



technology that means business

5 February 2024

---

## LA Grants 2.0 Updates

Legal Aid ACT

Level 2, 13-15 Lyonpark Road, North Ryde NSW 2113

T. 02 8875 0800

E. [info@lanrex.com.au](mailto:info@lanrex.com.au)

F. 02 8875 0888

W. [lanrex.com.au](http://lanrex.com.au)



# Table of Contents

- Document Purpose ..... 3
- Change Summary ..... 3
- Change Details ..... 4

## Document Purpose

This document details two changes implemented to LA Grants 2.0 effective 5 February 2024.

## Change Summary

Summary Description
1) New Status Reason of 'More Information Required'. When an Invoice record has this status users can edit and resubmit that Invoice.
2) Two-way communication now available on Invoice Records

# Change Details

## 1) New Status Reason of 'More Information Required'.

When an Invoice record has this status users can edit and resubmit that Invoice.

### The following changes have been made to LA Grants 2.0

1. A new column Status Reason has been added to the Paid Invoices view. It will show the status of these Invoices and the date the Invoice has been processed for payment by Legal Aid ACT.

Note: Date Sent for Payment = Date Payment Processed by Legal Aid ACT, ie, your firm will receive payment in the first payment run after the date shown.

#### New Invoices

Invoice ID	Name	Services	Extension	Total Amount	Status Reason	Created On ↓	
INV-03255-P0T0N2	Test for ticket #1023098	[REDACTED]_SER-10296_Referred_FOTH	Test for ticket #1023098	\$880.00	Incomplete	02/02/2024 12:08 PM	▼
INV-03254-Y0D6Z9	Test for ticket #1023098	[REDACTED]_SER-10296_Referred_FOTH	Test for ticket #1023098	\$880.00	More Information Required	02/02/2024 12:02 PM	▼
INV-03251-C8H1X4	Test for ticket #1023098	[REDACTED]_SER-10296_Referred_FOTH	Test for ticket #1023098	\$880.00	Submitted	02/02/2024 12:00 PM	▼

< 1 **2** >

#### Paid Invoices

Invoice ID	Name	Services	Extension	Total Amount	Status Reason	Date Sent for Payment	Created On ↓	
INV-03250-H4Z4G0	Testing Portal changes	[REDACTED]_SER-10294_Referred_FFVO/FDVO	Testing Portal changes	\$3,960.00	Payment Approved	02/02/2024	01/02/2024 11:33 AM	▼

2. When the Status Reason is 'More Information Required', this means a comment has been left for the LA Grants 2.0 user by Legal Aid ACT.

3. LA Grants 2.0 users can then adjust the invoice as required and resubmit it.
4. When 'More Information is Required' for an invoice, LA Grants 2.0 users can update the invoice as required, tick the Certify box and submit the invoice.
5. The status of the invoice will then be updated to Submitted.

INV-03238-B3L4Y5

**Name \***

**Related Firm \***

**Related Extension \***  
 Lindsay Kelly Mitton

**Services**

**Status Reason**  
 More Information Required

ITEMS						
Product Name	Unit	Amount	Amount to be Claimed	Include GST?	Tax	Extended Amount
Additional full day in court	Per Day	\$1,800.00	\$1,500.00	Yes	\$150.00	\$1,650.00

**Detail Amount**  
\$1,500.00

**(+) Total Tax**  
\$150.00

**Total Amount**  
\$1,650.00

**Certify that the above work has been completed and the payment for the work have been claimed in accordance with the Legal Aid Act and Practice Standards and I understand that files and documents may be audited by Legal Aid ACT.**

Supporting Attachments - Please note that you must attach supporting documents to invoices before submission. Invoices without supporting documents may not be paid

[Add comment](#)

about 3 hours ago  
 Modified on 18/01/2024 1:03 PM

Lalas Omoregie → Lanrex Administrator  
 Please what information do you need?

Created by External User Portals-LAC Portal

**Submit**

## Two-way communication now available on Invoice Records

### Adding Comments/Document attachments to Invoice records in LA Grants 2.0

LA Grants 2.0 users and Legal Aid ACT staff can now leave comments and attachments for each other on Invoice records.

#### Changes to the LA Grants 2.0 Invoice form.

- Status Reason now visible in the form
- Add Comments button to add comments and attachments
- Comments and their attachments added by Legal Aid ACT can be seen by the LA Grants 2.0 user

### General

<p><b>Invoice ID *</b> INV-03237-F6N8G5</p> <p><b>Name *</b> Portal Comments Testing</p> <p><b>Related Extension *</b> Portal Comments Testing</p> <p><b>Status Reason</b> Submitted</p>	<p><b>Client *</b> [Redacted]</p> <p><b>Related Firm *</b> LAC Portal Test Account</p> <p><b>Services</b> [Redacted]_SER-10292_Referred_CABD</p>
--	--

ITEMS							
Product Name	Unit	Amount	Amount to be Claimed	Include GST?	Tax	Extended Amount	
Additional full day	Per Day	\$1,800.00	\$1,800.00	Yes	\$180.00	\$1,980.00	▼

**Detail Amount**  
\$1,800.00

**(+) Total Tax**  
\$180.00

**Total Amount**  
\$1,980.00

I certify that the above work has been completed and the payment for the work have been claimed in accordance with the Legal Aid Act and Practice Standards and I understand that files and documents may be audited by Legal Aid ACT.

Supporting Attachments - Please note that you must attach supporting documents to invoices before submission. Invoices without supporting documents may not be paid

Add comment

27 minutes ago  
Modified on 17/01/2024 9:36 PM

Lanrex Administrator → LAC Portal Test Account

Hi LAC Portal Test Account,

Can you please provide a copy of the document you used for charging this invoice.

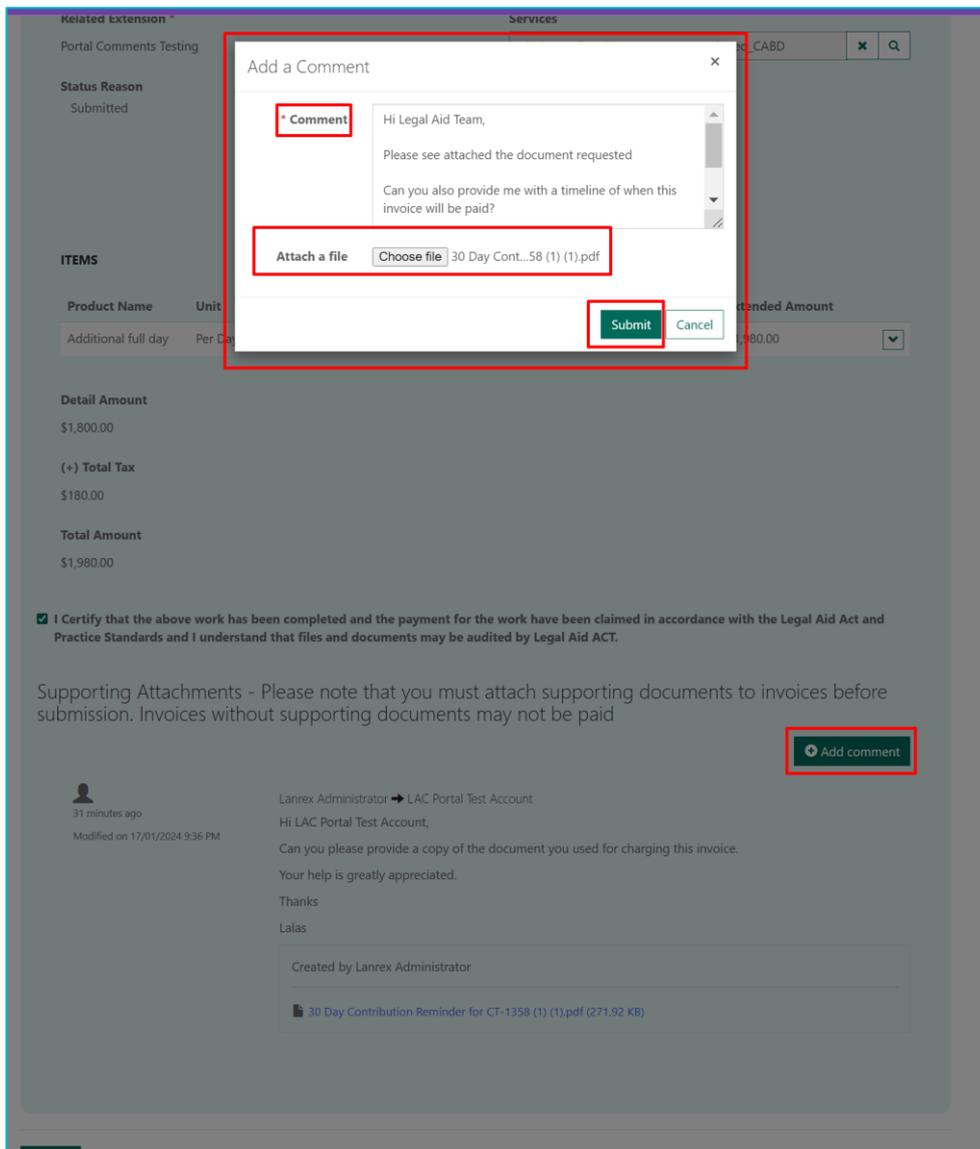
Your help is greatly appreciated.

Thanks

Lalas

To add comments/attachments to an Invoice record follow the steps below.

1. Click on Add Comments to open the Add a Comment pop-out form.
2. Enter the Comments.
3. Add the attachment if applicable.
4. Click on Submit.



The Comments/Documents can be seen on the Invoice record along with any other comments/documents about the invoice.

ITEMS

Product Name	Unit	Amount	Amount to be Claimed	Include GST?	Tax	Extended Amount
Additional full day	Per Day	\$1,800.00	\$1,800.00	Yes	\$180.00	\$1,980.00

Detail Amount

\$1,800.00

(+) Total Tax

\$180.00

Total Amount

\$1,980.00

I certify that the above work has been completed and the payment for the work have been claimed in accordance with the Legal Aid Act and Practice Standards and I understand that files and documents may be audited by Legal Aid ACT.

Supporting Attachments - Please note that you must attach supporting documents to invoices before submission. Invoices without supporting documents may not be paid

[+ Add comment](#)

 2 minutes ago  
Modified on 17/01/2024 9:57 PM

Lalas Omoregie → External User Portals-LAC Portal  
Hi Legal Aid Team,  
Please see attached the document requested  
Can you also provide me with a timeline of when this invoice will be paid?  
Thanks  
Omoregie

Created by External User Portals-LAC Portal

 [30 Day Contribution Reminder for CT-1358 \(1\) \(1\).pdf \(271.92 KB\)](#)

 35 minutes ago  
Modified on 17/01/2024 9:36 PM

Lanrex Administrator → LAC Portal Test Account  
Hi LAC Portal Test Account,  
Can you please provide a copy of the document you used for charging this invoice.  
Your help is greatly appreciated.  
Thanks  
Lalas

Created by Lanrex Administrator

 [30 Day Contribution Reminder for CT-1358 \(1\) \(1\).pdf \(271.92 KB\)](#)

