## Osprey Approach: Reports: Cost Transfer

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The latest version is always online at https://support.ospreyapproach.com/?p=32754

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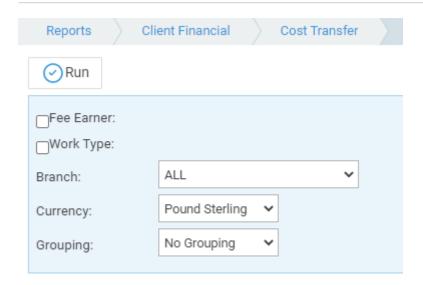


This report lists all matters where there is a balance owing in Office or Disbursements and monies available to transfer in the Client bank.



Cost Transfer Example

## **Filter options**



- Fee Earner Select one or more Fee Earner, or leave blank for all
- Work Type Select one or more Work Type, or leave blank for all
- Branch Report on All branches or select a single branch
- Currency Select the Currency type you wish to report on

## **Grouping and Ordering**

**Grouping** - No Grouping, Fee Earner or Work Type. Subtotals are shown at the end of each section and a new report page is started for each section

## **List of Columns produced**

- Client/matter number
- Client name
- Matter Description
- Fee Earner code
- Work Type code
- Private or Legal Aid indicator
- Client balance held in Client
- Office balance held in Office
- Disbursements balance held in Disbursements

- Work in Progress
- Transfer suggested value to be transferred from Client to Office/Disbursements