



CCMS Provider: Payment on Account Profit Costs

The rules for payments on account remain the same in CCMS. For profit costs you must wait 3 months from the grant of the certificate and you can claim two amounts within a 12 month period. You will still only get paid up to 75% of these costs. In CCMS you'll enter 100% of the profit costs incurred to date and the system will calculate the reduction before payment.

1

Search for the case you require by using **Cases and Applications**.

In your **Available Actions** click on the **Billing** link.

Available Actions

Action	Description
Amend Client	View or update the client details
Billing	View financial details and Bills/POAs for this case
Submit Case Query	Create a service request related to this case
View Case or Application	Open a read-only version of this case or application
View Case Notifications	View all notifications belonging to this case
View Outcome	View the outcomes for this case
Amend Provider Details	Amend Provider Details
Amend Correspondence Address	Amend Correspondence Address
Allocate Cost Limit	Allocate Cost Limit
Complete Means Reassessment	Complete Means Reassessment

2

Bills and Payment on Account (POA)

Bill Type	Status	Date Submitted	Date Authorised	Value
POA	Authorised	11/11/2015	13/11/2015	£ 117.00
Counsel Bill	Under Assessment	11/11/2015		£ 513.47
Counsel POA	Under Assessment	10/11/2015		£ 75.00

From the **Case Statement of Account** screen you can see the financial breakdown of your case.

Click **Create POA**.

3

Click **POA Details**.

Create a POA - POA Details

Please click 'POA Details' to enter the line details for the POA. Once complete click 'Submit' to send the information to LAA.

POA Details

Billing	Status
POA Details	Not Started



CCMS Provider: Payment on Account Profit Costs

4

POA Type

* indicates required field

* What POA type are you claiming?

Profit Cost

v5.7.0

Next

Select **Profit Cost** for the POA type.

Click **Next**.

5

Complete the POA Profit Cost
Line.

Click **Next**.

POA CPGFS Profit Cost Bill Line

* indicates required field

* Activity Date

* Do you wish to escape the standard fixed fee for any reason other than the amount of your actual profit costs exceeding the fixed fee threshold or your client being a child (e.g. the acting solicitor has been instructed by the client for less than 24 hours overall and their involvement in the case has concluded)?

Yes

No

If you answer 'yes' to this question then you will escape the standard fee and be able to claim under the relevant hourly rates scheme.

* Actual Net Profit Cost excluding Advocacy

£

* Actual Net Advocacy costs

£

* VAT %

Please Select

* Fee Earning

Please give the name of the fee earner who did this piece of work.

Please only enter 1 POA line per claim. If you use the 'Add' button you will be presented with an error message and asked to remove this line.

Add

[Remove](#)

Next

[Back](#)



CCMS Provider: Payment on Account Profit Costs

6

Confirmation

Assessment completed.

ASSESSMENT SUMMARY

Bill type	Solicitor POA
Total Profit cost net claim	£0.00
Total Profit cost VAT	£0.00
Total Advocacy net claim	£0.00
Total Advocacy VAT	£0.00
Total Disbursement net claim	£0.00
Total Disbursement VAT	£0.00
Total net claim	£318.44
Total VAT claim	£63.69
POA total Net claim	£318.44
Total claim	£382.13

Confirm

You can see brief information about the POA you have created.

Click **Confirm**.

7

You are then returned to the Create a POA– POA Details screen, the status of the POA is now Complete.

Click **Submit**.

Create a POA - POA Details

Please click '**POA Details**' to enter the line details for the POA. Once complete click 'Submit' to send the information to LAA.

Please click '**POA Summary**' to view a breakdown of the claim lines you have just entered.

POA Details

Billing	Status	Action
POA Details	Complete	POA Summary

Submit

8

Submission Confirmation

Your data has been successfully processed. Please click 'Next' to continue.

Next

A Submission confirmation screen confirms the POA has been sent to the LAA.

Once your POA has been submitted, you will receive a document required action. The document required action will be sent to the user who submitted the POA. We cannot process the POA until we have received all supporting documents.