



Osprey Approach: Set up and use Requisitions

This help guide was last updated on
Oct 4th, 2023

The latest version is always online at
<https://support.ospreyapproach.com/?p=2331>

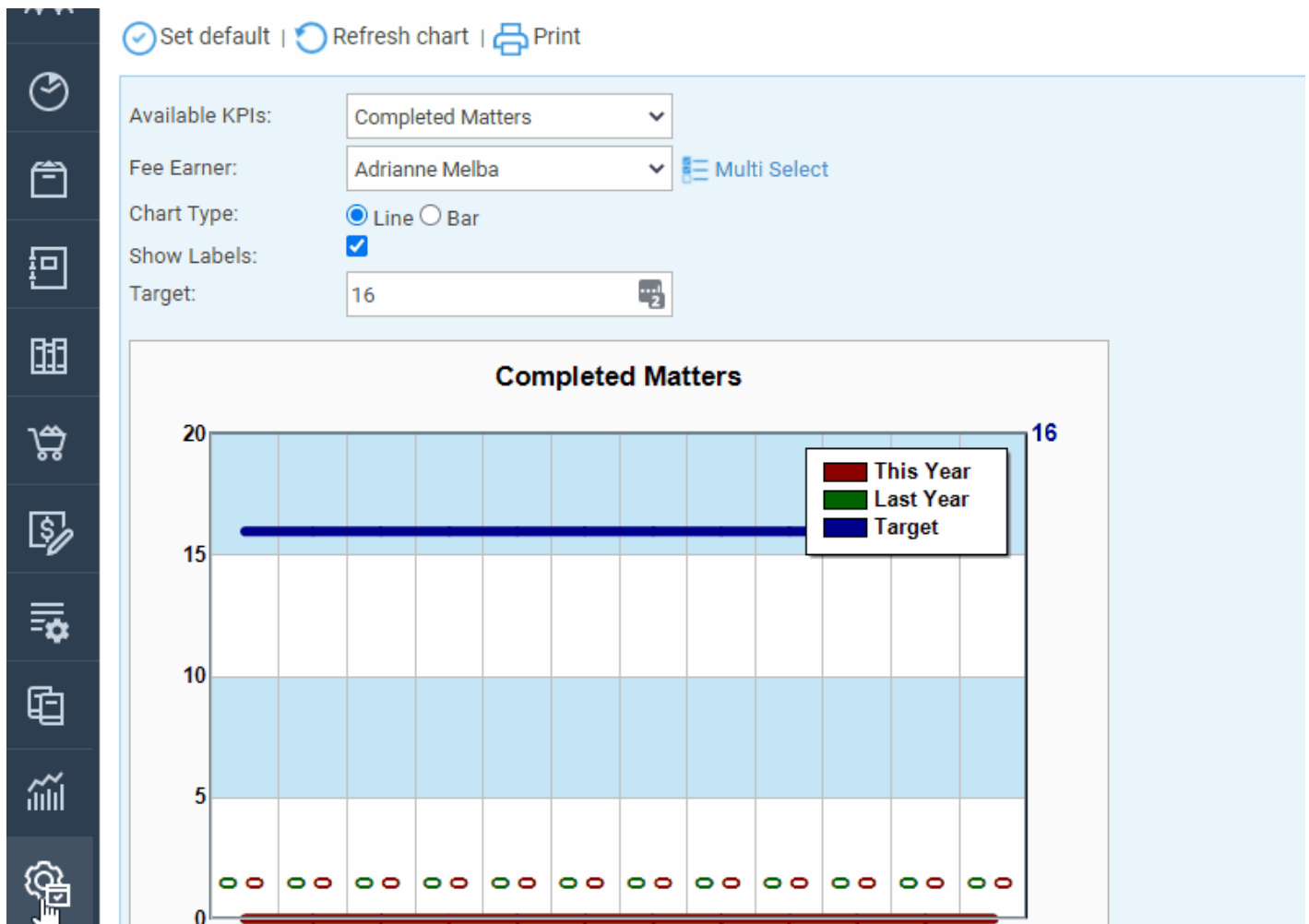


You can allow your users or fee earners to request cheques, bills and other postings to be made to the client ledgers in Osprey.

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.

Security Template Description:

Month End




Financial Areas:

Client Ledgers



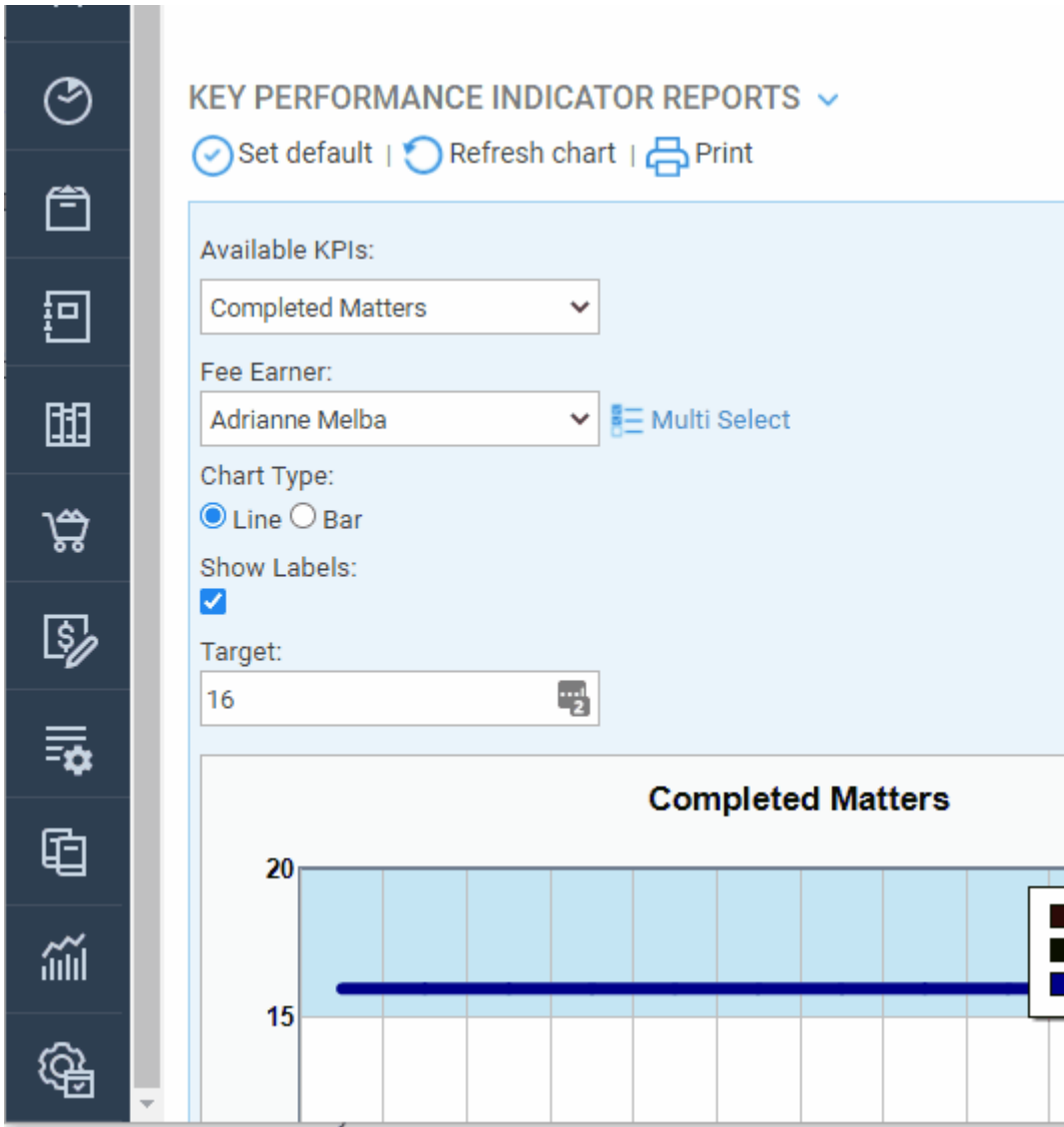
Security Template Details

 Update

SECURITY DESCRIPTION	SELECTED	TOGGLE
Out of Period Posting	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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' and ensure that their 'Financial Security View' is set to the template which allows posting and authorising of requisitions.

Save

Cancel

Archive

User Id:

ADAMC

Template:

Senior Case Worker

Email:

adamc@pracctice.net

Fee Earner:

Not Allowed

Default Security

Month End

Redirect Keydates:

Secretarial Access

StylePath:

Test

Preferred Ledged View:

mattw

Approver

Financial Security View:

Month End

Postina Tvpe View:

Default View

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 using the Desktop App

Navigate to the Client Ledger and select the Requisitions Tab. Ensure that you have selected the client you want to raise a request against.

Osprey Approach (3.2.5)

Today's Units: 0
 Today's Time: 00h:00m
 Today's Value: £0.00

Global search

00:00:58 /0

testing Completed File Opening

Client Ledgers - 100003/1 (O'Wilson/Purchase 6 Anfield Road) FE: DH WT: FWRCF

Change Client/Matter Email Conflict of Interest Enable Client Web Access Send SMS

Document Production

CLIENT LEDGER LEDGER SUMMARY **REQUISITION**

Add New

DATE REQUIRED	REQUISITIONED BY	TYPE	AMOUNT	DETAIL	NOTES
29/08/2023	dan	Client TT	100.00	Bill of cost 1	test

Click Add New to search for a posting, or click the downwards arrow to provide a dropdown list

Add New 

- Bill
- Client Payment Received
- Client Payment Required
- Cost Transfer Client to Office/Disbs
- Cost Transfer Office/Disbs to Client
- Office Payment Received
- Office Payment Required
- Client Transfer Payment
- Client Transfer Receipt
- Fee Earner Bill
- Petty Cash Payment
- Unpaid Disbursement
- Pay Unpaid Disbursement
- Transfer from Nominal
- Transfer to Nominal
- Cancel Provisional Bill
- Cancel Unpaid Disbursement
- Client Transfer From Deposit
- Client Transfer To Deposit

BY	TYPE
	Client TT

Select the required posting, and fill in the relevant details.

Client Payment Received - Osprey Approach (3.2.5)
— □ ×

Close
Save

Date Required

04/10/2023
📅

Currency

GBP
▼

Details

Client Funds Received
▼

Client Bank

Euro Bank
▼

Amount

1,000.00

Notes for Authoriser

Funds paid by BACS

Print Requisition slip

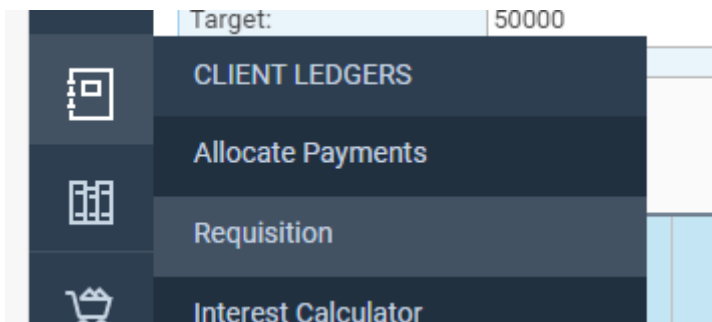
- Notes for Authoriser: Enter any notes for the requisition authoriser here.
- Print Requisition slip: If this box is ticked, on Saving the requisition, you will receive a print with 2 copies of the requisition, one for yourself and one for the accounts department. A copy is also saved to Matter History.

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.

	OFFICE	DISBS	CLIENT	DEPOSIT
TOTALS	390.00	48.66	1,997,081.20	10.00
Projected Balances	2,447.40	708.34	1,995,393.20	10.00

Perform a requisition in the browser.

Ensure that you have selected the client you want to raise a request against. Navigate to Client Ledgers > Requisitions.



Your Requisition Form will now open.

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

Posting Type: Fee Earner Bill

Date Required: 27/01/2021

Currency: GBP

Detail:

Fee Earner: AdamB

Fee Earner Costs: Calculate Fee Earner Costs

Vatable Disbs: Calculate Vatable Disbs Enter amount excluding Vat

Disbs (Agency): Calculate Disbs (Agency)

Vat: 0.00 Calculate Vat

Amount:

Notes for Authoriser:

Print Requisition slip

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

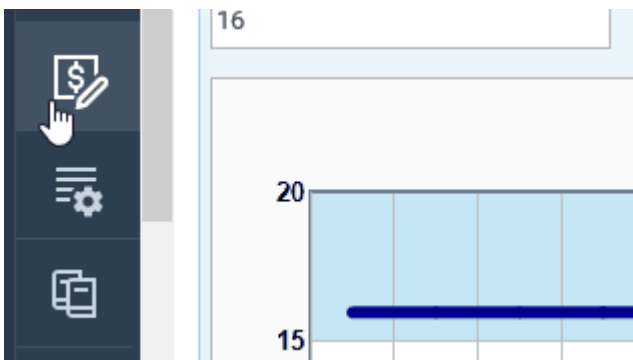
to Matter History.

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 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.

Select Ledger:

Select Branch:

Select Type:

Click 'Go' when done to show the selected requisitions.

21/11/2018	BILL		B00001	5	MB	180.00		<input checked="" type="checkbox"/> Authorise
21/11/2018	BILL		B00001	5	MB	150.00		<input checked="" type="checkbox"/> Authorise
21/11/2018	BILL		B00001	5	MB	180.00		<input checked="" type="checkbox"/> Authorise

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 📄 Post ✗ Reject ✗ Close

Date Required:	<input type="text" value="21/11/2018"/>		
Requisition Type:	<input type="text" value="BILL"/>		Bill
Account:	<input type="text" value="B00001"/>		Broom, Miss Mitzi
Matter/Sac:	<input type="text" value="5"/>		CRIME WT -Police stations TOW0335/1 Bill posted £200.69+VAT
Fee Earner:	<input type="text" value="Mitzi Broom"/>		
Fee Earner Costs:	<input type="text" value="150.00"/>		
Vatable Disbs:	<input type="text"/>	Enter amount excluding Vat	
Disbs (Agency):	<input type="text"/>		
Vat Included:	<input type="text" value="30.00"/>		Calculate Vat
Amount:	<input type="text" value="180.00"/>		
Detail:	<input type="text" value="test"/>		
Requisitioned By:	mitzi		
Matter Fee Earner:	Mitzi Broom		
Notes:	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>		

- '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.