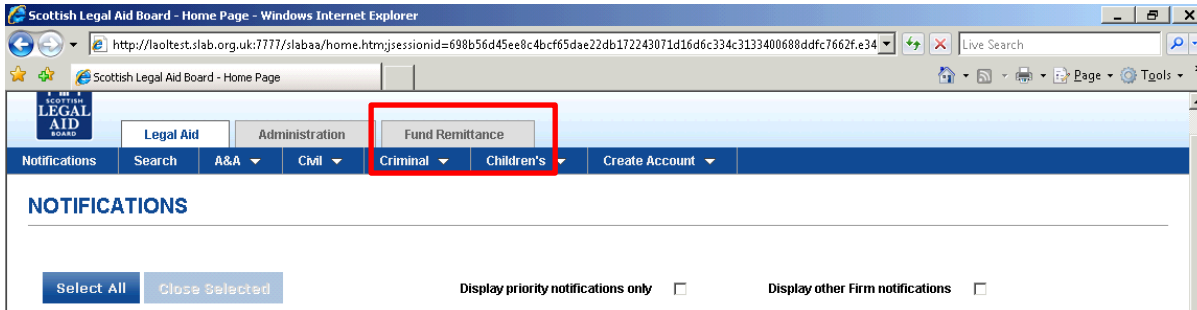




Legal Aid Online

Online Remittance Access Guidance

You can access your firm's Fund Remittances via the **Fund Remittance** tab on the Legal Aid Online home page.

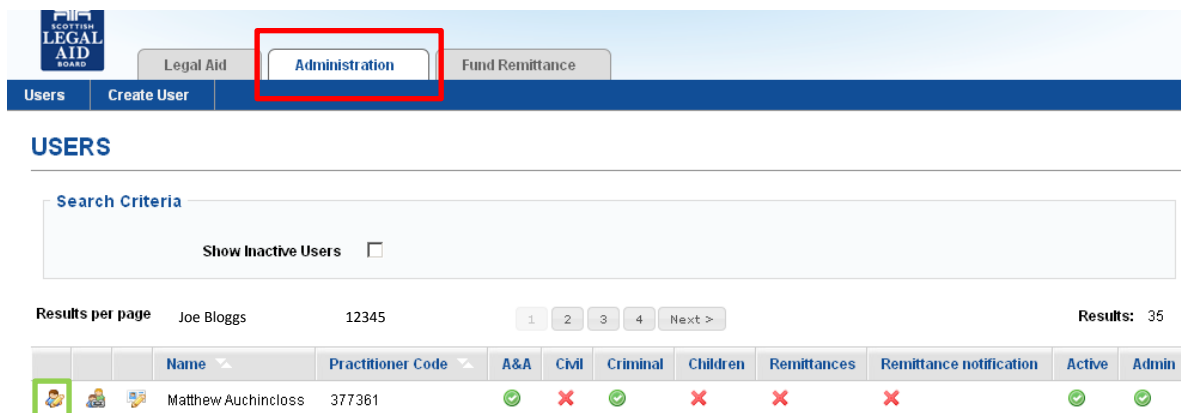


If you cannot see the fund remittance tab, then this means you do not currently have access to remittances. If you require this, then you should contact your firm administrator who will be able to grant you access.

If you have also been given remittance notification access, then each time that we issue a remittance you will receive a notification.

1. Activating Remittance Access

To do this, the firm administrator must click on the **Administration** tab at the top of the screen.



They then select the **Edit User** button for the employees whose access they wish to change.

Position * Practitioner

Active ☒

Firm Administrator ☐

A&A Access ☐

Civil Access ☐

Criminal Access ☐

Children Access ☐

Remittance Access ☒

Remittance notification ☒

The firm administrator would then check the tick boxes for 'Remittance Access'. If you also want to receive a notification when remittances are posted, then you should check 'Remittance notification' and click **Submit**. This user would now receive a notification each time SLAB posts a remittance.

2. Remittance Notification

If you click on the **Online Remittance** notification, the remittance details will be displayed. You also have the option to print out the details of this notification. To access this remittance, you must select the remittance tab.

3. Access Remittance

Within the Remittance tab, the remittances produced by the Board will be available under **SLAB Remittance**. These are the remittances for your whole firm and are automatically generated by us.

Generate Remittance

Information
Generation of remittance files may take a while and depends significantly on the range of entered dates.

Start Date (DDMMYYYY)
End Date (DDMMYYYY)
Branch Code -- Please Select --
Practitioner Code -- Please Select --

Generate remittance

Refresh list of files

SLAB Remittance

Bank Credit Date	Generation Date	File Name	Size		
14-JAN-12	11/01/2012 15:27:04	C_14-JAN-12_9000.xml	227 KB	Printable version	Case Management Download
03-JUN-11	13/12/2011 16:08:31	C_03-JUN-11_9000.xml	307 KB	Printable version	Case Management Download
27-FEB-11	22/06/2011 11:26:52	C_27-FEB-11_9000.xml	248 KB	Printable version	Case Management Download
18-FEB-11	06/03/2011 13:30:12	C_18-FEB-11_9000.xml	28 KB	Printable version	Case Management Download

User generated remittance files

Generation Date	Start Date	End Date	File Name	Size	
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You can view or print a file by selecting Printable version.

14-JAN-12 11/01/2012 15:27:04 C_14-JAN-12_9000.xml 227 KB Printable version [Case Management Download](#)

http://laoltest.slab.org.uk/7777/slabaa/download/C_14-JAN-12_9000.xml&transsol - Windows Internet Explorer

Print

REMITTANCE ADVICE

Scottish Legal Aid Board
44 Drumsheugh Gardens
Edinburgh EH3 7SW
Telephone (0131) 226 7061

LIVINGSTONE BROWN SOLICITORS (12815)
LP1 GLASGOW 2

Account Point : 0 Firm Code : 12815 Payment Reference : 3623920
Payment Date : 14-JAN-12 Number of Accounts: 1

Solicitor Name : MR.STUART K MUNRO (375392) Solicitor Number : 375392

Legal Aid Reference : C917460310 Reg Number : REG0004561085
Assisted Person : CATHERINE LYNN
Solicitor's Reference : MR STUART K

	Value GBP	VAT GBP	Total GBP
Fees (at 20% VAT)	100	20	120
Total Paid	100	20	120

Total Paid To: MR.STUART K MUNRO (375392)

Fees GBP	Counsel GBP	Outlays GBP	Agents GBP	Vat GBP	Deductions GBP
100	0	0	0	20	0
Total : 120					

Trusted sites

You can create a download document by selecting **Case Management Download**. The download button will allow you to download the remittance to your computer in xml format. This can then be opened in a spreadsheet or uploaded and saved to your firm's case management system.

Please note that the Board removes all remittances four weeks after payment. However, these can still be found by carrying out a user-generated remittance search (details of how to do this is explained below).

4. Generate Remittances

You can use the Generate Remittance function to search for remittances in a particular date range for individual branches or the entire firm.

Enter the Start and End dates for the remittance advice. You can also select the branch code if your firm has more than one branch. This can be selected using the drop-down list.

Once the appropriate branch code has been selected, the address will automatically populate.

The screenshot shows the 'Generate Remittance' form. At the top, there are tabs for 'Legal Aid', 'Administration', and 'Fund Remittance'. Below the tabs is a blue header with the word 'REMITTANCES'. The form itself has a yellow 'Information' box stating: 'Generation of remittance files may take a while and depends significantly on the range of entered dates.' Below this, there are input fields for 'Start Date' (01/01/2012), 'End Date' (25/01/2012), 'Branch Code' (a dropdown menu with options D, A, B, C, E), and 'Practitioner Code' (a dropdown menu). At the bottom of the form are two buttons: 'Generate remittance' and 'Refresh list of files'.

Details of any payments for the selected remittance will then be displayed.

If there is no remittance information for your firm for the dates which you entered, a message will appear.

The screenshot shows a table titled 'User generated remittance files'. The table has columns for 'Generation Date', 'Start Date', 'End Date', 'File Name', 'Size', and 'Actions'. The 'Actions' column contains links for 'Printable version' and 'Case Management Download'. The table lists six rows of remittance files.

Generation Date	Start Date	End Date	File Name	Size	Actions
16/02/2012 08:36:18	01-JAN-12	16-FEB-12	U_01-JAN-12-16-FEB-12_9000.xml	259 KB	Printable version Case Management Download
14/02/2012 14:39:41	24-FEB-11	28-FEB-11	U_24-FEB-11-28-FEB-11_9000.xml	291 KB	Printable version Case Management Download
25/01/2012 15:42:18	24-JUN-11	24-JUN-11	U_24-JUN-11-24-JUN-11_9000.xml	200 KB	Printable version Case Management Download
25/01/2012 11:52:44	01-JAN-12	25-JAN-12	U_01-JAN-12-25-JAN-12_9000.xml	259 KB	Printable version Case Management Download
06/12/2011 12:14:51	01-MAY-11	10-MAY-11	U_01-MAY-11-10-MAY-11_9000.xml	327 KB	Printable version Case Management Download
03/11/2011 11:57:08	01-JUL-11	03-NOV-11	U_01-JUL-11-03-NOV-11_9000.xml	294 KB	Printable version Case Management Download

To delete remittance files, you should click the delete remittance advice button for the relevant file.

If you require any technical help with Legal Aid Online, please contact our support helpline on 0131 240 2037 or e-mail online@slab.org.uk. If you have any questions about the content of the remittance, you should contact the Finance Receipts & Payments department.