Osprey Approach: Reports: Time Spent

This help guide was last updated on
Dec 12th, 2023

The latest version is always online at
https://support.ospreyapproach.com/?p=33159

Click here for a printer-friendly version

Osprey™ Approach

This report shows a breakdown of each individual time entry posted on the system in client number order, within the date range specified. You can choose whether to show Billed, Unbilled, Written off or All time.

Time Spent Report

Practice Name: Broom & Broom Ltd

Date Report Run: 25/07/2022

Client / Matter	Client Name	Matter Description	F/E	W/T	Activity	Units	Time	Value	Rem. Type	P/L	Billed / W.O.	W/Off Value	Date
JO0001 / 1	Mr AN Andrew Johnson	PROW Sending Hearing Fixed Fee	TP	CRIME	ATTEND	0	120	62.06	CRIMRMC	L	Billed	0.00	09/11/2020
JO0001 / 1	Mr AN Andrew Johnson	PROW Sending Hearing Fixed Fee	TP	CRIME	LETTER	2	12	7.12	CRIMRMC	L	Billed	0.00	09/11/2020
JO0001 / 1	Mr AN Andrew Johnson	PROW Sending Hearing Fixed Fee	TP	CRIME	ATT	0	240	181.40	CRIMRMC	L	Billed	0.00	09/11/2020
JO0001 / 1	Mr AN Andrew Johnson	PROW Sending Hearing Fixed Fee	MAB	CRIME	STANLETT	1	6	3.56	CRIMRMC	L	Billed	0.00	24/11/2020
JO0001 / 1	Mr AN Andrew Johnson	PROW Sending Hearing Fixed Fee	MAB	CRIME	STANLETT	1	6	3.56	CRIMRMC	L	Billed	0.00	24/11/2020
JO0001 / 1	Mr AN Andrew Johnson	PROW Sending Hearing Fixed Fee	MAB	CRIME	CAT 2	2	12	1,559.28	STFHL	L	Written Off	1,559.28	02/12/2020
JO0001 / 1	Mr AN Andrew Johnson	PROW Sending Hearing Fixed Fee	33	CRIME	STANLETT	1	6	3.56	CRIMRMC	L	Written Off	3.56	28/01/2021
JO0001 / 1	Mr AN Andrew Johnson	PROW Sending Hearing Fixed Fee	33	CRIME	STANLETT	1	6	3.56	CRIMRMC	L	Written Off	3.56	28/01/2021
JO0001 / 1	Mr AN Andrew Johnson	PROW Sending Hearing Fixed Fee	33	CRIME	STANLETT	1	6	3.56	CRIMRMC	L	Written Off	3.56	01/02/2021
JO0001 / 1	Mr AN Andrew Johnson	PROW Sending Hearing Fixed Fee	33	CRIME	STANLETT	1	6	3.56	CRIMRMC	L	Written Off	3.56	01/02/2021
JO0001 / 1	Mr AN Andrew Johnson	PROW Sending Hearing Fixed Fee	MAB	CRIME	ATT	0	24	18.14	CRIMRMC	L	Written Off	18.14	01/02/2021
JO0001 / 1	Mr AN Andrew Johnson	PROW Sending Hearing Fixed Fee	MAB	CRIME	PREP	0	240	181.40	CRIMRMC	L	Billed	0.00	21/06/2021
			Grand Totals			**10**	**11:24**	**2,030.76**				**1,591.66**	

Filter Options

Reports > Time > Time Spent

Run

Fee Earner:

Work Type:

Remuneration:

Activity:

Private or LA: All

Version 1st April 2016

Date Filters: From: To:

You must enter filter dates on this report

Show Unbilled:

Show Billed:

Show Written Off:

Include Undone:

Filter By Client: Client / Matter: JO0001 / 1

Grouping: No Grouping

- **Fee Earner** - Tick this box if you want to show only one or a selection of fee earners. Once the box is ticked all fee earners marked as In Use will appear. You can then tick each one that you want to report on. If you want to see all fee earners, do not tick the fee earner box and it will produce all fee earners.
- **Work Type** - Tick this box if you want to show only one or a selection of work types. Once the box is ticked all work types marked as In Use will appear. You can then tick each one that you want to report on. If you want to see all work types, do not tick the work types box and it will produce all work types.
- **Remuneration** - Tick this box if you want to show only one or a selection of remuneration types. Once the box is ticked all remuneration types marked as In Use will appear. You can then tick each one that you want to report on. If you want to see all remuneration types, do not tick the remuneration types box and it will produce all remuneration types.
- **Activity** - Tick this box if you want to show only one or a selection of activity codes. Once the box is ticked all activity codes marked as In Use will appear. You can then tick each one that you want to report on. If you want to see all activity codes, do not tick the activity box and it will produce all activity codes.
- **Private or LA** – If left on All, this will show both Private and Legal Aid clients matters. You can choose to show only Private or Legal Aid clients by selecting the appropriate option.
- **Date Filters** – Enter the date range you want to report on here.
- **Show Unbilled** – tick this box if you want to include Unbilled time (WIP)
- **Show Billed** – tick this box if you want to include Billed time (time ticked against bills)

- **Show Written Off** – tick this box if you want to include Written Off time (time which has been removed from the system using the Write Off Time option)
- **Include Undone** - tick this box if you want to include undone time entries (time entries which have been unposted by the user)
- **Filter by Client** – tick this box if you want to see only one client and matter. Two boxes will appear for you to enter the client and matter number that you require.

Grouping Options

- *No Grouping* – This will produce the report in client number order
- *Fee earner* – This will produce the report in client number order, grouped into matter fee earner.
- *Work Type* – The report will be listed in client number order, grouped by work type.
- *Activity Code* – The report will be listed in client number order, grouped by activity code.
- *Remuneration Type* – The report will be listed in client number order, grouped by remuneration type.

List of Columns Produced

- Client/Matter
- Client Name
- Matter Description
- Fee Earner
- Work Type
- Activity Code
- Time in Units
- Time in Minutes
- Value of posting
- Remuneration Type
- Private/Legal Aid
- Billed/Written Off/Unbilled
- Written Off Value
- Date of Time Entry