



Osprey Approach: Reports: Attendance Note by Matter

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The latest version is always online at
<https://support.ospreyapproach.com/?p=60316>

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This guide will go through the Attendance Note by Matter report

This report prints all time recording attendance notes for the client and matter number selected.

Attendance Note Report									
Practice Name: Broom & Broom Ltd		Year: 4	Period: 3	Accounting Date: 31/12/2023	Date Report Run: 13/12/2023				
Client No: BE0001	Matter No: 3	Name: Bennett Gordon							
Matter Description: Purchase of flat above Snappy Snaps, Edgeware Road									
Fee Earner: MAB	Activity Id: ADVOC	Act Description: Advocacy	Post Date: 16/05/2023	Units: 0	Rate Value: 100.00	Mins: 25	Value: 41.67	Attendance Note :-	
Advice given to client.									
Fee Earner: TP	Activity Id: PREPE R	Act Description: Perusal and preparation	Post Date: 18/05/2023	Units: 0	Rate Value: 100.00	Mins: 120	Value: 200.00	Attendance Note :-	
Perusing previous documentation									

Filter options

Reports > Time > Attendance Note by Matter

Print

Client:

Matter:

- **Client** - Required - client number.
- **Matter** - Required - matter number.

List of columns produced

- Fee Earner
- Activity Id
- Act Description
- Post Date
- Units
- Rate Value
- Value
- Mins
- Attendance Note