

ESI-LAW

Since Esi-Law is your double entry accounting system, all trust and general transactions must be recorded in the program. This includes all receipts, withdrawals and billings. To be compliant with R119.36, the following Esi-Law reports should be printed monthly and maintained with your monthly banking records.

TRUST – for each open trust bank, pooled and SIBA, regardless of balance and/or activity:

1. **Trust reconciliation**, which consists of:
 - a. Bank reconciliation – ‘Month-Year-end/Bank Reconciliation/Bank Reconciliation’.
 - b. Adjustment page (if applicable) – prints automatically when bank reconciliation is printed.
 - c. Outstanding cheque list – ‘Month-Year-end/Bank Reconciliation/Outstanding Cheque list’. Print immediately after bank reconciliation is printed and include transactions from January 01/80 to end of month being reconciled.
 - d. Cleared cheque register – Month-Year-end/Bank Reconciliation/Cleared cheque register’. Ensure that you include cleared cheques from start of first day and end of last day of month being reconciled.
 - e. Trust Listing by bank – ‘Reports/Trust/Listing by bank’. Ensure that transactions from January 1/80 to the end of your month-end are included. It is your choice to sort by alpha or numeric.

2. **Trust Journal** – extra reports must be printed due to current field size limitations in order for the firm to see and therefore verify that all required data has been entered. These are:
 - a. Bank Journal (the only report required by the rules but has field size limitations) – ‘Month-Year-end/Bank Reconciliation/Bank Journal’. Include only transactions for the month being reconciled.
 - b. Cheque Register – ‘Month-Year-end/Bank Reconciliation/Cheque Register’. Include only transactions for the month being reconciled and select ‘Print cheque detail’.
 - c. Receipts Journal – Month-Year-end/Bank Reconciliation/Receipts Journal’. Include only transactions for the month being reconciled and select ‘Include details’.

3. **Trust transfer journal** – ‘Reports/Trust/Client Trust Transfers’. Include only transactions for the month being reconciled

Note: You do NOT have to print each client trust ledger card at month end. However, per R119.36(5)(c) the client trust ledger must be printed at the conclusion of the matter with one copy onto the client file and one copy into the central file maintained for closed ledgers. ‘Reports/Trust/Ledger by Client’.

[Return to Top](#)

GENERAL– for each open general bank held in the name of the law firm, regardless of balance and/or activity:

1. **General bank reconciliation**, which consists of:
 - a. Bank reconciliation – ‘Month-Year-end/Bank Reconciliation/Bank Reconciliation’.
 - b. Adjustment page (if applicable) – prints automatically when bank reconciliation is printed.
 - a. Outstanding cheque list – ‘Month-Year-end/Bank Reconciliation/Outstanding Cheque list’. Print immediately after bank reconciliation is printed and include transactions from January 01/80 to end of month being reconciled.
 - c. Cleared cheque register – ‘Month-Year-end/Bank Reconciliation/Cleared cheque register’. Ensure that you include cleared cheques from start of first day and end of last day of month being reconciled.
2. **General Journal** – extra reports must be printed due to current field size limitations in order for the firm to see and therefore verify that all required data has been entered
These are:
 - a. Bank Journal (the only report required by the rules but has field size limitations) – ‘Month-Year-end/Bank Reconciliation/Bank Journal’. Include only transactions for the month being reconciled.
 - b. Cheque Register – ‘Month-Year-end/Bank Reconciliation/Cheque Register’. Include only transactions for the month being reconciled and select ‘Print cheque detail’.
 - c. Receipts Journal – ‘Month-Year-end/Bank Reconciliation/Receipts Journal’. Include only transactions for the month being reconciled and select ‘Include details’.

In addition, the following reports must be printed monthly. Best practice is to print after both the trust and general banks have been reconciled, in case any posting errors are discovered during the reconciliation process:

3. **Billing Journal** – ‘Reports/Receivables/Invoice Journal’. Include transactions for month being reconciled. Include ‘closed clients’. Currently sort by ‘Bill #’ and when the program is adjusted, then select to sort by date.
4. **Aged Accounts Receivable** – ‘Reports/ Receivables/AR Aging’. Include transactions to last day of the reconciled month; report by ‘Firm’.

Note: You do NOT have to print each client accounts receivable ledger card at month end. However, per R119.36(5)(c) this card must be printed at the conclusion of the matter and stored in the central file maintained for closed ledgers. ‘Inquiry – A/R tab only’

‘Inquiry – all tabs printed’ will provide all the trust and accounts receivable data required by the rules as well as all expense, disbursement and time which may be beneficial for the firm’s reference.

[Return to Top](#)

