Osprey Approach: Writing Off and Reinstating Time
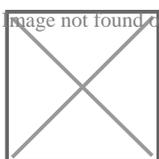
This help guide was last updated on Nov 10th, 2020

The latest version is always online at https://support.pracctice.com/?p=29929

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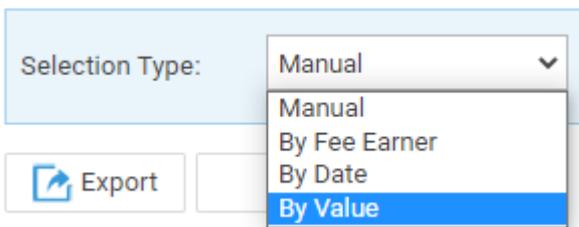
Time postings can be written off if you believe that there is no possibility of recovering the costs that would be billed through the postings.

Writing Off Time

Step 1

Select Write Off from the Time Recording menu, you may choose to filter the list of postings by Fee Earner, Value or Date.
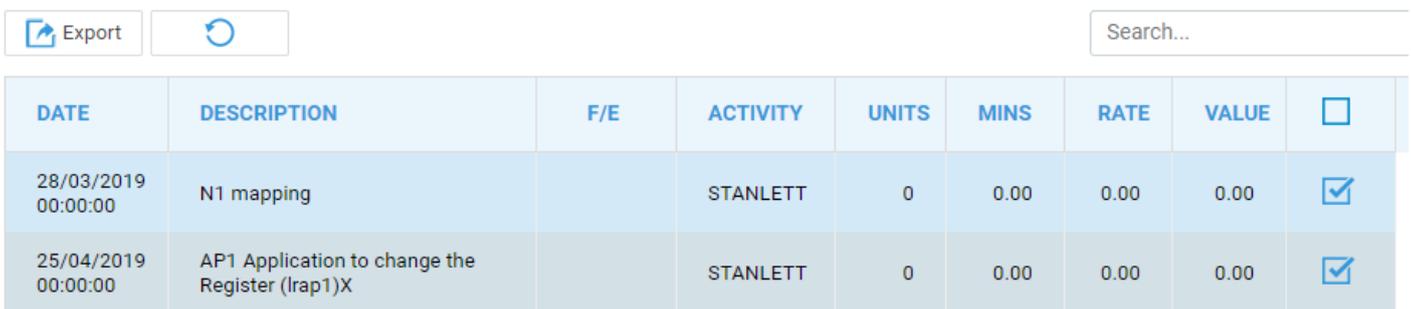

Step 2

Tick the desired postings and click Calculate Ticked.

Step 3

To write off the entries, click Write Off Selected, a print out will appear on screen which may be exported to PDF or Excel.

Reinstating Time

Step 1

Time that has been written off can also be reinstated, select the View Time from the Time Recording > Write Off menu.

Tick the items to reinstate using the same filters if necessary and click Reinstate

DATE	DESCRIPTION	F/E	ACTIVITY	UNITS	MINS	RATE	VALUE	SELECT
28/03/ 00:00:0	N1 mapping		STANLETT	0	0	0.00	0.00	☑
25/04/ 00:00:0	AP1 Application to change the Register (lrap1)X		STANLETT	0	0	0.00	0.00	☐

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