



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>



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.

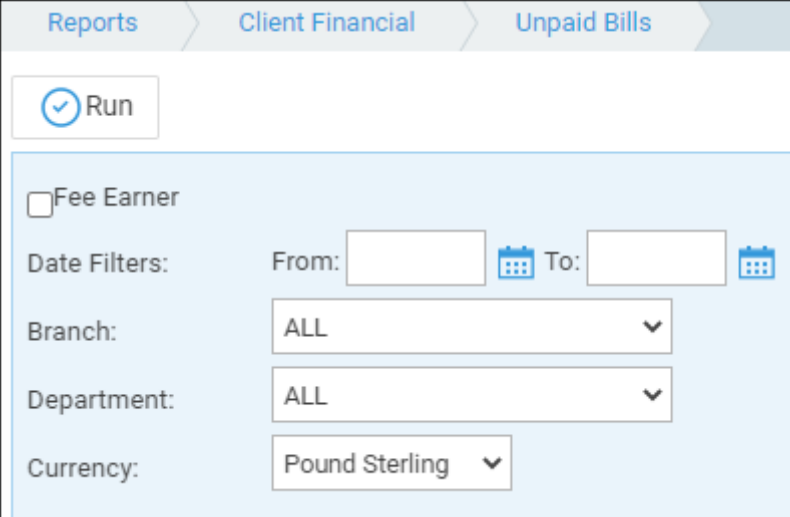


Osprey Unpaid Bills Report
Approach

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
Grand Total:									1,538.01	256.34	0.00	1,538.01



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