Osprey Approach: Reports: CRM6/11

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Osprey can provide you with a CSV file to upload all your criminal claims to the LAA portal, as well as automatically posting all the bills and receipts for your legal aid claims. This guide will show you how to generate this.

System Setup

To use the CRM6 auto billing, the system must first be set up correctly. You can if you wish, simply produce the CRM6/11 reports and post the bills and receipts yourself manually, but to speed things up we recommend use of the auto billing functionality.

Please use our guide CRM Billing Setup > to ensure your system is set up correctly for the CRM6 auto billing.
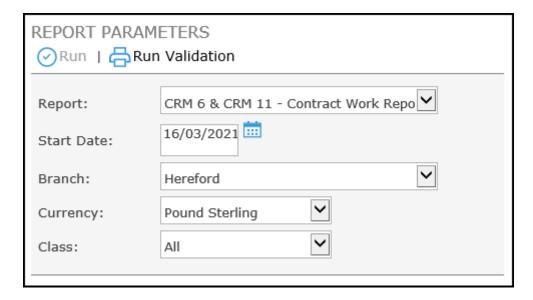
Set up your matters for billing

Each matter that you wish to claim for must be correctly set up within the system for it to appear for billing. To run through our check list CRM6 and CRM7 Checklist >.

Run the reports and bill your matters

> To run the CRM6 report you must be logged into the Browser, and have already installed the Osprey Gateway >.

To run the CRM6 and 11 reports, navigate to Reports > Miscellaneous > Contract Work Reports.

REPORT PARAMETERS
✓ Run | 🖨 Run Validation

Report:	CRM 6 & CRM 11 - Contract Work Repo ▾
Start Date:	16/03/2021 📅
Branch:	Hereford ▾
Currency:	Pound Sterling ▾
Class:	All ▾

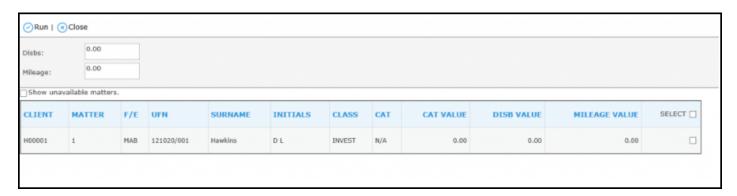Select the CRM6 & CRM11 report from the Report: list box.

Leave the Start Date as entered.

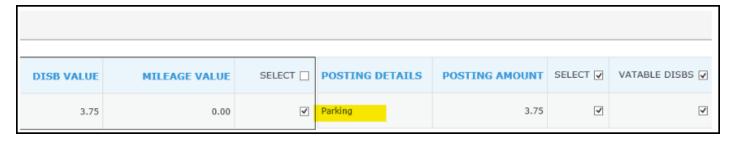Select the Branch you wish to run the matters for.

Leave the currency as Pound Sterling.

If you wish, you can select the Class to run, or leave as All for all claim types.

Click Run Validation. The list of matters available to bill will show.

✓ Run | ⊗ Close

Disbs: 0.00
Mileage: 0.00

☐ Show unavailable matters.

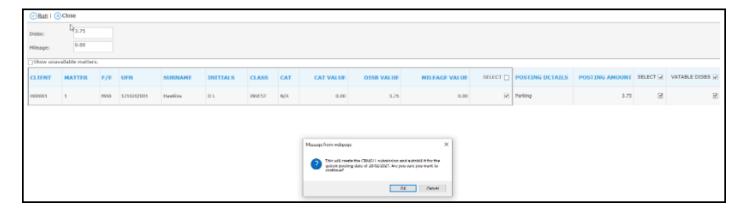| CLIENT	MATTER	F/E	UFN	SURNAME	INITIALS	CLASS	CAT	CAT VALUE	DISB VALUE	MILEAGE VALUE	SELECT ☐
H00001	1	MAB	121020/001	Hawkins	D L	INVEST	N/A	0.00	0.00	0.00	☐

Tick each matter that you wish to bill, if any disbursements have been posted to the client ledgers, these will appear to the right of the list, and you can select whether they are vatable or not (default is vatable).
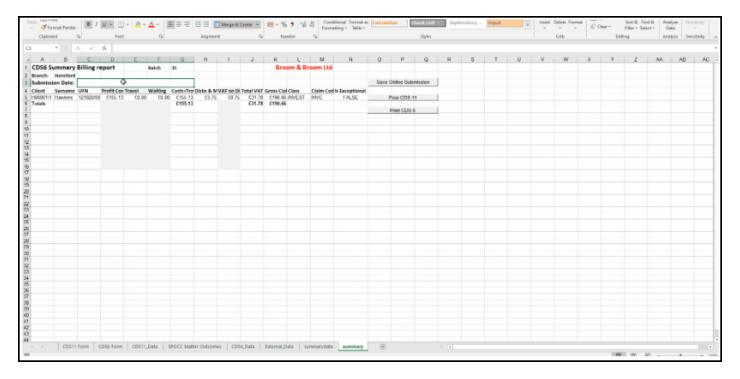

DISB VALUE	MILEAGE VALUE	SELECT ☐	POSTING DETAILS	POSTING AMOUNT	SELECT ✓	VATABLE DISBS ✓
3.75	0.00	✓	Parking	3.75	✓	✓

When ready to run the billing, select Run in the top left hand corner.
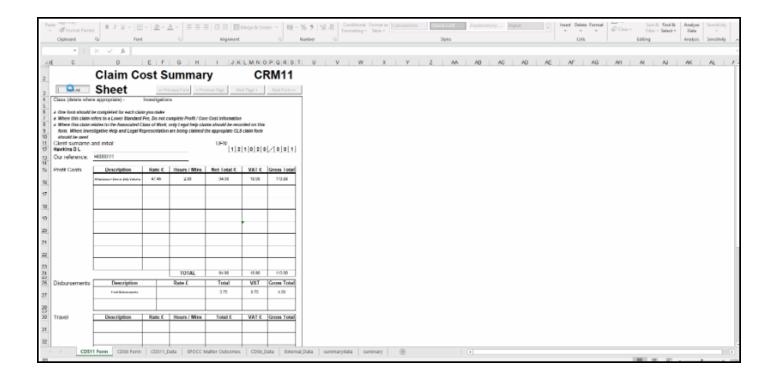
When you are happy that the posting date is correct, click OK to run the CRM6/11. Excel will open. Wait for the spreadsheet to finish its calculations, then enter the submission date in the summary page box C3 as shown below. You can print this page if you wish to compare with the LAA portal summary sheet.
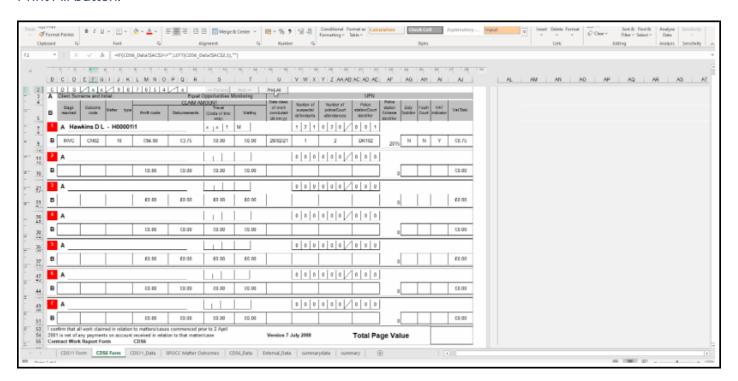

Print your CRM11s

To print the CRM11s from the spreadsheet, select the CDS11 form tab, then click the Print All button:
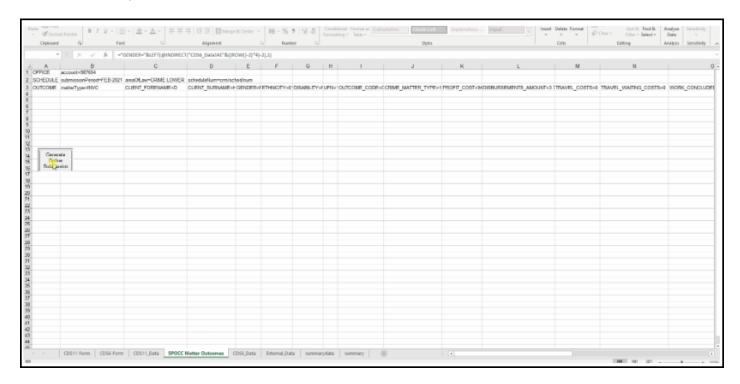
Print your CRM6s

If you wish, you can also print your CRM6s for your records. Navigate to the CDS6 Form tab, and click the Print All button:

Generate your CSV file for upload to the LAA portal

To generate your CSV file to upload, navigate to the SPOCC Matter Outcomes sheet and click the Generate Online Submission button. Select the folder you wish to save the file into on your local machine or network drive, and click Save:

You can now log into your LAA account and upload the submission file.

Should you need to, you can reprint any submission batches that you have generated in Osprey. Reprint CRM6 and CRM11 Forms >

Balancing your LAA and Office Banks

Once you have uploaded the submission to the LAA web site, ensure that you reconcile the LAA Claim Summary back to the Osprey Billing Summary. Any changes you make to the data on the LAA web site after uploading it will need to be replicated on Osprey, undoing and reposting any transactions as necessary.

You will need to transfer the balance from the "dummy" office bank you created for the receipt postings to reduce the balance on your monthly payments control ledger.

If the control ledger is a client ledger card, you need to use the posting type Office Bank Payment and select to post from the "dummy" bank. If the control ledger is a nominal, you will need to use the posting type of Payment, selecting to post from the "dummy" bank.

In the Banks and Journals area, select the "dummy" office bank and click Refresh.

Tick the transaction you just posted on the "dummy" bank.

Now select to Tick by Ref and enter the batch number of the CRM 6 batch you just ran – ensuring that the total equals the amount for that batch.

Once these items have all been ticked, the bank balance on your "dummy" bank should return to 0.