

Osprey Approach: Marking Up Time

This help guide was last updated on
May 21st, 2024

The latest version is always online at
<https://support.ospreyapproach.com/?p=29873>

[Click here for a printer-friendly version](#)

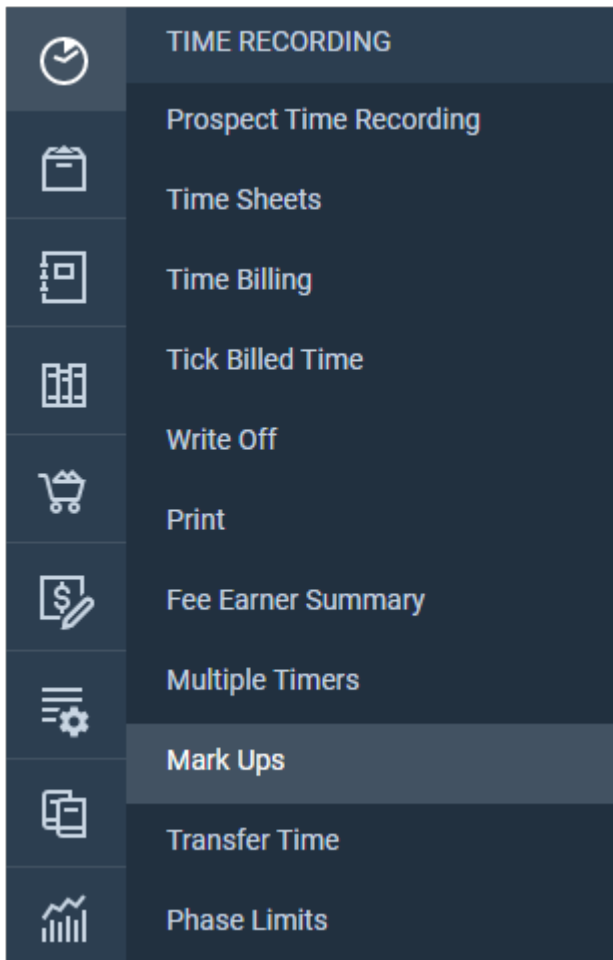


The Mark Up Ledger available in Osprey will allow you to vary the amount chargeable for time postings. This guide will take you through how to perform this

Viewing the Mark Up ledger

The Mark Up ledger shows any Work in Progress, and any Mark Ups which have been applied.

You can view the Mark Up ledger within Time Recording > Mark Ups.



The Value and MU Value columns will show the original time value and the marked-up value.

TIME MARK UP ▼

Posted Balance:

Marked Up Balance:

| DATE | DESCRIPTION | F/E | ACTIVITY | UNITS | MINS | RATE | VALUE | MU VALUE |
|------------|-----------------------------------|-----|----------|-------|-------|--------|--------|----------|
| 19/04/2024 | PREPARE - Preparation | DAN | PREPARE | 5 | 30.00 | 200.00 | 100.00 | 100.00 |
| 19/04/2024 | ADMIN - Administration | DAN | ADMIN | 1 | 6.00 | 0.00 | 0.00 | 0.00 |
| 19/04/2024 | COUNCEL - Attendance with council | DAN | COUNCEL | 1 | 6.00 | 200.00 | 20.00 | 20.00 |
| 19/04/2024 | EMAILIN - Email in | DAN | EMAILIN | 1 | 6.00 | 200.00 | 20.00 | 20.00 |
| 19/04/2024 | TELIN - Telephone Call In | DAN | TELIN | 1 | 6.00 | 160.00 | 16.00 | 16.00 |
| 19/04/2024 | STANLETT - | DAN | STANLETT | 1 | 6.00 | 200.00 | 200.00 | 200.00 |
| 19/04/2024 | TRV - Travel | DAN | TRV | 1 | 6.00 | 100.00 | 10.00 | 10.00 |
| 19/04/2024 | COUNCEL - Attendance with council | DAN | COUNCEL | 1 | 6.00 | 200.00 | 20.00 | 20.00 |


Page 1 of 1 (8 items) « < 1 > » Page size: 10 ▼


Applying a Mark Up

If you choose New Rate postings may be marked down as well as up

You can apply mark ups by selecting Time Recording > Mark Ups > Mark Up Time. Using the filters, you can set criteria for your time postings, including filtering on Fee Earner, Remuneration, Activity and Posting dates.

The Markup Method can be used to set a new rate, or markup with a percentage.

 Accept

 Cancel

Posted Balance: 386.00


Marked Up Balance: 386.00

FILTERS AND CRITERIA FOR MARKING UP


Fee Earner: All 

Remuneration Type: All 

Activity ID: All 


Mark Up Method: Percentage Markup 

Percentage: 5

From: 19/04/2024 

To: 23/04/2024 

POSTINGS

 Clear All

 Mark Up

Click Mark Up to apply the Mark Up and repeat as necessary.

Once all the Marks Up are set, click Accept.