

Osprey Approach: Reports: Unpaid Disbursements

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The latest version is always online at
<https://support.ospreyapproach.com/?p=32764>

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This guide will go through the Unpaid Disbursements report

This report lists the Unpaid Disbursement postings entered using the Unpaid Disbursement posting type.

Osprey Unpaid Disbursements											
Practice Name: Broom & Broom Ltd			Year: 2	Period: 2	Accounting Date: 30/11/2021			Date Report Run: 15/11/2021			
Client/Matter	Client Name	Matter Description	Branch	Dept	F/E	W/T	Posting Date	Posting Ref	Transaction Detail	Disbs	
BR00000001 / 1	Braithwaite Superman Litigation		1	1	MAB	CONVEY	01/07/2021	[UNP]	Unbilled UNPAID disb	125.00	
BR0001 / 2	Broom Lily LA	Dispute with neighbour	1	1	BT	LIT	02/07/2021	[UNP]	Unpaid disbursement - for counsel	129.16	
BR0001 / 5	Broom Lily LA	House purchase	1	1	BT	CONVEY	23/09/2021	[UNP]	Unpaid disbursement - photocopying	7.75	
Total:										261.91	

Filter options

Reports > Client Financial > Unpaid Disbursements

Run

Fee Earner:

Branch:

Dept:

Currency:

Date Filters: From: To:

Ordering:

Grouping:

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

Grouping and ordering

- **Ordering** - Select the column to order by - choice of Client Name or Client Number

- **Grouping** - Choose one of No Grouping / Fee Earner options. If Fee Earner is chosen, a sub total will be produced for each fee earner

List of columns produced

- Client Number/Matter Number
- Client number
- Matter Description
- Branch
- Department
- Fee Earner
- Work Type
- Posting date
- Posting Reference
- Transaction Detail
- Value