



# Osprey Approach: Reports: Unpaid Bills

This help guide was last updated on  
Nov 15th, 2021

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



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 subtotaled by Fee Earner.



## Unpaid Bills Report

Practice Name: Broom & Broom Ltd

Start Date: 01/01/1900

End Date: 15/11/2021

Date Report Run: 15/11/2021

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
									1,538.01	256.34	0.00	1,538.01
<b>Grand Total:</b>									59,613.13	6,899.21	5,350.00	54,263.13

Unpaid Bills example

## Filter Options

Reports > Client Financial > Unpaid Bills

Run

Fee Earner  
 Date Filters: From:  To:    
 Branch:    
 Department:    
 Currency:

- **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