

Conveyancing And Trust Account System MANAGEMENT REPORT – LIST FILES BY TYPE

Access from the Reports/List Files by Type menu.

This report has two separate functions.

- List files by type e.g. Conveyance - Land, Conveyance – Business etc, as selected when a new file is created.
- List files by transaction i.e. the type of transaction for which a fee is charged e.g. preparation of contract, Form 1 etc as selected in the various fees groups in the statement screen. Because this list is based on fees charged through the trust account, it will ONLY be meaningful to those users who use the trust accounting facility in CATS.

To ignore any files on which no fee has been charged, click the *Skip if no fees* box.

The report below lists files of type 'Transfer – Matrimonial' for the selected period.

| Date | File | V/P | Details | Fees |
|------------|-------|-----|------------------------|----------|
| 06/12/2010 | B3608 | P | M Carpenter - M Joiner | \$0.00 |
| 09/12/2010 | B3613 | B | S Farmer - S Miller | \$0.00 |
| 22/12/2010 | X3628 | P | L Baker - M Butcher | \$449.57 |
| 24/01/2011 | B3654 | P | A Black - P White | \$0.00 |

Items Listed 4 Total Fees \$449.57

The following lists all files on fees were paid for preparation of a Form 1

| Date | File | V/P | Details | Fees |
|------------|-------|-----|---------------------|----------|
| 12/01/2011 | T3602 | V | J Biggs - S Small | \$440.00 |
| 07/01/2011 | B3598 | P | H Noble - A Knight | \$385.00 |
| 22/12/2010 | B3600 | P | J Grey - N Green | \$97.90 |
| 24/12/2010 | B3601 | P | M Fry - O Cook | \$330.00 |
| 18/02/2011 | B3596 | V | Y Parker - S Driver | \$375.00 |

Items Listed 5 Total Fees \$1,627.90