

Osprey Approach: Reports: Bills Rendered

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This guide will take you through the Bills Rendered report

This report lists the bills that have been produced from Osprey according to the filters you select.

Bills Rendered Example

 Bills Rendered Report												
Practice Name: Broom & Broom Ltd			Year: 2		Period: 2		Accounting Date: 30/11/2021		Date Report Run: 12/11/2021			
Client	Matter	Name	Branch	F/E	W/T	Date	Transaction Detail	Reference	Vat	Costs Ex	Disbs Total Inc Disbs	
LI0000001	1	Lister, Dave	2	MAB	DR	17/05/2021	Bill Debt Recovery	78	200.00	1,000.00	0.00 1,200.00	
LI0000001	2	Lister, Dave	1	MAB	DS	17/05/2021	Bill Deed Storage	79	200.00	1,000.00	0.00 1,200.00	
LI0000001	3	Lister, Dave	1	MAB	EMP_E E	17/05/2021	Bill Employee	80	200.00	1,000.00	0.00 1,200.00	
LI0000001	4	Lister, Dave	1	MAB	EMP_S A	17/05/2021	Bill Settlement	81	200.00	1,000.00	0.00 1,200.00	
LI0000001	5	Lister, Dave	1	MAB	EQURL S	17/05/2021	Bill Equity Release	82	200.00	1,000.00	0.00 1,200.00	
LI0000001	6	Lister, Dave	1	MAB	FR	17/05/2021	Bill 1st Reg	83	200.00	1,000.00	0.00 1,200.00	
LI0000001	7	Lister, Dave	1	MAB	LPA	17/05/2021	Bill LPA	84	200.00	1,000.00	0.00 1,200.00	
LI0000001	8	Lister, Dave	1	MAB	LIT	17/05/2021	Bill litigation	85	200.00	1,000.00	0.00 1,200.00	
LI0000001	9	Lister, Dave	1	MAB	NB	17/05/2021	Bill New Build	86	200.00	1,000.00	0.00 1,200.00	
LI0000001	10	Lister, Dave	1	MAB	PEX	17/05/2021	Bill Part Ex	87	200.00	1,000.00	0.00 1,200.00	
LI0000001	11	Lister, Dave	1	MAB	PROB	17/05/2021	Bill Probate	88	200.00	1,000.00	0.00 1,200.00	
LI0000001	12	Lister, Dave	1	MAB	REM	17/05/2021	Bill Remortgage	89	200.00	1,000.00	0.00 1,200.00	
LI0000001	13	Lister, Dave	1	MAB	TK_RC P	17/05/2021	Bill Purchase	90	200.00	1,000.00	0.00 1,200.00	
LI0000001	14	Lister, Dave	1	MAB	TK_RC S	17/05/2021	Bill Sale	91	200.00	1,000.00	0.00 1,200.00	
LI0000001	15	Lister, Dave	1	MAB	TRAN	17/05/2021	Bill t of e	92	200.00	1,000.00	0.00 1,200.00	
LI0000001	16	Lister, Dave	1	MAB	WILLS	17/05/2021	Bill to test ticking	94	20.00	100.00	0.00 120.00	
LI0000001	16	Lister, Dave	1	MAB	WILLS	17/05/2021	Bill Will	93	200.00	1,000.00	0.00 1,200.00	
N0001	1	Nakamura, Hiro	2	MAB	CONVE Y	26/05/2021	Testing requisitions - bill	95	200.00	1,000.00	0.00 1,200.00	
Totals for Report									3,420.00	17,100.00	0.00	20,520.00

Filter Options

Reports > Client Financial > Bills Rendered

Run

Fee Earner:

Work Type:

Branch:

Private or LA:

Date Filters: From: To:

Grouping:

Type:

- **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 branch
- **Department** - Report on All departments or select a department
- **Private or LA** - Report on Private, Legal Aid or All matters
- **Date Filters** - Enter the bill date range you wish to report on or leave blank for all

Grouping and Type

Grouping:

- **No Grouping** - report is listed in client number order with total at the end.
- **Fee Earner by Work Type** - each fee earner's bills are broken down and subtotalled by work type, with a final total for the fee earner overall.
- **Fee Earner by Period** - each fee earner's bills are broken down and subtotalled by the financial period they were posted in, with a final total for the fee earner overall.
- **Period by Fee Earner** - Each day where bills were posted is listed, with a total per day. Fee earners are listed in alphabetical order.
- **Work Type by Period** - Each work type's bills are subtotalled by the financial period they were posted in, with a final total for the work type.
- **Branch by Period** - Bills are listed by branch, with a branch sub total and a grand total at the end.

Type:

- **Bills Rendered by Ledger FE** - Shows the bills assigned to the Ledger Fee Earner - the fee earner who was chosen when the bill was posted
- **Bills Rendered by Matter FE** - Shows the bills assigned to the Matter Fee Earner

List of Columns Produced

- Client/matter number
- Client name
- Fee Earner (note that when you group FE by Period and select Matter FE when exported to Excel the FE code is the Matter FE and the FE Description is the Ledger FE)
- Bill date
- Transaction detail
- Reference
- VAT
- Costs (excluding VAT)
- Disbursements
- Total inc disbursements