

# 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 guide will take you through the Cost Transfer report

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

Client / Matter	Client Name	Matter Description	FE	W/T	P/LA	Client	Office	Disbs	WIP	Transfer
BR0001 / 1	MissLALilyBroom	Purchase of Cottage	BT	CONVE	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

## Filter options

Reports > Client Financial > Cost Transfer

Run

Fee Earner:

Work Type:

Branch: ALL

Currency: Pound Sterling

Grouping: No Grouping

- **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