



# Osprey Approach: Reports: Office Receipts – Allocated

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# This guide will go through the Allocated Receipts report

Allocated Office Receipt postings completed between two selected dates, showing their allocations. This is an extra option report, where the supervisor setting switch is set to allow Analyse Costs Received.




## Allocated Receipts Summary

**Practice Name:** Broom & Broom Ltd

**Year:** 1    **Period:** 7    **Accounting Date:** 30/04/2021    **Date Report Run:** 15/06/2021

Client	Matt	Surname	Receipts	Allocated	Unallocated
BR0001	1	Broom	1,650.00	1,650.00	0.00
BR0001	2	Broom	600.00	600.00	0.00
CO0001	1	Court Duty Solicitor LAA claims	355.42	355.42	0.00
LI00000001	17	Lister	-150.00	0.00	-150.00
SM0001	1	Smith	-475.00	0.00	-475.00

Office Receipts - Allocated (Summary option)



## Allocated Receipts Report

**Practice Name:** Broom & Broom Ltd    **Year:** 1    **Period:** 7    **Accounting Date:** 30/04/2021    **Date Report Run:** 15/06/2021

Client/Matter	Client Name	Post Date	Post Ref	Notes	Costs	Disbs & Vat	Receipt Total	Allocated	Unallocated	F/E	W/T
BR0001/1	Broom	01/03/2021	MAR7	Received part costs	150.00	0.00	150.00	150.00	0.00	BT	CONVEY
BR0001/1	Broom	01/04/2021	RCPT	Part receipt on OB bill	500.00	0.00	500.00	500.00	0.00	BT	CONVEY
BR0001/1	Broom	09/04/2021	POB	Part pay OB Bill	0.00	1,000.00	1,000.00	1,000.00	0.00	BT	CONVEY
BR0001/2	Broom	01/04/2021	ORAC	Office receipts - analysing costs	500.00	100.00	600.00	600.00	0.00	BT	LIT
CO0001/1	Court Duty Solicitor LAA claims	26/02/2021	36	Receipt from LAA for CRM6 Claim	0.00	355.42	355.42	355.42	0.00	MAB	CRIME
LI0000001/17	Lister	08/06/2021	test	test disbs	0.00	-150.00	-150.00	0.00	-150.00	33	CONVEY
SM0001/1	Smith	04/02/2021	AD	Agency Disbursement	0.00	-350.00	-350.00	0.00	-350.00	MAB	FWINJA
SM0001/1	Smith	04/02/2021	NA	Non Agency Disb, with zero VAT	0.00	-125.00	-125.00	0.00	-125.00	MAB	FWINJA

Office Receipts - Allocated (List option)

## Filter Options

- **Fee Earner** - Ticking this box brings up a list of Fee Earners to select, if only one, or a group of Fee Earners are required. Leave blank for all.
- **Work Type** - Ticking this box brings up a list of Work Types to select if only one, or a group of Work Types are required. Leave blank for all.
- **Currency** - Drop down list of available currencies. Only those that are in use are visible.
- **Posting Date** - compulsory fields. Select the date range for the report from and to. The dates can be entered into the boxes provided in the format dd/mm/yyyy or the dates can be selected from the calendar button.
- **Report Type** - Drop down list to select List or Summary. List allows the result to be show as individual postings. Summary totals the postings up per client/matter.

# Grouping options

- No Grouping
- Fee earner
- Work Type

## List of Columns produced

### Report Type – Summary

- Client
- Matter
- Client Surname / Company Name
- Receipts - the receipt amount
- Allocated - the amount of the receipt which is allocated
- Unallocated - the amount of the receipt which is unallocated

### Report Type – List

- Client/Matter
- Client Name
- Posting Date
- Posting Reference
- Notes - the posting details
- Office amount
- Disbursements amount
- VAT amount
- Receipt Total
- Allocated
- Unallocated
- F/E
- W/T