

Osprey Approach: Writing Off and Reinstating Time (Browser)

This help guide was last updated on Jan 18th, 2024

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



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.

Viewing the Write Off ledger

To view any previous written off time, go to Time Recording > Write Off > View Time. Users can Reinstate time from here.

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G	TIME RECORDING	
	Prospect Time Recording	IPTION
	Time Sheets	avel
: D	Time Billing	- Administration
Ē	Tick Billed Time	N - Email in
	Write Off	View Time
, , ,	Print	avel

Writing Off Time

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To write off time, go to Time Recording > Write Off. All unbilled time that can be written off will be visible.

The Selection Type dropdown will provide options on selecting time entries to be written off.

- Manual Select postings manually from all postings
- By Fee Earner Select postings by fee earner
- By Date Select postings by date range
- By Value Select postings up to a value

| Selection Type: | Manual        | ~ |  |  |
|-----------------|---------------|---|--|--|
|                 | Manual        |   |  |  |
|                 | By Fee Earner |   |  |  |
| Export          | By Date       |   |  |  |
|                 | By Value      |   |  |  |

Tick the desired postings and click Calculate Ticked to view the total time that is due to be written off.

| ≡          | Osprey Approach Test       | Today's Units:<br>Today's Time:<br>Today's Value: | 0<br>00h:00m<br>£0.00 |                              |        |                 |             |   |      | Ō      | 00:00:19 100003 |          | 8   | Θ    | ? |
|------------|----------------------------|---------------------------------------------------|-----------------------|------------------------------|--------|-----------------|-------------|---|------|--------|-----------------|----------|-----|------|---|
| 0          | Osprey Home                |                                                   |                       |                              |        |                 |             |   |      |        |                 |          |     |      |   |
| ណ៍         | KEY PERFORMANCE            | INDICATOR REP                                     | ORTS 🗸                |                              |        |                 |             |   |      |        |                 |          |     |      |   |
| 898        | Available KPIs:            | Time Spent WIP                                    |                       | <b>*</b>                     |        |                 |             |   |      |        |                 |          |     |      |   |
| G          | Fee Earner:<br>Chart Type: | Dan Hearne ■ Line ○ Bar                           |                       | ✓ I Multi Select             |        |                 |             |   |      |        |                 |          |     |      |   |
| Ē          | Show Labels:<br>Target:    | 50000                                             |                       |                              |        |                 |             |   |      |        |                 |          |     |      |   |
| <b>!</b>   |                            | Tir                                               | ne Spent              | WIP                          |        |                 | G           |   |      |        |                 |          |     |      |   |
|            | 60000                      |                                                   | •                     | This Very                    |        |                 |             |   |      |        |                 |          |     |      |   |
| \\$        | 50000                      |                                                   |                       | Last Year<br>Target          | 50000  |                 |             |   |      |        |                 |          |     |      |   |
| নি         | 40000                      |                                                   |                       |                              |        |                 |             |   |      |        |                 |          |     |      |   |
| =          | 30000                      |                                                   |                       |                              |        |                 |             |   |      |        |                 |          |     |      |   |
| <b>-</b> ≎ | 20000                      |                                                   |                       |                              |        |                 |             |   |      |        |                 |          |     |      |   |
| E          | 10000 <u>v</u> ;           | 3.67                                              |                       | 52.5                         |        |                 |             |   |      |        |                 |          |     |      |   |
| áííí       | 0 2 0 8                    | 0 0 0 0 0 0 0 0                                   | 00 00                 | <sup>4</sup> 0 0 0 3 0 4 0 0 |        |                 |             |   |      |        |                 |          |     |      |   |
| ф.         | December                   |                                                   | Month                 | Novel                        | nder   |                 |             |   |      |        |                 |          |     |      |   |
|            | Selected Fee Earner(s)     | : Dan Hearne                                      |                       |                              |        |                 |             |   |      |        |                 |          |     |      |   |
|            | MATTERS FOR REVIE          | W ~                                               |                       |                              |        |                 |             |   |      |        |                 |          |     |      |   |
|            | 0                          |                                                   |                       |                              |        |                 |             |   |      |        |                 |          |     |      |   |
|            | F/E                        |                                                   | CLI                   | ENT                          | MATTER | MATTER DESCRIPT | REVIEW DATE | t | ТҮРЕ | PERIOD | LMD             | TIME LMD | SUP | F/E? |   |

To write off the entries, click Write Off Selected. A confirmation will appear, followed by a report window which may be exported to PDF or Excel.

## **Reinstating Time**

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.

| ≡       | Osprey Approach Te                                                                                                         | Today's Time: 00h:00m<br>Ist Today's Value: £0.00 |                    |                                 |             |      |       |       |          |      | Ō | 0:00:19            |               |       | 8    | Θ    | ? |
|---------|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|--------------------|---------------------------------|-------------|------|-------|-------|----------|------|---|--------------------|---------------|-------|------|------|---|
| 0       | Time Recording                                                                                                             | Write Off View Time                               | ) 100003 / 1 (Wil  | son ) FE:DAN WT:FWRCP Sale 6 Ar | nfield Road |      |       |       |          |      |   |                    |               |       |      |      |   |
| 合       |                                                                                                                            | STATUS BAR                                        |                    |                                 |             |      |       |       |          |      |   |                    |               |       |      |      |   |
| 898     | Completed File Openi<br>Key Dates: Date: [                                                                                 | ng<br>Description: More Key Dates 🗸               |                    |                                 |             |      |       |       |          |      |   |                    |               |       |      |      | 1 |
| Ø       | CLIENT & MATTER SEARCH ~<br>& Client Search    Cossier Search    Cossier Search    Send e-mail    Client Dossier    □+ SMS |                                                   |                    |                                 |             |      |       |       |          |      |   |                    |               |       |      |      |   |
| Ē       | Client No:<br>Matter No:                                                                                                   | 100003                                            | .oad Client/Matter |                                 |             |      |       |       |          |      |   |                    |               |       |      |      |   |
| L<br>RA | Name:                                                                                                                      | Wilson                                            |                    | ۹                               |             |      |       |       |          |      |   |                    |               |       |      |      |   |
| ш<br>эе | Matter:                                                                                                                    | Sale 6 Anfield Road                               |                    | Q                               |             | ß    |       |       |          |      |   |                    |               |       |      |      |   |
|         | TIME LEDGER 🗸                                                                                                              |                                                   |                    |                                 |             |      |       |       |          |      |   |                    |               |       |      |      |   |
| L\$/    | 📿 Search   🌔 Po                                                                                                            | st                                                |                    |                                 |             |      |       |       |          |      |   |                    |               |       |      |      |   |
| •       | Date Filters:                                                                                                              | From: To:                                         |                    |                                 |             |      |       |       |          |      |   |                    |               |       |      |      |   |
| Ē       | Fee Earner                                                                                                                 | All                                               | ~                  |                                 |             |      |       |       |          |      |   | Units:<br>Balance: | 0.00          | Time: |      | 0:00 |   |
| ۵Ũ      | Description                                                                                                                |                                                   |                    |                                 |             |      |       |       |          |      |   |                    |               |       |      |      |   |
| Сф.     | 0                                                                                                                          |                                                   |                    |                                 |             |      |       |       |          |      |   |                    |               |       |      |      |   |
|         | DATE ↓                                                                                                                     | DESCRIPTION                                       | F/E                | ACTIVITY                        | UNITS       | RATE | VALUE | CODES | ATT NOTE | UNDO |   |                    |               |       |      |      |   |
|         |                                                                                                                            |                                                   |                    | No data to displ                | ay          |      |       |       |          |      |   |                    |               |       |      |      | • |
|         |                                                                                                                            |                                                   |                    |                                 |             |      |       |       |          |      |   | Units:             | 0             | т     | ime: | 0:00 |   |
|         |                                                                                                                            |                                                   |                    |                                 |             |      |       |       |          |      |   |                    | Balance: 0.00 |       |      |      |   |