Legal Aid Agency

Management Information Online (MI) Quick Guides

Management Information: Financial Statements

1. Introduction

Financial Statements reports are available to view print or download from the Online Portal.

There are four types of reports available: Civil, Criminal, Family Mediation Financial Statements, along with a Financial Statement Summary.

If you have the CWA Firm Manager or CWA Office Manager role you will be able to view the reports for your organisation. However, CWA Office Managers will only be able to view statements of the offices that they are associated with in CWA.

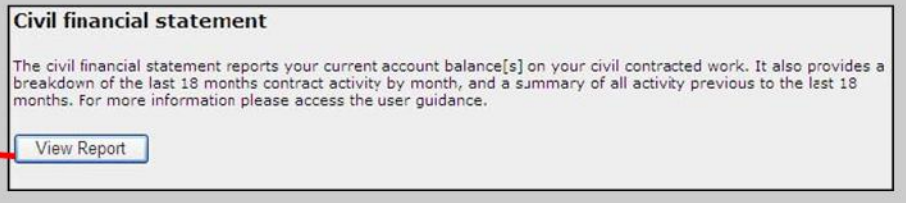
2. Access the Financial Statements Report

Once you have logged in to the Online Portal select **Management Information.**

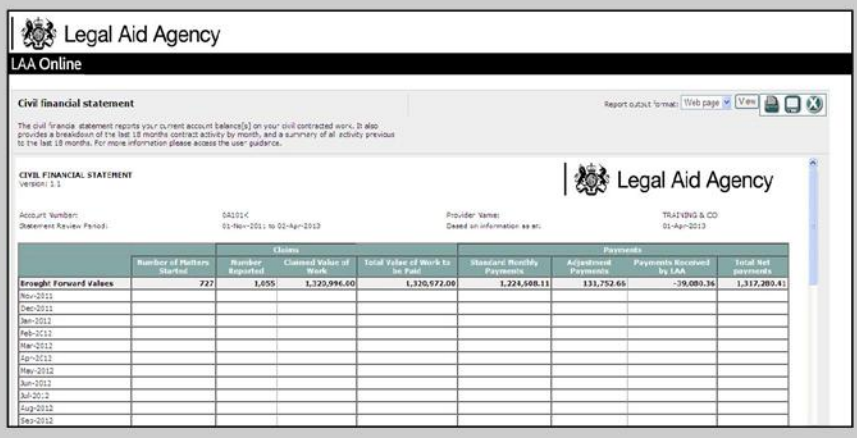
The Report list is displayed. Click the **link** to view the statement that you require.

A description of the report is displayed.

Click **'View Report'**.



3. Select your Submission



These reports contain a **separate statement for each office** in your organisation.

Each statement displays the **current financial position** for that office reflecting **Civil, Family Mediation or Criminal** work.

Use the **scroll bars** to navigate the report.