Osprey Approach: Marking Up Time

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

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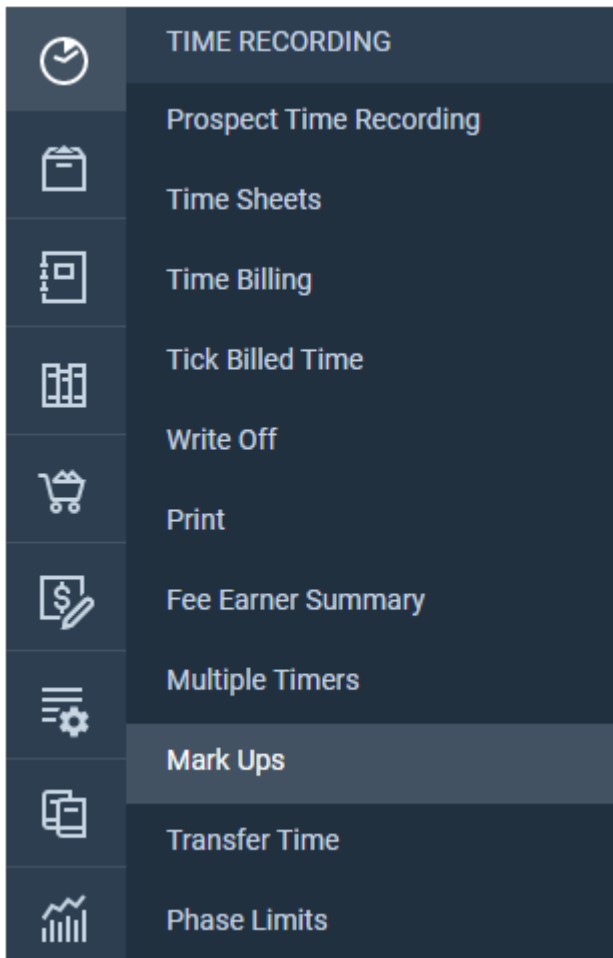
The Value and MU Value columns will show the original time value and the marked-up value.

TIME MARK UP ⌄								
Posted Balance: 386.00								
Marked Up Balance: 386.00								

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 councel	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 councel	DAN	COUNCEL	1	6.00	200.00	20.00	20.00

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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.

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

Once all the Marks Up are set, click Accept.