Osprey Approach: Reports: Unpaid Bills

This help guide was last updated on Jul 10th, 2024

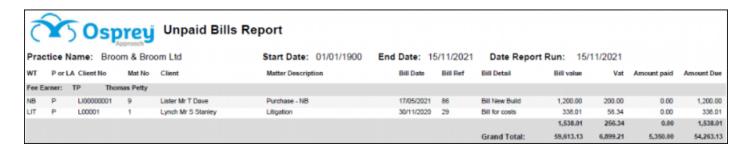
The latest version is always online at https://support.ospreyapproach.com/?p=32762

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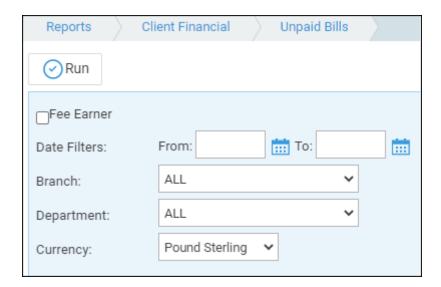


This guide will go through the Unpaid Bills report

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.



Filter options



- Fee Earner Select one or more Fee Earner, 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