



Osprey Approach: Produce and print bills

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





The billing process in Osprey Approach allows you to post, produce and then print your bills. This guide will take you through the full billing process.


Posting a bill


First, we will post a bill. Navigate to the Client Ledger tab and ensure that you have selected the client and matter you wish to post the bill on.

Now select 'Bill' from the Posting Type drop-down list, and click on Post.

CLIENT LEDGER 

 Refresh


Post | Currency:  Show ledger expenses codes

Sheet number 5 of 5 Select Sheet Number:  Go


DATE	DETAIL	REF	VAT	DISBS	OFFICE	CLIENT
18/02/2010	Bill	5823	119.00	0.00	680.00	0.00
18/02/2010	Bill	4475	875.00	0.00	5,000.00	0.00
15/03/2010	On Account	6325	0.00	0.00	0.00	500.00
15/03/2010	Bill	3218	105.00	0.00	600.00	0.00

- Office Bank Receipt
- Office Bank Payment
- Client Bank Receipt
- Client Bank Payment
- Cost Transfer - Client to office/disbs
- Cost Transfer - office/disbs to Client
- Petty Cash Receipt
- Petty Cash Payment
- Unpaid Disbursement
- Pay Unpaid Disbursement
- Cancel Unpaid Disbursement
- Bill
- Credit Note


Once you have clicked Post, the Bill Posting window will open.

 <https://demo.ospreyapproach.com/?area=5000&flag=5012&acc=A00001&sub=...> - □ ×

BILL - POSTING DETAILS

Posting Date: 


Detail:

Fee Earner: 

Fee Earner Costs:

Vatable Disbs: Enter amount excluding Vat

Disbs (Agency):

Vat:  Calculate Vat

Total Invoice: 0

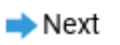
Reference:

Other EC member:

Spool For Printing:

Defer time ticking:

Show Apportion Costs:

 Next

A description of the available fields is as follows:

Posting Date: The date of the bill. Please note that this must be in DD/MM/YYYY format.

Detail: Bill of Costs.

Fee Earner: This will default to the matter owner, but you can change it if you wish.

Fee Earner Costs: Use this for any fee earner costs incurred e.g. 500.00.

Vatable Disbs: Enter the net total of any vatable disbursements incurred by the client.

Disbs (Agency): Enter the total of any non-vatable disbursements incurred by the client.

VAT: The total of VAT on fee earner costs and vatable disbursements – you can use the Calculate VAT button to have Osprey automatically calculate this for you.

Total Invoice: This will show you the total invoice value once the above amount fields have been filled and cannot be changed manually.

Reference: If Bill Numbering is switched on, this will contain the text #NEXT# - leave this in place if you want Osprey to automatically number your bill for you. Enter the bill number if you want to do so manually.

Other EC Member: Use this if your client is outside of the UK.

Defer Time Ticking: Tick this box if the time recording is not up to date, this will leave the bill available to tick later when all the time recording is complete – accessible from Time Recording > Tick Billed Time. Leave unticked if you want to tick the time now.

Show Apportion Costs: When ticked, this will display a further screen within the bill posting where you can split your bill costs between a number of fee earners.

Spool For Printing: Tick this if you want to generate a printable bill for the client. Bills can be printed from Time Recording > Time Billing > Print Bills – dependent on a template having been created.

Select the Next button once you have completed this screen. The below panel will now appear if you have disbursements posted on the ledger which you have included for billing.

ALLOCATE DISBURSEMENTS BILLED

Billed: -140.00

Allocated: 0.00

Allocation:

DATE	DETAIL	REF	AMOUNT	PAID	ALLOC'D
24/08/2015	search fee	5798	148.34	0.00	
06/03/2016	Mileage - 54 miles	[UNP]	16.67	0.00	

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Next

The system will ask you to allocate these against the bill. This will ensure that Osprey marks these disbursements as billed.

Click the cross in the Alloc'd column to allocate the relevant disbursements, or you can use the Allocation drop down list to select Auto Allocate, then click Go. This will then select the oldest disbursements first and allocate them automatically for you. Ensure that the Billed and Allocated figures at the top of the screen match each other and click Next.

The Time Allocation screen will now appear provided that the Defer Time Ticking box was not ticked on the first screen.

https://demo.ospreyapproach.com/?area=5000&flag=5012&acc=A00001&sub=...

TIME ALLOCATION

WIP Balance: 22.50
 Value Ticked: 0
 Bill Costs: 100

Display:
 Selection Type:

Calculate Ticked Value | Untick All | Tick All | Defer Ticking

DATE	DESCRIPTION	ACTIVITY	F/E	REMUN	MINS	VALUE	
28/03/2019	N1 mapping	STANLETT		STANDARD	0.00	0.00	<input type="checkbox"/>
25/04/2019	AP1 Application to change the Register (Irap1)X	STANLETT		STANDARD	0.00	0.00	<input type="checkbox"/>
30/04/2019	ABAWC - Adam Buckley Attendance with counsel	ABAWC	ADAMB	STANDARD	6.00	22.50	<input type="checkbox"/>

You can choose a selection type of Manual, To Date, To Value, By Fee Earner or By Remuneration Type to assist you with selecting the time to tick against the bill or you can simply tick the boxes alongside the relevant time entries to bill and use the Calculate Value Ticked box to ensure that the Value Ticked matches the Bill Costs.

If you did not select Show Apportion Costs on the first screen, click Post to post your bill.

If however you selected Show Apportion Costs on the first screen, the below screen will now appear.

https://demo.ospreyapproach.com/?area=5000&flag=5012&acc=A00001&sub=...

COSTS APPORTION

Attributable Costs: 100.00

Vat & Disbs: 24.80

Fee Earner: Mitzi Broom

Amount Remaining: 100.00

Allocate Amount: 100.00 Value Percentage

Allocate To Fee Earner

No costs currently allocated to any fee earners

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Select the first fee earner from the drop-down list that you wish to apportion costs to, then choose between Value or Percentage.

For example, if your bill is for £500 which is attributable to 2 fee earners equally, you could select Percentage, and enter 50 in the Allocate Amount box, or you could select Value and enter 250 in the Allocate Amount box.

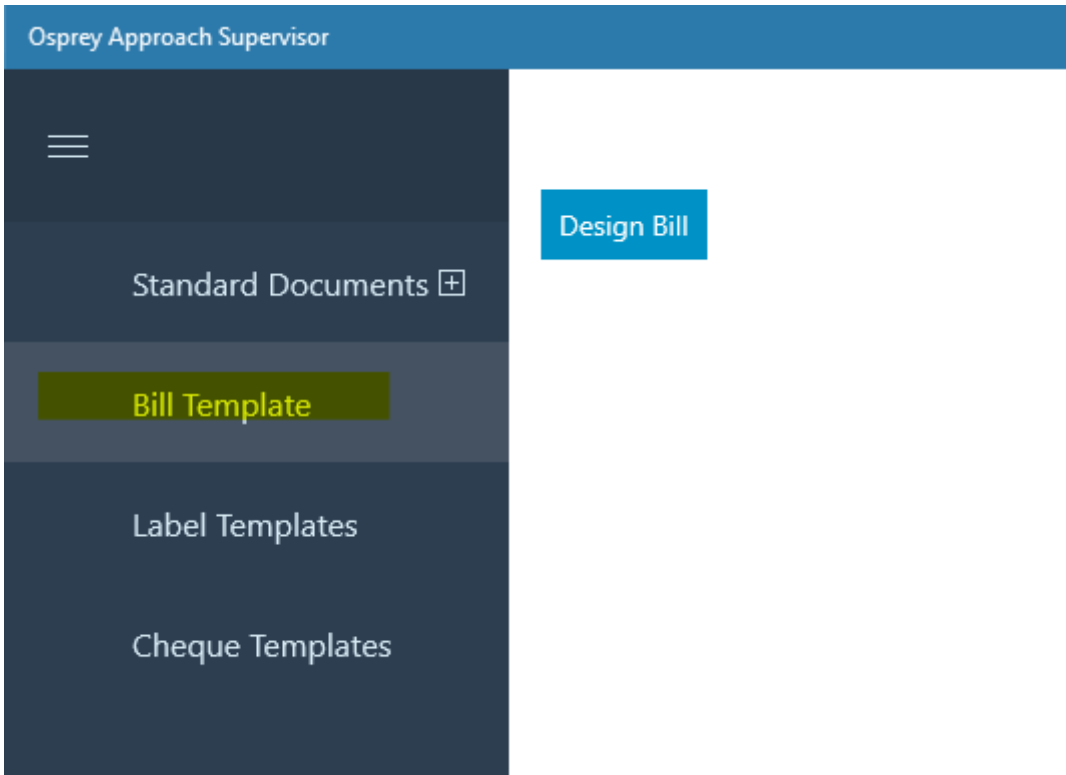
Click Allocate to Fee Earner when you have entered the amount, and then repeat for any additional fee earners until the Amount Remaining states 0.

Now click Post to post your bill.

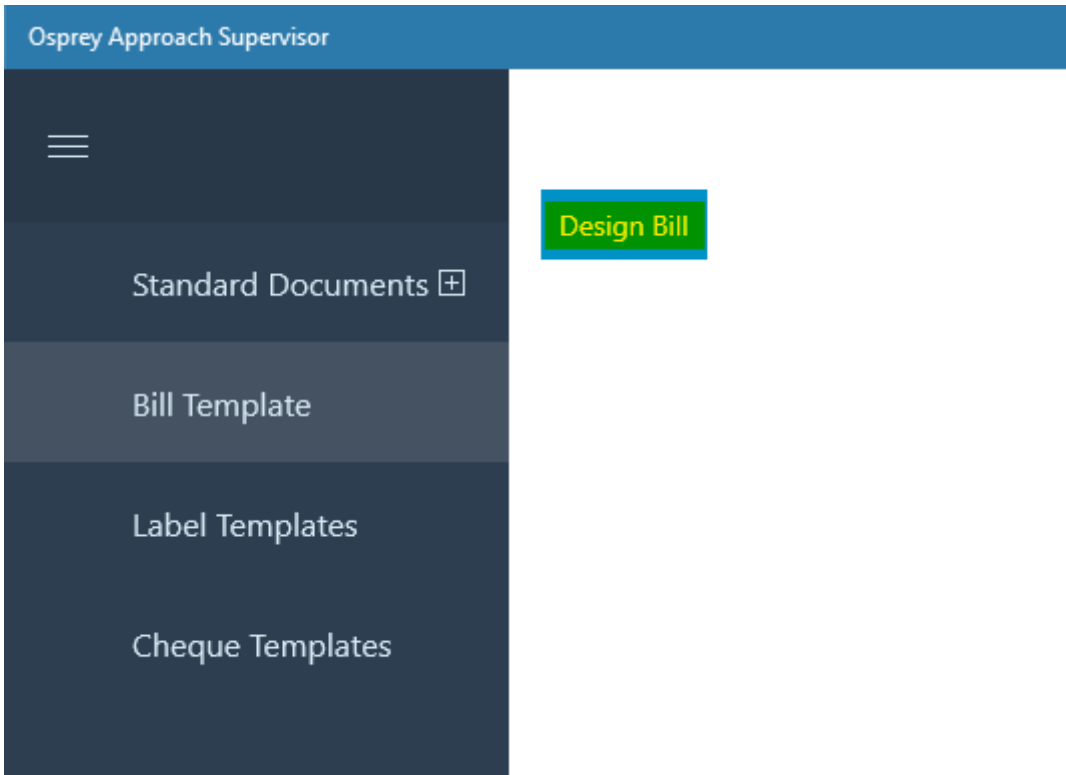
Creating a Bill Template

Before printing a bill, you must ensure that a billing template has been created. We recommend booking in the Cheques, Bills and Labels training to assist you with this:
<https://support.ospreyapproach.com/training/cheques-bills-labels/>

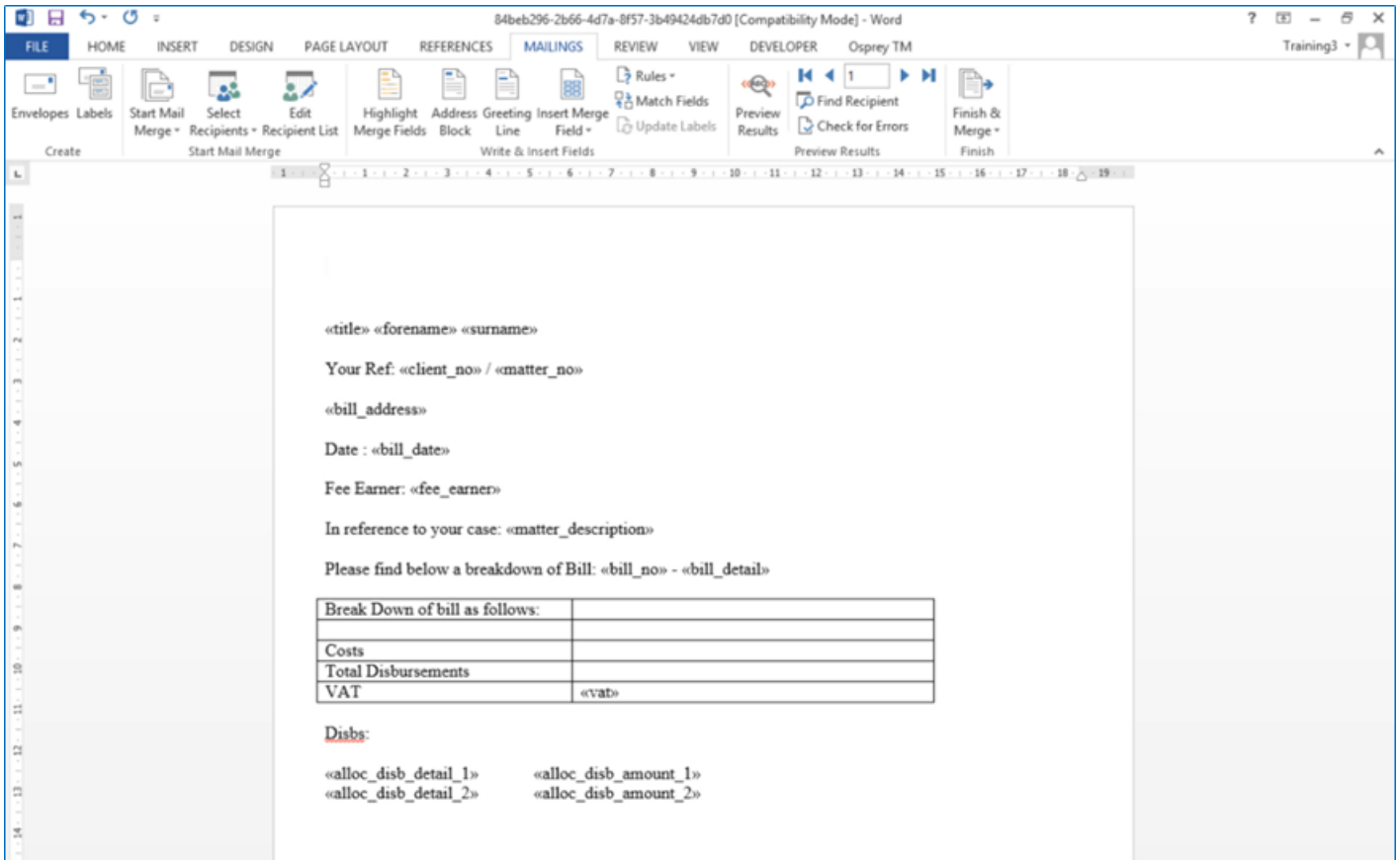
In the Osprey Approach Supervisor App, select Bill Template.



Select the Design Bill option to create or change any content on your bill template.



When the Word document opens, you can add any information you need. A standard set of merge fields are available to allow you to include data from Osprey.



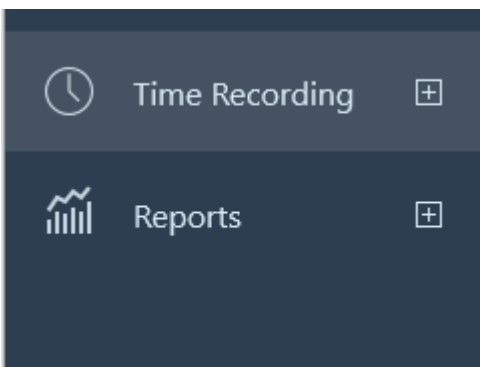
When you are happy with your template, click the X in the top corner. You can then save your changes.

Use the Preview option to display how your bill will look when run. Please note that the preview uses dummy data to populate your bill.

Printing a bill

We will now look at printing a bill.

Open the Case Management 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"/>

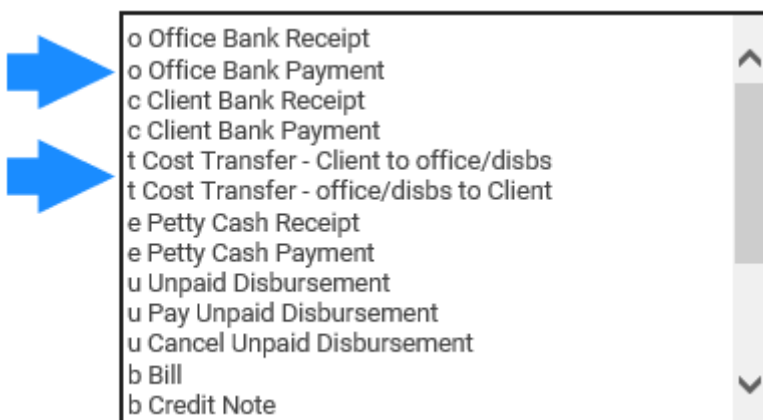
You can now place a tick on the right hand side of any bill you wish to print.

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.

Should you wish to amend the bill following printing, ensure that you have saved the bill to the Matter History in Word format. You can then check this out and amend if necessary.

Paying a bill

Bills are paid with either an Office Bank Payment or Cost Transfer.



After entering the payment information click Next. Osprey will then display the Allocate Credit screen – allocating a payment into office is important because Osprey then knows that the bill has been paid. If you do not allocate payments against bills, the Unpaid Bills and Aged Debtors reports will give unexpected results.

ALLOCATE CREDIT

Received: 100

Allocated: 0.00

Allocation: Go

DATE	DETAIL	REF	AMOUNT	PAID	ALLOC'D	ALLOC AMOUNT
19/09/2018	Bill of Cost	1245	155.00	0.00	<input type="checkbox"/>	<input type="text" value="Optional"/>
23/01/2019	Bill of Costs	B	120.00	0.00	<input type="checkbox"/>	<input type="text" value="Optional"/>
14/06/2019	bill	bill	200.00	0.00	<input type="checkbox"/>	<input type="text" value="Optional"/>
21/11/2018	Prof	222	630.00	0.00	<input type="checkbox"/>	<input type="text" value="Optional"/>

To allocate the cost transfer against the relevant bill or bills, either click the red cross against the relevant entries in the Alloc'd column or select Auto Allocate and click Go. Ensure that the Allocated and Received amounts at the top of the screen match for a fully paid bill, and click Post if you are on Standard VAT.

If you are on Cash Accounting click Next, the next screen is required to ensure that the VAT analysis is correct. Amend as necessary and click Post.