



Osprey Approach: Reports: CRM6/11

This help guide was last updated on
Dec 19th, 2023

The latest version is always online at
<https://support.ospreyapproach.com/?p=33312>



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.

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 here 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 [click here](#).


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. Click [here](#) for instructions to install the 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	<input type="checkbox"/>

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	<input checked="" type="checkbox"/>	Parking	3.75	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

When ready to run the billing, select Run in the top left hand corner. If you have selected to auto bill your matters, you will see a prompt displaying the posting date that the system will use, please check this carefully and select Cancel if incorrect, or OK if correct. If the posting date is incorrect you will need to amend this from Supervisor > Financial Periods > Set Posting Period Date.

Run | Close

Disbs:3.75

Mileage:0.00

☐ Show unavailable matters.

CLIENT	MATTER	F/E	UFN	SURNAME	INITIALS	CLASS	CAT	CAT VALUE	DISB VALUE	MILEAGE VALUE	SELECT	POSTING DETAILS	POSTING AMOUNT	SELECT	VATABLE DISBS
H00001	1	MAB	121020/001	Hawkins	D L	INVEST	N/A	0.00	3.75	0.00	<input checked="" type="checkbox"/>	Parking	3.75	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Click to enlarge

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.

Run | Close

Disbs:

3.75

Mileage:

0.00

☐ Show unavailable matters.

CLIENT	MATTER	F/E	UFN	SURNAME	INITIALS	CLASS	CAT	CAT VALUE	DISB VALUE	MILEAGE VALUE	SELECT	POSTING DETAILS	POSTING AMOUNT	SELECT	VATABLE DISBS
H00001	1	MAB	121020/001	Hawkins	D L	INVEST	N/A	0.00	3.75	0.00	<input checked="" type="checkbox"/>	Parking	3.75	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Message from webpage

?

This will create the CRM611 submission and autobill it for the system posting date of 28/02/2021. Are you sure you want to continue?

OK

Cancel

Click to enlarge

Print your CRM11s

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

Format Painter

Clipboard

Font

Alignment

Number

Conditional Formatting

Format as Table

Calculation

Check Cell

Explanatory ...

Input

Insert

Delete

Format

Clear

Sort & Find & Filter

Analyze Data

Sensitivity

C4

UFN

1 CDS6 Summary Billing report

2 Branch: Hereford

3 Submission Date: Feb - 2021

4 Client Surname UFN Profit Cos Travel Waiting Costs+Tra+Disbs & NVAT on DI Total VAT Gross Clai Class Claim Cod Is Exceptional

5 H0000111 Hawkins 121020/00 £155.13 £0.00 £0.00 £155.13 £3.75 £0.75 £31.78 £190.66 INVEST INVC FALSE

6 Totals

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Batch 35

Broom & Broom Ltd

Save Online Submission

Print CDS 11

Print CDS 6

CDS11 Form

CDS6 Form

CDS11_Data

SPOCC Matter Outcomes

CDS6_Data

External_Data

summarydata

summary

Click to enlarge

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:

Claim Cost Summary CRM11 Sheet

Class (delete where appropriate) - Investigations

a One form should be completed for each claim you make
a Where this claim refers to a Lower Standard Fee, Do not complete Profit / Core Cost information
a Where this claim relates to the Associated Class of Work, only Legal help claims should be recorded on this form. Where Investigative Help and Legal Representation are being claimed the appropriate CLS claim form should be used

Client surname and initial: **Hawkins DL** UFN: **1210201001**
Our reference: **H000011**

Description	Rate £	Hours / Mins	Net Total £	VAT £	Gross Total
Attendants - One or Day Solicitor	47.45	2:00	94.90	18.98	113.88
TOTAL			94.90	18.98	113.88

Description	Rate £	Total	VAT	Gross Total
Total Disbursements	3.75	0.75	4.50	

Description	Rate £	Hours / Mins	Total £	VAT £	Gross Total

Click to enlarge

Generate your CSV file for upload to the LAA portal

To generate your uploadable CSV file, 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:

SPOCC Matter Outcomes

Client Surname and Initial: **Hawkins DL - H000011** UFN: **1210201001**

Stage reached	Outcome code	Matter type	Profit costs	Disbursements	Travel (Costs of time only)	Waiting	Date class of work concluded dd mm yy	Number of suspects/defendants	Number of police/Court attendances	Police station/Court identifier	Police station Scheme identifier	Duty Solicitor	Youth Court	VAT Indicator	Vat Disb	
1	INVC	CN02	10	£94.90	£3.75	£0.00	£0.00	28/02/21	1	2	BR102	2015	N	N	Y	£0.75
2				£0.00	£0.00	£0.00	£0.00									£0.00
3				£0.00	£0.00	£0.00	£0.00									£0.00
4				£0.00	£0.00	£0.00	£0.00									£0.00
5				£0.00	£0.00	£0.00	£0.00									£0.00
6				£0.00	£0.00	£0.00	£0.00									£0.00
7				£0.00	£0.00	£0.00	£0.00									£0.00

Version 7 July 2008 Total Page Value

Click to enlarge

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. Click [here](#) to see our instruction guide.

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.