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

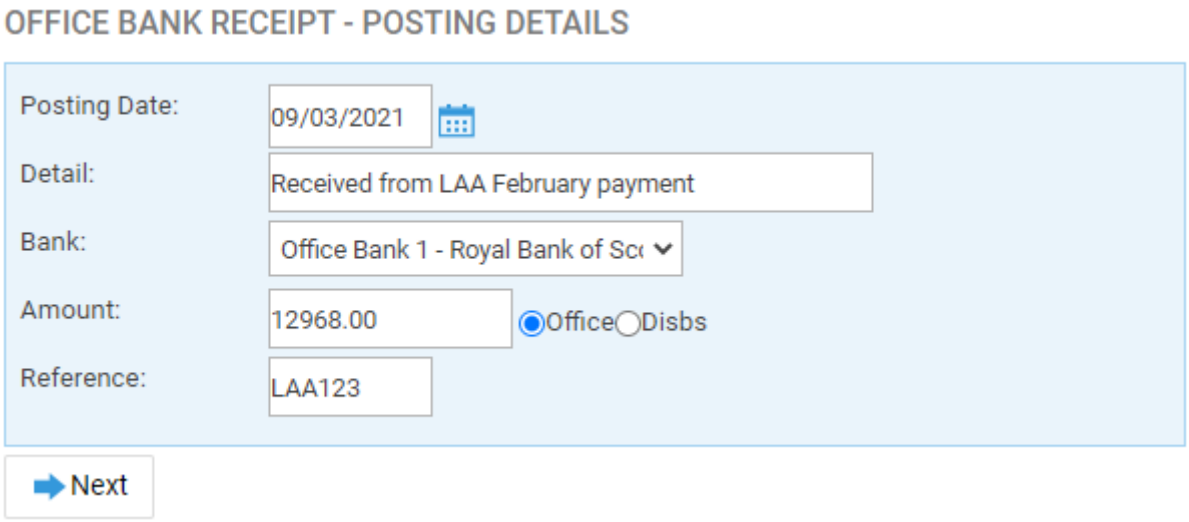
Click here for a printer-friendly version

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.

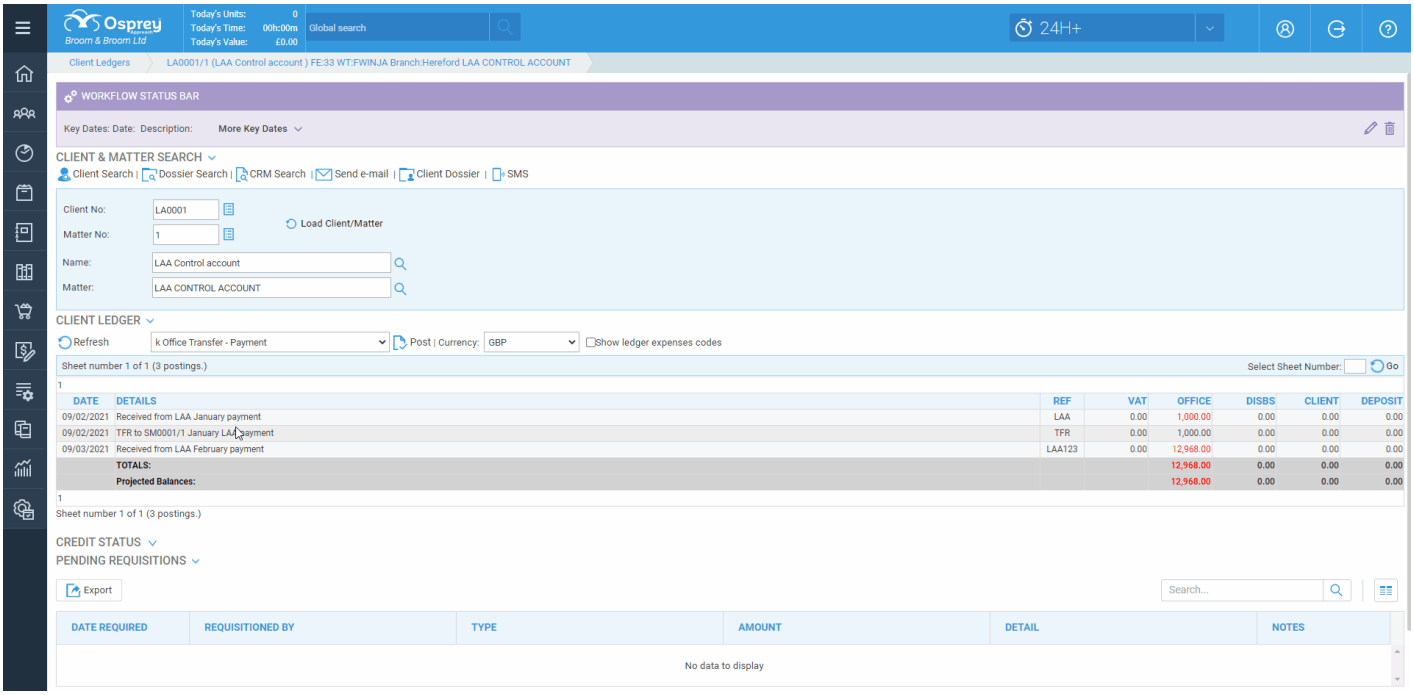
DATE	DETAILS	REF	VAT	OFFICE	DISBS
09/02/2021	Received from LAA January payment	LAA	0.00	1,000.00	0.00
09/02/2021	TFR to SM0001/1 January LAA payment	TFR	0.00	1,000.00	0.00
09/03/2021	Received from LAA February payment	LAA123	0.00	12,968.00	0.00
	TOTALS:			**12,968.00**	**0.00**
	Projected Balances:	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

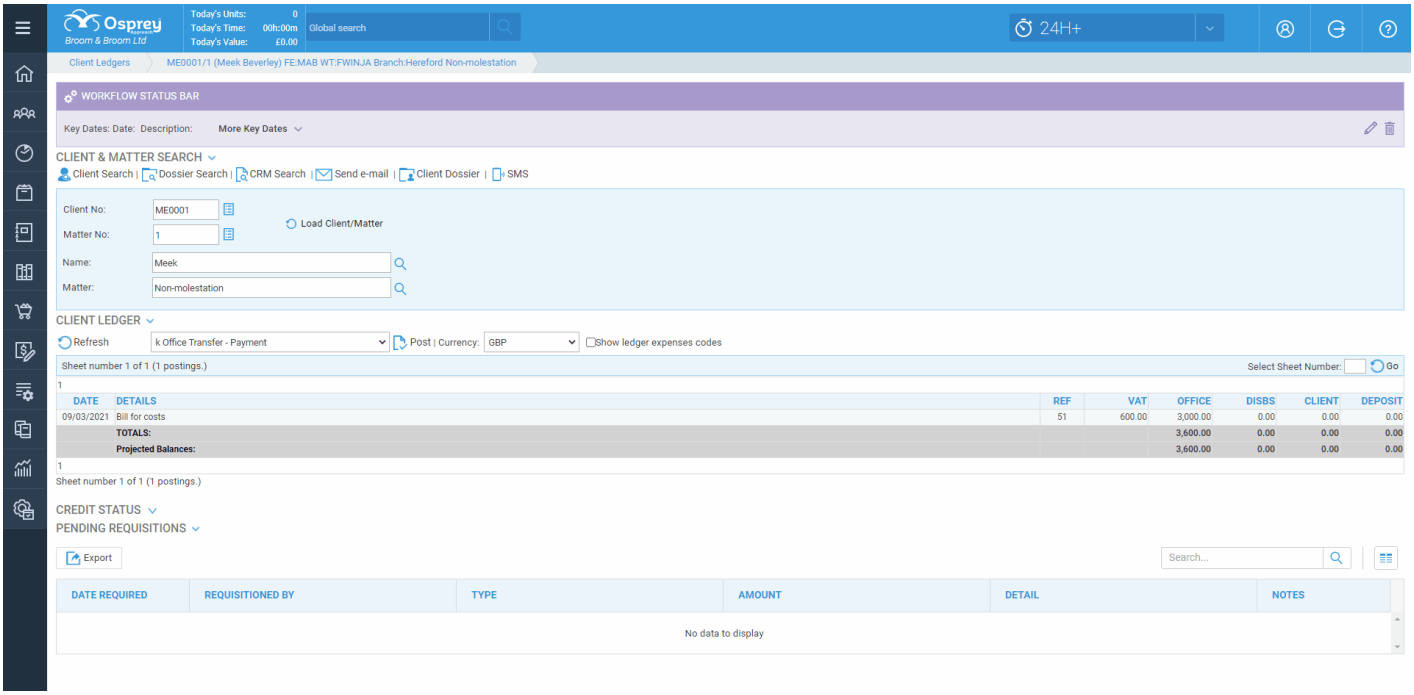
Option 1: From the LAA / Legal aid control ledger, select posting type K - Office Transfer PAYMENT.



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.



Click to enlarge

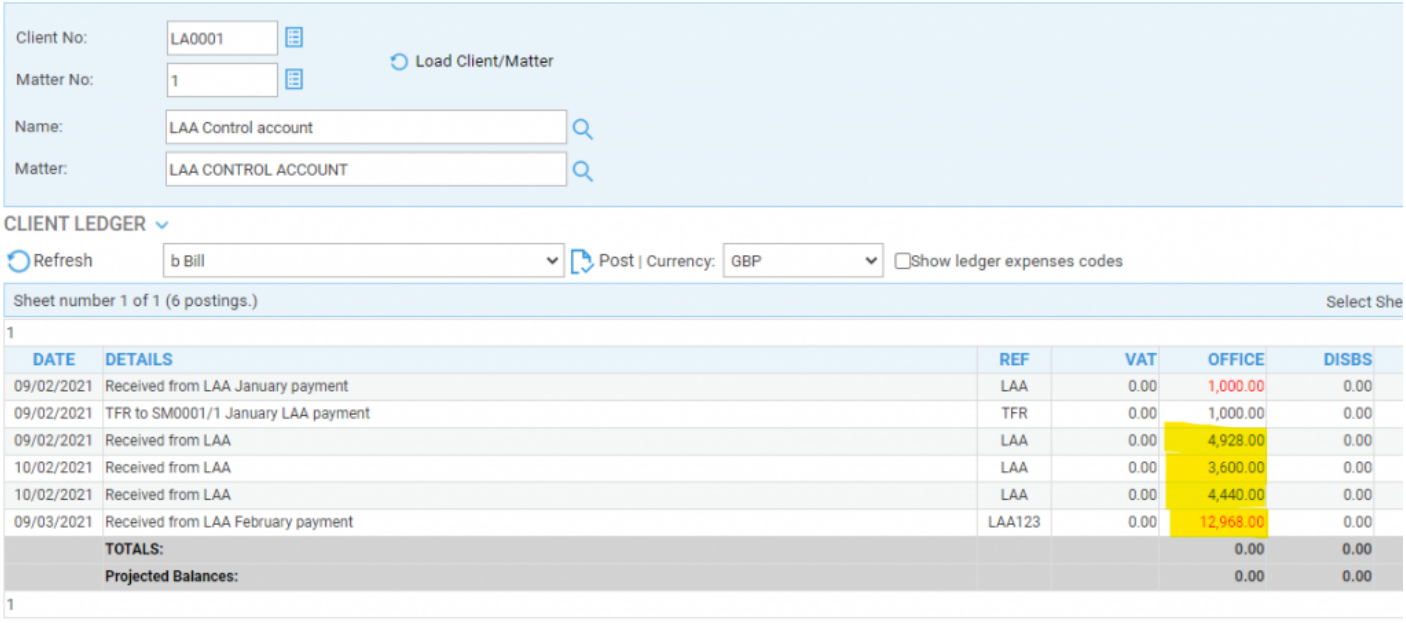
Navigate to the first individual client ledger account from your monthly submission, and choose posting type K - Office Transfer ***Receipt***. Select the LAA Control ledger/matter no as the other side account, and enter the full amount of the bill, then post. This will transfer the bill amount from 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 | b Bill | Post | Currency: GBP | Show ledger expenses codes

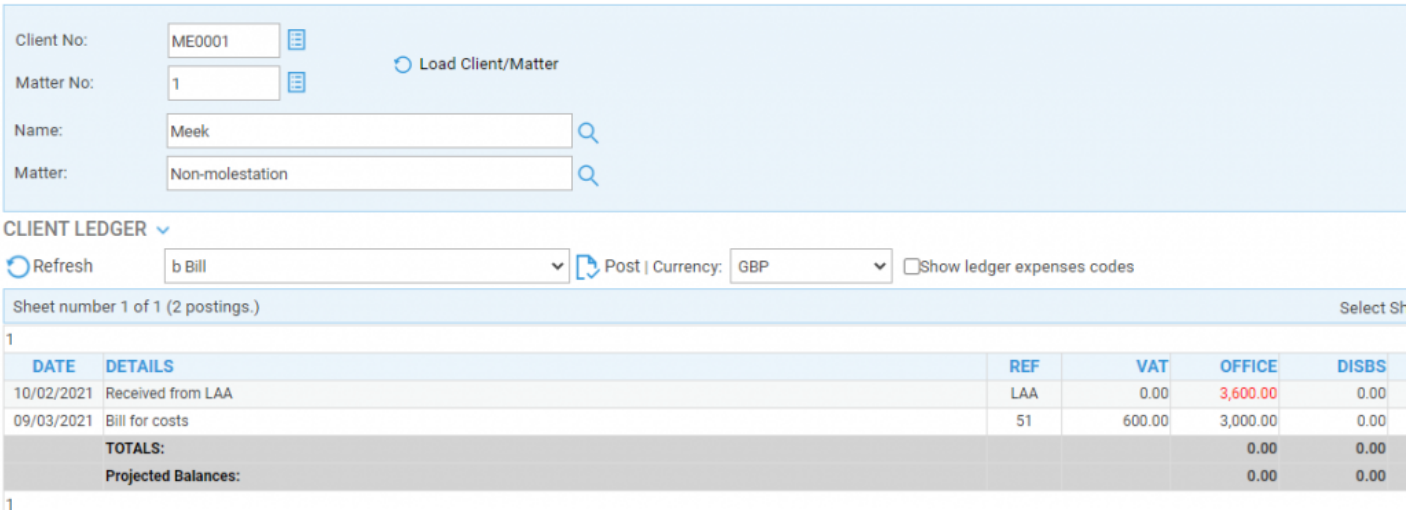
Sheet number 1 of 1 (6 postings.) Select She

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
	TOTALS:			**0.00**	**0.00**
	Projected Balances:			**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 | b Bill | Post | Currency: GBP | Show ledger expenses codes

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

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
	TOTALS:			**0.00**	**0.00**
	Projected Balances:			**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

Refresh | Reconcile | Print

Filter Options

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

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	