

Tip of the Week: Updates to reports

TimeSolv recently rolled out two great updates to our reports feature. Monthly reports are valuable tools in building a successful law practice. They provide users with detailed information about the firm from a variety of financial and management perspectives. Used properly, monthly reports can help identify what is working within your business and what needs improvement. TimeSolv constantly strives to improve the features offered on our reports and that's why we listened to our customers' needs!

View expense budgets on reports

The first of these is an enhancement to the budget report. Previously, the budget report excluded budgets assigned to expenses on the matter level. That's why TimeSolv has rolled out an update to allow users that can assign a budget to expenses to be able to see it in a budget report.

To achieve this, select budget report under *Reports* screen. When selecting *Group By field*, choose *Matter/Project*.

The system will then display the budgeted and actual for expenses in addition to the existing columns.

Add descriptions and quantities to time and expense entry reports

The second update we rolled out was the ability to add descriptions and quantities to time and expense entries reports. TimeSolv understands that users may need to provide a list of all transactions performed for a specific

matter which will be presented to a judge presiding over a case. That's why it's so important that the reports have sufficient information to satisfy the requirements of the judge. As it stands, sometimes the code for tasks or expenses do not always get used, so there are not enough detailed descriptions attached to entries displayed in the reports.

So now when users generate a Time and Expense Entries report they will be able to view any descriptions that were added against the time and expense entries, the number of hours for time entries will be included, and quantity and price per unit for expense entries will be included.

If you'd like more help on understanding our different reports features, call us at 1.800.715.1284, email us at support@timesolv.com or Contact support

[Contact support](#)