

Osprey Approach: Bill Printing (App)

This help guide was last updated on
Nov 30th, 2023

The latest version is always online at
<https://support.ospreyapproach.com/?p=528>



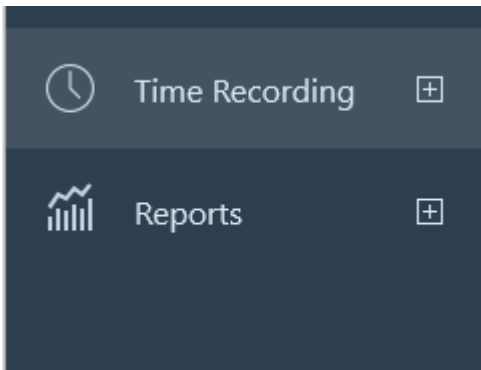
This guide will help you to print your bills in Osprey via the Case Management App.

Before printing bills in Osprey you will need to have a bill template. This can be created by your supervisor. For a guide on doing this please click the link below for more information.

<https://support.ospreyapproach.com/guides/creating-a-bill-template-app/>

Printing a bill.

Open the Osprey Approach App, and select Time Recording > Bill Printing:



Time Recording > Bill Printing

The below screen will appear displaying any bills which have been spooled for printing. On this screen you may also save the bill into the Matter History as either a Word document or a PDF.

Bills Printing

When printed, save a copy of the bill into the matter history as: PDF Word

Delete printed bills from before:

Date Filters:

Show:

CLIENT	MATTER	SURNAME	BILL DATE	BILL DE	REF	COSTS	DISBS	VAT	SELECTED
ALB00002	2	Albatros	01/05/2021	client	1854	100.00	2.00	20.20	<input type="checkbox"/>
100003	1	Robertson	19/04/2021	Bill of cos	1873	100.00	150.00	20.00	<input type="checkbox"/>
XCO00001	1	X Co	01/05/2021	Bill of cos	1878	100.00	500.00	60.00	<input type="checkbox"/>

Firstly choose either PDF or Word. this is how the document will be produced and saved to the matter history

You can now place a tick on the right hand side of any bill you wish to print.

When you are happy with the bills selected, click Print. The bill will now open up in Word. You can now print the bill and then close Word once finished.