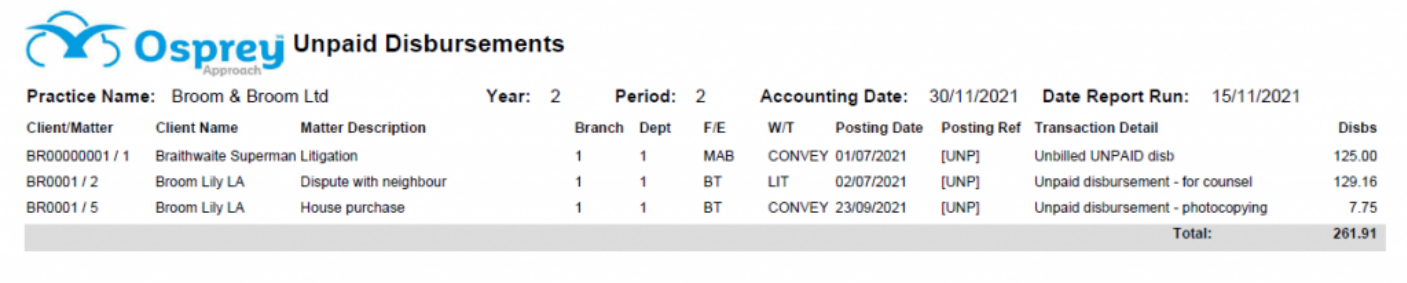
# Osprey Approach: Reports: Unpaid Disbursements

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

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

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



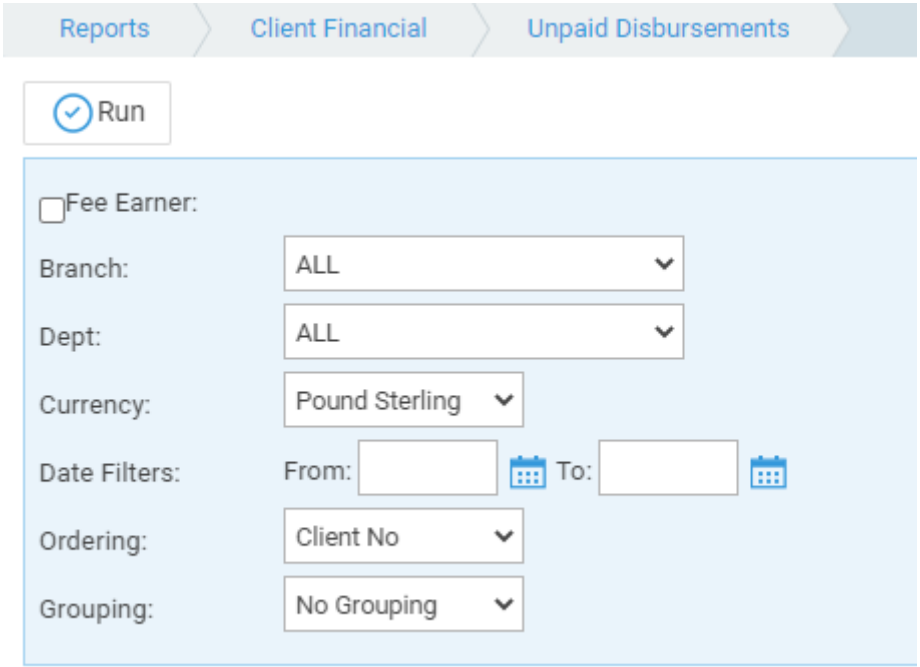
Osprey Approach **Unpaid Disbursements**

**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




- **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