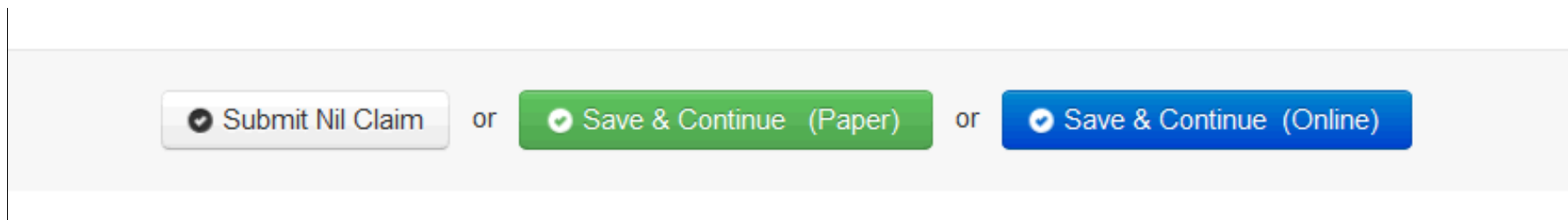


1. Enter the LARN as normal, complete case summary mandatory fields (if appropriate) and select the 'Save & continue (paper)' option



A screenshot of a web interface showing three buttons: 'Submit Nil Claim' (grey), 'Save & Continue (Paper)' (green), and 'Save & Continue (Online)' (blue). The buttons are separated by the word 'or'.

2. You are taken direct to synopsis screen to complete as appropriate and then click



A screenshot of a green button with a white circular icon containing a checkmark and the word 'Save' in white text.

3. You are taken direct to work breakdown to enter the total for each expenditure type (vary depending on aid type).  
**NOTE:** This is necessary as SLAB have experienced problems where these have not been completed correctly and as such it is now necessary to enter a value (even if £0.00) in each expenditure line

For further information, please contact: Christine Connerton, Digital Services Marketing Officer: [connertonch@slab.org.uk](mailto:connertonch@slab.org.uk)
















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### 4. Work breakdown will initially display as follows:

You must enter the correct breakdown of your paper account in each of the expenditure types below. For the expenditure types not applicable to your account please enter 0.00 in order to proceed to the print option. A value must be entered in each expenditure.

Please note the date field is editable and should be changed to reflect the date of the last work undertaken in the case

#	Select	Date/Time	Work/Description	Claimed	Actions	
1.	<input type="checkbox"/>	01/09/2016	Paper Account Fees	-£1.00	 	
2.	<input type="checkbox"/>	01/09/2016	Paper Account Travel	-£1.00	 	
3.	<input type="checkbox"/>	01/09/2016	Paper Account Outlays	-£1.00	 	
4.	<input type="checkbox"/>	01/09/2016	Paper Account Expert	-£1.00	 	
5.	<input type="checkbox"/>	01/09/2016	Paper Account Other	-£1.00	 	
6.	<input type="checkbox"/>	01/09/2016	Paper Account Correspondents	-£1.00	 	

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5. The values are pre-set to a negative figure and will result in an error if not updated. The date can be edited and should reflect the date of the last work undertaken

**– Warning! We've found 1 problem you need to address before requesting a payment.**

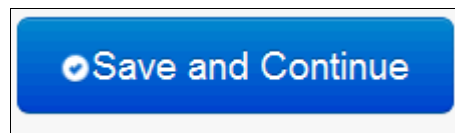
**!** Please enter a value, if this field is not applicable please enter 0.00- Please breakdown the amounts of your paper account

Please take some time to review the details and fix if necessary.  
Note that you can request payment of **valid items** only.

6. The appropriate expenditure line will also be highlighted

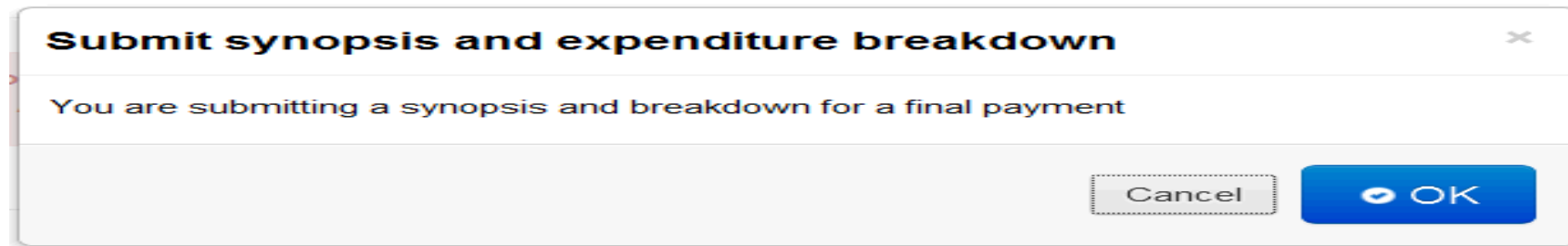
6.	<input checked="" type="checkbox"/>	01/09/2016	<b>!</b> Paper Account Other	-£1.00
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7. Once completed tick all expenditure items and click



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8. Then confirm you are submitting the synopsis and breakdown



9. You are then taken to the payment request details page this requires the declaration to be completed and date entered
10. If the time bar information box is displayed (as shown below in an A&A example) check the date of the paper expenditure types as requested

### Information

This account is time barred in terms of Regulation 18(1) of the Advice and Assistance Regulations 1996 no account can be submitted

When submitting a paper payment request you should ensure that the paper expenditure dates you have entered reflect the date of the last work undertaken



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11. Once the declaration is completed click

A blue button with a white circular icon containing a right-pointing arrow, followed by the text "Submit synopsis and breakdown".

12. Then confirm by clicking ok

A light gray rectangular dialog box with a thin black border. Inside, the text "Are you sure you want to submit synopsis and breakdown?" is centered. At the bottom right, there are two buttons: "OK" and "Cancel", both in a light gray box with black text.

13. You will remain on the payment request details page but with the following button now displayed

A green button with a white circular icon containing a right-pointing arrow, followed by the text "View printable paper registration document".

14. Clicking this opens the Paper registration document. This opens in a pop up and you should scroll down to click print

A light gray rectangular area containing two buttons. On the left is a "Close" button with a small circular icon containing a right-pointing arrow. On the right is a blue "Print" button with a white printer icon.

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15. Once printed attach to your papers for onward submission to SLAB.

16. To navigate away from the LARN click either of these options

[Home](#) → [Accounts](#)

17. To view the synopsis and breakdown you have submitted click

[← Back to the Account](#)

The following will then be displayed

	Date Claimed	Payment Reference / Type / Status	Net	Gross		Attachments	Actions
			Total: Claimed	VAT	Paid		
▼	22/09/2016	REG0007934654 / MAIN PAYMENT / Synopsis received (pending papers)	£723.85				

18. NOTE: It will not be possible to submit a paper payment request where the status of a previous synopsis and breakdown is “Synopsis received (pending papers)”. The following will be displayed when hovering over the ‘Save and Continue’ button

[Save and Continue](#)

No further payments allowed, papers pending on existing payment request

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19. When the papers have been received the status will update as follows:

	Date Claimed	Payment Reference / Type / Status	Net	Gross		Attachments	Actions
			Total: Claimed	VAT	Paid		
▼	22/09/2016	REG0007934656 / MAIN PAYMENT / Under Assessment	£75.00				 

20. A supplementary paper payment request claim can be created by clicking on the synopsis tab and then selecting 'Supplementary', completing the synopsis and proceeding as explained in this guide

[Summary](#)
[Synopsis](#)
[Documentation](#)
[Work Breakdown](#)

Type of Account \* ☒ Supplementary

### Supplementary Account Synopsis

Reason for submitting Supplementary after the case has concluded

-- Please Select --  
-- Please Select --  
Omitted work items  
Additional work  
Other

Save

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