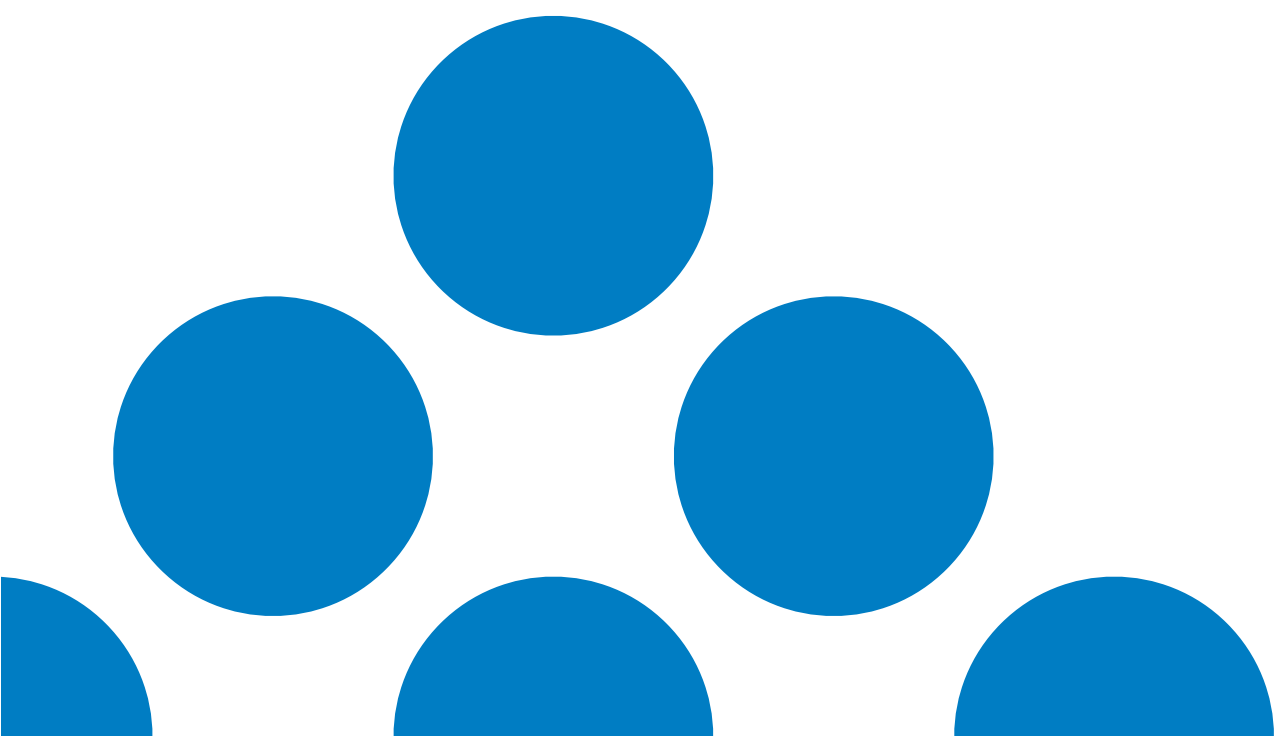




**THE CONVEYANCER<sup>®</sup>**

Step by Step **Guide**

Alberta & Manitoba




## Logging On to The Conveyancer

1. Double-click The Conveyancer icon on your desktop, **OR** on the taskbar, click Start → All Programs → Do Process Software → The Conveyancer.
2. The Log In box appears with a list of available users.
3. Click the required user name.

# Transaction Records

## Creating a New Transaction Record

1. In The Conveyancer window, click New, **OR** on the Records menu click New, **OR** press Ctrl+N.
2. The Create a New Transaction Record box appears.
3. Click Purchase, Sale or Mortgage.
4. The File Opening Info topic appears, with fields that are specific to the selected transaction record type.
5. Enter the information in the fields, as required.

**TIP** | The Bottom Line Help text appearing in blue at the footer of the screen is a great way to become familiar with shortcuts provided for most of the fields, i.e. F9 or F8. The  beside some of the fields will give a dropdown list for specific databases or link you directly to a specific database of saved information for easy insertion into the record field. When information from the database is inserted into one field it will also be carried over to other tabs where the same information is required, i.e. Mortgagee information entered on Tab A of a mortgage record is carried forward to Tab G.

## Opening an Existing Transaction Record

### TO OPEN AN EXISTING TRANSACTION RECORD FROM A LIST OF THE SAME RECORD TRANSACTION TYPE

1. In The Conveyancer window, click Open, **OR** on the Records menu click Open, **OR** Press Ctrl+O, **OR** use the Transactions search bar.
2. The Open an Existing Transaction Record box appears.
3. Click Purchase, Sale or Mortgage.
4. The Open a Record box appears. It includes a list of all of the existing transaction records of the selected type.
5. To sort the list by one of the other column names, click Sort By and select a column name **OR** right click and select a column name. The list will appear and click down arrow next to column heading.
6. To select a record, double-click the record **OR** highlight the required record and click Select.
7. The File Opening Info topic appears, with previously entered information in the fields.


**TIP** | While in the Open a Record box, after you have selected how you would like the transaction records to be sorted, start typing the information of the transaction, your text will appear in the information bar at the bottom of the box and will highlight the record closest to matching to your text, i.e. If the transaction record is sorted by Client Surname, start typing your client's last name, the name will appear at the bottom and the cursor will highlight the closest matching transaction record.

### TO OPEN AN EXISTING TRANSACTION RECORD FROM A LIST OF RECENTLY OPENED TRANSACTIONS


1. In The Conveyancer window, highlight a record from the list of recently opened transaction records, and click Select, **OR** double-click on the transaction record, **OR** simply press Enter.
2. The File Opening Info topic appears, with previously entered information in the fields.

**TIP** | The Notes topic: Tab K for Purchase and Sale, Tab J for Mortgage, opens if Show Notes On Open was selected.

## Closing a Transaction Record

1. On the Records click on the , **OR** press Ctrl+F4.
2. The transaction record closes if it was not modified, but The Conveyancer window remains open. If you modified the transaction record, you are prompted to save it.

## Saving a Transaction Record

1. On the record toolbar click the , **OR** press Ctrl+S.
2. The transaction record is saved and remains open.

## Copying a Transaction Record

1. Open the Source Record that you want to copy.
2. Click the Edit/Copy button in Tab A (beside the Record No., Select No. 2: Create a copy of record No.)  
Give the record a new file number, record number and accounting number. Also, a new title insurance policy will be assigned if a policy was selected in the original record.
3. Select and Proceed.
4. Save the record under the new transaction record number.

## Deleting a Transaction Record

1. Open a new or existing record of the same type as you want to delete, ie. open a Purchase Record if it is a Purchase Record you want to delete, as long as it is not the record you are going to delete.
2. On the Records menu, click Delete. The Delete Records box appears.
3. Double-click the row containing the record that is to be deleted, **OR** place a checkmark beside the record.  
You may delete more than one record at a time.
4. Click Process **OR** press F2. The Delete Record(s) box appears.
5. Indicate whether you want to delete all the selected transaction records, their forms and/or their associated produced documents, and click OK.
6. Click OK. The record is deleted.
7. Click OK for the next record. Repeat these steps for any other records you may have selected.

## Exporting a Transaction Record

1. Open a new or existing record of the same type as you want to export, ie. open a Purchase Record if it is a Purchase Record you want to export, as long as it is not the record you are going to export.
2. On the Records menu, click Export. The Export Records box appears.
3. Double-click the row containing the record that is to be exported, **OR** place a checkmark beside the record.  
You may export more than one record at a time.

4. Click Process **OR** press F2. The Select Export Directory box appears.
5. Browse to a directory and click OK. The Export confirmation box appears indicating that the transaction record export, for one or more records was completed successfully.

## Importing a Transaction Record

### TO IMPORT A RECORD

1. Open a new or existing record of the same type as you want to import, ie. open a Purchase Record if it is a Purchase Record you want to import, as long as it is not a record with the same record number as the one you are going to import.
2. On the Records menu, click Import. A submenu appears.

### TO IMPORT PURCHASE RECORDS FROM DISKS

1. In the Select Import Directory box, select the path or directory where the required record(s) are located and click OK. The Import Purchase Records box appears.
2. Double-click the row containing the record that is to be imported, **OR** place a checkmark in the box for the required records. You may import more than one record at a time.
3. Click Process **OR** press F2. An Import confirmation box appears, stating that the record was successfully imported.
4. Click OK. The Import confirmation box closes. If there is an existing transaction record with the same record number, you are prompted to overwrite the current record.

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**TIP** | Sometimes, an error message appears if the LOFTI policy numbers have already been assigned.

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### TO IMPORT A SALE OR MORTGAGE RECORD

1. In the Import a Record box, double-click the required record, **OR** highlight the required record and click Select.
2. If you selected Import a Sale record (acting for both sides), the record is imported. If you selected Import a Sale record (Vendor is now buying), or Import a Mortgage record, a message appears checking if you want to import the information.
3. Click Yes. The record is imported.

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**TIP** | This feature is also available for importing a Purchase Record (both sides and Purchaser now selling).

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# Secondary Databases

## Secondary Databases

Secondary databases store other frequently used data which is used to facilitate data entry within a transaction record i.e. Solicitors, parties, jurisdictions, mortgagees, etc.

1. Simply enter the new data once, by clicking the Add button, enter your information into the required database; then, for all future deals for which that information is required, you need only select their entry from a list.
2. A secondary database associated with a particular field is invoked, either by pressing F9, **OR** by clicking , adjacent to the field.
3. Then, highlight the desired entry by keying in the first few characters of the name. Alternatively, you can use the Arrow keys **OR** the Mouse.

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**TIP** | Secondary databases may also be accessed by clicking the Databases button. Since the database is not then associated with a particular field in the transaction record, the Select button is disabled. Nonetheless, this provides a convenient method to look up a phone number or other information about a party, or to send an email, or to simply update information, by clicking the Edit or Delete button.

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# Entering Basic File Information



## Entering Basic File Information | Tab A

The File Opening Info topic is the place where you enter basic information about the transaction record. The fields in this topic differ, according to whether you have opened a Purchase, Sale or Mortgage record.

Each transaction record within the Purchase, Sale, or Mortgage database requires a unique transaction record number, consisting of up to eight characters, letters and/or numbers. This number may be the same as the file number.


When doing Purchases and Mortgages, you will be prompted to identify if the transaction title is to be insured. You may select Stewart Title Guaranty Company (STGC), First Canadian Title (FCT) or Chicago Title Insurance Company. The Title Insurance topic changes to the LOFTI topic becomes available and the label changes to LOFTI. The screen displays the fields applicable to the selected Title Insurer.

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**TIP** | As soon as you reach the Client's Surname Field complete the SPIN Title Import for Alberta , or the SRCH Title Import for Manitoba .

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**Manitoba TIP** | How to get the Mortgage Interest calculation to show up under "Other Expenditures"



In Tab A, indicate "Balance of Downpayment" or "?" in the "On Possession, pay" field. An "Interest" box will appear. In Tab G, enter the name of the Mortgagee (subtab 1) enter the mortgage terms (subtab 2). Go back to Tab A, click F9 or  and the interest calculation box will then appear. Verify figures (ie; balance to close, mortgage amount, interest rate). To insert the interest amount into the Trust Ledger (Reconciliation) Go to Tab Q and click on "Other Expenditures" and select Interest Amount. This can be done to insert the 31 days' interest for the Funds Summary, and again later to insert the actual interest rate paid to the seller's lawyer on the Trust Accounting.

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## Alberta - SPIN Import Title

### SPIN IMPORT TITLE

You will be required to do your title search outside of The Conveyancer and save it as a PDF to your computer.

1. Click .
2. Select the No. of parcels to import, the default is one, you may import up to six different Titles for each transaction.
3. Click , find the path to your saved Title, click OK.
4. Repeat step 3 for all Titles.
5. Click Proceed to Import button **OR** press F2.
6. The import data from the Title Search box appears. The registered owner(s) of the property and property information, including legal description and encumbrances are automatically checked for the import, you may uncheck—the option if you do not wish to import the information Select OK.
7. Click the boxes next to the individual(s) in the SPIN Title Data Box, the information will show under the Proposed Import Box.
8. Select gender and tenure. Click Proceed F2.
9. Confirm the Property Address and select if it is the subject property.

**NOTE:** You will not be able to proceed from this screen until you have answered the question: *is the above address that of the subject property?*

10. A screen will appear that shows all of the encumbrances registered on title, you may at this time select each and designate them as permitted or non-permitted through the Add Highlighted Instrument As button. You may designate these at a later time.


**NOTE:** In Sale and Mortgage Transactions a Parties Database Record will be partially created based on the information from the Title Import.

11. Title Search Data Successfully Imported box will appear, select Close. This box will identify the information that has been imported to the appropriate fields throughout the record.


## Manitoba - SRCH Title Import

### SRCH TITLE IMPORT FOR MANITOBA

You will be required to do your title search outside of The Conveyancer and save it as a Word document to your computer.

1. Open the title search that you had saved in Word.
2. Click Control A on your keyboard to select the entire document content, click Control C to copy the content to the clip board.
3. Go back to The Conveyancer, within your record click , at the top of the screen.
4. Select the No. of title searches to import, the default is one, you may import up to six different Titles for each transaction
5. Click Paste, Title Search, then click Proceed to Import.
6. Verify the party names, select the gender for each party and choose the subject property address, click Proceed.
7. A screen will appear that shows all of the encumbrances registered on title, you may at this time select each and designate them as permitted or non-permitted through the Add Highlighted Instrument As button. You may designate these at a later time.
8. Title Search Data Successfully Imported box will appear, select Close. This box will identify the information that has been imported to the appropriate fields throughout the record.

### IF A CONDO PROPERTY

1. Import unit title search as normal, then save. Go back to where your master title search is saved in Word. Click Control A on your keyboard to select the entire document content, click Control C to copy the content into the clip board.
2. Go back to The Conveyancer, and click . It will state two titles, click Master Title and proceed to import the same way, it will skip the owners' names as you will not need that information.



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**TIP** | In Sale and Mortgage Transactions a Parties Database Record will be partially created based on the information from the Title Import.


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## Entering Basic File Information | Tab B


This is the topic where you enter information about your client.

1. Click , to find an existing client in the parties database, **OR** click on , to add a new party to the database. This can also be completed in Tab A beside Client's surname. Enter clients name, address and phone numbers on the General Tab.

### IF IT IS A NEW PARTY

1. Click on the Add button to add the new Party Record to the database.
2. Under the Enter Individual's Name Tab complete the information for the first client. It is here where you will choose whether it is an individual, corporation, power of attorney, or estate.
3. For Alberta, if there is only one individual click , next to the Dower Status Field and select the required statement. If you select Spouse is Consenting a new Field will appear on the individual's screen to insert the spouse's name.

**TIP** | Alberta - If there is only one individual you will be required to answer the Dower Question, if you Add an individual the Dower Question disappears and you are then required to select the Tenure/Tenancy.

3. For Manitoba, if there is only one Individual, and there is a consenting spouse, you can click Consenting Spouse. Another field will appear, and you can click , to enter the information about the consenting spouse. You will not be asked to complete the Tenure field and it will remain greyed out.

**TIP** | To add an individual click the Add individual button at the bottom, complete the information for the second client.

**TIP** | You may input your client's ID if you have it available at this time, otherwise you may input the information later in Tab B when obtained.

**TIP** | Information inserted into Tab A will automatically populate into the fields in Tab B.

Complete the address(es) field by clicking  .

## Purchase and Mortgage Transactions


You may select if the client will be living on the property, if Yes the address for service in the Title Details Box will reflect the address of the property being sold or mortgaged in Tab D, if No the address for service in the Title Details Box will reflect the address entered into Tab B as the address for service.

**TIP** | You may click the white box next to the Title Details Box and amend the information contained therein. Do not unclick the white box as all of your changes will be lost.

## Sale Transactions

The clients' description will automatically be imported from your title search. Verify your clients' pre- and post-closing address (If you do not have the post-closing address at this time, you may enter it later). You may insert your client's post-closing address in the Mailing Address Field if received at a later date.

**TIP** | This is where you may input the Client's ID if not done in the Parties Database  .

**MANITOBA** - Complete the Homestead Evidence by  . A listing will come up for you to choose from. If you wish to use different wording, choose Other and manually type your Homestead evidence in.

## Tab B

### Client Information Request Form (CIRF)

1. Open a record and give it a record number.
2. Communicate with the client - you should obtain the client's email address and provide the record number to the client.
3. In Tab B enter your client's email address and select Send Information Request Form to Client. Click Send Invitation.
4. When your client receives your email, he/she will click on the link, enter the record number (which was previously communicated to them by your office), checks the "I agree" for the Terms and Conditions and then clicks the Submit button.
5. Your client fills out the form and clicks the Submit button.
6. Your client has the option of printing or closing the form.
7. The form is then sent to your TDX inbox, which you may access from Tools → TDX Inbox (you may have to "push" the email through by clicking Check for New Messages) or on the Home page.
8. Open the message
9. Click on Compare/Import
10. The Compare/Import window opens where you will compare your data to that of the client. Select either accept or decline.
11. For any new or existing mortgage and insurance information that is provided by your client will be entered in the Client data column. A sticky for each of your client's notes for mortgage and insurance information will be entered onto each tab and into the notes tab for easy reference at a later date.
12. Select Import and all information will be imported into the record in the correct tabs and the correct fields.

## Tab C

### Other Party Information | Tab C

Enter information about the other party and the other party's solicitor. In a Purchase transaction record, you enter information about the vendor and the vendor's solicitor. In a Sale transaction record, you enter information about the purchasers and the Purchaser's solicitor. In a Mortgage transaction record, you enter information about the other solicitor only if there is another solicitor.

## Tab D



### The Subject Property | Tab D

The Subject Property topic is the place where you enter all of the required information about the property that is being bought, sold, or mortgaged. If you did your Title Import in Tab A, the following Fields in Tab D will be completed based on the information contained in the Title Search. However, you will need to complete certain information i.e. Roll No., purchase price, etc.

#### Alberta

1. Jurisdiction.
2. Property Address.
3. Is this a Condo?
4. Interest/Estate.
5. Legal Description including Plan Block Lot or Plan and Unit for each title associated with the transaction.
  - The City and Municipality are repopulated upon selecting the appropriate Jurisdiction from the database, if required. (If these fields are not completed automatically, you should enter the appropriate data for that jurisdiction into the Jurisdictions database.)
6. Land Titles Office.
7. Title Number.
8. Vendor's Title No. (Purchase Transactions) / Title No. (Sale and Mortgage Transactions).
9. LINC No.
10. City.
11. LT Office Location.
12. Land Titles Office.
13. Last Encumbrance No.

#### YOU WILL BE REQUIRED TO COMPLETE THE FOLLOWING FIELDS

1. Purchase is of: you are given a drop down screen of options to select from.
2. Roll No.
3. RPR Date.
4. Surveyor, click , to take you directly to the Surveyor's Database.
5. In Purchase Transactions – Purchase Price. Click , to enter another screen.

**TIP** | For resale homes always select Option 2, when you complete the Statement of Adjustments (SOA) the Purchase Price will automatically show in Tab D. Option 1, Enter Sale Price, is useful for New Homes where the Purchase Price will include upgrades that will show separately from the Purchase Price in the SOA.

**TIP** | If the property is a Condominium the RPR Date will appear as Real Property Report Date and Surveyor Not Applicable. If the property is a Bare Land Condominium and a Real Property Report is required click on the Red X, and the RPR Date and Surveyor Fields will appear.

**TIP** | Note that the fields in this topic change, depending on whether the property is a condo or not.

## Manitoba

1. Property Address.
2. Legal Description.
3. Land Titles Office.
4. Title Number.

## Purchase Price

**TIP** | For resale homes always select Option 2, when you complete the SOA the Purchase Price will automatically show in Tab D and the Land Transfer Tax amount will automatically be completed. Option 1, Enter Sale Price, is useful for New Homes where the Purchase Price will include extras or upgrades that will show separately from the Purchase Price in the SOA.

**TIP** | Note that the fields in this topic change, depending on whether the property is a condo or not.


## Entering Existing Mortgage Information | Tab F For a Sale or Mortgage file

For Sale and Mortgage transaction records only, you can enter data for up to four existing mortgages. For a Sale transaction, the mortgages can be either assumed or discharged. For a Mortgage transaction, the mortgages can be either discharged or remain on title.


### TO ENTER DATA FOR EXISTING MORTGAGES

1. In the Number of Existing Mortgages box, select the required number.
2. Fill in the fields, as required. Note that depending on the entered data, additional fields may appear.

**TIP** | You may select the mortgage information from the SPIN info button (Alberta)/SRCH Info button (Manitoba) next to the Mortgage Reg. No. Field.

3. A mortgagee's name can be imported from the Mortgagees Database or by clicking on .
4. If you indicated more than one existing mortgage in step 1, click the next subtopic tab and enter the required information for the next mortgage.
5. To change the number of existing mortgages, click Number of existing mortgages =, and choose the required number.


### DISCHARGING/PAYING OUT A MORTGAGE IN A SALE OR MORTGAGE TRANSACTION

To enter the amount to be paid out for the existing mortgage, click , next to Amount payable to discharge this mortgage, you will be taken to another screen. To Calculate a Per Diem rate check the white box next to Check this box to use mortgage payout calculator.

# Tab G

## Entering Mortgage Financing Information | Tab G

### TO ENTER MORTGAGE FINANCING INFORMATION FOR A PURCHASE OR VENDOR TAKE BACK (VTB) MORTGAGE INFORMATION FOR A SALE TRANSACTION RECORD

1. In the Mortgages or VTB Mortgages topic, select the number of mortgages and click OK.
2. For a Purchase transaction record, the three subtopics for each mortgage appear. Skip to step #5.
3. For a Sale transaction record, a Priority of Mortgages button appears beside the Number of VTB Mortgages box. Click Priority of Mortgages, select the required mortgage, and select the priority in the Priority of VTB Mortgage box.
4. Repeat step #3 for all of the other VTB Mortgages. Once you have selected a priority for the last mortgage, the three subtopics for each mortgage appear.
5. Fill in the Mortgagee and Mortgage Terms topics for each mortgage. Complete the Reporting Info topic only following closing.
6. For Purchase transaction records only, in the Mortgagees subtopic, Interim Enclosures field, and in the Reporting Info subtopic, Final Report Enclosures field, (available only when you are reporting to the mortgagee), press F9, **OR** click . The Interim Report to Mortgagee Enclosures box or Final Report to Mortgagee Enclosures box appears.
7. Click a field in the Included Clause and press Spacebar to switch between No and Yes.

**NOTE:** The enclosures listed in the Final Report (Cover ltr) Encls. will not populate into the reporting letters to the lender, this list populates into a cover letter rcoverm1.p.

### TO ENTER MORTGAGE FINANCING INFORMATION FOR A MORTGAGE TRANSACTION RECORD

1. Click Priority of New Mortgage.
2. Select the priority number.
3. Fill in the Mortgagee and Mortgage Terms topics for the mortgage. Complete the Reporting Info topic only following closing.

# Tab H

## Entering Condo Corporation Information Tab H For a Purchase or Mortgage, Tab I for a Sale

This Tab becomes available if you indicate in the Subject Property topic, Tab D, Is This A Condo? field, that the property is a condominium.

Enter all the contact information about the condominium corporation. If the Condominium Corporation database is filled out, select the required corporation and the fields will be filled in automatically.

## Listing a Broker & Real Estate Commission | Tab H For a Sale

In this topic, you are required to enter the contact information for a real estate broker, the Commission amount (before GST), and indicate if the Deposit held by RE Broker applied towards payment of commission.

**NOTE:** You will not be able to type the deposit amount in the Deposit Field, this Field is automatically populated once you complete the Deposit amount in the SOA.

**NOTE:** If there is a balance of commission owed to the broker or a refund owed to the vendor, a letter to the broker detailing the amounts will appear in dv.s in Document Production.

**NOTE:** If the amount of the commission held by the Real Estate Broker is greater than the amount of the Commission plus HST then the excess commission would be payable to the vendor. The letter in dv.s would change to reflect the same and a direction to the Real Estate Broker becomes available in the document production list as dirn\_reb.s should the balance be made payable to anyone other than the vendor.

# Tab I

## Including Fire Insurance Information | Tab I For a Purchase or Mortgage, Tab J for a Sale

FROM THIS TOPIC, ENTER INFORMATION ABOUT THE FIRE INSURANCE COVERAGE FOR THE PROPERTY.

For Purchase and Mortgage transaction records, this topic is always available.

For Sale transaction records, this topic only becomes available once you select one or more VTB mortgages in Tab G.

# Tab J

## Preparing a Report to the Purchaser | Tab J For a Purchase

Enter the information to be included in a reporting letter on a Purchase transaction into this tab.

1. Fill in the Report to Purchaser topic, as required
2. For ALBERTA, complete the Certificate of Title Date (registration date of Transfer) and the Cert. of Title No.
2. For MANITOBA, complete the Completion Date and Title No.

**NOTE:** This information will automatically populate in your lender's final report only.




3. If the property is a Condominium complete the Condominium Fees-1st Payment Due and Amount fields.

Preparing a Report to the Purchaser - Continued...

# Tab J

4. Depending on your reporting letter preferences, indicate if you would like clauses added to the reporting letter by selecting Y in each of the applicable boxes.
5. For MANITOBA, complete "Other Matters" if there is something specific you need to make the parties aware of.

### TO GENERATE DETAILED SUMMARIZING TEXT FROM THE SOA IN PURCHASE TRANSACTIONS

1. Complete the SOA topic of the transaction record (Tab N) to correspond with the vendor's SOA.
2. In the Report to Purchaser topic, select Yes for the Provide detailed explanation of SOA field. The field name changes to Provide details of SOA, based on Balance Due on Closing (BDOC) of \$0.00. \$0.00 changes to the balance appearing in the SOA.
3. In the same field, click , OR press F9. The SOA – Actual Credits box appears.
4. For each adjustment except Sale Price and Deposits, enter the amount of credit allowed to the purchaser or the vendor in the SOA prepared by the vendor's solicitor, OR press F9, to automatically input the number existing in the SOA topic for the current Purchase transaction record.
5. Verify that the BDOC is identical to the value entered in the vendor's SOA.
6. Note that values entered in this dialog are adopted by the trust ledger and the reporting letter, overriding those entered in the SOA.
7. Click View/Print Summary to view the text which will comprise the detailed explanation of the SOA.
8. Click , to open the Print Setup box and print the summary.
9. Click , to close the summary. The Report to Purchase topic reappears.

# Tab K

## Adding Notes | Tab K For a Purchase or Sale, Tab J for a Mortgage

The Notes topic opens an editor into which you may type whatever you like about the transaction record. This text is saved with the record and may be reviewed and edited at a later date by opening the transaction record and re-accessing the Notes topic.

### TO WORK IN THE NOTES TOPIC

1. Open the Notes topic. The Notes topic appears.
2. As shown in the Bottom Line Help text appearing in blue at the footer, you may press F9 and the Date, Time and Name of the User will appear on the screen.

YOU MAY DESIGNATE THAT THE NOTES TOPIC IS TO BE DISPLAYED WHEN THE RECORD IS FIRST OPENED (Instead of the File Opening Info topic).

1. Select Show Notes on Open. The next time you open this transaction record, the Notes topic appears first.

YOU MAY ALSO PRINT THE CONTENTS OF THE NOTES TOPIC.

1. To print the contents of the topic, click the .

YOU CAN ALSO CHANGE THE BACKGROUND COLOUR FROM WHITE TO RED OR GREEN, TO MAKE THE NOTE STAND OUT WHEN IT IS OPENED. (The background colour does not appear on the printout).

1. To select the background colour, click none, red or green.

# Tab M

## Working with Undertakings | Tab M For a Purchase, Tab L for Mortgage and Sale

Your Undertakings from the Title search will appear here automatically, if you had done the SPIN Import Title (**Alberta**)/SRCH Import (**Manitoba**) in Tab A, as recommended. You would have designated the encumbrances from title as permitted (to remain on title) or undertakings (to be discharged). If you did not designate them at that time, you can do so in Tab M for Purchase or Tab L for Sale and Mortgage.

### TO ADD AN UNDERTAKING FROM THE TITLE IMPORT

1. Click on the SPIN/SRCH View Info button, highlight the encumbrance to be designated click on Add Highlighted Instrument **OR**, double-click on the encumbrance, select the appropriate designation of the encumbrance, i.e. if it is to stay on the title, click the Permitted Registration button.
2. Repeat step 1 for all remaining encumbrances.

**NOTE:** You may only designate one encumbrance at a time.

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**TIP** | You may edit the text of the existing encumbrance(s) by accepting it into the list, highlight the encumbrance(s) and click the Edit button, make your changes and click OK.

---

### TO ADD AN UNDERTAKING NOT SHOWN ON TITLE

1. In the Undertakings Given or Undertakings Received topic, click Add. A box appears with the options of Appears on CCT/title or Does not appear on CCT/title.
2. For ALBERTA, the option Appears on CCT gives you the ability to select the undertaking as a Mortgage, Vendor's Lien Caveat, Writ or Other. Select the type of the undertaking i.e. Vendor's Lien Caveat, complete the information and click OK.

2. For MANITOBA, the option Appears on Title gives you the ability to select the type of instrument, the instrument number and instrument in favour of. Complete this information and click OK.
3. The option Does not appear on CCT/Title gives you the option to select From Precedent **OR** From Scratch.
4. If you select From Precedent a list of saved undertakings appears, select the undertaking you wish to add, review the text to be sure it is sufficient for your transaction and click OK. These options include outstanding taxes, condominium payments, Real Property Reports (**Alberta**) or hydro finance contracts (**Manitoba**).
5. If you select From Scratch the Undertaking Editor box appears. Type a brief explanation for the Undertaking in the Undertaking box, i.e. real property report (**Alberta**) or hydro finance contracts (**Manitoba**). In the main body, the large white box under The solicitor for the vendor hereby personally undertakes: type the applicable undertaking.

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**TIP** | You may copy and paste your undertaking from your precedents into this box.

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6. If you wish to save this undertaking as a Precedent click on Save As Precedent button and name your undertaking.

**NOTE:** You are limited to eight characters without spaces when naming an undertaking.

**NOTE:** Paragraph numbering and punctuation to separate paragraphs will be inserted automatically during Document Production. Therefore, do not insert a period after the last word of an undertaking.

7. To create a task with a follow-up date for the undertaking, click the box for Create task with specific follow-up date and enter the date.
8. Click in the Undertaking Editor box. The undertaking appears in the Undertakings Given or Undertakings Received topic, with the status Outstanding. The text of the undertaking appears in the bottom part of the screen. As undertakings are added they are listed one under the other.
9. To change the status, select the required undertaking and press Spacebar, **OR** click Status until the desired response (Fulfilled or Outstanding) appears in the Status column.

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**TIP** | Maintaining the proper status on undertakings makes usage of the List feature for reporting on outstanding undertakings very powerful.

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#### TO EDIT AN UNDERTAKING

1. Select the required undertaking in the Undertakings Given or Undertakings Received topic.
2. Click Edit. The Undertaking Editor box appears, with the data for the current undertaking.
3. Change the data, as required, and click OK. The data is updated.

#### TO DELETE AN UNDERTAKING

1. Highlight the required undertaking and click Delete.

## Preparing a Statement of Adjustments | Tab N For a Purchase, Tab M for a Sale



The Statement of Adjustments topic is used to calculate the balance to be paid to the vendor on closing. The first adjustment field is reserved for the sale price and the second is reserved for the deposit. Once you have entered an Adjust date, you can add items (adjustments) whose costs need to be divided between the parties (e.g. property/realty taxes, GST, condominium fees, etc.).

### TO ADD AN ADJUSTMENT

1. If the date of closing is not the same date as the date that the adjustments are being calculated, in the Statement of Adjustments topic, click Adjust Date. The Adjust Date box appears. If you select Yes for Adjust as at Closing Date, the closing date entered in the File Opening Info topic appears. If you select No., enter the applicable date and Click OK. The date appears in the top left side of the topic.
2. Select Sale Price and click Edit, **OR** press F9, **OR** right-click. The Adjustment Type box opens for the Sale Price adjustment. Note that the fields in this box change, depending on the selected adjustment. For all Adjustment type boxes, the upper part contains the data-entry portion and the bottom part displays the wording, calculations, and amount of credit. Enter the data in the fields and click OK. The Sale Price appears in the Credit Vendor column.
3. Select Deposit and click Edit, **OR** press F9, **OR** right-click. The Adjustment Type box opens for the Deposit adjustment. Enter the data in the fields and click OK. The Deposit appears in the Credit Purchaser column.

**TIP** | You may enter in and show multiple deposits on the Statement of Adjustments. For each Deposit heading you may press F9 for automatic text i.e. First Deposit, you must complete the heading field in order to enter in the dollar amount.

4. In the next empty row, click Edit, **OR** press F9, **OR** right-click. The list of adjustments appears.
5. Select one of the adjustments in the list. The Adjustment Type box opens for the selection.
6. Enter the data in the fields and click OK. The adjustment appears in the topic. Depending on the adjustment and your responses, the amount appears in either the Credit Vendor or Credit Purchaser column.

7. To switch from a view with details of each adjustment to no details, click Toggle Details. The view changes to one adjustment per line.
8. To change the heading information as it appears in the viewed and printed Statement of Adjustments, click Edit Heading Info. The Statement of Adjustments Heading Info box appears.
9. Make the required adjustments, either by typing the new headings or selecting from the available list, and click OK. The Statement of Adjustments Heading Info box closes.
10. On the View/Print menu, click View/Print SOA. The Statement of Adjustments view appears.
11. If required, edit the text relating to any adjustment (changes will not be saved).
12. Click , to print, **OR** , to close.

**TIP** | Document Production also provides a word processed version of the Statement of Adjustments for Sales called adjust.s.

### EDITING, COPYING, MOVING, OR DELETING AN ADJUSTMENT

- To edit an adjustment, select the required adjustment in the Statement of Adjustments topic, and click Edit, **OR** press F9, **OR** right-click. In the Adjustment Type box, correct the required fields.
- To copy an adjustment, select the required adjustment in the Statement of Adjustments topic and click Copy. Click an empty row where you want the copy to appear.
- To move an adjustment, select the required adjustment in the Statement of Adjustments topic and click Move, and left-click an empty row.
- To delete an adjustment, select the required adjustment in the Statement of Adjustments topic and click Delete.

**NOTE:** You are not able to move the Purchase Price adjustment field and Deposit adjustment field.

## Preparing a Statement of Account | Tab P For Purchase or Sale, Tab N for Mortgage

### TO WORK IN THE STATEMENT OF ACCOUNT


**TIP** | You may calculate your estimated fees and disbursements here to carry over to your Trust Ledger/ Reconciliation for the Estimated Fund Summary (Alberta)/Closing Cost (Manitoba) step. In order for the total amount of the account to carry over to the Trust Ledger/Reconciliation, you MUST pay the account by entering the amount received in the Statement of Account. In the Reconciliation for the Estimated Fund Summary (Alberta)/Closing Cost (Manitoba) click on F9 in the field for Paid Legal fees and disbursements and the amount from the Statement of Account will automatically be populated into this field.

**TIP** | ALBERTA - For Purchases the Land Titles registration costs for the Transfer of Land and Mortgage are calculated for you, press F9 to populate the calculation into the field.

**NOTE:** This calculation is for one title only, if you have several titles transferring you will be required to manually add the additional Land Titles registration costs to each disbursement for each additional title.

**TIP** | MANITOBA - For Purchases, Land Titles registration costs for the Transfer and Mortgage are defaulted under Disbursements – not subject to GST.

**TIP** | If you check the box Calculate fee based on an all inclusive price of: \$ (enter all inclusive amount). The fee amount will be allocated properly dependent on the disbursement amount entered.

1. To move between the Description and Amount fields, press Tab.
2. To move from one disbursement to the next, press the Up or Down arrows.
3. For cells containing default amounts, press F9. (If a default response is available, it will be stated in the Help Line.)
4. To change the width of columns or the height of rows, drag the boundary lines.
5. To access additional options, right-click **OR** press F8 in the required cell. A submenu with the following options appears:
  - Insert New Row Above Cursor Position. This can also be completed by clicking the Insert Row Button.
  - Delete Highlighted Row You will be asked to confirm this action. This can also be completed by clicking the Delete Row button.
  - Edit Current Cell, press F2 **OR** just start typing, **OR** double-click the cell to start editing.
  - Insert Additional Fee (Upper Position) – Inserts a row above the OUR FEE for acting on purchase/sale/mortgage row.
  - Insert Additional Fee (Lower Position) – Inserts a row below the OUR FEE for acting on purchase/sale/mortgage row.
  - Set Default Size of Rows and Columns by dragging the column indicator (located in the white area below the Rate of GST) – modified width of the table will automatically saved.
6. Select the required option and enter the required information. The Statement of Account changes accordingly.
7. To reset the Statement of Account for the current transaction record (revert to the text and values that existed before editing), click , on the top right of the screen. A warning screen will appear indicating that all this will reset the Statement of Account to the default values. Your information will be lost. Do you wish to proceed?
8. Return to the Statement of Account topic, or select any other topic.
9. The statement of account can be Produced directly from Tab P by clicking on the Produce button. The master is imported and the option of creating a Word, WordPerfect or PDF version is given.

## Preparing a Trust Ledger Statement | Tab Q For Purchase and Sale, Tab O for a Mortgage

**TIP** | For Purchases, you may generate your Estimated Funds Summary (Alberta)/Closing Costs (Manitoba). While entering values, leave Received From You at zero until all other values have been entered. Once all values have been entered, return to the Received From You field and press F9, the amount for the client to bring in is automatically calculated for you. Leave Paid To You Following Closing at a zero balance.

**TIP** | When the transaction is completed, return to this Tab to complete the actual funds received and disbursed for the Final Trust Ledger. Once all actual values are entered, click into the Paid To You Following Closing field and press F9, any funds to be returned to client will be automatically calculated for you.

### TO WORK IN THE TRUST LEDGER STATEMENT

1. To move between the Explanation and the Expenditures or Receipts fields, press Tab.
2. To move from one disbursement to the next, press the Up or Down arrows.
3. If The Conveyancer can ascertain, based on data entered into the transaction record, the likely amount of a receipt or expenditure, press F9. If a hint is available, it will be stated in the blue Help Line.
4. If Pay Bills or Debts has been completed in Tasks, select Other Expenditures / Tasks / Pay Bills or Debts
5. For Manitoba, for Purchases, you must add the interest collected from your client. You will need to first highlight any row UNDER Paid to Vendors' Solicitor on Closing. Then, click on Other Expenditures and a box will appear with an option for interest. Click on the interest amount and it will then be added into the statement.
6. To change the width of columns or the height of rows, drag the boundary lines.
7. To access additional options, right-click **OR** press F8 in the required cell. A submenu with the following options appears:
  - Insert New Row Above Cursor Position. You will have to specify whether the new row will be Expenditure or a Receipt. This can also be completed by clicking the Insert button..
  - Delete Highlighted Row You will be asked to confirm this action. This can also be completed by clicking the delete button.
  - Edit Current Cell, press F2 **OR** just start typing, **OR** double-click the cell to start editing.
  - Itemize Highlighted Row – see instructions on the next page.

- Change Expenditure to Receipt or Change Receipt to Expenditure Switches the cell where you specify the dollar amount for the expenditure.
  - Set Default Size of Rows and Columns – you can change the width of the columns and rows in the table by dragging the columns to their desired location.
8. Select the required option and enter the data, if required. The Trust Ledger Statement changes accordingly.
  9. To reset the Trust Ledger Statement for the current transaction record (revert to the text and values that existed before).

### ITEMIZING A ROW

1. Click the required row.
2. Click on the Trust Ledger toolbar **OR** press F8, **OR** right-click and select Itemize Highlighted Row Icon. The Itemize Expenditure box for the selected explanation opens.

**TIP** | On Purchases, if you are itemizing a Mortgage, any deductions from the gross mortgage amount must be entered with a "-" (negative) in front of the value, so that it will be deducted.

3. Double-click the required Item cell and type the description.
4. Double-click the required Amount cell and type the amount.
5. Click one of the following:
  - to insert a new row above the selected one.
  - to delete the selected row.
6. When you have finished adding items, click OK.
7. The itemized row appears in the Trust Ledger topic.
8. To reset the Trust Ledger Statement for the current transaction record (revert to the text and values that existed before editing), click the Reset button. A Confirmation screen will appear indicating that all this will reset the Trust Ledger Statement amount to the default values. Your information will be lost. Do you wish to proceed?

**TIP** | The Trust Ledger Statement can be produced directly from Tab Q by clicking on the Produce button. The master is imported and the option of creating a Word, WordPerfect or PDF version is given.

# Document Production

## Document Production

Document Production is the process by which The Conveyancer generates various documents (other than electronic forms) for review, editing and printing from your word processor.

### TO ACCESS DOCUMENT PRODUCTION FORM WITHIN A TRANSACTION RECORD

1. Select Document Production from the Topics menu.
2. Select the ALL category file.
3. Select each of your documents by checking the box.
4. Once all the documents have been selected, simply click on the Produce button **OR** select F2.
5. Select either OK **OR** Open Now. OK will save the documents to your DP Filer. Open Now will take you directly to the documents in your word processor.
6. If you click "Ok" you will notice the Produced and Missing Fields columns. In the Produced column the document production date and time appear along with an icon to the word processor or a PDF version of the document. To view either document simply click on the icon.
7. The missing fields indicator allows you to maneuver to each missing field by selecting the symbol or number. When you click this link, a box opens displaying all the fields where data is missing. If you select one of these fields the Missing Fields for Document Production box opens at the top of the record where you can fill in the information and proceed through the document by clicking Next or Previous. When finished, click the Done button where you will be asked if you would like to reproduce the document.

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**TIP** | To access already produced documents, open the record and access the DP Filer from the toolbar or from the Doc't Prod'n Tab.

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# Generating Forms & Tasks

## Generating Forms

Lender documents (**Alberta/Manitoba**) and all Land Titles documents (**Manitoba**) are contained here.

### TO GENERATE A FORM

1. Click on the Forms Tab. Highlight the form to be produced.
2. Select the form to be produced.

## Tasks

Non standard letters and documents such as direct deposit to client's account, non titled debt payout request and discharge letters, rental documents are contained here.

# Advanced Search

The Advanced Search feature replaces the List feature.

1. To Run a Predefined Advanced Search, select a search from the drop down and click Search.
2. To create a new search or edit a search, click Manage Search.
3. To create a new search, click new and the Create New Search window opens at the top of a record.
4. You can change the fields from a Purchase, Sale or Mortgage by selecting from the Select field(s) from (show dropdown box)
5. Any underlined field, from any tab, can be dragged and dropped into the Field Label of the Create New Search window.
6. When you have finished dragging and dropping you can save your search for later use or simply select search and your list is displayed.

