

Osprey Approach: Fees Analysis - which is right for me?

This help guide was last updated on
Jan 30th, 2024

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There are three different ways to analyse your fees in Osprey. The different options are detailed below.

Fees Analysis

Using the standard Fees Analysis report, all fees billed will be attributed to the Matter Fee Earner, this is the fee earner set up in the matter details, unless the fee earner has been changed in the bill posting screen.

BILL - POSTING DETAILS

Posting Date:	<input type="text" value="28/01/2024"/>
Detail:	<input type="text"/>
Fee Earner:	<input type="text" value="Benmont Tench"/>
Fee Earner Costs:	<input type="text" value="Benmont Tench"/> <input type="text" value="Emma Thompson"/> <input type="text" value="GENERAL COSTS"/> <input type="text" value="Mitzi Broom"/> <small>excluding Vat</small> <input type="text" value="Thomas Petty"/>
Vatable Disbs:	
Disbs (Agency):	
Vat:	<input type="text"/> Calculate Vat
Total Invoice:	0
Reference:	<input type="text" value="#NEXT#"/>
Other EC member:	<input type="checkbox"/>
Spool For Printing:	<input type="checkbox"/>
Defer time ticking:	<input type="checkbox"/>
Show Apportion Costs:	<input checked="" type="checkbox"/>

Next

Regardless of any time recorded and ticked against the bill, or manual costs apportionment during the bill posting, all fees will be attributed to the ledger fee earner.

e.g. Bill posted for £500 costs on matter ABC0123/1, which is owned by fee earner B. Fee earner A posted £25.00, B posted £75.00 and C posted £400 of time which was ticked against the bill. The Fees Analysis report will show the full £500 on this matter against fee earner B, because he is the matter owner.

e.g. 2. Bill posted for £250 costs on matter ABC0123/1 which is owned by fee earner B. When the bill was posted, fee earner C was selected in the posting screen, meaning that the fees analysis will report this bill as being attributed to fee earner C.

Fees Analysis by Time Fee Earner

If your fee earners time record, and this time is ticked off against your bills, the Fees Analysis by Time Fee Earner will split the bill costs to each fee earner at the same percentage of the total time that they posted.

TIME ALLOCATION


WIP Balance: 470.00


Value Ticked: 470.00

Bill Costs: 470

Display:

Selection Type: Tick Now

Date From:  |

Date To:  |

| | |

DATE	DESCRIPTION	ACTIVITY	F/E	REMUN	MINS	VALUE	
30/01/2024	ADVOC - Advocacy	ADVOC	MAB	STANDARD	60.00	250.00	<input checked="" type="checkbox"/>
30/01/2024	ADVOC - Advocacy	ADVOC	BT	STANDARD	60.00	120.00	<input checked="" type="checkbox"/>
30/01/2024	ADVOC - Advocacy	ADVOC	EXT	STANDARD	60.00	100.00	<input checked="" type="checkbox"/>

Where the bill costs match the time ticked exactly each fee earner will get the amount of time they posted in fees on the Fees Analysis by Time Fee Earner report. If no time is ticked the fees default back to the matter owner / ledger fee earner.

If the costs entered on the bill are more than the total time ticked then:

e.g. Bill posted for £500 costs on matter ABC0123/1, which is owned by fee earner B. Fee earner A posted £20.00, B posted £70.00 and C posted £400 of time which was ticked against the bill (total time ticked = £490, £10 less than the bill costs). The Fees Analysis report will show each of these fee earners time amounts/total time ticked * Bill Costs meaning that

- fee earner A gets £71.43
- fee earner B gets £20.41
- fee earner C gets £408.16

If the costs entered on the bill are less than the total time ticked then:

e.g. Bill posted for £450 costs on matter ABC0123/1, which is owned by fee earner B. Fee earner A posted £20.00, B posted £70.00 and C posted £400 of time which was ticked against the bill (total time ticked =

£490, £40 more than the bill costs). The Fees Analysis report will show each of these fee earners time amounts/total time ticked * Bill Costs meaning that

- fee earner A gets £64.28
- fee earner B gets £18.37
- fee earner C gets £367.35

You can use the Percentage Recovery report to show the split between fee earners, and what percentage of your costs were recovered. In the example below we can see that bill number 283 had 3 fee earners' time ticked against it, so has split the bill proportionately.






Percentage Recovery Report - Ledger FE


Practice Name:		Broom & Broom Ltd		Start:	01/01/2024	End:		Date Report Run:		30/01/2024			
Client / Matter	Client Name	Matter Description	Bill No.	P/L	Remun	Ledger F/E	W/T	Time Billed (Mins)	Time Billed (Value)	Fees	Under / Over	% Recovery	
BR0001 / 1	O'Broom, Miss Lilian	Purchase of Cottage PL12 3KJ	283	P	STANDARD	BT	CONVEY	60	120.00	120.00	-0.01	100	
BR0001 / 1	O'Broom, Miss Lilian	Purchase of Cottage PL12 3KJ	283	P	STANDARD	EXT	CONVEY	60	100.00	100.00	-0.03	100	
BR0001 / 1	O'Broom, Miss Lilian	Purchase of Cottage PL12 3KJ	283	P	STANDARD	MAB	CONVEY	60	250.00	250.00	-0.01	100	

Fees Analysis by Apportioned Costs

This method of splitting costs between fee earners is useful if your fee earners do not time record, but do work on the same cases, such as for in a conveyancing matter. When the bill is posted, you can tick the Show Costs Apportionment box

BILL - POSTING DETAILS

Posting Date:	<input type="text" value="28/01/2024"/> 
Detail:	<input type="text" value="Split conveyancing bill"/>
Fee Earner:	<input type="text" value="Benmont Tench"/> 
Fee Earner Costs:	<input type="text" value="750"/>
Vatable Disbs:	<input type="text"/> Enter amount excluding Vat
Disbs (Agency):	<input type="text"/>
Vat:	<input type="text" value="150.00"/>  Calculate Vat
Total Invoice:	900.00
Reference:	<input type="text" value="#NEXT#"/>
Other EC member:	<input type="checkbox"/>
Spool For Printing:	<input type="checkbox"/>
Defer time ticking:	<input type="checkbox"/>
Show Apportion Costs:	<input checked="" type="checkbox"/>

 Next

and split the costs between fee earners at a percentage, or by monetary value.

COSTS APPORTION




Attributable Costs:


Vat & Disbs: 150.00

Fee Earner: ▼

Amount Remaining: 0.00

Allocate Amount: Value Percentage

FEE EARNER ID	FEE EARNER	AMOUNT	
BT	Benmont Tench	187.50	
MAB	Mitzi Broom	375.00	
EXT	Emma Thompson	187.50	

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 Post

The Fees Analysis by Apportioned Costs report shows these manually entered splits, or if no apportionment has been carried out on a bill the full costs will be attributed back to the matter fee earner/owner.