

# Osprey Approach: Reports: Unpaid Disbursements

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<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

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

Unpaid Disbursements example

## Filter Options

Reports

Client Financial

Unpaid Disbursements

☒ Run

☐ Fee Earner:

Branch: ALL

Dept: ALL

Currency: Pound Sterling

Date Filters: From: To:

Ordering: Client No

Grouping: No 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