Transaction Requisitions Manual

This manual is designed to help users understand transaction requisitions in OnePractice.

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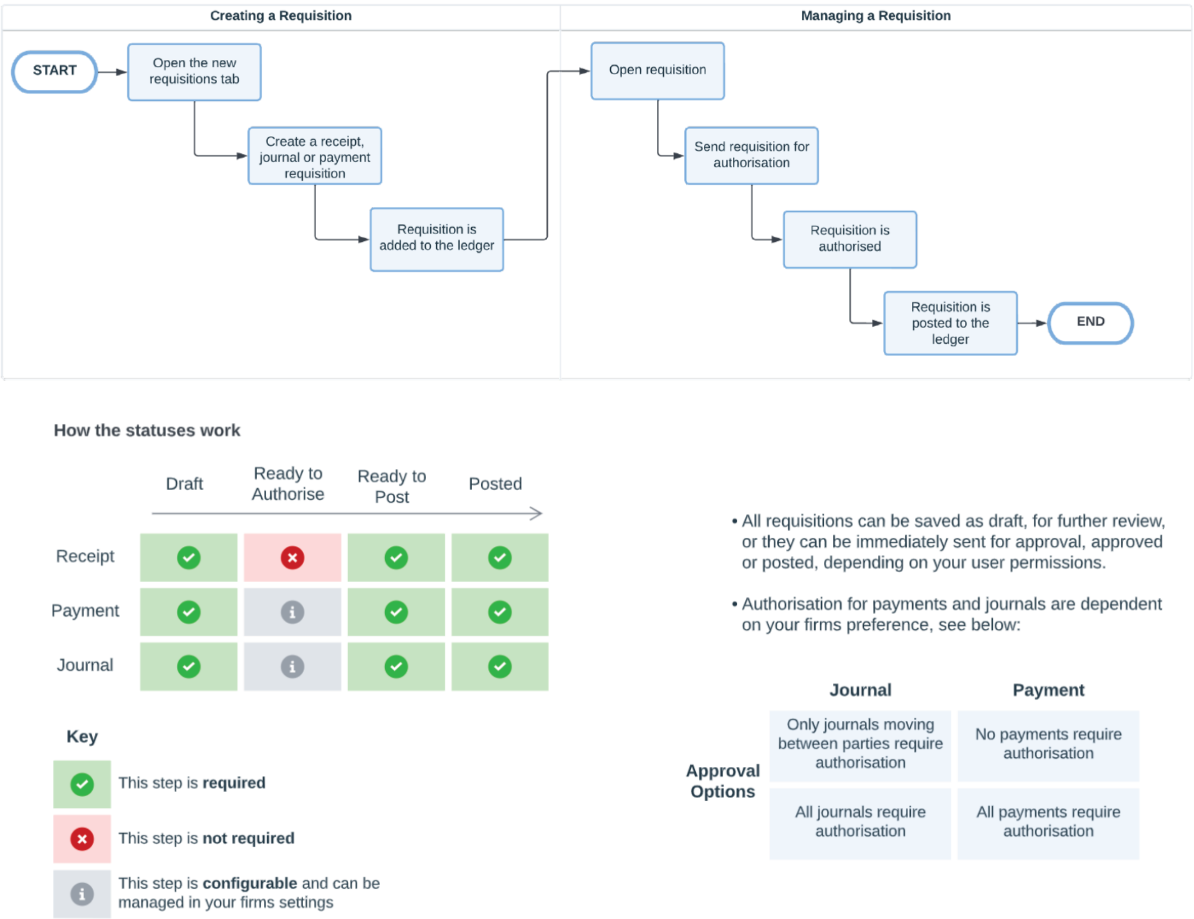
Introduction

The transaction requisition functionality provides a new Requisitions tab allowing authorised users to create draft trust transactions (e.g. trust receipts, trust payments and trust journals). The journal and payment requisitions move through the workflow as outlined in Figure 1 below depending on your practice setting preferences.



Note: Transaction requisitions do not appear in the bank reconciliation, batch update or firm float until they are "posted items".

Figure 1.

Key points to note:

+ Users create requisitions that will appear as draft items in the client ledger and will be identifiable by *italic text* and a yellow dot
+ Transaction requisitions will allow users to see what effect these potential postings will have on a client's ledger, including how the running balance will calculate
+ These can be created in anticipation of upcoming transactions such as property settlements
+ Permissions have been added to allow for the creation of requisitions, the authorisation of requisitions, the return of ready to post requisitions to a draft state and the overall administration of requisitions which allows a user to edit or delete requisitions created by other users

Role Permissions

- Set users to Create Trust Requisitions in draft, Receipts, Payment and Journals (see Figure 2 below)
- Give users the ability to return a Ready to Post Trust Requisition to a fully editable (draft) state (see Figure 3 below).
- Set users to Authorise Trust Requisitions (see Figure 4 below)
- Set users to be Trust Requisition Administrators (see Figure 5 below)
- Users with the existing Create Journal, Trust Receipt Recording and Trust Payment Recording permissions will have the Post button enabled (see Figure 6 below)

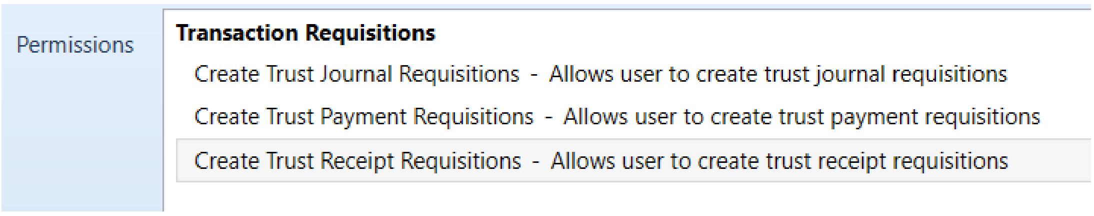


Figure 2.

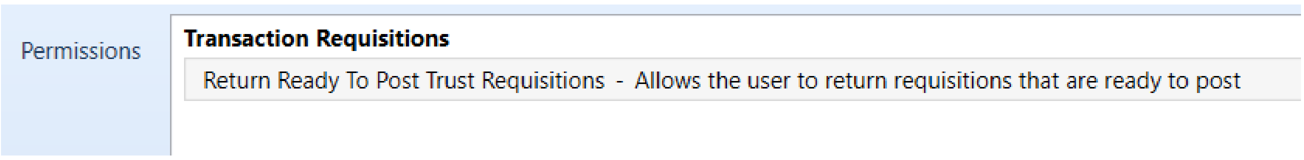


Figure 3.

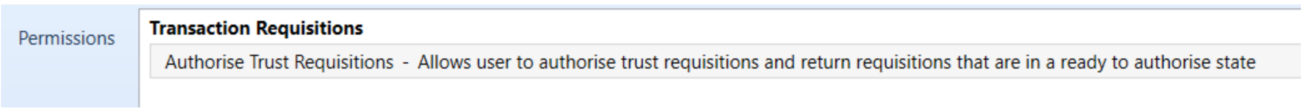


Figure 4.

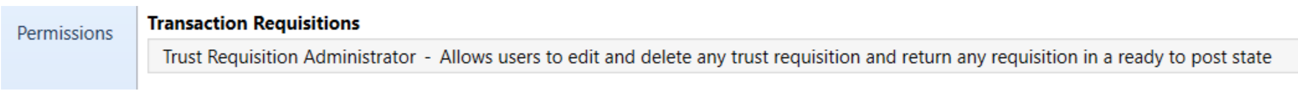


Figure 5.

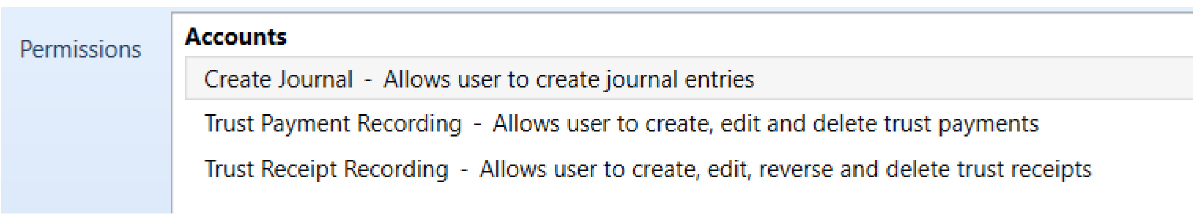


Figure 6.

To add the required permissions, go to the Administration tab > Roles. Double-click to edit an existing role or use the green plus to add a new role. Click ‘Choose Permissions’ and tick on the appropriate permissions (see Figure 7 below).

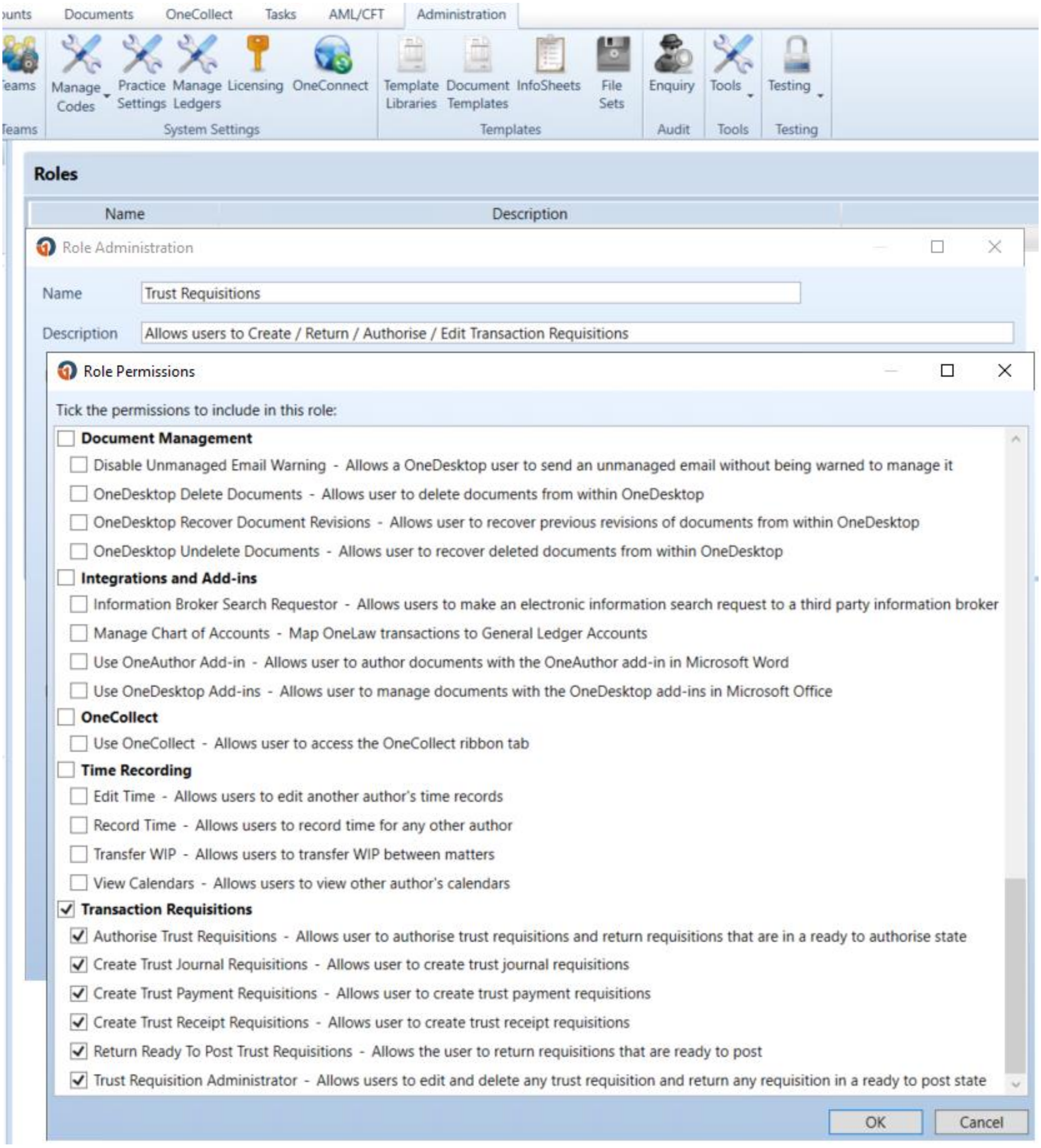


Figure 7.

Users wanting to print out journal and payment requisitions authorisation will need the reports shown in Figure 8 below. Click 'Choose Reports' and tick these on.

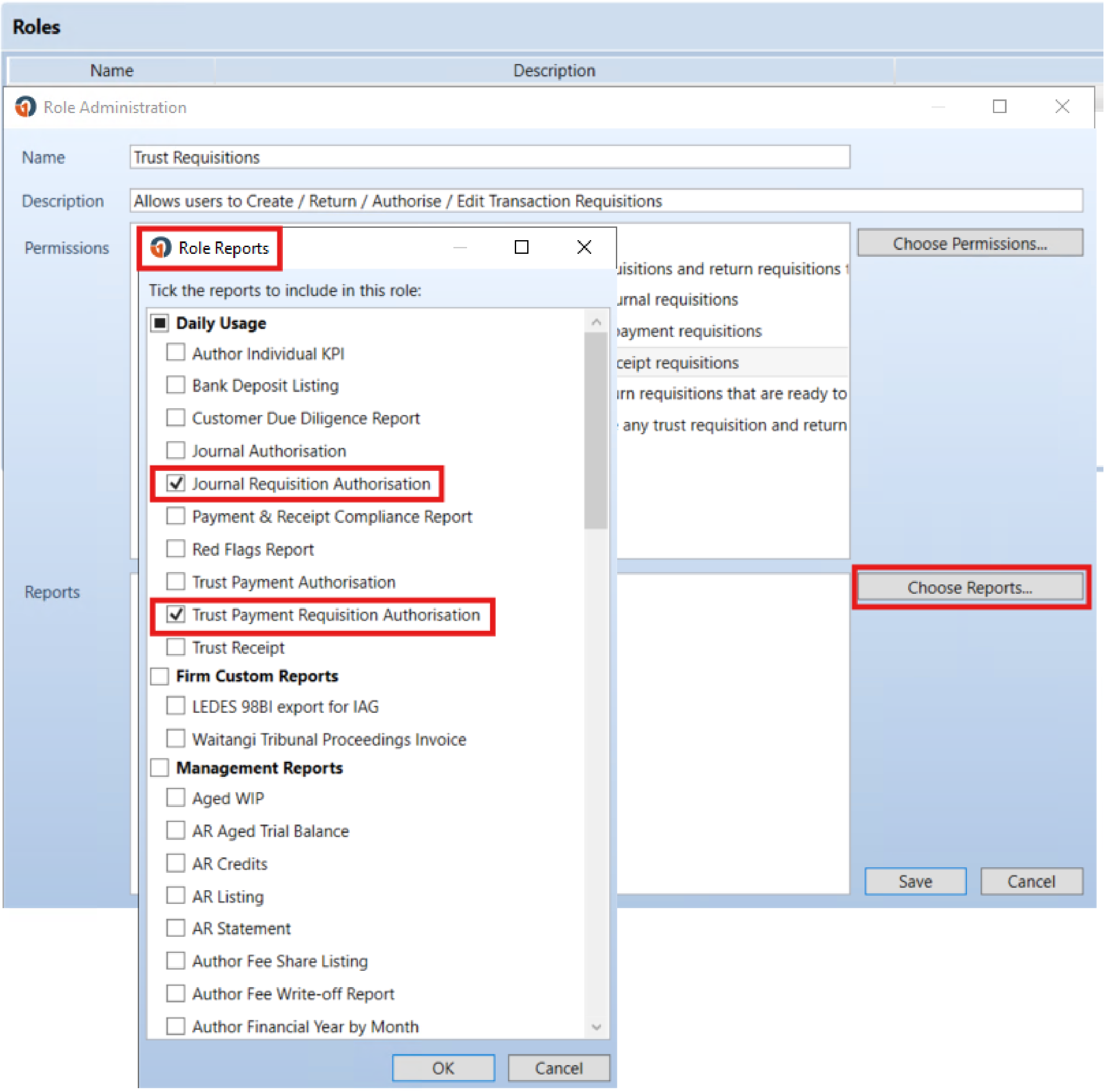


Figure 8.

Draft Requisitions

If the matter has draft requisitions on it, an * will show on the financial summary beside the trust balance (see Figures 9 & 10 below).

NOTE: The trust balance will only show the balance of **posted** trust transactions.

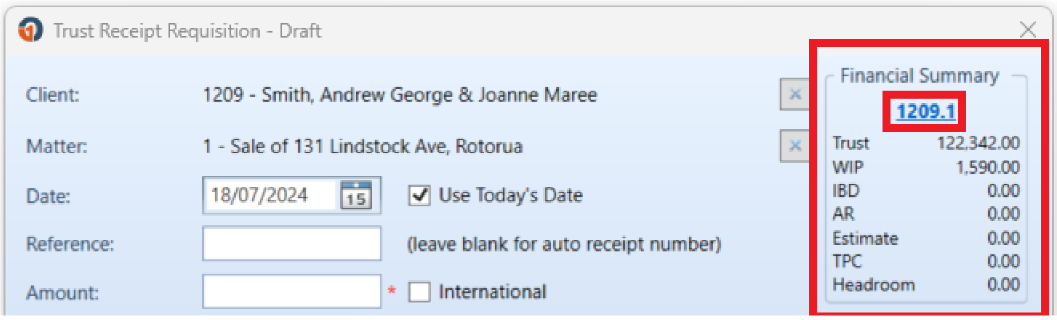


Figure 9.

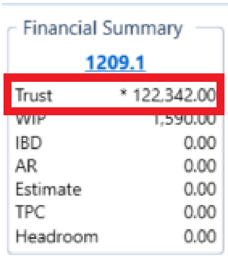


Figure 10.

Draft requisitions will show in the matter in *italic text* with a yellow dot (see Figure 11 below).

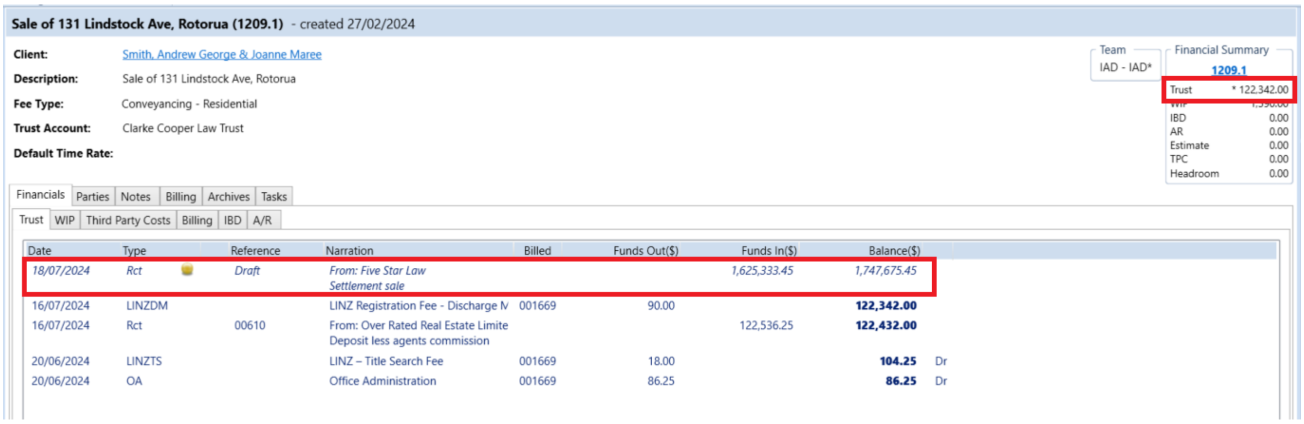


Figure 11.

Creating a Receipt Requisition

To create a receipt requisition, go to the Requisitions tab and select the 'Receipt' button (see Figure 12 below).

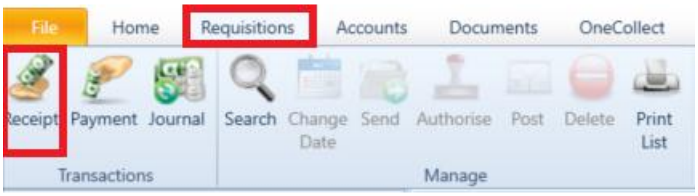


Figure 12.

Select the Client & Matter and fill out the following (see Figure 13 below):

+ Date – this is the date of the transaction, the date the money will be credited to the trust account. This date can be the current month + 1 month
+ Reference – leave blank for receipt number
+ Amount – type in the amount of the receipt
+ International – tick this box if the receipt is an international receipt, this is used for AML reporting
+ Funds Type – select an option. Credits made directly to the trust account are Electronic

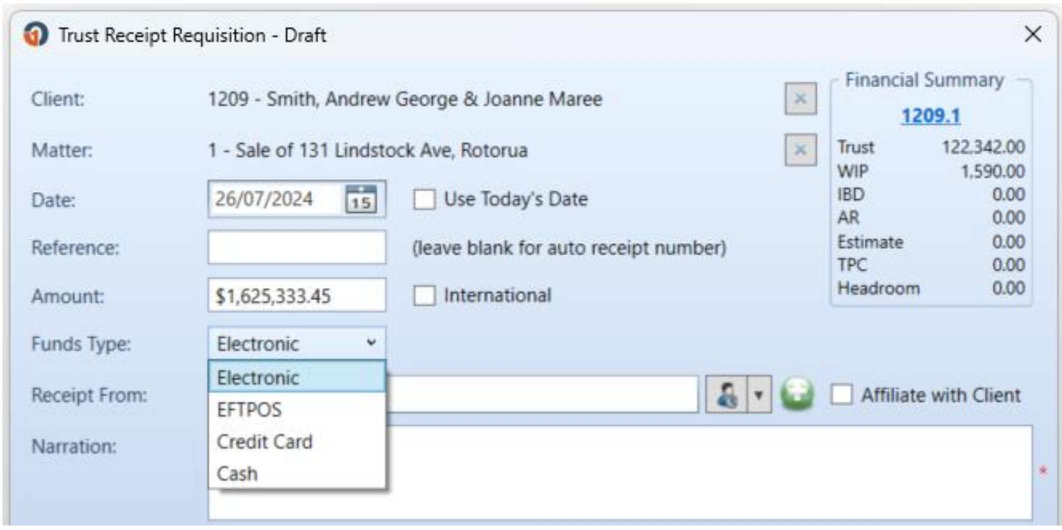


Figure 13.

+ Receipt from - type in the client number or the name of the client, select from the drop-down list (see Figure 14 below)
    + If not a client then type in the name and check if already in the system.
      NOTE: Non-clients do not have a client number (see Figure 15 below)

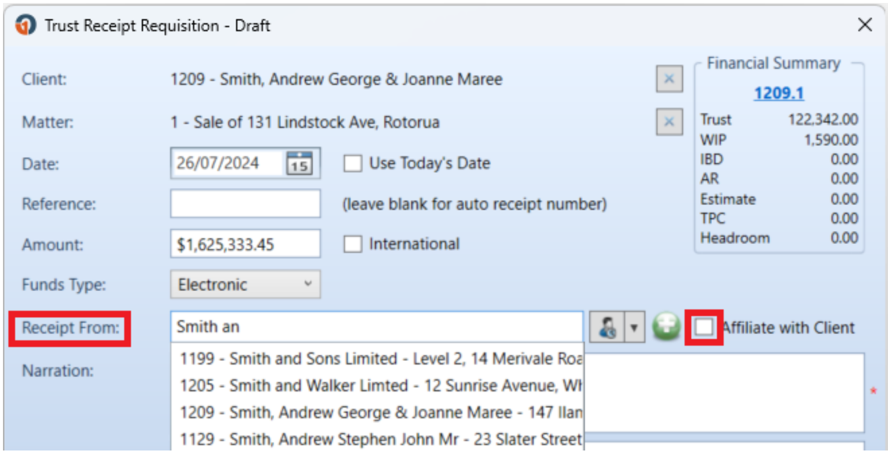


Figure 14.

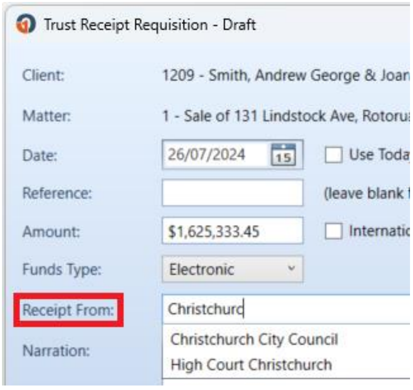


Figure 15.

+ If typing in the Receipt From field has no returns from the database, then use the green plus to add the non-client for the Receipt From field. Select the Party Type making sure 'Is a client?' is not ticked on (see Figure 16 below).

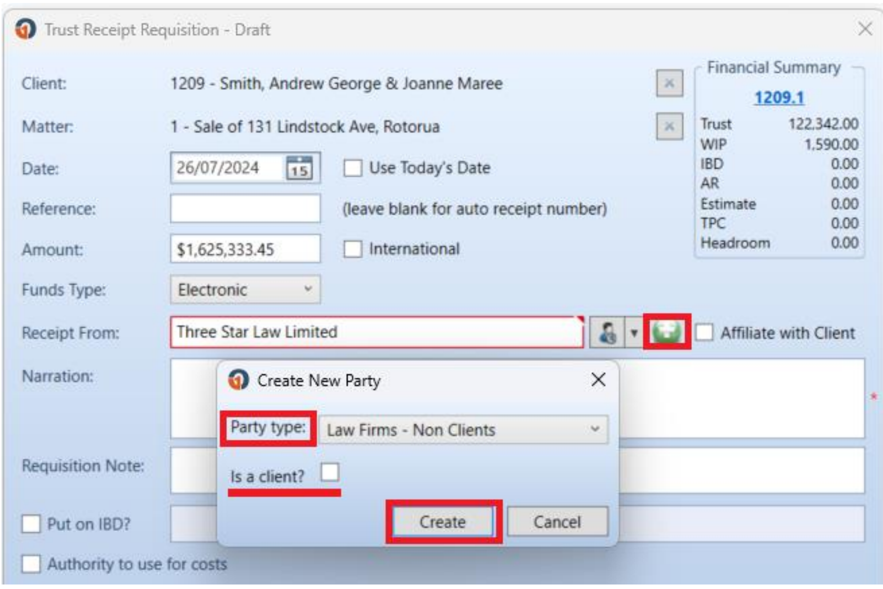


Figure 16.

- Affiliate with Client - Tick this on for AML if the receipt payee is to be affiliated with the client and CDD to be completed
- Narration – the reason the funds are being received, F4 will list the stored narrations if these are set up
- Requisition Note – any notes to convey to the Accounts Department/person who will ultimately be posting the requisition
- Put on IBD? – tick the box if funds are required to be put on IBD
- Authority to use for costs – tick the box if the client has given their authority to use the receipt funds for costs
- Managed Docs – use the green plus to search for documents associated with this receipt e.g. SDCP email, authority from client to use for costs, confirmation of payment from a bank
- Save & New – to record another trust receipt requisition
- Save & Copy – to retain fields for the same client/matter
- Save & Close - to finish
- Send – to save & close the transaction and change the status to Ready to Post
- Cancel – to close and delete

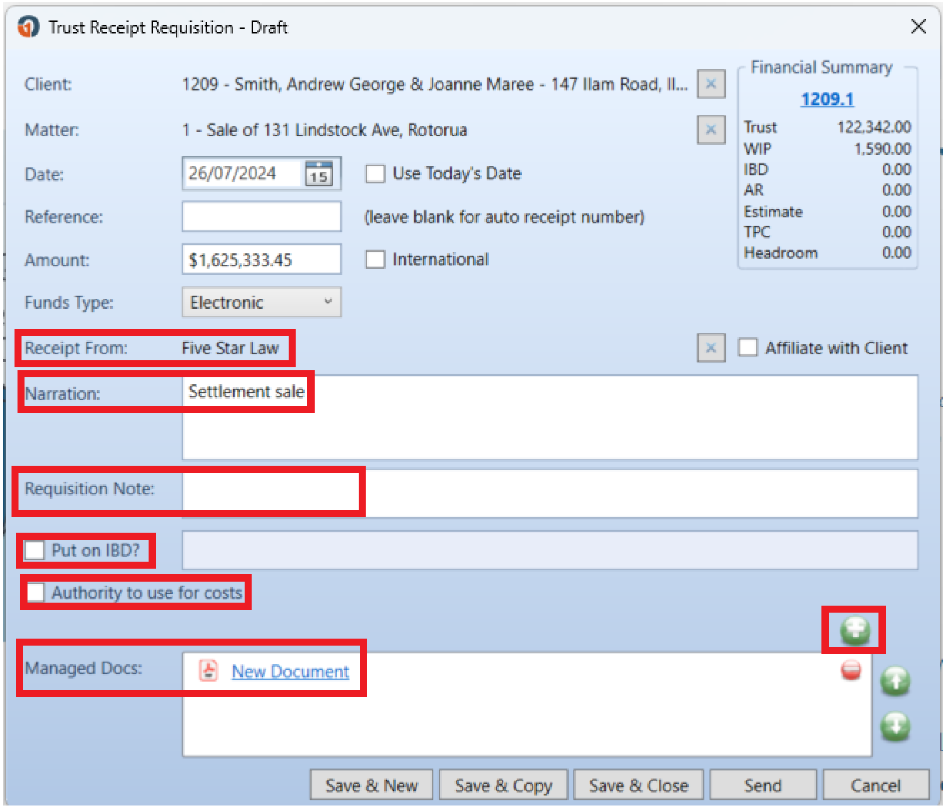


Figure 17.

Creating a Payment Requisition

To create a payment requisition, go to the Requisitions tab and select the 'Payment' button (see Figure 18 below).

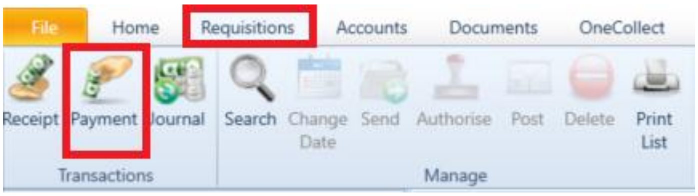


Figure 18.

Select the Client & Matter and fill out the following (see Figure 19 below):

- Date – this is the date of the transaction, the date the money will be debited from the trust account. This date can be the current month + 1 month
- Amount – type in the amount of the payment
- International – tick this box if the payment is an international payment – used for AML reporting
- Funds Type - will always be Electronic
- Same Day Cleared Payment - Tick the box if the payment is required to be by SDCP
- Reference – leave blank for payment reference number to be automatically inserted or this can be manually entered if that is the firm's preference. Note this is not a compulsory field
- Disbursement – 'No' for a normal trust payment, 'Yes' to make the payment billable

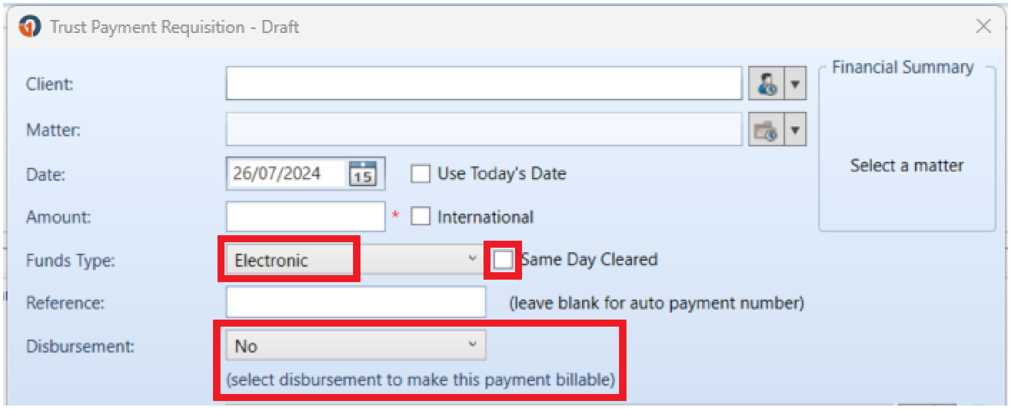


Figure 19.

- Payment To – type in the client number or the name of the client, select from the drop-down list
  - If not a client then type in the name and check if already in the system
    NOTE: Non-clients do not have a client number
- If typing in the Payment To field has no returns from the database, then use the green plus to add the non-client for the payment to field. Select the Party Type making sure 'Is a client' is not ticked on
- Bank account number – this will come up if a bank account number has been saved to this client/non-client

+ Narration – the reason the funds are being paid, F4 will list the stored narrations if these are set up
+ Requisition Note – text field for instructions e.g. email address for SDCP confirmation
+ Withdrawal from IBD – tick box to instruct the withdrawal of funds from IBD
+ Underlying Authority – text field for completion when necessary
+ Manage Docs – use the green plus to attach documents to the payment
+ Requisition is urgent – tick box to mark the payment as urgent
+ Save & New – to record another trust payment requisition
+ Save & Copy – to retain fields for the same client/matter
+ Save & Close – to finish
+ Send – to save & close the transaction and change the status to Ready to Post or Ready to Authorise depending on firm settings
+ Cancel – to close and delete

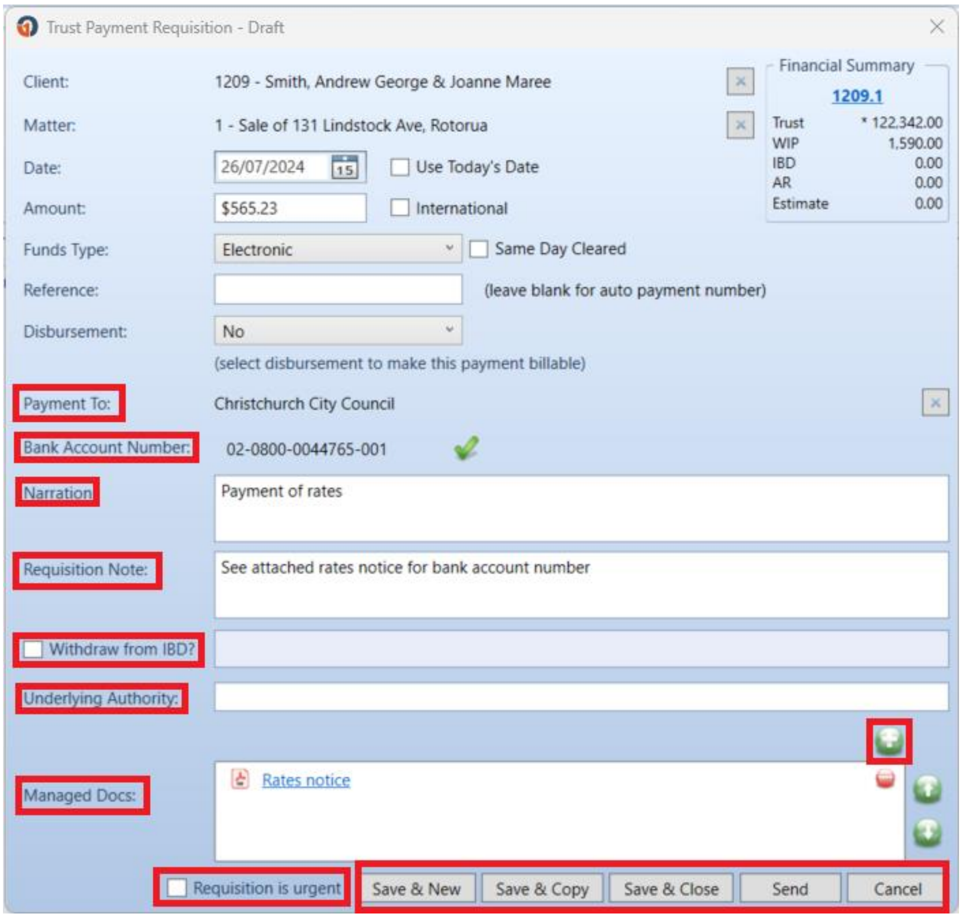


Figure 20.

After clicking ‘Save & New,’ ‘Save & Copy,’ ‘Save & Close’ or ‘Send,’ if the payment requisition is reliant on funds being receipted before the payment is finally posted and/or is future dated, the following warning messages will present (see Figures 21 and 22 below).

Click ‘Yes’ to both messages if it is certain that funds will be in hand on the date of the requisition and that the requisition is dated correctly. Click ‘No’ to continue editing the requisition.

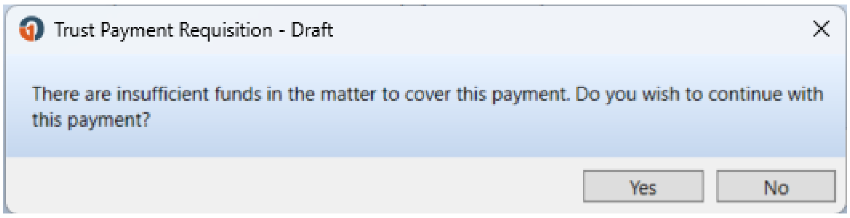


Figure 21.

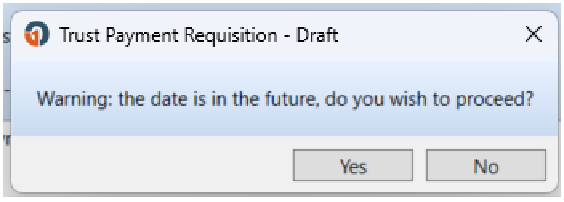


Figure 22.

Creating a Journal Requisition

To create a journal requisition, go to the Requisitions tab and select the ‘Journal’ button (see Figure 23 below).

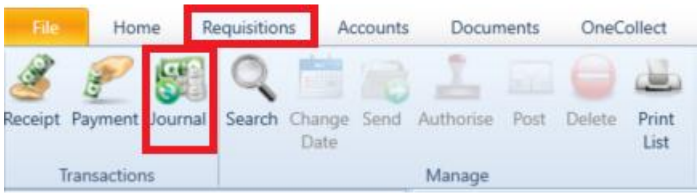


Figure 23.

Fill out the following (see Figure 24 below):

- Date – type in the date or tick on the calendar box to select the date
- Reference – type in if the firm has its own reference, leave blank to auto assign
- Reason – the reason the funds are being journaled, F4 will list the stored narrations if these are set up
- Amount – type in the amount to be journaled

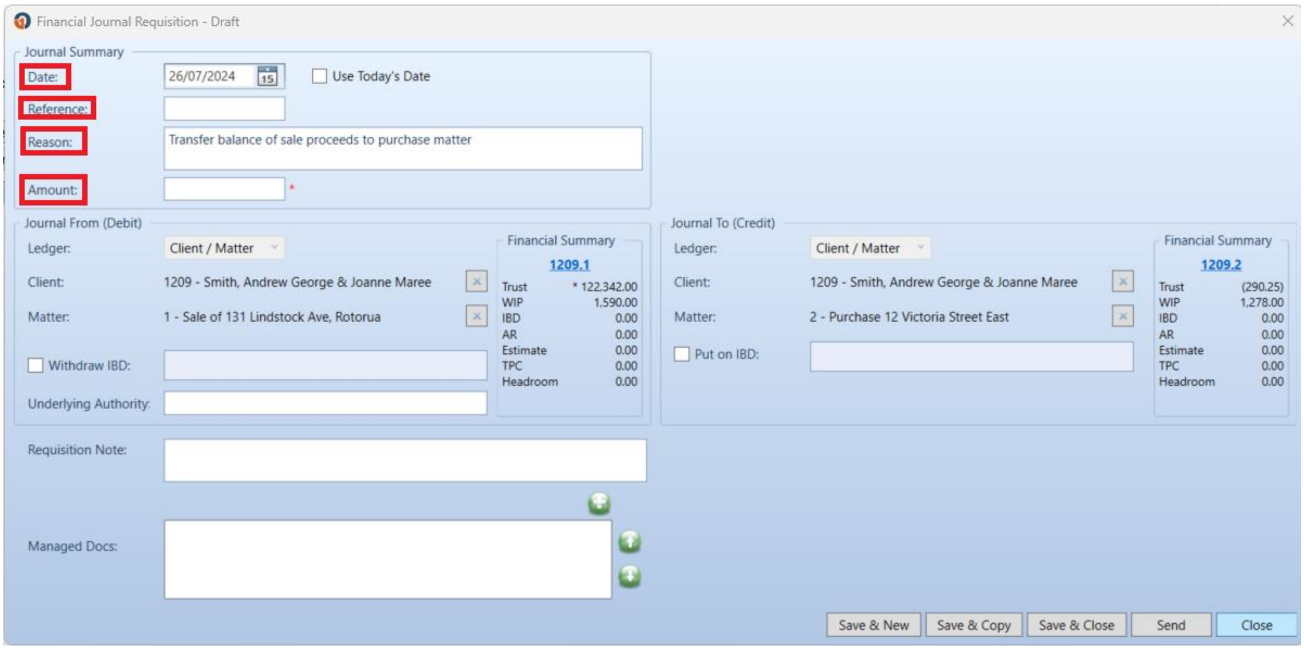


Figure 24.

<u>Journal From (Debit)</u>

NOTE: Always check the Financial Summary for matter trust balance.

- Pick a client and matter
- Withdrawal from IBD – tick box to instruct the withdrawal of funds from IBD (see Figure 25 below)
- Underlying Authority – text field for completion when necessary
- Requisition Note - text field for instructions

+ Manage Docs – use the green plus to attach documents to the journal

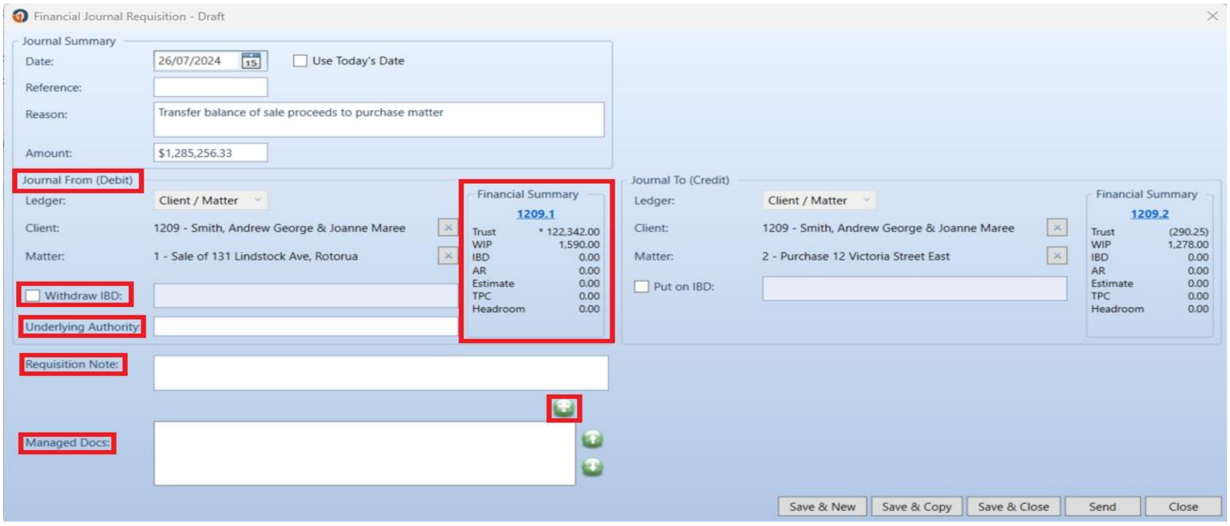


Figure 25.

<u>Journal To (Credit)</u>

+ Pick a client and matter
+ Put on IBD – tick box to instruct the deposit of funds to IBD (see Figure 26 below)

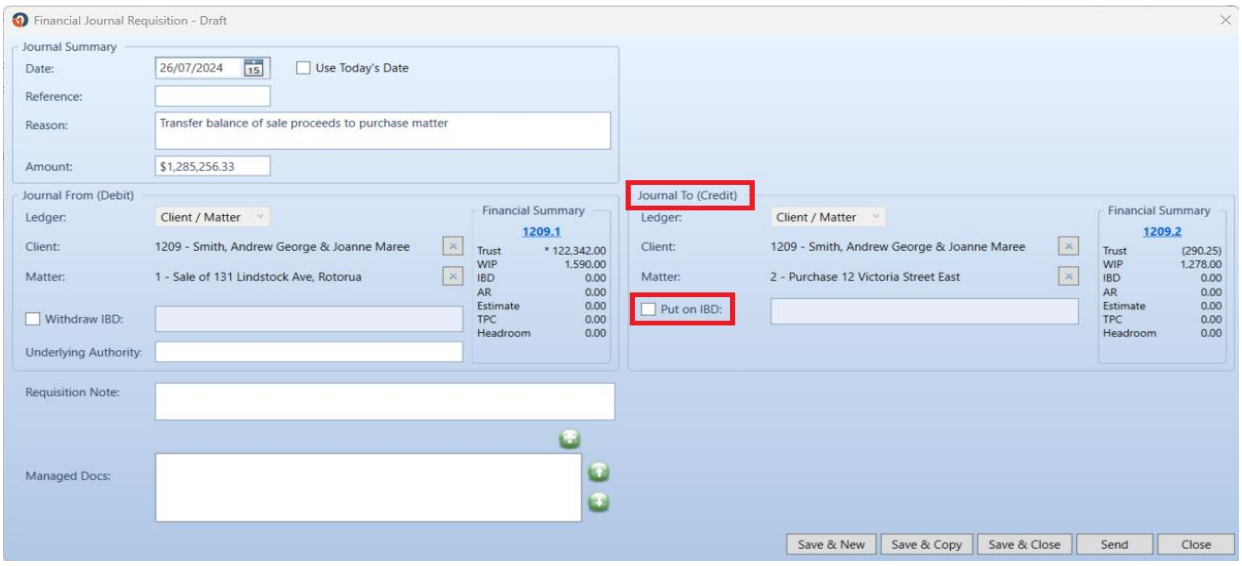


Figure 26.

+ Save & New – to record another trust journal requisition
+ Save & Copy – to retain fields for the same client/matter
+ Save & Close – to finish
+ Send – to save & close the transaction and change the status to Ready to Post or Ready to Authorise depending on firm settings
+ Cancel – to close and delete

After clicking 'Save & New,' 'Save & Copy,' 'Save & Close' or 'Send,' if the journal requisition is reliant on funds being receipted before the journal is finally posted and/or is future dated, the following warning messages will present (see Figures 27 and 28 below)

Click 'Yes' to both messages if it is certain that funds will be in hand on the date of the requisition and that the requisition is dated correctly. Click 'No' to continue editing the requisition.

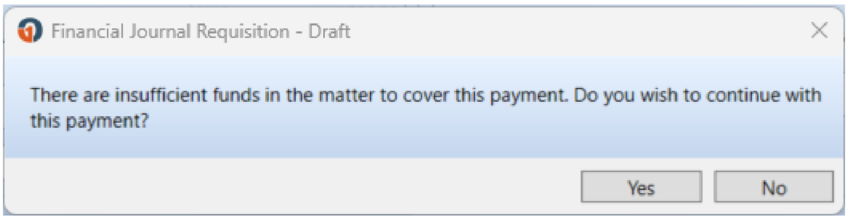


Figure 27.

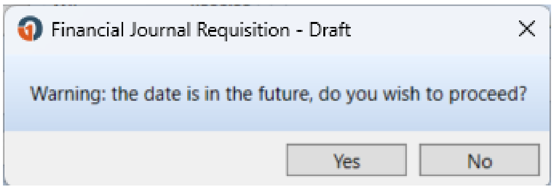


Figure 28.

Requisitions Dashboard

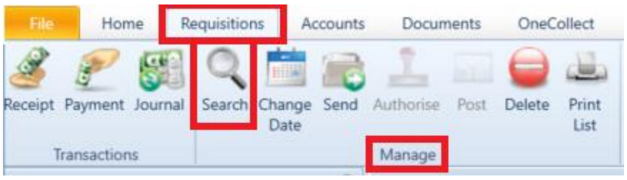


Figure 29.

To search for requisitions that have been set up:

+ Click 'Search'
+ Select the party and matter or leave blank for all
+ Status – can select a single status or multiple statuses, Draft, Ready to Authorise, Ready to Post, Posted (see Figure 30 below)

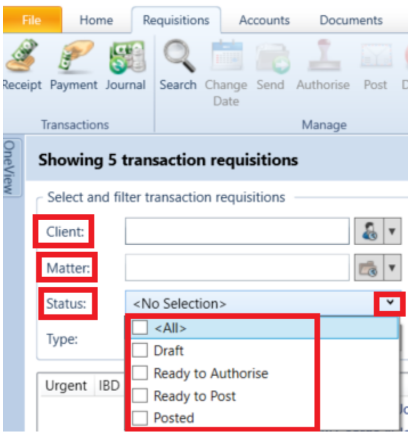


Figure 30.

+ Select a single type or multiple types - Receipt, Journal, Payment (see Figure 31 below)

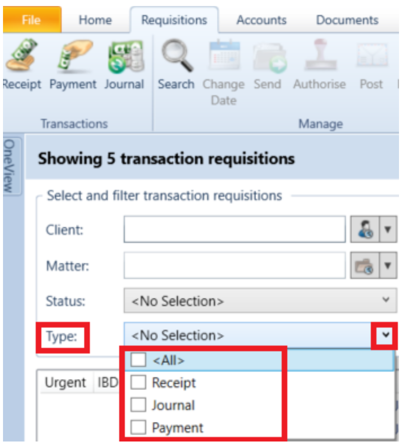


Figure 31.

+ Transaction date – select a date or date range transaction is due to be posted (leave blank to view all)
+ Created on - select a date or date range transaction was created (leave blank to view all)
+ Created by – select user/s or tick for all
+ Team – select team
+ Authorised by – select user/s or tick for all
+ Posted by – select user/s or tick for all
+ Apply filter – click after making selections

(See Figure 32 below)

When users navigate away and then return to the Requisition dashboard, the settings that have been chosen will remain until such time users make a new selection and click ‘Apply filter.’

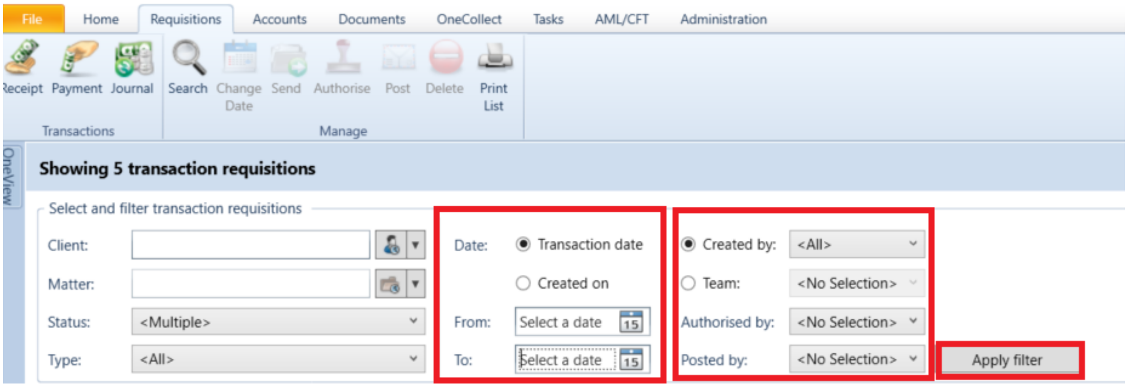


Figure 32.

NOTE: users can manage requisitions by double-clicking to open from matter level, without the need to search through the dashboard.

Managing Requisitions / Requisition Dashboard

Transaction requisitions can be managed singly or in bulk within the dashboard without having to open the requisition/s. This can be useful if requisitions have already been scrutinised individually and just require the final Send, Authorisation or Post. Users can also change the date or delete multiple requisitions at a time.

NOTE:
+ The buttons on the dashboard will remain greyed out until a requisition is highlighted
+ Individual buttons will remain greyed out if a user does not have the relevant permissions
+ The Send button will become live when working with Draft requisitions
+ The Authorise button will become live when working with Ready to Authorise requisitions
+ The Post button will become live when working with Ready to Post requisitions
+ The Change Date & Delete buttons will become live when any requisition is highlighted

The dashboard will automatically update as new requisitions are added by users, if a user is currently in a search encompassing Created by All or Created by a selection of users. New requisitions will be highlighted in yellow with **bold** type.

PIN Code for Authorisation

To set a PIN go to File > Account > Change PIN code. The PIN can be up to 6 numbers long (see Figures 33 and 34 below).

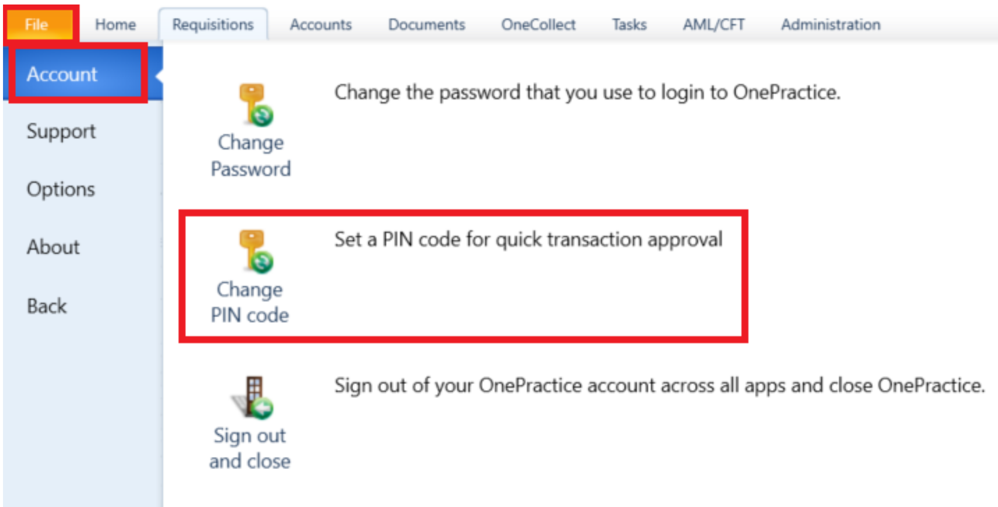


Figure 33.

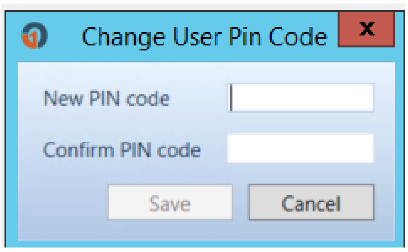


Figure 34.

If a user forgets their PIN code, this can be reset under Administration > Users. Right-click on the user's name and select 'Reset pin code' (see Figure 35 below). Then follow the steps above to create a new PIN code.

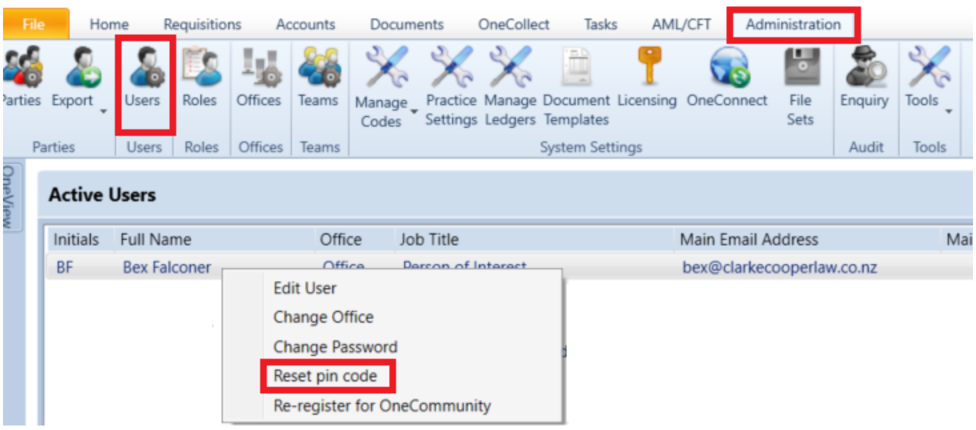


Figure 35.

Authorising a Requisition

Double-click to open the requisition that requires authorisation and click Authorise. The dialog box appears as below in Figure 36, type in the PIN code and click ‘OK.’ The requisition will move to the Ready to Post status.

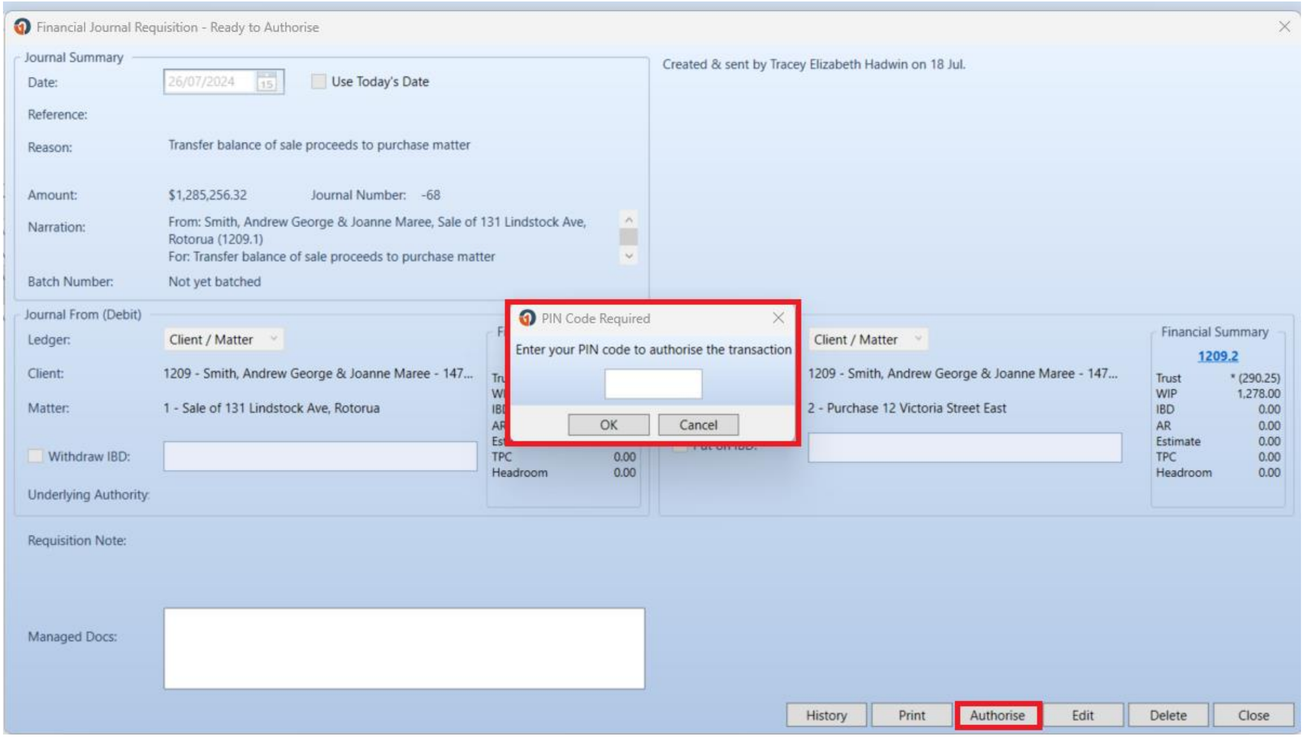


Figure 36.

Authorisation Levels

To set the levels of authorisation for journal and payment requisitions click on the Administration Tab > Practice Settings (see Figure 37 below).

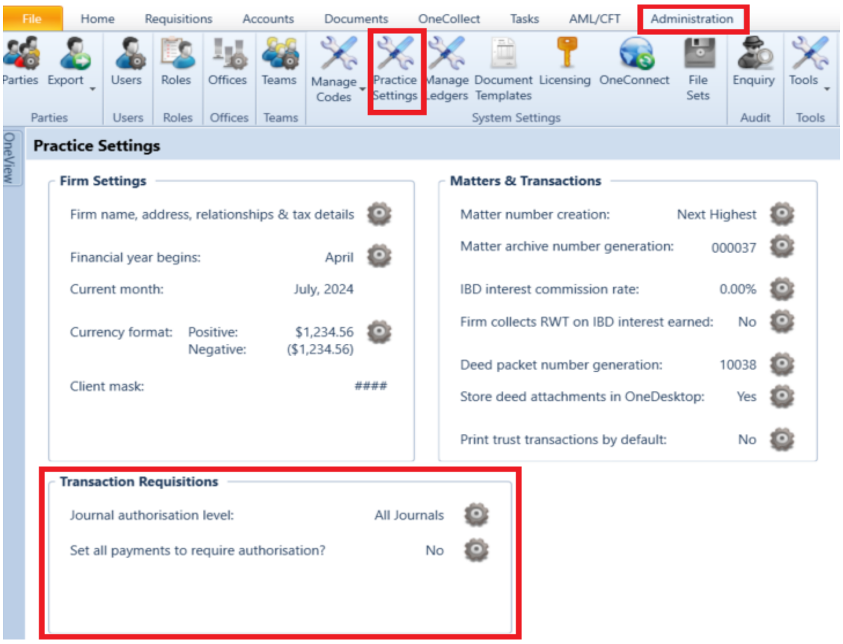


Figure 37.

The journal requisition authorisation level can be set to either all Journals or only journals moving between parties (see Figure 38 below).

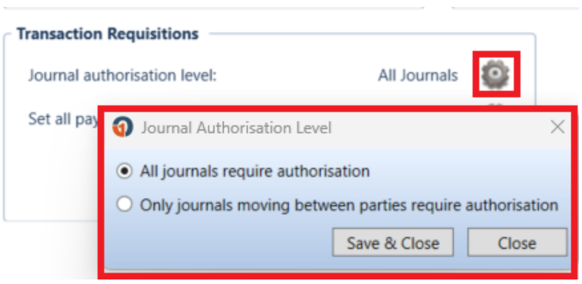


Figure 38.

Payment requisitions are either set to all payments that require authorisation or no payments that require authorisation (see Figure 39 below).

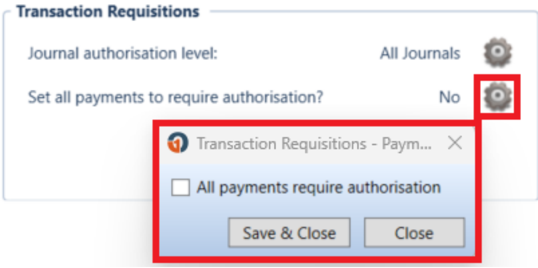


Figure 39.

Requisitions Statuses

Requisition statuses include:

- Draft
- Ready to Authorise
- Ready to Post
- Posted

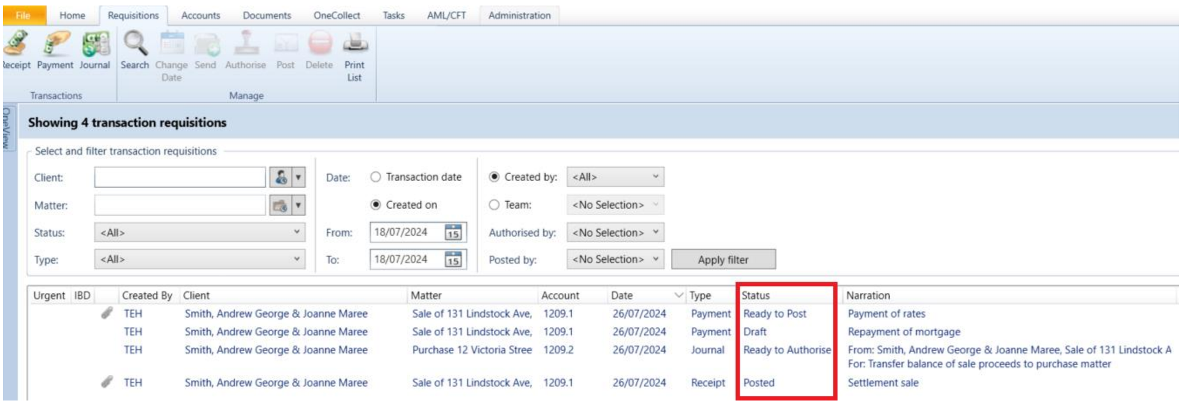


Figure 40.

If a user only has the Create Requisitions permissions, that user can edit or delete any requisition they have created until it is posted by double-clicking on the transaction. The Trust Receipt/Payment/Journal Requisition – Draft window will open (see Figure 41 below). Click 'Edit' to make changes.

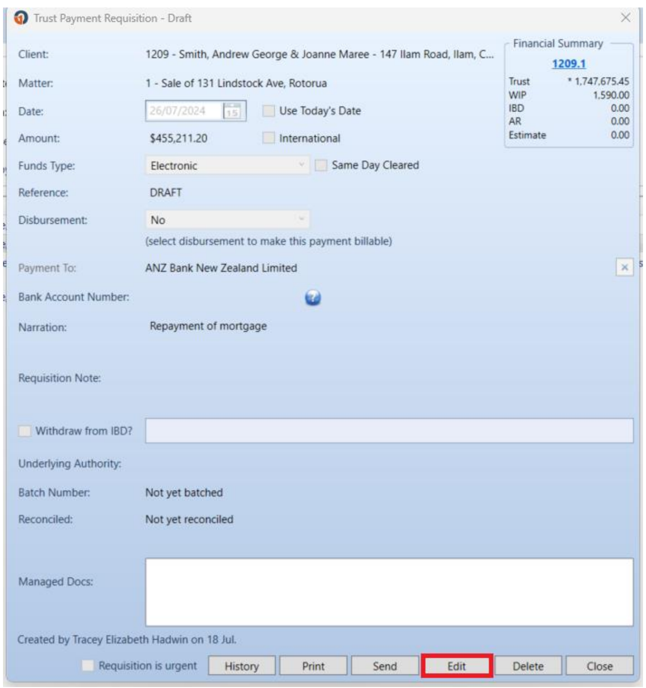


Figure 41.

The history of the transaction can be seen here (see Figure 42 below).

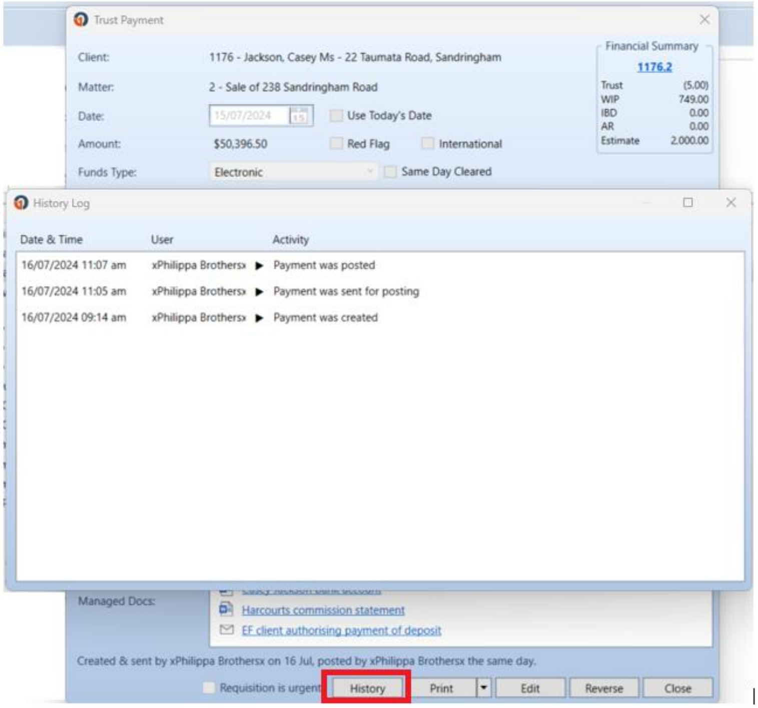


Figure 42.

The requisition can be printed. When printed, the managed documents attached will also print (See Figure 43 below).

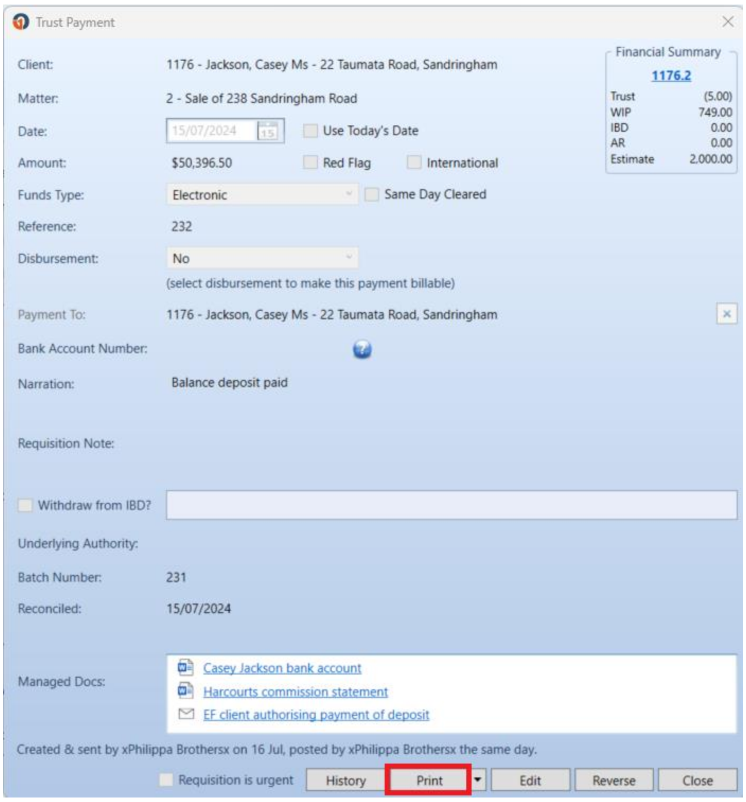


Figure 43.

Select ‘Advanced’ in the drop-down box to select documents or to re-order the attached documents, highlight the document to move and use the green arrows to place it in the correct order (see Figures 44 and 45 below).

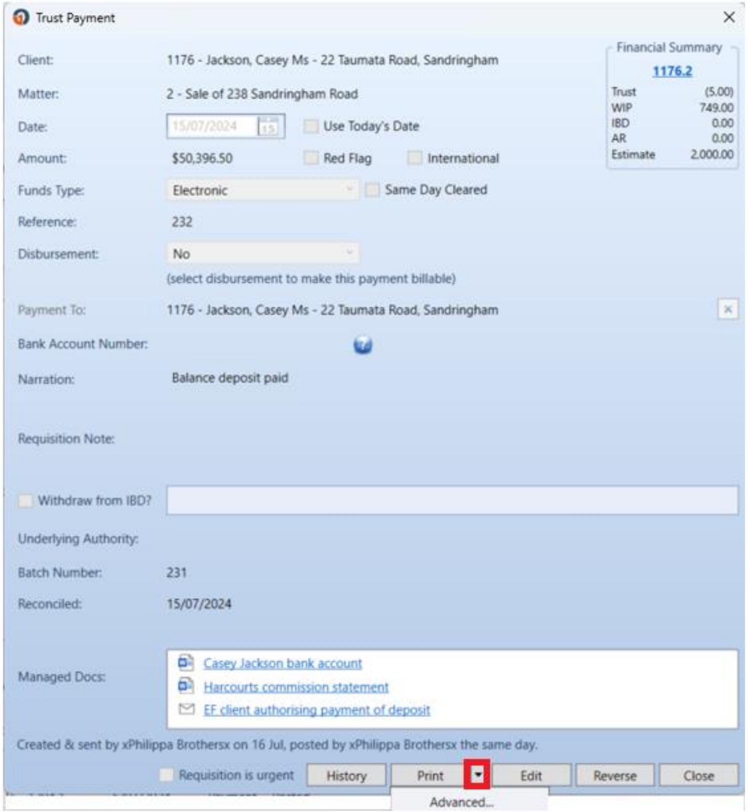


Figure 44.

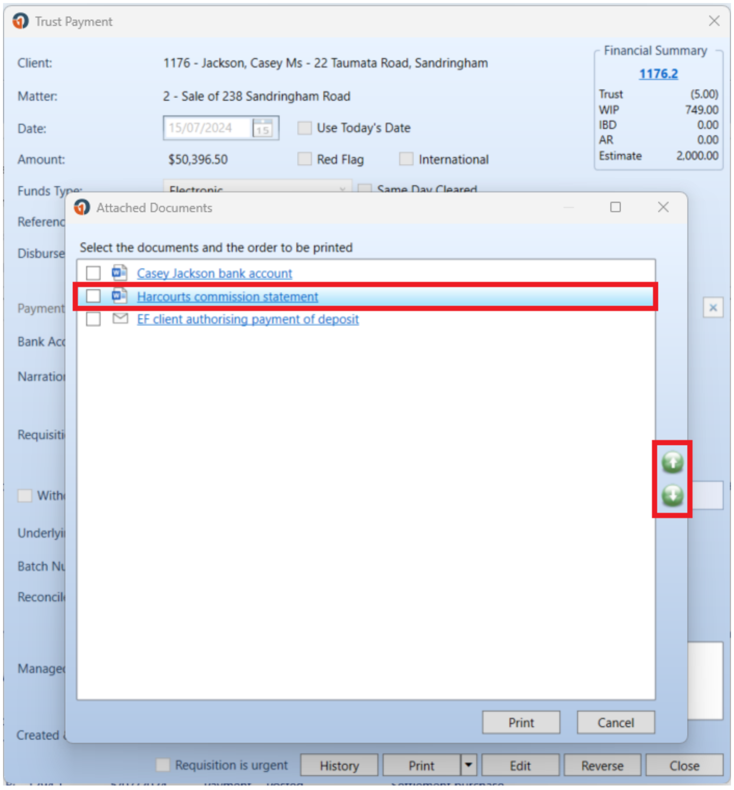


Figure 45.