Osprey Approach: Posting Receipts from the LAA

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Osprey
Approach™

When the LAA send payments for the Legal Aid work you have completed, you will need to show these payments on Osprey.

Post the receipt from the LAA

On your Legal Aid / LAA Control ledger, post the full value of your LAA receipt as an Office Bank Receipt to the relevant bank.

This will show a minus figure.

You can then tick the item on your bank once the payment has cleared your statement.

Allocate the individual amounts to your client ledgers

Now that you have received the payment from the LAA, and shown this coming into your office bank, you will want to transfer the amounts to each of your individual matters that were included within the submission, to mark the posted bill as having been paid. You can do this either from the LAA / Legal aid

control ledger, or from the individual ledgers themselves.

Option 1: From the LAA / Legal aid control ledger, select posting type K - Office Transfer PAYMENT.

Navigate to your LAA Control Account, and choose posting type K - Office Transfer *Payment*.

Enter the client number/matter number you wish to post to, or search for a matter.

Enter the full amount of the bill for this matter, and post.

OFFICE TRANSFER - PAYMENT - POSTING DETAILS

Client: ME0001/1: Non-molestation

Currency: Pound Sterling

Posting Date: 01/05/2024

Detail: Received from LAA

Amount: 6484.00 ⦿Office◯Disbs

Reference: LAA

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This will transfer the bill amount from the LAA Control account to the matter. Repeat until you have receipted all of the month's bills.

Option 2: From the individual clients ledgers, select posting type K – Office Transfer RECEIPT.

Navigate to the first individual client ledger account from your monthly submission, and choose posting type K - Office Transfer *Receipt*.

CLIENT LEDGER ⌄

Refresh   k Office Transfer - Receipt   Post

Sheet number 1 of 1

u Unpaid Disbursement
u Pay Unpaid Disbursement
u Cancel Unpaid Disbursement
b Bill
b Credit Note
p Provisional Bill
p Deliver Provisional Bill
p Cancel Provisional Bill
f Enter Counsel's Fees
f Pay Counsel's Fees
f Cancel Counsel's Fees
d Deposit Receipt
d Deposit Withdrawal
w Write Off Debit
w Write Off Credit
n Transfer to Nominal
n Transfer from Nominal
j Client Transfer - Receipt
j Client Transfer - Payment
k Office Transfer - Receipt

DATE   DETAIL
TOTALS:
Projected

1
Sheet number 1 of 1 (

CREDIT STATUS
PENDING REQUISI

Export

DATE REQUIRED   TYP

Select the LAA Control ledger/matter no as the other side account,

OFFICE TRANSFER - RECEIPT - POSTING DETAILS

Select 2nd Account: [　　　] ✓ Select Client

Or: 🔍 Search For Client/Matter

and enter the full amount of the bill, then post.

OFFICE TRANSFER - RECEIPT - POSTING DETAILS

Client: LA0001/1: LAA CONTROL ACCOUNT

Currency: Pound Sterling ▾

Posting Date: 01/05/2024 📅

Detail: Received from LAA

Amount: 6484.00   ⦿Office ◯Disbs

Reference: LAA

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This will transfer the bill amount from the LAA Control account to the matter. Repeat until you have receipted all of the month's bills.

Results

The effect of the above postings will be as below.

On the Client Ledgers, your LAA Control account should be at 0, provided that the payment covered all bills in the submission, and all of the transfers have been made:

DATE	DETAILS	REF	VAT	OFFICE	DISBS	CLIENT	DEPOSIT
01/05/2024	Received from LAA	LAA	0.00	12,968.00	0.00	0.00	0.00
01/05/2024	Received from LAA	LAA	0.00	6,484.00	0.00	0.00	0.00
01/05/2024	Received from LAA	LAA	0.00	6,484.00	0.00	0.00	0.00
	TOTALS:			0.00	0.00	0.00	0.00
	Projected Balances:			0.00	0.00	0.00	0.00

All the individual accounts should also have been cleared:

DATE	DETAILS	REF	VAT	OFFICE	DISBS	CLIENT	DEPOSIT
01/05/2024	Received from LAA	LAA	0.00	6,484.00	0.00	0.00	0.00
01/05/2024	Bill of Costs	301	1,080.67	5,403.33	0.00	0.00	0.00
	TOTALS:			0.00	0.00	0.00	0.00
	Projected Balances:			0.00	0.00	0.00	0.00

And your bank should just show the payment received from the LAA:

Bank/Journal:	OFFICE01	Office Bank 1 - Royal Bank of Scotland
Branch:	1: Hereford	
Dept:	ALL	
Currency:	GBP	
Cashbook Balance:	7243.61	
Bank Balance:	5724.39	

BANKS & JOURNALS

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ACCOUNT		DATE	DETAILS	REF	TYPE	OFFICE	DISBS	TICKED
LA0001	1	09/03/2021	Received from LAA February payment	LAA123	OFFICE	12,968.00	0.00	