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

Unpaid Disbursements example

Filter Options

- **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