

Trust Safety Accounting Upload Using EsiLaw Software

EsiLaw has a feature in their software to allow Alberta Law Firms to download data files to their computer and then upload the files to the Law Society.

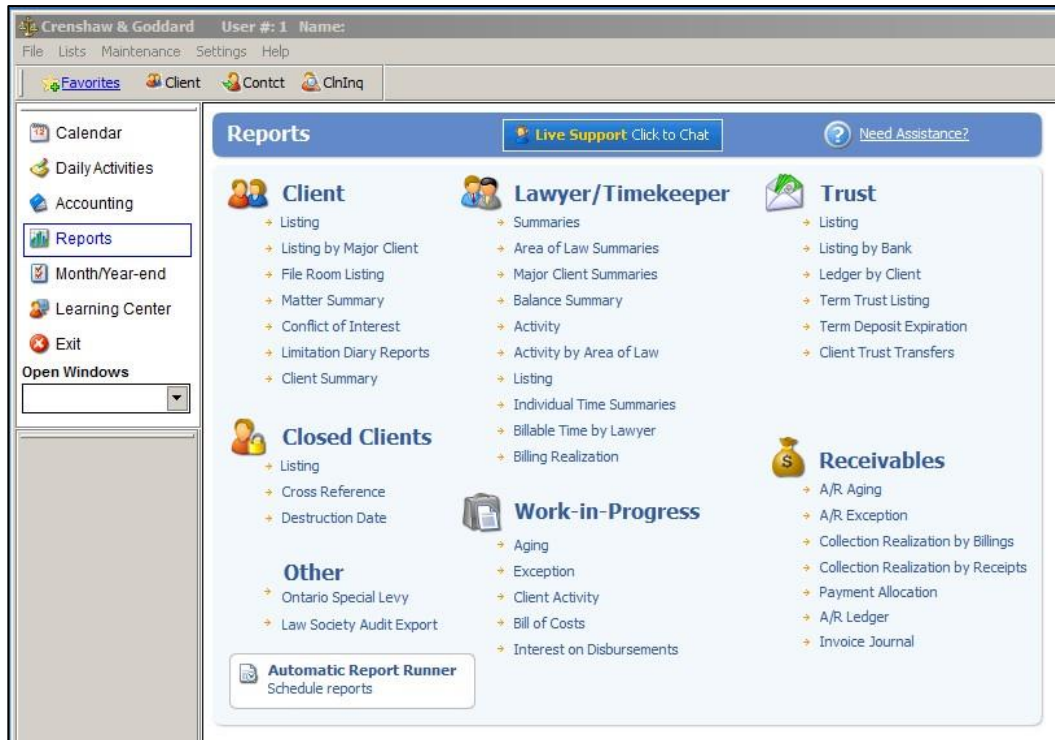
NOTE: All law firms must use the new PricewaterhouseCoopers (PwC) Connect Tool to upload the data to the Law Society. An email will be sent to all Responsible Lawyers with instructions to login and use the Connect Tool.

The Administrator is the only person with the authority to activate and use the feature, and as such, the menu options and functionality described below will only be available to users with admin access.

To create the files in EsiLaw, the user needs to be the only person logged into the program.

How to use EsiLaw

1. Click the EsiLaw icon and log into the software.
2. Select Reports to view all available reporting options.

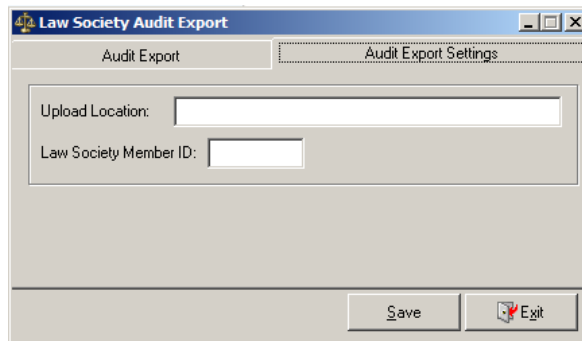


The screenshot shows the EsiLaw software interface for Crenshaw & Goddard. The user is logged in as User #1. The main menu includes Favorites, Client, Contact, and Client Inquiry. The Reports menu is selected, displaying a list of reporting options categorized into Client, Lawyer/Timekeeper, Trust, Closed Clients, Other, Work-in-Progress, and Receivables. An Automatic Report Runner option is also visible at the bottom.

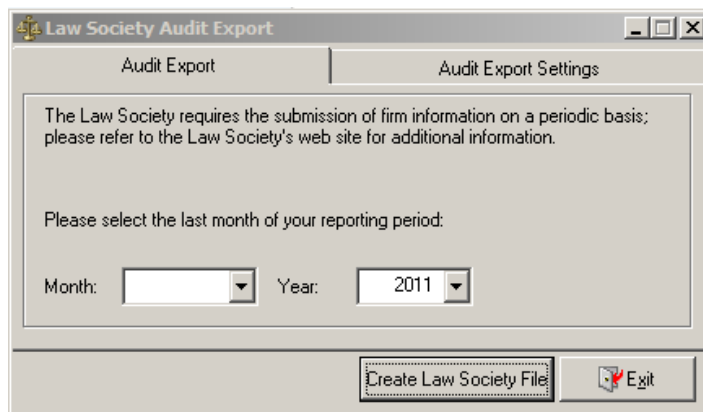
Category	Reporting Options
Client	<ul style="list-style-type: none"> Listing Listing by Major Client File Room Listing Matter Summary Conflict of Interest Limitation Diary Reports Client Summary
Lawyer/Timekeeper	<ul style="list-style-type: none"> Summaries Area of Law Summaries Major Client Summaries Balance Summary Activity Activity by Area of Law Listing Individual Time Summaries Billable Time by Lawyer Billing Realization
Trust	<ul style="list-style-type: none"> Listing Listing by Bank Ledger by Client Term Trust Listing Term Deposit Expiration Client Trust Transfers
Closed Clients	<ul style="list-style-type: none"> Listing Cross Reference Destruction Date
Other	<ul style="list-style-type: none"> Ontario Special Levy Law Society Audit Export
Work-in-Progress	<ul style="list-style-type: none"> Aging Exception Client Activity Bill of Costs Interest on Disbursements
Receivables	<ul style="list-style-type: none"> A/R Aging A/R Exception Collection Realization by Billings Collection Realization by Receipts Payment Allocation A/R Ledger Invoice Journal

Automatic Report Runner
Schedule reports

- a. Select “Other or Custom\ Law Society Export” and click the “Audit Export Settings” tab:



- b. Enter/Confirm the following information:
- Upload location (<https://ftp.lawsociety.ab.ca>)
 - Responsible Lawyer’s Law Society Member ID (Member ID can be found on the Responsible Lawyer’s member card.) **This must be the responsible lawyer’s id number - do not use 1234 or 9999.**
- c. Click the ‘Save’ button.
- d. Select “Audit Export” tab:

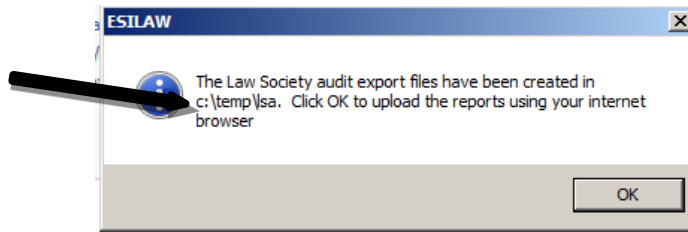


- e. Enter the following data for the Law Firm reporting period: Month (December) and Year

The designated year end must be entered with the year for which you are reporting and the month as December

For example, if the Law Firm is reporting for the 2016 reporting period, you would select December and 2016.

- f. Click the 'Create Law Society File' button. When completed the following message displays.



This dialogue box advises where the files are saved on the computer. Please ensure that you write down this path to use in the next section “how to upload the files”.

Once the user clicks 'OK' a Web browser is launched and is directed to the Law Society's Secure SFTP website. (as identified from the Audit Export Settings tab)

Uploading the files to the Law Society

All law firms must use the new (PwC) Connect Tool to upload the data to the Law Society. An email will be sent to all Responsible Lawyers with instructions to login and use the Connect Tool. There is also information available on the Law Society website www.lawsociety.ab.ca.

Questions?

If you have questions regarding the file transfer process or your data upload, contact the Trust Safety department by email at trust.safety@lawsociety.ab.ca or call 403-228-5632.