Osprey Approach: What are Financial Templates?

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Osprey™ Approach

This guide will go through how Osprey's financial templates work and how you can utilise them

Financial templates work in conjunction with the access template, as these dictate what financial posting privileges the user has.

These templates are applied on a per-user basis, however, any updates to the template will affect all users assigned.

What financial templates does Osprey come with?

Osprey offers by default, 2 options; **Month End** & **Not Allowed**, but further templates can be added or amended at any time.

Users with access to Month End within the Access template have access to amend period sets, and view previous period ends, but cannot perform Month or Year End unless they also have the Month End financial security template.

The **Month End** financial access template also comes with the ability to Authorise and Post requisitions to the client ledger.

The **Not Allowed** Access template has all options turned off and is set to new users by default. This access template is not customisable.

What other template options are available?

Supervisor level users are able to amend financial security templates. These will allow the users assigned to these templates the ability to perform more tasks should this be required by your firm.

Please see the table below for a list of areas you can amend as well as the options available for you.

Financial Area	Security option
Client Ledgers	Out of Period Posting*
Nominal Ledgers	Out of Period Posting*
Purchase Ledgers	Out of Period Posting*
Banks and Journals	Out of Period Posting*
	Authorise Requisitions**
	Post Requisitions***
Supervisor	Run Period End****
	Run Month End*****

* Out of period posting refers to recording financial transactions outside the designated accounting period, often to correct errors or make necessary adjustments after the period has closed.

** Authorised accounts staff can authorise and post, or reject, any requested items

*** For further information please see - Set up and use Requisitions | Osprey Academy - Customer Support and Training Centre

**** For further information please see - Run a Year End | Osprey Academy - Customer Support and Training Centre

***** For further information please see -Run Period End checks | Osprey Academy - Customer Support and Training Centre