

# Osprey Approach: Transferring Time (Browser)

This help guide was last updated on  
Dec 22nd, 2022

The latest version is always online at  
<https://support.ospreyapproach.com/?p=29945>

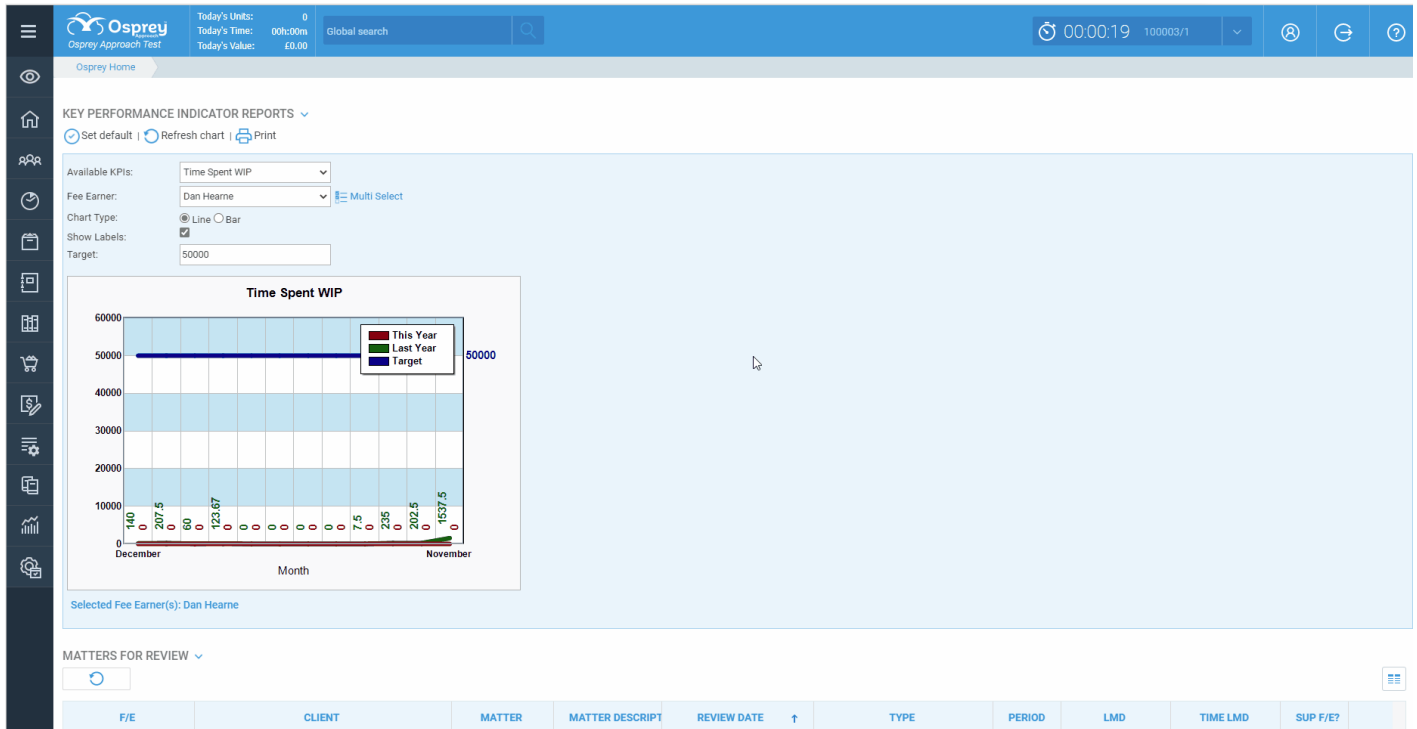
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Should have a client with multiple matters and time has been posted to the incorrect matter it is possible to transfer time to the correct matter.

## Transferred Time Ledger

To view time postings that has been transferred to or from a client, navigate to Time Recording > Transfer Time > Transferred Time.



## Transferring Time

To do so, select Transfer Time from the Time Recording Menu.

Key Dates: Date: Description: More Key

### CLIENT & MATTER SEARCH

Client Search | Dossier Search | CF

Client No: B00002

Matter No: 1

Name: Braithwaite

Matter: Default Matter

### TIME LEDGER

Search | Post

Date Filters: From:

Fee Earner: All

It is possible to filter the postings by Fee Earner, Date.

### SELECT POSTINGS TO TRANSFER

Transfer Time

Selection Type: Manual

Tick the postings to Transfer

DATE	DESCRIPTION	F/E	ACTIVITY	UNITS	TIME UNITS	MINS	RATE	VALUE	TRANSFER?
19/08/2019	TELE - Telephone Call	MB	TELE	2	0	12	150.00	30.00	<input checked="" type="checkbox"/>
04/09/2019	_LETOUT - Letter Out	TOMG	_LETOUT	3	0	18	150.00	45.00	<input checked="" type="checkbox"/>
04/09/2019	A1000 - Attendance with Counsel	TOMG	A1000	2	0	12	225.00	45.00	<input type="checkbox"/>
04/09/2019	A500 - Telephone Call	TOMG	A500	8	0	48	150.00	120.00	<input type="checkbox"/>

Enter the client and matter numbers to transfer the postings to

## SELECT CLIENT & MATTER TO TRANSFER TIME TO

Show Client Search ^

Client / Matter No:  /

Should you need, to click Show Client Search to search for the matter to select. With the client and matter numbers filled in click Transfer Time.

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Are you sure you want to transfer the selected time postings?

OK

Cancel

Click OK to confirm

You will also be asked to confirm you wish to move the Matter History entries also, please ensure you click OK, choosing Cancel will leave the Matter History entries on the original matter.

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Do you want to transfer the attached matter history attendance notes as well?

OK

Cancel