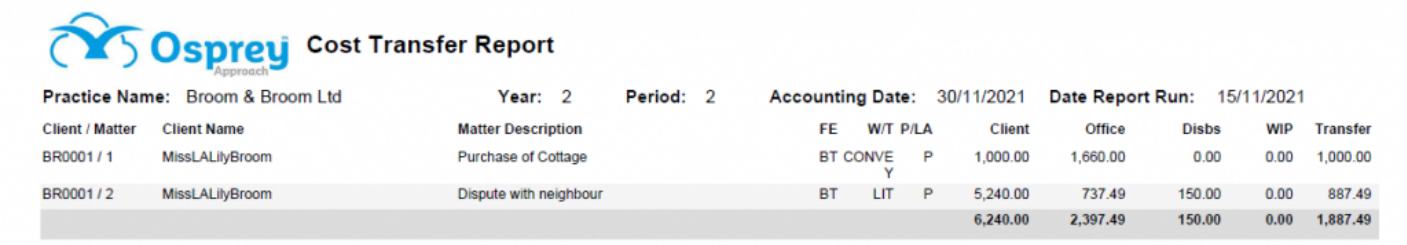
Osprey Approach: Reports: Cost Transfer

This help guide was last updated on
Nov 15th, 2021

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

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



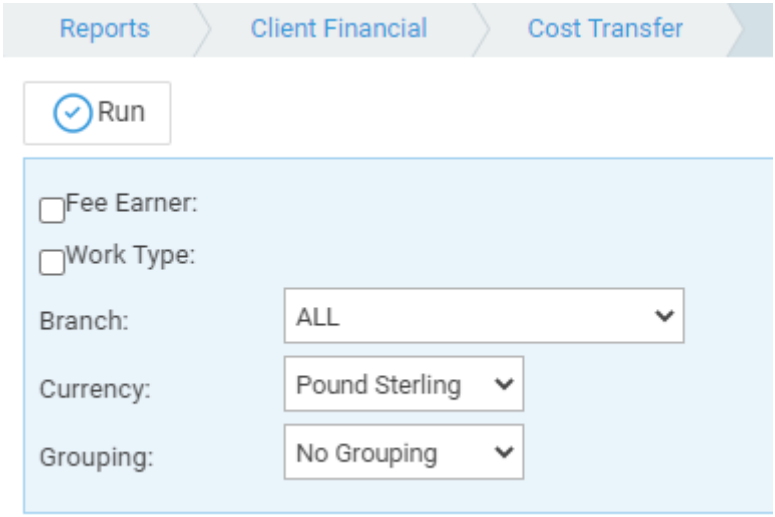
Osprey Approach **Cost Transfer Report**

Practice Name: Broom & Broom Ltd **Year:** 2 **Period:** 2 **Accounting Date:** 30/11/2021 **Date Report Run:** 15/11/2021

Client / Matter	Client Name	Matter Description	FE	W/T	P/LA	Client	Office	Disbs	WIP	Transfer
BR0001 / 1	MissLALilyBroom	Purchase of Cottage	BT	CONVEY	P	1,000.00	1,660.00	0.00	0.00	1,000.00
BR0001 / 2	MissLALilyBroom	Dispute with neighbour	BT	LIT	P	5,240.00	737.49	150.00	0.00	887.49
						6,240.00	2,397.49	150.00	0.00	1,887.49

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