



# **Osprey Approach: Reports: Fees Analysis Apportioned Cost Report**

This help guide was last updated on  
Jul 25th, 2022

The latest version is always online at  
<https://support.ospreyapproach.com/?p=32788>



Reports Fees billed, according to the costs apportionment selected during bill posting (where bills have not been apportioned, the default is to allocate fees to the Matter fee earner). See also Fees Analysis and Fees Analysis by Time Fee Earner.



### Fees Analysis by Apportioned Costs by FE

Practice Name: Broom & Broom Ltd					Year: 2	Period: 10		Accounting Date: 31/07/2022			Date Report Run: 18/07/2022			
FE	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	Period 13	Total
BT	1,000.00	80.00	-583.33	-123.00	19.83	4,921.00	1,384.00	1,620.00	0.00	0.00	0.00	0.00	0.00	8,318.50
MAB	0.00	0.00	0.00	223.00	1,123.75	92.81	3,250.79	-300.00	0.00	0.00	0.00	0.00	0.00	4,390.35
Total	1,000.00	80.00	-583.33	100.00	1,143.58	5,013.81	4,634.79	1,320.00	0.00	0.00	0.00	0.00	0.00	12,708.85

### CROSS TAB VERSION



### Fees Analysis by Apportioned Costs by FE

Practice Name: Broom & Broom Ltd

Year: 2 Period: 10 Accounting Date: 31/07/2022 Date Report Run: 18/07/2022

Fee Earner ID MAB

Fee Earner	Work Type	Period	Amount
Mitzi Broom	All Work Types	Total	4,390.35
Mitzi Broom	All Work Types	4	223.00
Mitzi Broom	All Work Types	5	1,123.75
Mitzi Broom	All Work Types	6	92.81
Mitzi Broom	All Work Types	7	3,250.79
Mitzi Broom	All Work Types	8	-300.00

### LIST VERSION

## Filter Options

Reports > Analysis > Fees Analysis Apportioned Costs

☒ Run

Report Type: Year To Date ▼

Year: 2 ▼

Branch: ALL ▼

Currency: Pound Sterling ▼

Grouping: Fee Earner by Period ▼

Report Format: List ▼

- Report Type - Year or Specific Period.

- **Year** - List selection of current and previous years, by default the current year is selected.
- **Period** – Only available if Specific Period is selected in the Report Type option. List selection of periods completed to date, by default the current period is selected.
- **Branch** – List selection of branches, by default branch *ALL* is selected.
- **Currency** - List selection of all the currencies set on the system, this selection will show only those matters set for the particular currency.
- **Grouping** – This shows three differing reports:
  - Fee Earner & Work Type by Period
  - Fee Earner by Period
  - Work Type by Period
- **Report Format** - Cross Tab or List, the default is to show cross tab.

## List of Columns Produced

---

- Work Type or Fee Earner (*depending on the grouping*)
- Period 1 Fees
- Period 2 Fees
- Period 3 Fees
- Period 4 Fees
- Period 5 Fees
- Period 6 Fees
- Period 7 Fees
- Period 8 Fees
- Period 9 Fees
- Period 10 Fees
- Period 11 Fees
- Period 12 Fees
- Period 13 Fees
- Total

## Additional Functionality

---



Report Type: Specific Period ▼

Year: 2 ▼

Period: 3 ▼

Branch: ALL ▼

Currency: Pound Sterling ▼

Grouping: Fee Earner by Period ▼

Report Format: Cross Tab ▼

- List
- Cross Tab
- Bill Detail By Bill**
- Bill Detail By FE

When Specific Period is selected, and the grouping is set to Fee Earner by Period, an additional two Report Formats are also available – Bill Detail By Bill and Bill Detail By FE. These reports give you a breakdown of the billed apportioned costs which have been allocated to each fee earner. In the example below, we can see that Bill Number 135 was split between fee earners MAB and TP.



## Bills by Apportioned Costs

Practice Name: Broom & Broom Ltd

Year: 2      Period: 7

Date Report Run: 18/07/2022

Client	Bill	Detail	Date	Bill Costs	F/E	F/E Costs
BR0001	8	135	Apportioned costs between BT and MB	07/04/2022	480.00 BT	180.00
BR0001	8	135	Apportioned costs between BT and MB	07/04/2022	480.00 MAB	300.00
LI00000001	3	160	Bill to test Sophie's report	26/04/2022	555.79 MAB	555.79
BO0001	2	161	Further bill to test sophie's report	26/04/2022	895.00 MAB	895.00
BR0001	3	162	Bill test sophie's report	26/04/2022	1,500.00 MAB	1,500.00
N00001	3	163	Testing Sophie's bills - dept 0	26/04/2022	354.00 BT	354.00
BR0001	2	164	Bill multiple time entry	26/04/2022	850.00 BT	850.00
Total :						4,634.79

### Bill Detail By Bill

The By Fee Earner report groups each fee earner's bills together and subtotals, throwing a page after the total.