Osprey Approach: Reports: Current Credit Limit Warnings

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The latest version is always online at
https://support.ospreyapproach.com/?p=32718

This guide will take you through the Current Credit Limit Warnings report

This report shows clients with **current** credit limit warnings. Credit Limits for WIP (includes work in progress and disbursements due to the legal aid requirement), debtors (office) and disbursements can be entered either for the overall client in client details or for each matter in matter details.

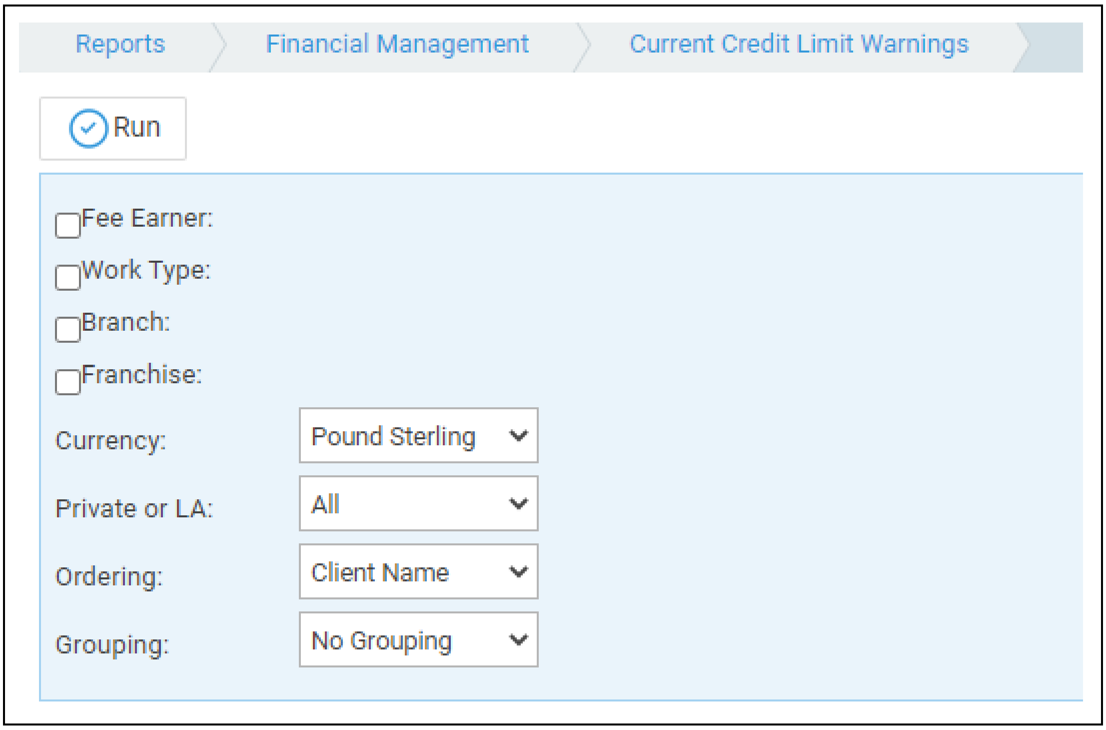
You can also specify within supervisor at what percentage of the limit you will be warned. This can be found within System Setup, System Settings, and the default is 75%.

Current Credit Limit Warning Summary

Practice Name: Broom & Broom Ltd **Year:** 1 **Period:** 9 **Accounting Date:** 30/06/2021 **Date Report Run:** 18/06/2021

Client / Matter	Client Name	Matter	F/E	Warning Type	Total Limit Set	Limit Amount	Amount Over Limit	% Over Limit
BE0001 / 1	Bennett	Conveyancing	MAB	DEBTORS	500.00	375.00	81.66	16.33

Filter Options



- **Fee Earner** – Tick this box if you want to show only one or a selection of fee earners. Once the box is ticked all fee earners marked as In Use will appear. You can then tick each one that you want to report on. If you want to see all fee earners, do not tick the fee earner box and it will produce all fee earners.
- **Work Type** - Tick this box if you want to show only one or a selection of work types. Once the box is ticked all work types marked as In Use will appear. You can then tick each one that you want to

report on. If you want to see all work types, do not tick the work types box and it will produce all work types.
- **Branch** – Tick this box if you want to show only one or a selection of branches. Once the box is ticked all branches will appear. You can then tick each one that you want to report on. If you want to see all branches, do not tick the box.
- **Franchise** – Tick this box if you want to show only one or a selection of franchise categories. Once the box is ticked all franchise categories will appear. You can then tick each one that you want to report on. If you want to see all franchise categories, do not tick the box.
- **Currency** – select the currency you wish to report on.
- **Private or LA** – Choose from either All matters, Private only or Legal Aid only.

Grouping and Ordering

Ordering – this option allows you to order the report either by client name or client number.

Grouping - choose one of:

- No Grouping – This will produce the report in client number order
- Fee Earner – This will produce the report in client number order, grouped into matter fee earner.
- Work Type – The report will be listed in client number order, grouped by work type.

List of Columns produced

- Client No / Matter No
- Client Name
- Matter Description
- Fee Earner Code
- Warning Type (whether the warning is for WIP, Debtors or Disbursements)
- Total Credit Limit Set (this is the credit limit you have set on the matter)
- Limit Amount (if you have set your warnings at e.g. 75% this will show you 75% of the credit limit. For example, a total credit limit of £500 will show the Limit Amount as £375 which is 75% of £500)
- Amount Over Limit (the amount that the current balance is over the client or matter credit limit)
- Percentage over Limit