

# Osprey Approach: Posting Receipts from the LAA

This help guide was last updated on  
Dec 22nd, 2022

The latest version is always online at  
<https://support.ospreyapproach.com/?p=32854>

[Click here for a printer-friendly version](#)






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.

### OFFICE BANK RECEIPT - POSTING DETAILS

Posting Date:	<input type="text" value="09/03/2021"/> 
Detail:	<input type="text" value="Received from LAA February payment"/>
Bank:	<input type="text" value="Office Bank 1 - Royal Bank of Scot"/> 
Amount:	<input type="text" value="12968.00"/> <input checked="" type="radio"/> Office <input type="radio"/> Disbs
Reference:	<input type="text" value="LAA123"/>

 Next

This will show a minus figure.

DATE	DETAILS	REF	VAT	OFFICE	DISBS
09/02/2021	Received from LAA January payment	LAA	0.00	1,000.00	0.00
09/02/2021	TFR to SM0001/1 January LAA payment	TFR	0.00	1,000.00	0.00
09/03/2021	Received from LAA February payment	LAA123	0.00	12,968.00	0.00
TOTALS:				12,968.00	0.00
Projected Balances:				12,968.00	0.00

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.**

Client Ledgers LA0001/1 (LAA Control account) FE:33 WF:FWINJA Branch:Hereford LAA CONTROL ACCOUNT

WORKFLOW STATUS BAR

Key Dates: Date: Description: More Key Dates

CLIENT & MATTER SEARCH

Client Search | Dossier Search | CRM Search | Send e-mail | Client Dossier | SMS

Client No: LA0001  
Matter No: 1  
Name: LAA Control account  
Matter: LAA CONTROL ACCOUNT

CLIENT LEDGER

Refresh k Office Transfer - Payment Post | Currency: GBP Show ledger expenses codes

Sheet number 1 of 1 (3 postings.)

DATE	DETAILS	REF	VAT	OFFICE	DISBS	CLIENT	DEPOSIT
09/02/2021	Received from LAA January payment	LAA	0.00	1,000.00	0.00	0.00	0.00
09/02/2021	TFR to SM0001/1 January LAA payment	TFR	0.00	1,000.00	0.00	0.00	0.00
09/03/2021	Received from LAA February payment	LAA123	0.00	12,968.00	0.00	0.00	0.00
<b>TOTALS:</b>							
<b>Projected Balances:</b>					12,968.00	0.00	0.00

CREDIT STATUS

PENDING REQUISITIONS

Export

DATE REQUIRED	REQUISITIONED BY	TYPE	AMOUNT	DETAIL	NOTES
No data to display					

Click to enlarge

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. 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.

Client Ledgers ME0001/1 (Meek Beverley) FEMAB WF:FWINJA Branch:Hereford Non-molestation

WORKFLOW STATUS BAR

Key Dates: Date: Description: More Key Dates

CLIENT & MATTER SEARCH

Client Search | Dossier Search | CRM Search | Send e-mail | Client Dossier | SMS

Client No: ME0001  
Matter No: 1  
Name: Meek  
Matter: Non-molestation

CLIENT LEDGER

Refresh k Office Transfer - Payment Post | Currency: GBP Show ledger expenses codes

Sheet number 1 of 1 (1 postings.)

DATE	DETAILS	REF	VAT	OFFICE	DISBS	CLIENT	DEPOSIT
09/03/2021	Bill for costs	51	600.00	3,000.00	0.00	0.00	0.00
<b>TOTALS:</b>					3,600.00	0.00	0.00
<b>Projected Balances:</b>					3,600.00	0.00	0.00

CREDIT STATUS

PENDING REQUISITIONS

Export

DATE REQUIRED	REQUISITIONED BY	TYPE	AMOUNT	DETAIL	NOTES
No data to display					

Click to enlarge



Navigate to the first individual client ledger account from your monthly submission, and choose posting type K - Office Transfer **Receipt**. Select the LAA Control ledger/matter no as the other side account, and enter the full amount of the bill, then post. 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:




Client No: LA0001   Load Client/Matter

Matter No: 1 

Name: LAA Control account 

Matter: LAA CONTROL ACCOUNT 

**CLIENT LEDGER** 

 Refresh   Post | Currency:    Show ledger expenses codes



Sheet number 1 of 1 (6 postings.) Select She


1


DATE	DETAILS	REF	VAT	OFFICE	DISBS
09/02/2021	Received from LAA January payment	LAA	0.00	1,000.00	0.00
09/02/2021	TFR to SM0001/1 January LAA payment	TFR	0.00	1,000.00	0.00
09/02/2021	Received from LAA	LAA	0.00	4,928.00	0.00
10/02/2021	Received from LAA	LAA	0.00	3,600.00	0.00
10/02/2021	Received from LAA	LAA	0.00	4,440.00	0.00
09/03/2021	Received from LAA February payment	LAA123	0.00	12,968.00	0.00
<b>TOTALS:</b>				0.00	0.00
<b>Projected Balances:</b>				0.00	0.00


1


All the individual accounts should also have been cleared:




Client No: ME0001   Load Client/Matter

Matter No: 1 

Name: Meek 

Matter: Non-molestation 

**CLIENT LEDGER** 

 Refresh   Post | Currency:    Show ledger expenses codes

Sheet number 1 of 1 (2 postings.) Select St

1

DATE	DETAILS	REF	VAT	OFFICE	DISBS
10/02/2021	Received from LAA	LAA	0.00	3,600.00	0.00
09/03/2021	Bill for costs	51	600.00	3,000.00	0.00
<b>TOTALS:</b>				0.00	0.00
<b>Projected Balances:</b>				0.00	0.00

1

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**

Filter Options

Page 1 of 1 (1 postings) Go To Page:

1

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	