

The Conveyancer® and PCLaw® Quick Start Guide

Do you create your Statement of Accounts from The Conveyancer for all your real estate transactions? Do you or your bookkeeper then manually enter each of these accounts into PCLaw? Do you constantly find yourself making data entry errors when duplicating the account? Do you waste valuable time trying to find this error in PCLaw?

We are pleased to provide you with the PCLaw export/import functionality. This feature automates and simplifies the entry of data from the Statement of Account in The Conveyancer into PCLaw. Save valuable time and increase efficiency for your firm by eliminating duplicate data entries and reducing errors that may result from repetitive work.

We estimate that law clerks spend approximately five minutes per file duplicating their Conveyancer account into PCLaw. That means if your firm closes 30 transactions per month, you could see a time savings of 2.5 hours per month or a total of four days of work per year.

The initial setup is easy and should take approximately 10 minutes.


When developing this feature, we took into account the different methods used by law firms working with PCLaw. We suggest that you read this document in its entirety to familiarize yourself with this feature and develop guidelines for your office.

You are required to have version 14.3C or higher of The Conveyancer and PCLaw version 10 prior to completing the few simple steps detailed in this guide.

Adding New PCLaw Directories in Conveyancer


Two new directories for PCLaw will need to be added to your User Setup prior to configuring your Statement of Account. These directories can be found by logging in as the Default user and selecting **User Setup > select the user > Directories** subtab (or accessed by a user from **Go to > User Setup > Directories subtab**).

Accounting Data Directory

In the Accounting Data Directory field, enter the path for your PCLaw data files (i.e. c:\pclaw data\data\statdata\). Browse your required directory by double clicking the empty field or selecting .

Accounting Export Directory

Create a blank folder for your Accounting Export Directory, such as c:\tcexport\. You need to create this folder to store your data files until they are imported into PCLaw. It is

recommended that this folder be located on your local computer, to avoid potential issues of other users overriding your exports. Also, in the **Accounting Export Directory** field within **The Conveyancer**, enter the path to this folder (by double clicking the empty field or selecting ).

Configure Statement of Account Settings

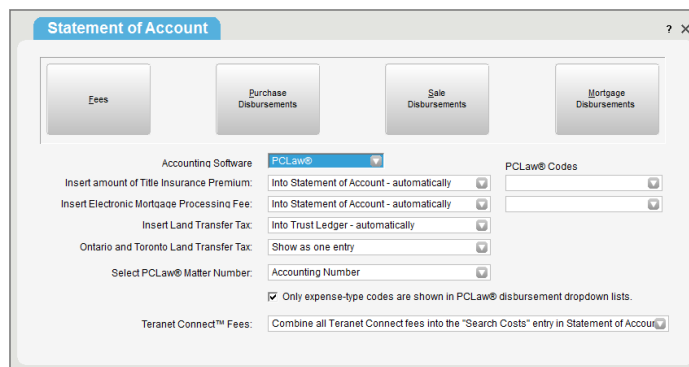
Once the Accounting directories have been added to your User Setup in The Conveyancer, the accounting software must be selected and the Statement of Account can be configured by the Default user in **Configuration > Statement of Account**. Purchase Disbursements, Sale Disbursements and Mortgage Disbursements must be configured separately.

Accounting Software

Choose PCLaw from the Accounting Software drop down menu prior to configuring the Statement of Account.

Configure Disbursements

For each disbursement (Purchase, Sale or Mortgage), select either **Subject to HST** or **Not Subject to HST**. In the **Disbursements** box, for each **Name of Disbursement**, select the corresponding explanation code or general ledger (GL) code from the drop down menu. All of your PCLaw explanation expense codes and GL codes have been imported directly from your PCLaw Data Directory. The explanation codes are sorted alphabetically and the GL Codes are sorted numerically. Transaction Levy G/L Code has been disabled. This entry is required to be completed in PCLaw in order for the necessary entry to show in the Transaction Levy – Summary.



Note: The Reset button will reset all Disbursement entries back to their initial default values. It will also remove any manually entered items including any PCLaw selected values.

Note: If you do not see all of or are missing some of your PCLaw expense codes, log back in as the Default user and uncheck the “Only expense-type codes are shown in PCLaw disbursement” dropdown lists.

Configure Additional Items

For each additional item that appears on the Statement of Account, such as Title Insurance Premium, Electronic Mortgage Processing Fee and Land Transfer Tax, select the corresponding explanation code or GL code from the drop down menu.

PCLaw Matter Number

Determine where your PCLaw matter number is entered in The Conveyancer by selecting File Number, Record Number or Accounting Number from the drop down located beside the field **Select PCLaw Matter Number**. This step is required for the export/import process.

Note: You will never have to reconfigure these codes again unless you amend or create new codes in PCLaw.

Statement of Account within a Record

Now that you have completed your initial set up, you will see all of the designated PCLaw codes on the Statement of Account tab under the heading PCLaw Codes (as long as the “Check to show PCLaw Export feature” is checked. Although selected in Configuration, these codes are not locked down. This will allow you the flexibility of changing the explanation code or GL code, in an open transaction record, should the need arise.

Insert New Row

Inserting a new row into the Statement of Account continues to function as usual with the exception of having to enter an explanation code or GL code from the drop down menu. If you do not enter a PCLaw code, this disbursement will not be exported to PCLaw.

Compliance Letters

Costs associated with compliance letters will appear on the Statement of Account automatically. An explanation code or a GL Code is not assigned to these expenses as it is assumed that you have already written cheques for these disbursements from PCLaw.

Preventing Export of a Specific Disbursement

If you do not wish to export a specific disbursement, simply delete the PCLaw code next to that disbursement.

Statement of Account		
<input type="checkbox"/> Calculate fee based on all-inclusive price of:		
Rate of HST		13.0%
		<input checked="" type="checkbox"/> Uncheck to hide PCLaw®
PCLaw® Codes		
Fees		
OUR Fee for a mortgage	\$600.00	
OUR FEE for acting on purchase	\$200.00	
Total	\$800.00	
HST (13%)	\$104.00	
Disbursements - Subject to HST		
Search costs	\$0.00	5550 (Searches)
Executions Certificate	\$0.00	ex - Execution Searches [5550]
Subsearch	\$0.00	5550 (Searches)
Photocopies	\$0.00	ph - Photocopies [5521]
Postage	\$0.00	ps - Postage [5531]
Fax transmissions	\$0.00	fx - Facsimiles [5511]
Couriers	\$0.00	cr - Courier [5501]
Long distance telephone	\$0.00	ld - Long Distance [5541]
Travelling expense	\$0.00	5050 (Auto Expense)
Transaction Levy Surcharge	\$0.00	5770 (Trans Levy Expense)
Software Transaction Charge	\$0.00	ag - Agency Fees [5040]
E-reg service charge	\$0.00	ag - Agency Fees [5040]
Total (Disbs. Subj. to HST)	\$0.00	
HST (13%)	\$0.00	
Disbursements - Not Subject to HST (Agency)		
Registration of Transfer	\$0.00	9999 (Suspense)
Registration of Charge	\$0.00	9999 (Suspense)
Ontario Land Transfer Tax	\$0.00	5210 (Client Disb Clearing)
Total (Disbs. not Subj. to HST)	\$0.00	
TOTAL	\$904.00	
Received on Account	\$0.00	
Balance Owning	\$904.00	
Total HST	\$104.00	

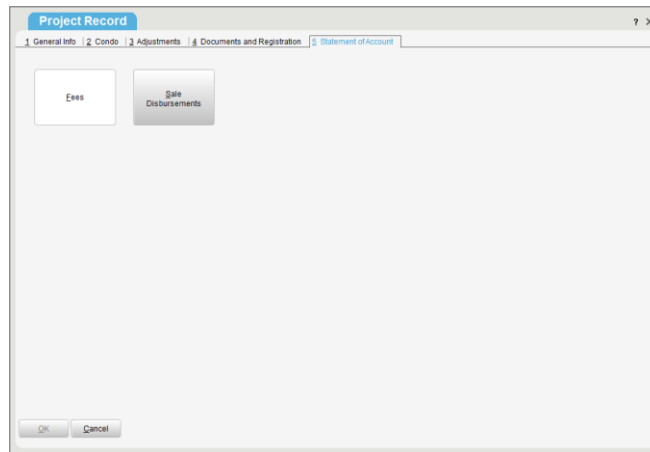
Hide PCLaw Codes

If you do not use PCLaw as your accounting system or would like to hide the PCLaw code column on the Statement of Account tab, uncheck the **Show Accounting Column** box at the top of the topic.

Projects Users

Projects users can now assign fees, disbursements and PCLaw codes at the project record level. This gives project users the flexibility of having different fees, disbursements and PCLaw codes for each project.

To set the Statement of Account select Tab 5 – Statement of Account from the Project Record. Set your fees and disbursement value by selecting either Fees or Sale Disbursements.



If you have entered PCLaw Codes under the default user, these codes will be shown under the Sales Disbursements. These codes can be amended if necessary.

Export to PCLaw

Once the Statement of Account has been completed and a solicitor is specified in Tab A, select **Export to PCLaw®**. An **Accounting Files Created** box appears stating which files have been successfully created (dpFee.txt and dpDisb.txt). You can import into PCLaw immediately or you can continue exporting further accounts. All accounts will remain in the export folder until imported into PCLaw allowing you to do a mass import of these accounts into PCLaw.

Note: To complete this export, the Matter (see PCLaw Matter Number setup above) and lawyer in Tab A must match the Matter and lawyer in PCLaw.

Exporting Multiple Files

Export multiple files to PCLaw using PCLaw Export.LFW in Advanced Search (List): This predefined search list includes the **Last PCLaw Export** label (located at the bottom of the **Statement of Account** topic).

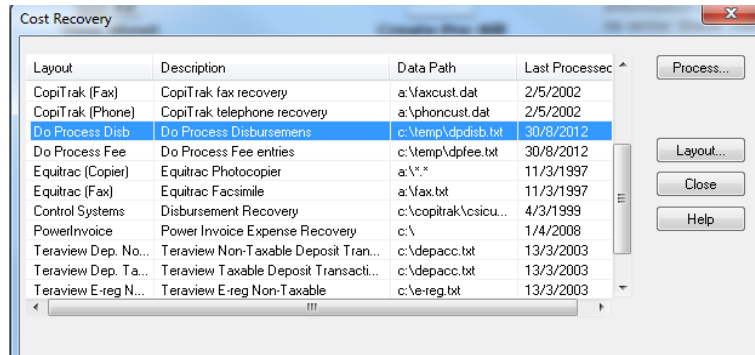
- Click **Advanced Search (List)**, select **PCLaw Export.LFW** and click **Search**.

- In the generated list, select files marked as **Ready for Export** or files that have already been exported if you wish to process them again. Note that files marked as **Incomplete Accounting Data** do not contain PCLaw data and cannot be exported.
- Click **Export > Export to PCLaw**.

Note: Files that were exported previously will not generate into this list.

Importing into PCLaw

To import the disbursements into PCLaw, select **File > Cost Recovery > Do Process Disb > Process**. To import the fees to PCLaw, select **File > Cost Recovery > Do Process Fee > Process**. The data file information will automatically be completed. Otherwise you can browse manually. Select OK and the Data Records Processed window will appear indicating if all records were accepted. If any records were skipped or rejected, confirm that all information in the Statement of Account has been completed in full including the PCLaw codes where applicable.



Layout	Description	Data Path	Last Processed
CopiTrak (Fax)	CopiTrak fax recovery	a:\faxcust.dat	2/5/2002
CopiTrak (Phone)	CopiTrak telephone recovery	a:\phuncust.dat	2/5/2002
Do Process Disb	Do Process Disbursements	c:\temp\dpdisb.txt	30/8/2012
Do Process Fee	Do Process Fee entries	c:\temp\dpfee.txt	30/8/2012
Equitrac (Copier)	Equitrac Photocopier	a:*.*	11/3/1997
Equitrac (Fax)	Equitrac Facsimile	a:\fax.txt	11/3/1997
Control Systems	Disbursement Recovery	c:\copittrak\csicu...	4/3/1999
PowerInvoice	Power Invoice Expense Recovery	c:\	1/4/2008
Teraview Dep. No...	Teraview Non-Taxable Deposit Tran...	c:\depacc.txt	13/3/2003
Teraview Dep. Ta...	Teraview Taxable Deposit Transacti...	c:\depacc.txt	13/3/2003
Teraview E-reg N...	Teraview E-reg Non-Taxable	c:\e-reg.txt	13/3/2003

The fees and disbursements for your record will be merged into the PCLaw matter. If a mass export was completed all fees and disbursements will be entered into the appropriate matters in PCLaw. Simply enter the Transaction Levy if necessary. It is always a good idea to run a pre-bill to confirm that the account matches The Conveyancer account. All that is left to do is process the final Bill in PCLaw.

Note: Once you have imported your Statement of Account to PCLaw, all amendments or changes must be made in PCLaw. Do not select **Export to PCLaw®** in The Conveyancer again as this will cause duplicate entries on your PCLaw client ledger. You can, however, remove the PCLaw codes in the Statement of Account within The Conveyancer for those entries that you do not wish to export again. If you have already made entries in PCLaw ensure that you remove the PCLaw codes from the Statement of Account prior to exporting in order to prevent duplicate entries.

Support

For support with setup, configuration and export please contact Do Process Customer Support at 416.322.6111, 1.866.367.7648 or inquiries@doprocess.com. For help with creating/modifying explanation and G/L Codes, cost recovery import or billing please contact PCLaw at 1-800-387-9785. For Account Inquiries/Training: 1-800-328-2898. For Technical Issues: 1-800-387-9785 or pmsales@lexisnexis.ca.