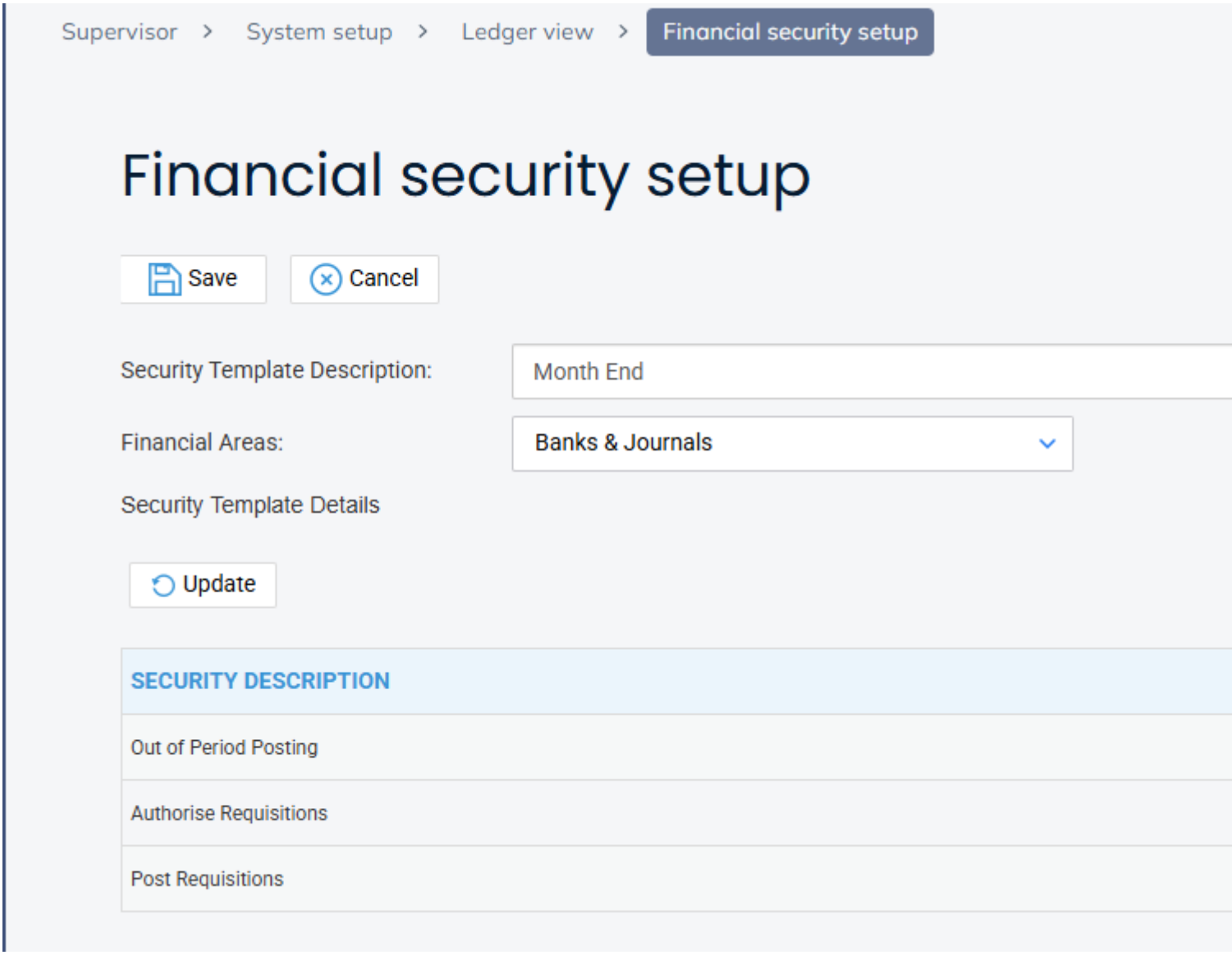


You will now be able to view all of your available Financial Security templates.

One of your default templates will be called Month End and is normally assigned to the user in charge of accounts who will be permitted to run your month end procedure. To use this template, click the ‘Edit’ icon alongside it. Alternatively, you can create a new template.

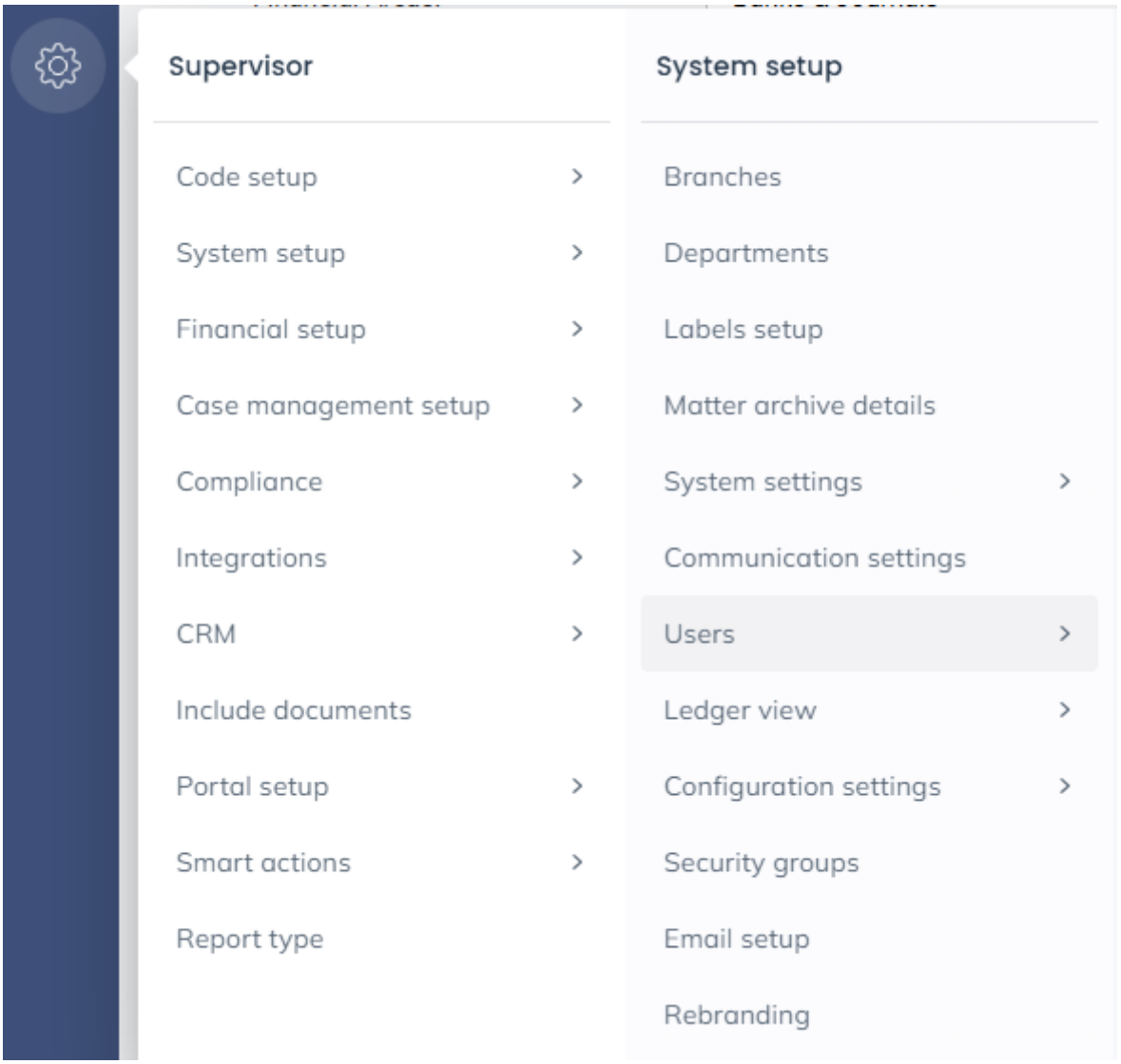


Select Banks & Journals and click Update

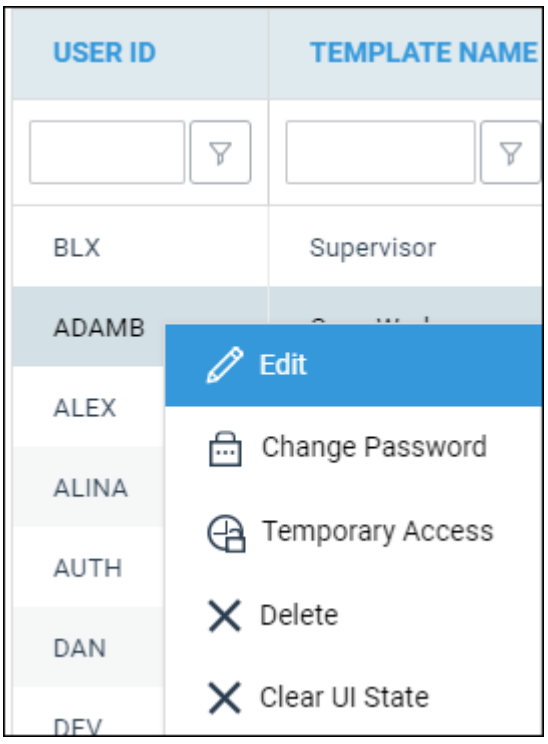


Ensure that Authorise and Post Requisitions are both ticked, by ticking the 'Toggle' box alongside the option, then clicking 'Update'. Now select 'Save'.

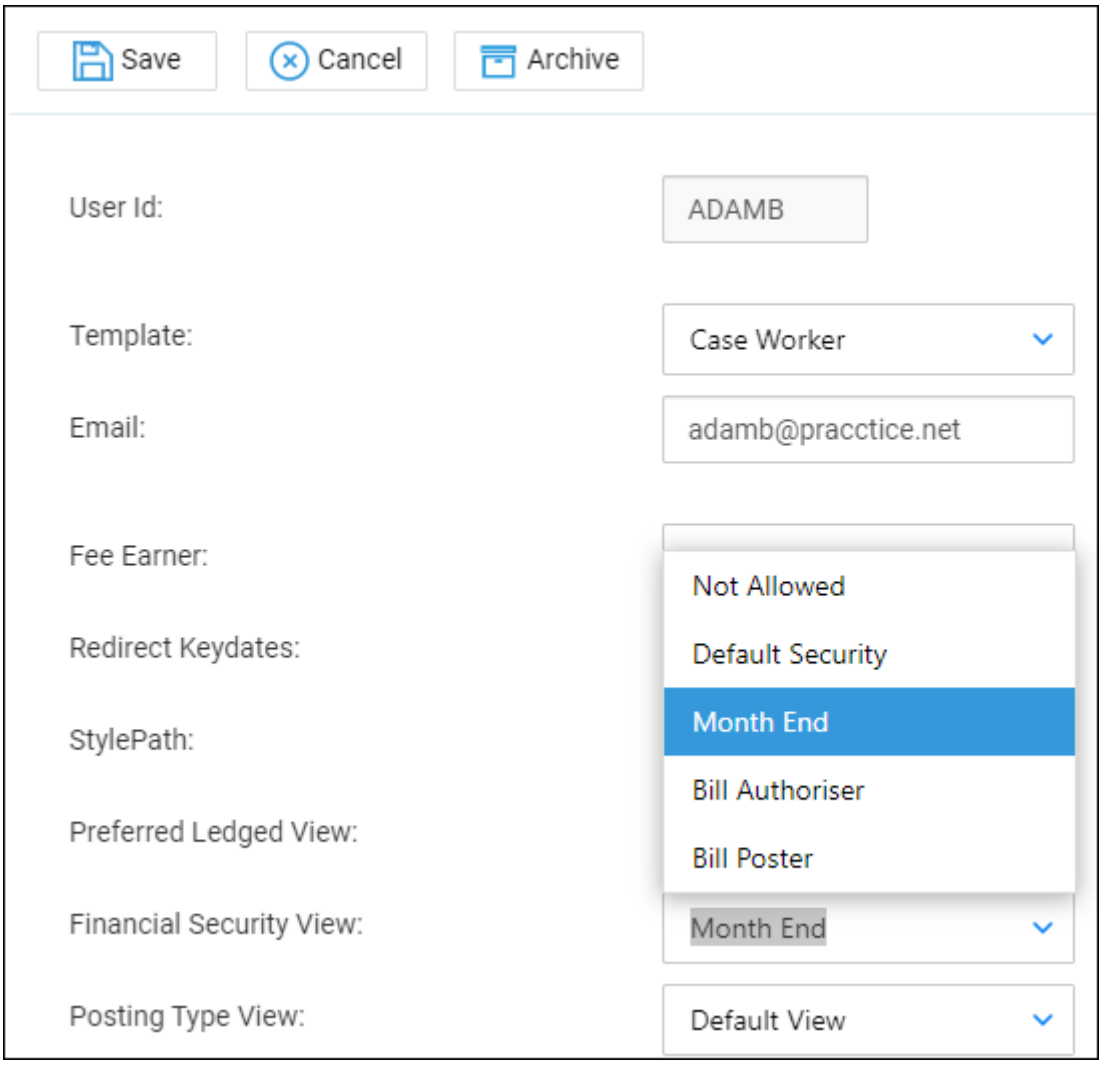
Now, navigate to Supervisor > System Setup > Users



Right click on the user you want to grant this access to and select ‘Edit’



Ensure that their ‘Financial Security View’ is set to the template which allows posting and authorising of requisitions.

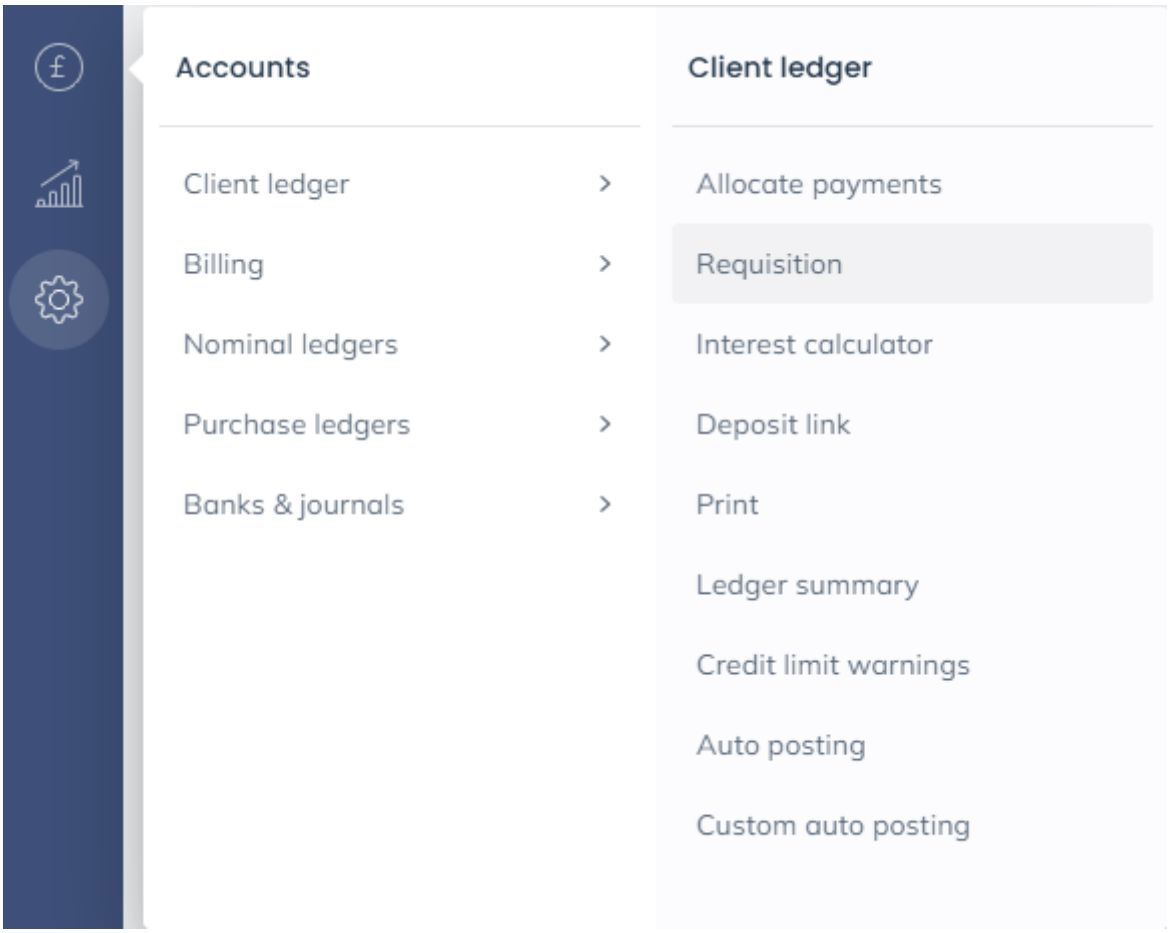


Click ‘Save’ to save any changes.

Now that you have set up the authoriser/poster, your users can start to request cheques, bills and other postings.

Perform a requisition

Ensure that you have selected the client you want to raise a request against. Navigate to Accounts > Client Ledger > Requisition.



Your Requisition Form will now open.

Choose the requisition type required in the 'Posting Type' drop-down list.

Now fill in the relevant details.

- Notes for Authoriser: Enter any notes for the requisition authoriser here.
- Print Requisition slip: If this box is ticked, on Saving the requisition, you will receive a print with 2 copies of the requisition, one for yourself and one for the accounts department. A copy is also saved to Matter History.

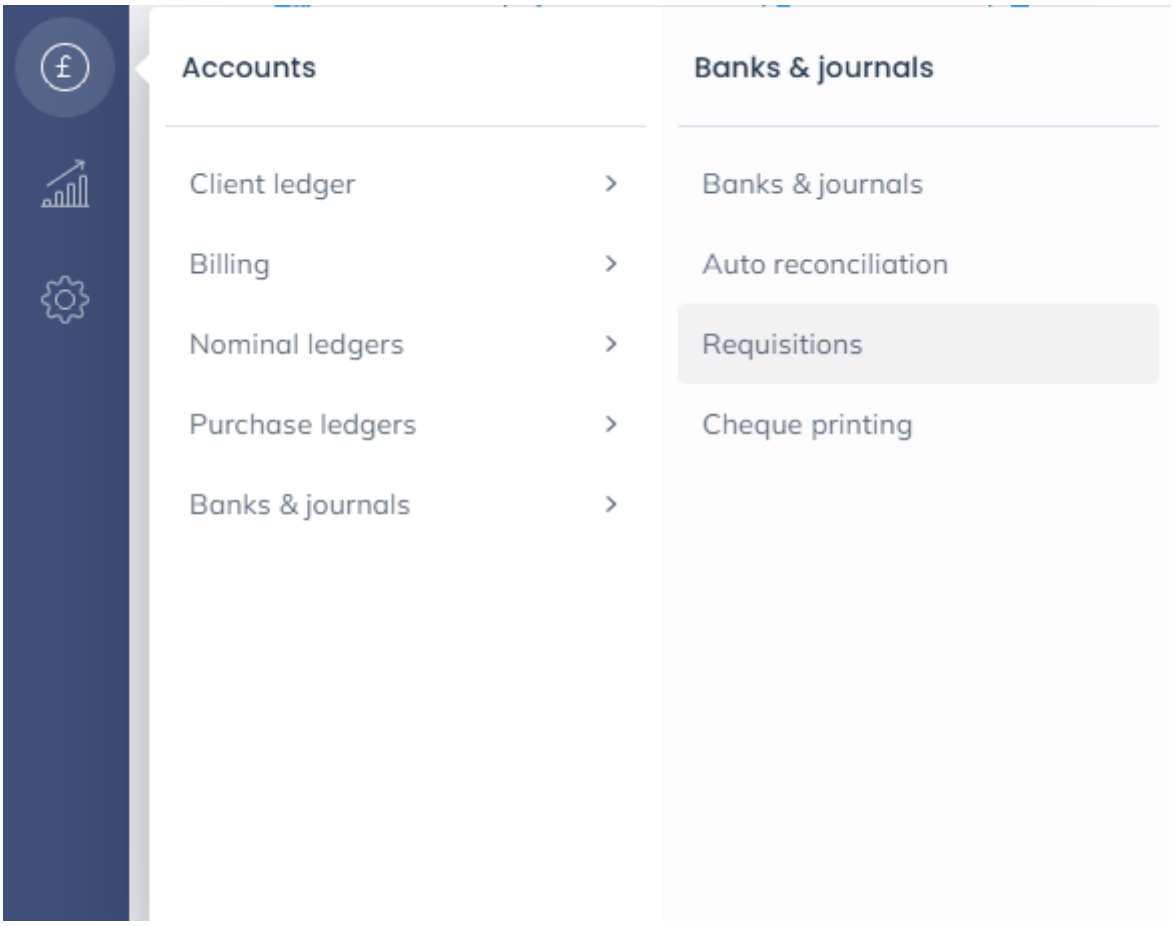
Click 'Save' when done. The authoriser will now be able to access your requisition. The Client Ledger will also reflect any pending requisitions along with the projected balances once these are posted.

TOTALS:	17,166.60	545.50	153,668.00	0.00
Projected Balances:	17,166.60	545.50	166,291.00	0.00

Posting the Requisitions to the Client Ledger

The accounts staff can now authorise and post, or reject, any requested items.

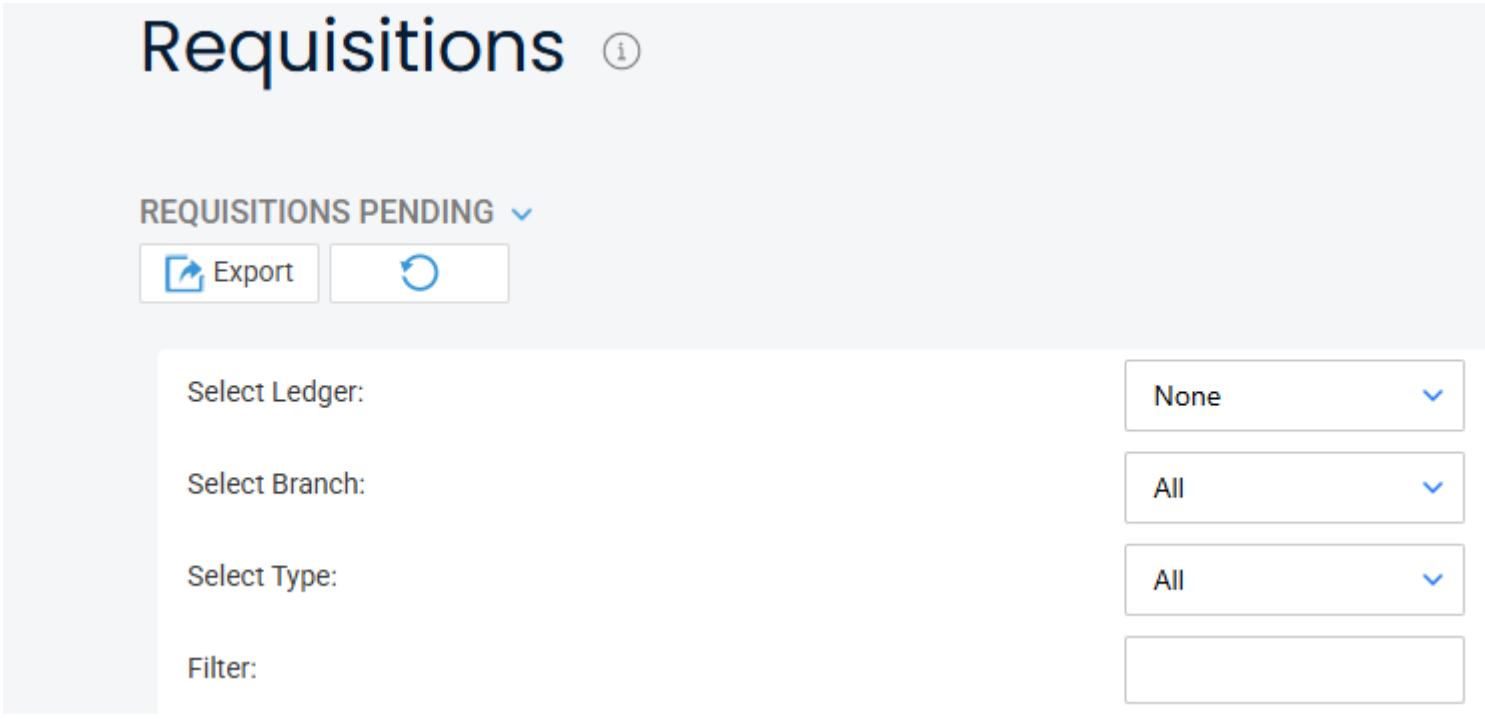
Navigate to Accounts > Banks & Journals > Requisitions



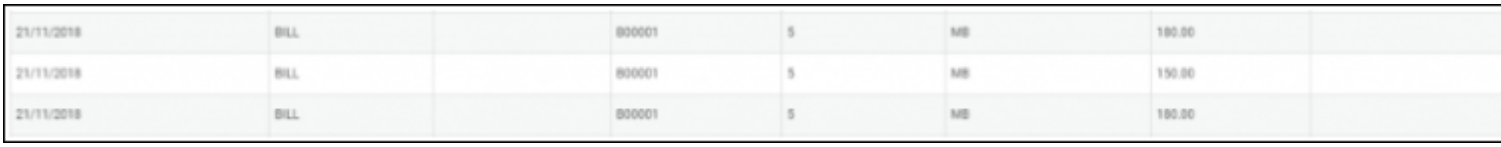
There are three drop-down lists on this page. To see client ledger requisitions, select ‘Client’ from the ‘Select Ledger’ box.

Select a branch if required, or leave as ‘All’ to see all branches.

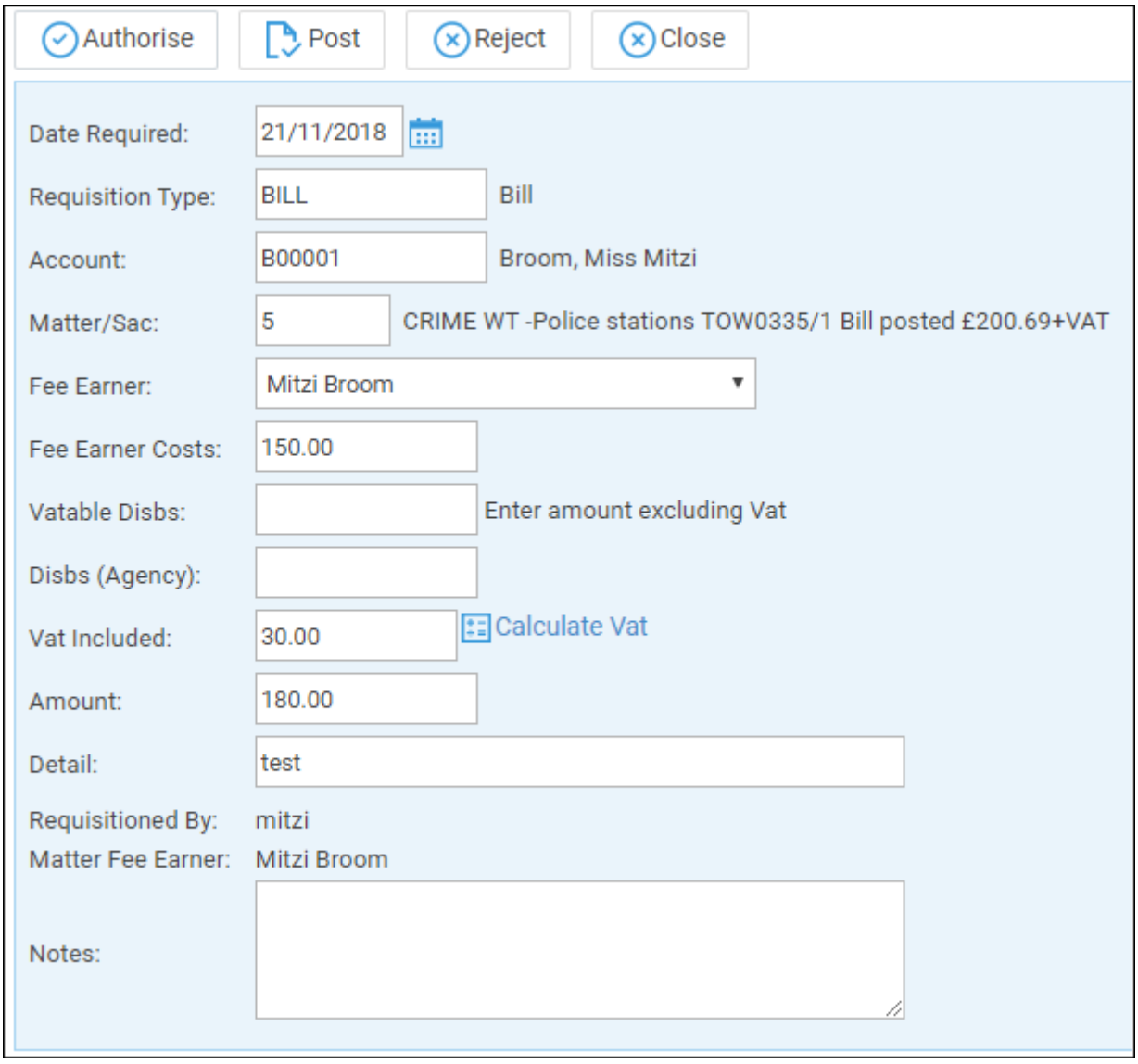
If required, you can select to just see one particular type of requisition, e.g. all your Bill requests, or all Client Receipt requests. Leave on ‘All’ to see all requisitions made and not yet authorised.



Click ‘Go’ when done to show the selected requisitions.



Clicking ‘Authorise’ alongside any of the requisitions shown will enable the accounts staff to authorise, but not post, reject, or immediately post the item to finalise the request.



- ‘Authorise’ leaves the requisition authorised but not yet posted.
- ‘Post’ opens the standard posting screen for the accounts staff to complete the posting.
- ‘Reject’ removes the requisition from the list.
- ‘Close’ returns the user to the list of outstanding requisitions.

If the user has entered any notes when entering the requisition, they will be shown in the large ‘Notes’ panel at the bottom of the details area.

If the accounts staff choose to reject the requisition for any reason, they may enter notes as to the reason for this in the box highlighted below.

On subsequently clicking ‘Reject’, the requisitioner will receive an email informing them that their requisition has been rejected.

Requisition Types

Below is a list of all the available requisition types along with their corresponding ledger posting types

Requisition Type	Corresponding Ledger Posting Type	Used To...
Bill	b Bill	Bill client for costs and disbursements
Cancel Provisional Bill	p Cancel Provisional Bill	Cancel any provisional bills already posted on the ledger
Cancel Unpaid Disbursement	u Cancel Unpaid Disbursement	Cancel any unpaid disbursement posting already posted on the ledger
Client Cheque Received	c Client Bank Receipt	Receive monies into the client bank account.
Client Cheque Required	c Client Bank Payment	Pay monies out of the client bank. Allows for printed cheque to be generated
Client Transfer from Deposit	l Client Transfer from Deposit	Move money from the deposit account to the client account
Client Transfer Payment	j Client Transfer - Payment	Transfers money from the client account of the account posted to, to the destination matter's client account
Client Transfer Receipt	j Client Transfer - Receipt	Transfers money to the client account of the account posted to, from the destination matter's client account
Client Transfer to Deposit	l Client Transfer to Deposit	Move money from the client account to the deposit account
Client TT Received	c Client Bank Receipt	Receive monies into the client bank account.
Client TT Required	c Client Bank Payment	Pay monies out of the client bank. Allows for printed cheque to be generated
Cost Transfer Client to Office/Disbs	t Cost Transfer - Client to office/disbs	Transfer money from the client account to the office/disbs
Cost Transfer Office/Disbs to Client	t Cost Transfer - office/disbs to Client	Transfer money from the office/disbs to the client
Credit Note	b Credit Note	Credit client for a previous bill
Deliver Provisional Bill	p Deliver Provisional Bill	Finalise a provisional bill
Deposit Receipt	d Deposit Receipt	Receive monies into the deposit account
Deposit Withdrawal	d Deposit Withdrawal	Pay monies out of the deposit account
Disbursement to Office Transfer	m Disbursements to Office Transfer	Move money from the disbursements to the office column on a matter

Fee Earner Bill	b Bill	Bill client for costs and disbursements. Includes calculator for fee earner costs and disbursements.
Note	z - Note	Posts a non financial note onto the client ledger
Office Cheque Received	o Office Bank Receipt	Receive money into the office bank
Office Cheque Required	o Office Bank Payment	Pay money out of the office bank. Allows printed cheque to be generated.
Office to Disbursement Transfer	m Office to Disbursements Transfer	Move money from the office to the disbursements column on a matter
Office Transfer Payment	k Office Transfer - Payment	Move money from the office/disbs column of the matter to the office/disbs column off the destination matter
Office Transfer Receipt	k Office Transfer - Receipt	Move money to the office/disbs column of the matter from the office/disbs column off the destination matter
Office TT Received	o Office Bank Receipt	Receive money into the office bank
Office TT Required	o Office Bank Payment	Pay money out of the office bank. Allows printed cheque to be generated.
Pay Unpaid Disbursement	u Pay Unpaid Disbursement	Converts previously posted Unpaid Disbursement to an office bank payment posting
Petty Cash Payment	e Petty Cash Payment	Pay money out of the office/disbursements column from the PETTYCASH journal
Petty Cash Receipt	e Petty Cash Receipt	Receive money into the office/disbursements column from the PETTYCASH journal
Provisional Bill	p Provisional Bill	Post a draft bill for approval without affecting your fees or VAT
Transfer from Nominal	n Transfer from Nominal	Payment from the office/disbs column from a nominal rather than the bank
Transfer to Nominal	n Transfer to Nominal	Receipt to the office/disbs column from a nominal rather than the bank
Unpaid Disbursement	u Unpaid Disbursement	Post an anticipated disbursement without affecting the office bank or a nominal. Use Pay Unpaid disbursement to convert to a regular office bank payment posting.
Write Off Credit	w Write Off Credit	Write off a credit balance from the office/disbs column.
Write Off Debit	w Write Off Debit	Write off a debit balance from the office/disbs column.