LAW SOCIETY of ALBERTA

Trust Safety Accounting Upload Using GhostPractice Software

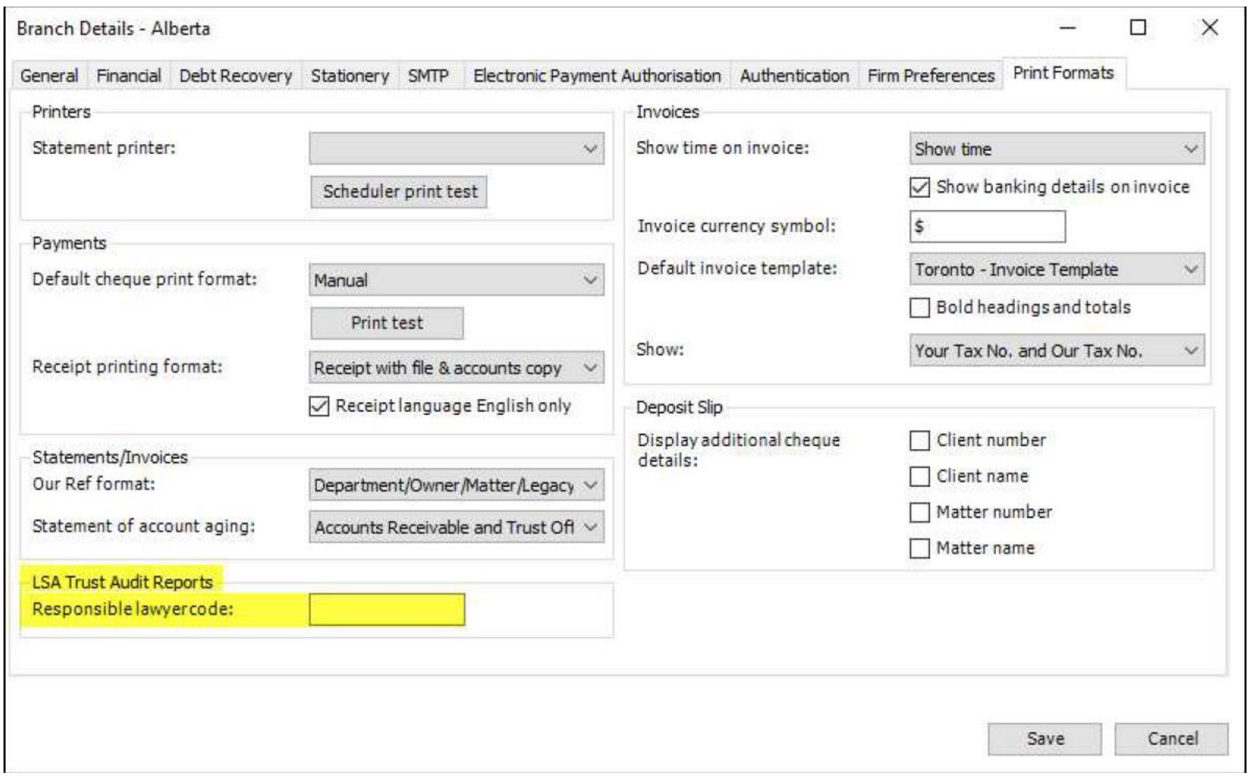
GhostPractice is a legal practice management, billing, and accounting system. GhostPractice has a feature to allow Alberta firms to generate files that can be later uploaded to the Law Society of Alberta (LSA).

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.

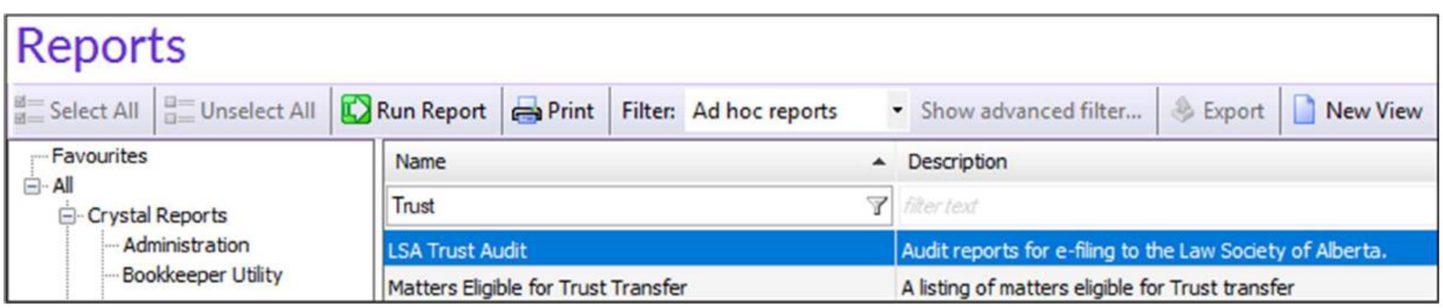
How to use GhostPractice

1. Click the GhostPractice icon and log into the software.

2. Activate the LSA Trust Audit Reports by saving your Alberta Law Society Member ID in the “Print Formats” tab of your Alberta Branch.

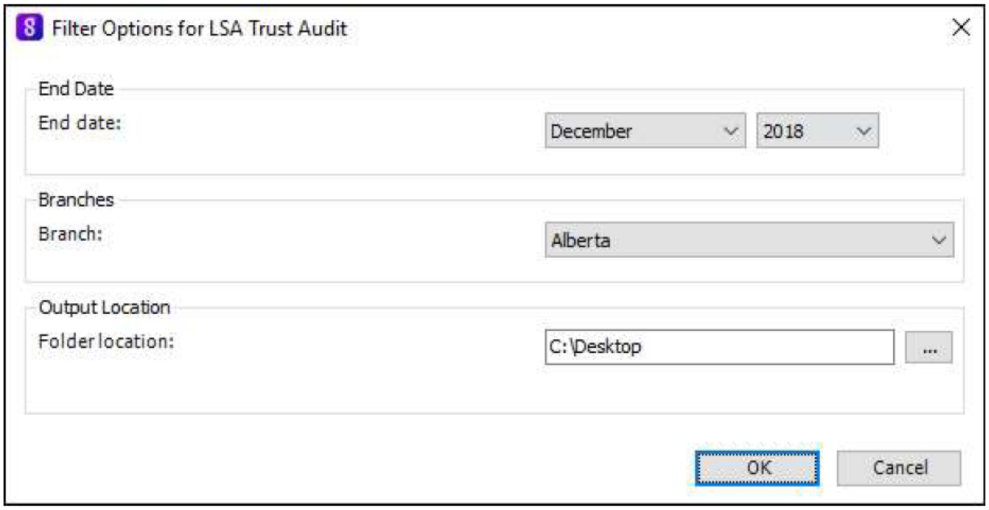


3. Create your report by navigating to the Reports module and choosing LSA Trust Audit.



4. Choose the end date of your filing period (December of the previous year is typical) and, if applicable, the Branch for which you are filing (Alberta). The output location is where Ghost Practice will save the reports.

5. Browse to a location on your computer that is easy to remember so you can upload the reports later.

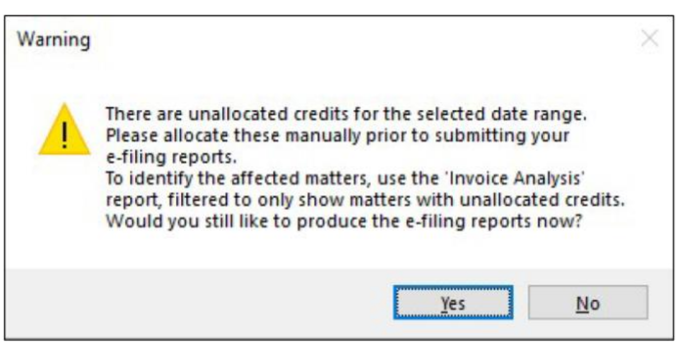


IMPORTANT!

If you have not updated the branch with the Responsible Lawyers Member numbers, the reports will not generate and prompt with the following message:

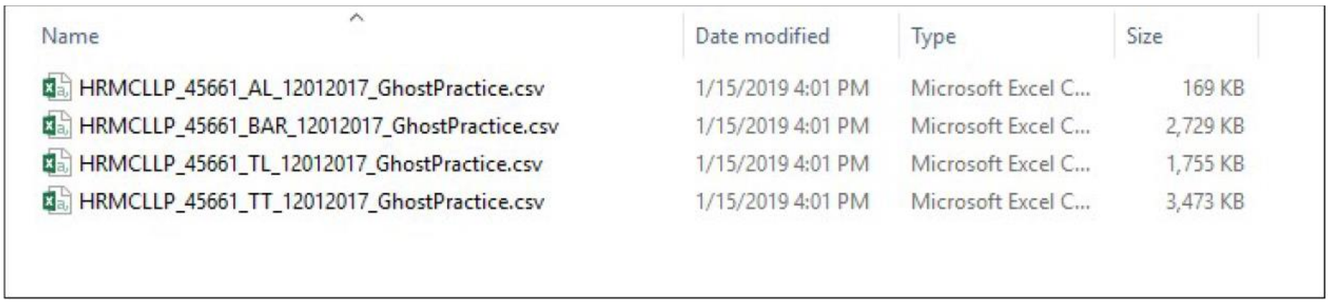
To correct this, refer to step 1 before re-running the LSA Trust Audit report.

If you have processed credit notes against matters in the filing period, but have not allocated those credits against an invoice, OR if you have received payments from clients that have not been allocated to an invoice you will receive the following warning. You MUST identify matters with unallocated credits and ensure those amounts have been properly allocated before submitting to the Law Society. For assistance please contact Ghost Practice support.



6. Once the reports have been generated, you may either browse to the file location set in step 3 or click “Show Files”.

7. The files will be in your designated folder, in a sub folder with the date and time generated. Log on to PWC Connect using instructions provided by the Law Society of Alberta. Then upload ALL 4 files via the PWC Connect tool.



Name	Date modified	Type	Size
HRMCLLP_45661_AL_12012017_GhostPractice.csv	1/15/2019 4:01 PM	Microsoft Excel C...	169 KB
HRMCLLP_45661_BAR_12012017_GhostPractice.csv	1/15/2019 4:01 PM	Microsoft Excel C...	2,729 KB
HRMCLLP_45661_TL_12012017_GhostPractice.csv	1/15/2019 4:01 PM	Microsoft Excel C...	1,755 KB
HRMCLLP_45661_TT_12012017_GhostPractice.csv	1/15/2019 4:01 PM	Microsoft Excel C...	3,473 KB

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.