

PC LAW

Since PC 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 – ‘Tools/Bank Reconciliation’. We suggest that when the report dialogue box appears, you uncheck ‘Print separate outstanding items list’ as you will save paper. These additional printouts are not necessary as this detail is included in the body of the reconciliation.
 - b. Client Trust Listing by bank – ‘Reports/Client/Trust Listing’. Ensure that end date is your month-end and select the applicable trust account #.
2. **Trust Journal** – ‘Reports/Journal/Trust Bank’. Ensure that ‘start date’ is the first day of reconciled month and that ‘end date’ is the last date of the month being reconciled.
3. **Trust transfer journal** – ‘Reports/Journal/Trust bank matter to matter transfer’. Again, ensure that start and end dates are correctly selected.

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/Client/Trust Ledger’

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

1. **General bank reconciliation** – ‘Tools/Bank Reconciliation’. We suggest that when the report dialogue box appears, that you uncheck ‘Print separate outstanding items list’ as you will save paper. These additional printouts are not necessary as this detail is included in the body of the reconciliation.
2. **General Journal** – ‘Reports/Journal/General Bank’. Ensure that ‘start date’ is the first day of reconciled month and that ‘end date’ is the last date of the month being reconciled.

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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/Journal/Billing(fees). Select start and end date of month being reconciled. Also ensure that only ‘Include paid invoices’ and ‘Show balances as of end date’ are checked; also sort by date.
4. **Aged Accounts Receivable** – ‘Reports/Accounts Receivable/Receivables by client’. Ensure that only ‘Show balances as of end date’ is selected.
5. **Work-in-progress Retainers** – ‘Reports/Client/Work in progress’. Ensure start date is January 1/82 and end date is end of month being reconciled. Do not select any option relating to totals or balances on the first page. Go to the ‘Other tab’ and in the ‘Include’ box, only select ‘Retainers’. Note that these are deemed to be credit accounts receivable balances.

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. ‘Reports/Client/Accounting Ledger’.

‘Reports/Client/Ledger’ 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.

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