



Osprey Approach: Printing the Time Ledger (Browser)

This help guide was last updated on
Apr 17th, 2024

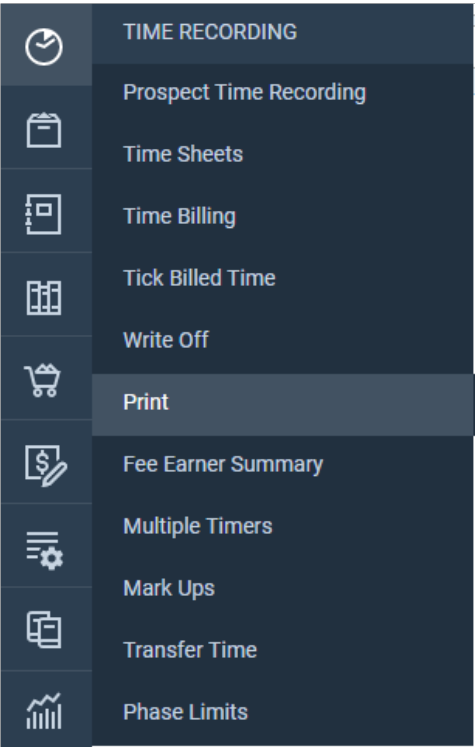
The latest version is always online at
<https://support.ospreyapproach.com/?p=53092>



In Osprey you can print the Time Ledger for ease of reference. The printed report will show you all Work in Progress (WIP) recorded on a specific matter.

Printing the Time Ledger

Load your required client and navigate to Time Recording > Print.



Before running the report, you are able to apply filters, to only show WIP posted for specific fee earner(s), remuneration(s), and entries between a date range.

You can also Order by Date, or by Entry.

A screenshot of a web application interface for printing a time ledger. At the top, there are two tabs: 'Time Recording' and 'Print', with 'Print' being the active tab. Below the tabs is a 'Run' button with a checkmark icon. Underneath the button are several filter options: 'Fee Earner:' and 'Remun Type:' each with an unchecked checkbox. 'Date Filters:' includes 'From:' and 'To:' date pickers. At the bottom, there is an 'Order:' dropdown menu currently set to 'Order By Date'.

Running the Running Record of Cost Report

This report shows a breakdown of Time Billed, WIP, Total disbursements, and a Total Costs of the matter to date.

To produce this report, go to Time Recording > Print > Running Record of Costs.

TIME RECORDING

Prospect Time Recording

Time Sheets

Time Billing

Tick Billed Time

Write Off

Print

Fee Earner Summary

Multiple Timers

Mark Ups

Transfer Time

Phase Limits

rs linked

Running Record of Costs

2

Purchase

3

Wofklow Test

4

4th Matter

6

6 Matter Testing

2

Live Matter

Once selected, you can report for different currencies (if required), else click Run

Time Recording

Print

Running Record of Costs

Run

Run

Currency: Pound Sterling

The report viewer will now open, with Time Billed, WIP, value of disbursements posted and a total cost.

Viewer type: Html Viewer

Export type: Excel/Csv

Export

Go To: 1 of 1

Find:

Running Costs Report

Practice Name: Osprey Approach Test

Year: 26

Period: 4

Accounting Date: 30/04/2024

Date Report Run: 17/04/2024

Client / Matter	Time Billed	Time Billed Mins.	WIP Minutes	WIP Value	F/E	W/T	Fran. Cat.	Exec. Code	P / LA	Disbs	Group Code	Total Cost
100003 / 1	7,127.00	2184	258	814.00	DAN	DANBTL			P	18,569.00		26,510.00