



# Osprey Approach: Reports: Unpaid Bills

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The latest version is always online at  
<https://support.ospreyapproach.com/?p=32762>

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# This guide will go through the Unpaid Bills report

This report lists the bills posted on the Client Ledger Cards which have not been fully allocated against a receipt or credit note, so that all or part of the bill is still outstanding. This report is grouped and subtotalled by Fee Earner.

WT	P or LA	Client No	Mat No	Client	Matter Description	Bill Date	Bill Ref	Bill Detail	Bill value	Vat	Amount paid	Amount Due
Fee Earner: TP Thomas Petty												
NB	P	LI0000001	9	Lister Mr T Dave	Purchase - NB	17/05/2021	86	Bill New Build	1,200.00	200.00	0.00	1,200.00
LIT	P	L00001	1	Lynch Mr S Stanley	Litigation	30/11/2020	29	Bill for costs	338.01	56.34	0.00	338.01
Grand Total:									58,613.13	6,899.21	5,350.00	54,263.13

## Filter options

Reports > Client Financial > Unpaid Bills

Run

Fee Earning

Date Filters: From:  To:

Branch:

Department:

Currency:

- **Fee Earning** - Select one or more Fee Earning, or leave blank for all
- **Date Filters** - Enter the date range you wish to report on - dates are a required filter
- **Branch** - Report on All branches or select a branch
- **Department** - Report on All departments or select a department
- **Currency** - Select a currency to report

## List of columns produced

- Work Type
- Private/Legal Aid
- Client number
- Matter number
- Client name

- Matter Description
- Bill date
- Bill Reference
- Posting Detail
- Bill Value
- VAT
- Amount Paid
- Amount Due