

## **Work In Progress - Unbilled Report**

**Like all reports, we suggest you experiment with selection criteria and running the reports. You can't hurt anything.**

**Purpose:** To display and print the amount of fees and costs that have not yet been billed to client with totals for the office.

**Report Contains:** Total (amount) Unbilled | Client name | Client ID | Type (Hourly - Flat Fee etc) | Amount Unbilled Past due 120 days | 90 Days | 60 Days | 30 Days | Current | Last Billed Amount and Date.

### **Running Report:**

**Report Date:** You are usually running this report for today which is the default date. Many offices like to compare unbilled over time to see if they are reducing the amount. Use the down arrow to select other dates.

**Click on Display Report (top of these selection criteria).**

**Printing Reports:** All reports display in PDF and can be printed like any PDF.

**Searching Reports:** You can search in PDF report by entering Control F and entering your search word in the search box (for Macs use Command F).

End 2/11/16