

## Trust Safety Accounting Upload Using Soluno Software

Soluno 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 Soluno, the user needs to be the only person logged into the program.


### How to use Soluno

Ensure that the User Setup has been completed as part of the initial configuration by Soluno. If the User Setup has not been completed, please follow the steps below. If the User Setup has been completed, please skip to step 5.

1. Click the Soluno icon and log into the software.
2. Navigate to Administrator Settings → Users → Users

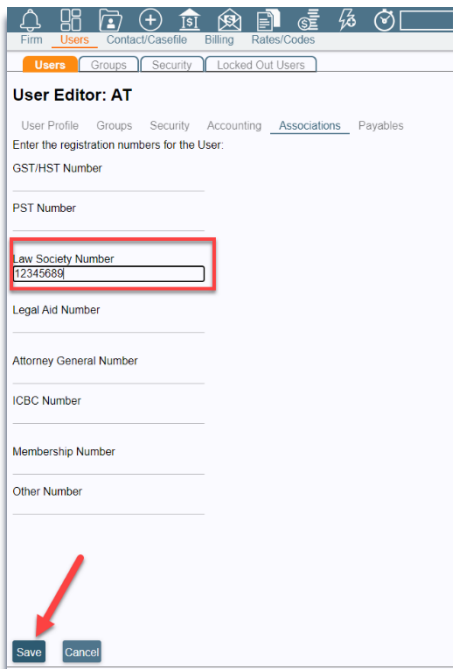


3. Find the name of the Responsible Lawyer and select Edit.



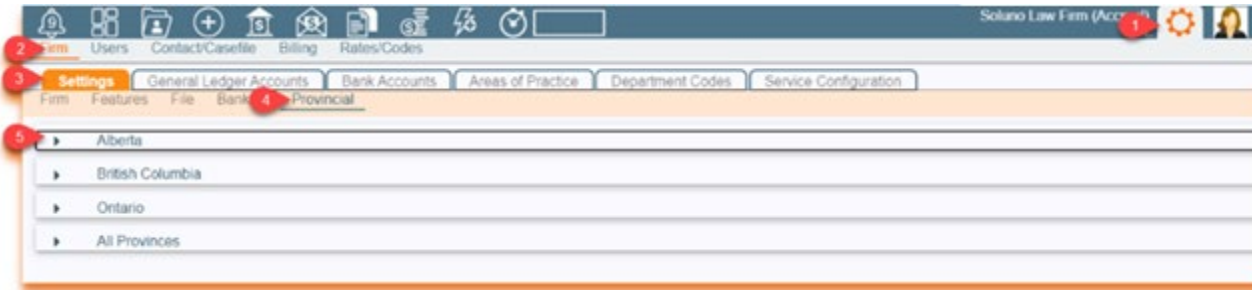
| Initials | Full Name                             | Job Title       | Records Time | Member of  | Disabled |
|----------|---------------------------------------|-----------------|--------------|------------|----------|
| IDS1     | Used By Devios Support (not billable) |                 | ×            | Admin      | ×        |
| AT       | Allison Todd                          | Partner         | ✓            | Admin      |          |
| DD       | Dana DeMarco                          | Partner         | ✓            | Admin      |          |
| DL       | Diane Lowery                          | Partner         | ✓            | Admin      |          |
| DP       | Daniel Paige                          | Office Manager  | ✓            | Admin      |          |
| NP       | Natasha Petrucelli                    | Legal Assistant | ×            | Power User |          |
| SR       | Sarah Robinson                        | Legal Assistant | ×            | Power User | ×        |

4. Under the tab titled Associations, enter the lawyer's Law Society Member ID number.



The screenshot shows the 'User Editor: AT' form in Soluno. The 'Associations' tab is selected. The form contains several input fields for registration numbers. The 'Law Society Number' field is highlighted with a red box and contains the value '12345688'. At the bottom of the form, there are 'Save' and 'Cancel' buttons, with a red arrow pointing to the 'Save' button.

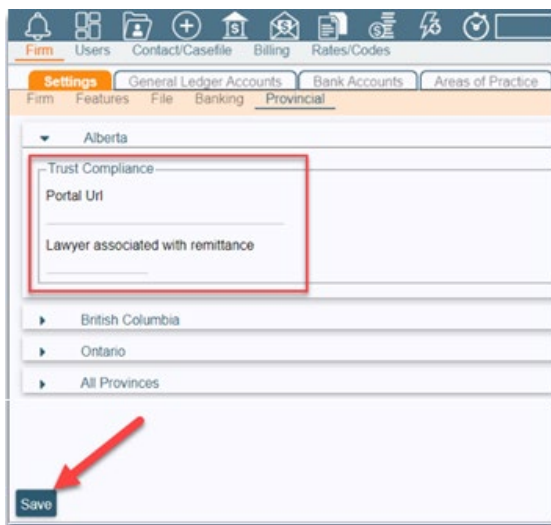
5. Click on the Trust Safety portal
  - a. Select Administrator Settings → Firm → Settings → Provincial.



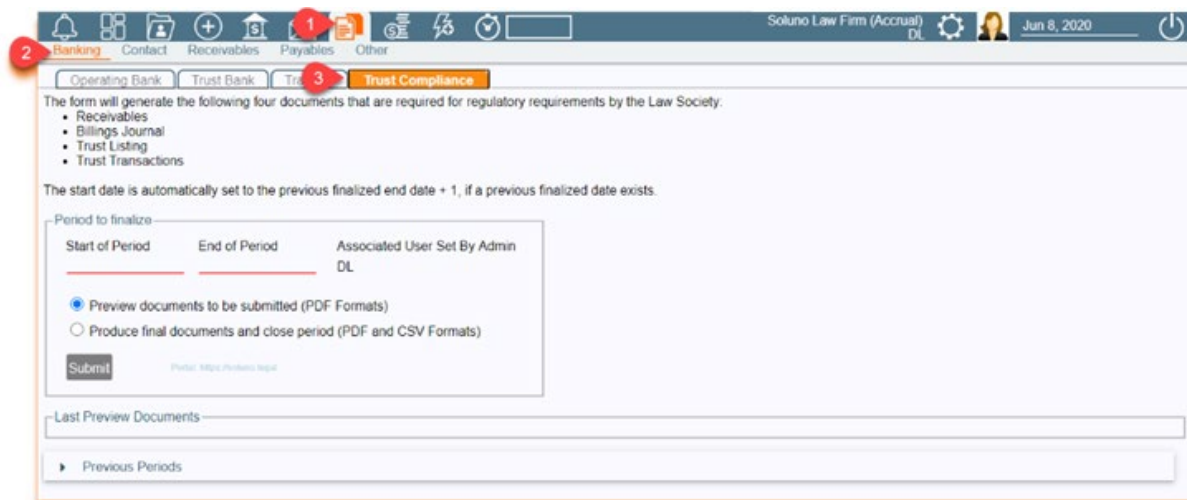
- b. Expand the Alberta section, enter the Trust Safety Portal URL and Lawyer Associated with Remittance, then click Save.

The URL is: <https://ghw.connect.pwc.com/sites/434b2f4ecbba0c63/my-requests>.

If you require a new URL, please contact the Alberta Law Society.



- c. Select Views & Reports → Banking → Trust Safety.

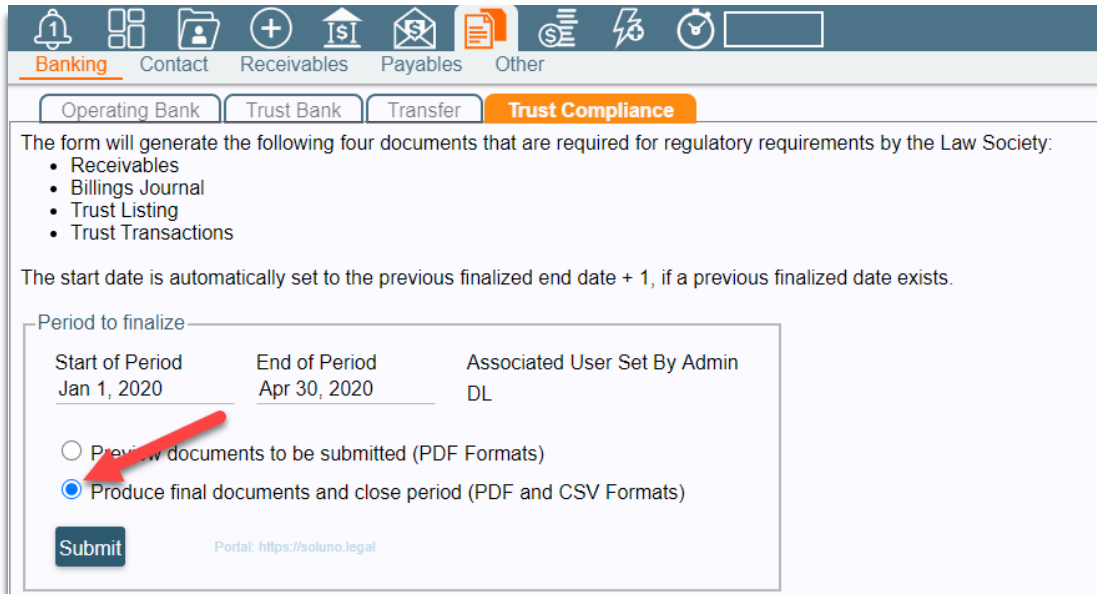


- d. Enter the following data for the Law Firm reporting period: Start of the reporting period date (January) and End of reporting period date (December).

**The designated year end must be entered with the year for which you are reporting and the month as December 31.**

For example, if the Law Firm is reporting for the 2016 reporting period, you would select January 1, 2016 and December 31, 2016.

- e. Select the Produce Final Documents and Close Period, followed by the Submit button.



Banking Contact Receivables Payables Other

Operating Bank Trust Bank Transfer **Trust Compliance**

The form will generate the following four documents that are required for regulatory requirements by the Law Society:

- Receivables
- Billings Journal
- Trust Listing
- Trust Transactions

The start date is automatically set to the previous finalized end date + 1, if a previous finalized date exists.

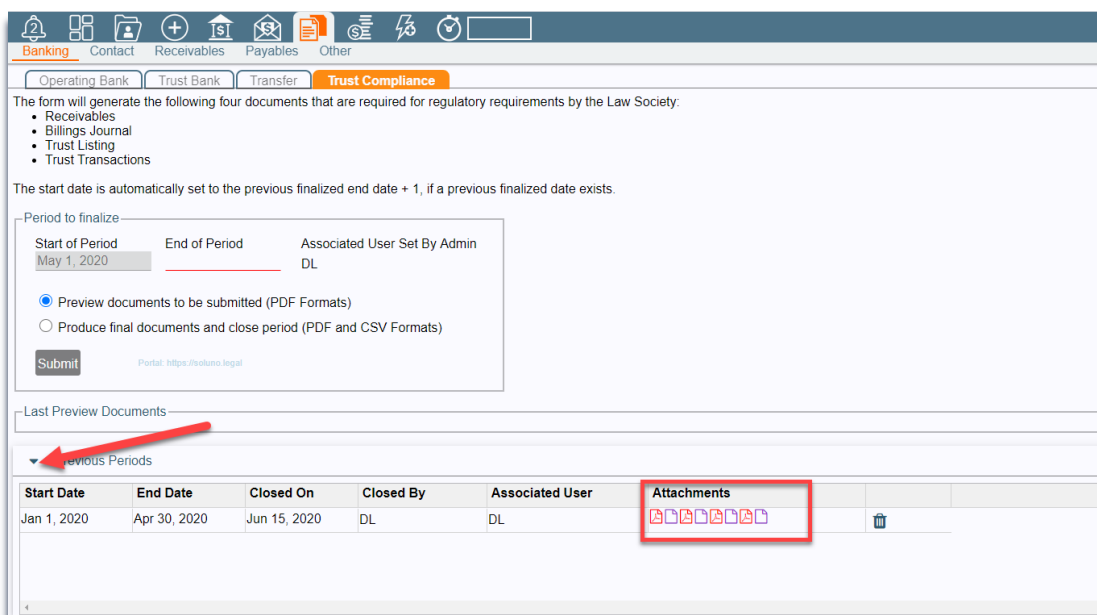
Period to finalize

| Start of Period | End of Period | Associated User Set By Admin |
|-----------------|---------------|------------------------------|
| Jan 1, 2020     | Apr 30, 2020  | DL                           |

Preview documents to be submitted (PDF Formats)  
 Produce final documents and close period (PDF and CSV Formats)

Submit Portal: <https://soluno.legal>

- f. Click in the Previous Periods expanding section. The reports and files for submission will be displayed there.



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The start date is automatically set to the previous finalized end date + 1, if a previous finalized date exists.

Period to finalize


| Start of Period | End of Period | Associated User Set By Admin |
|-----------------|---------------|------------------------------|
| May 1, 2020     |               | DL                           |

Preview documents to be submitted (PDF Formats)  
 Produce final documents and close period (PDF and CSV Formats)

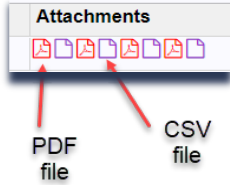
Submit Portal: <https://soluno.legal>

Last Preview Documents

Previous Periods

| Start Date  | End Date     | Closed On    | Closed By | Associated User | Attachments   |
|-------------|--------------|--------------|-----------|-----------------|---|
| Jan 1, 2020 | Apr 30, 2020 | Jun 15, 2020 | DL        | DL              |  |

Both a PDF report and a corresponding CSV file will be created for each of the four documents required by the Law Society.



- g. If for some reason, a report or file must be deleted and re-created, you can delete it by clicking on the trash can icon.

| Previous Periods |              |              |           |                 |  |   |
|------------------|--------------|--------------|-----------|-----------------|--|---|
| Start Date       | End Date     | Closed On    | Closed By | Associated User | Attachments  |   |
| Jan 1, 2020      | Apr 30, 2020 | Jun 15, 2020 | DL        | DL              |  |  |

Once a period has been finalized, the Start of Period date will be greyed out. It will automatically advance to the day after your last closed period.

### 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](http://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](mailto:trust.safety@lawsociety.ab.ca) or call 403-228-5632