

Trust Safety Accounting Upload Using Acumin Software

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

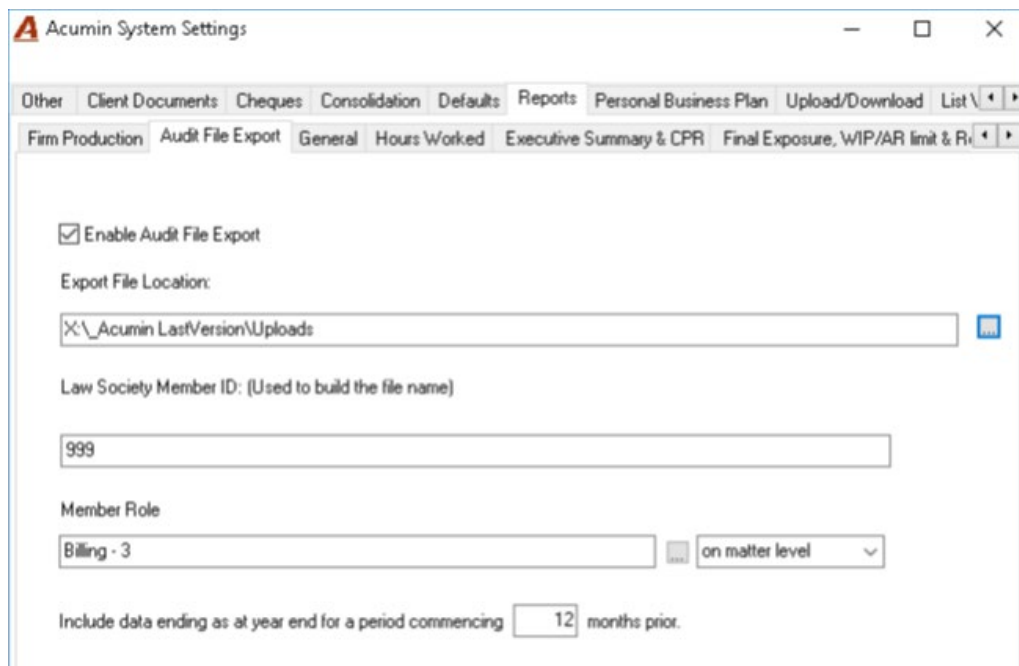
A new module has been developed in Acumin which allows for the necessary audit reports to be generated. Once these reports have been run from within Acumin, they are exported in a CSV format so they can be conveniently uploaded to the Law Society of Alberta via a trusted file transfer site.

The new audit export files entail four reports which can be accessed from the Acumin's report menu after the appropriate security permission and setting have been enabled.

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 Acumin

1. Click the Acumin icon and log into the software.
2. The authorized user must first access the new "Audit File Export" tab under the "Reports" tabs in Acumin System Settings.
3. There the user can activate the flag entitled "Enable Audit File Export" to reveal the reports in the menu for all users with the associated security permission. The tab also permits the authorized user to specify the audit files' export location and provides a field in which the responsible member's Law Society Member ID is entered. The user will also select the member level role needed by the law society, along with the default number of months to be included in the report.



The screenshot shows the "Acumin System Settings" window. The "Reports" tab is selected, and the "Audit File Export" sub-tab is active. The configuration includes:

- Enable Audit File Export
- Export File Location:
- Law Society Member ID: (Used to build the file name)
- Member Role: on matter level
- Include data ending as at year end for a period commencing months prior.



- Once the “Enable Audit File Export” flag has been activated, the authorized user must provide the associated 897 security permission to the applicable users. This security permission labelled “Audit File Export,” has been added under the “Reports” tab in Permissions Properties window.

Permissions Properties

Select the Acumin user permissions by checking each associated checkbox. Access is granted to each checked item.

Entries Accounting Banking Management Environment Reports Prior Month Prior Year To Do / Notes Hur

Security Items	Allow all	Restrict all
<input type="checkbox"/> FM GL Summary Comparative <<862>>	<input type="button" value="Allow all"/>	<input type="button" value="Restrict all"/>
<input type="checkbox"/> N/A <<863>>		
<input type="checkbox"/> FM Trial Balance <<864>>		
<input type="checkbox"/> FM Financial Statistics <<866>>		
<input type="checkbox"/> FM Financial Statement Management <<867>>		
<input type="checkbox"/> FM Financial Statement Restricted <<868>>		
<input type="checkbox"/> ACC Accounts Payable and Vendor List <<870>>		
<input type="checkbox"/> ACC Billing Register <<871>>		
<input type="checkbox"/> ACC Billing Register Unrestricted Access <<876>>		
<input type="checkbox"/> ACC Purchase Register <<872>>		
<input type="checkbox"/> ACC Cheque Register <<873>>		
<input type="checkbox"/> ACC Cash Receipt Register <<874>>		
<input type="checkbox"/> ACC Chart Of Accounts by Firm <<875>>		
<input type="checkbox"/> ACC Write-Off Register <<877>>		
<input checked="" type="checkbox"/> ACC Sales Tax Register <<878>>		
<input type="checkbox"/>		
<input checked="" type="checkbox"/> Packages Full Access <<880>>		
<input type="checkbox"/> Packages Restricted - Work with Relationship <<881>>		
<input type="checkbox"/> Packages Restricted Practice Group <<882>>		
<input type="checkbox"/> Packages Restricted Third Party <<883>>		
<input checked="" type="checkbox"/> Feedback Reporter Restricted <<890>>		
<input type="checkbox"/> Feedback Reporter Full Access <<891>>		
<input checked="" type="checkbox"/> Client Count Full Access <<892>>		
<input type="checkbox"/> Client Count Restricted / Practice Group <<893>>		
<input type="checkbox"/> Client Count Restricted / Member <<894>>		
<input type="checkbox"/> MR Comparative Performance Aging <<8281>>		
<input checked="" type="checkbox"/> Audit File Export <<897>>		
<input type="checkbox"/>		

Save And Exit

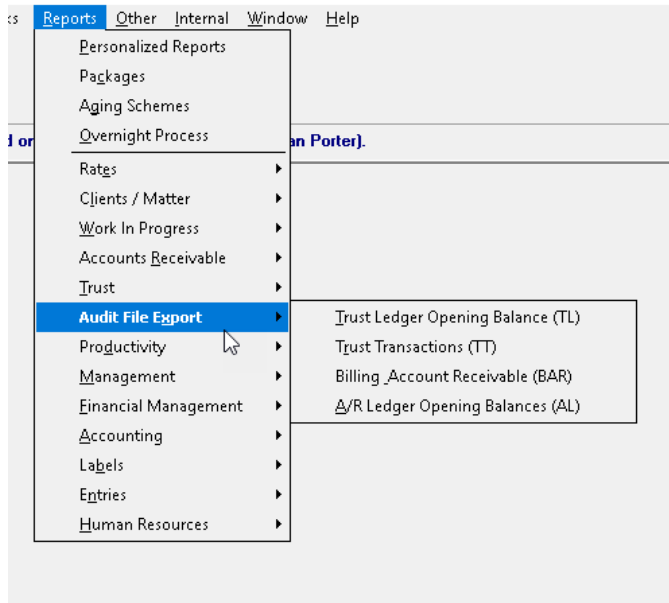
Cancel

Search

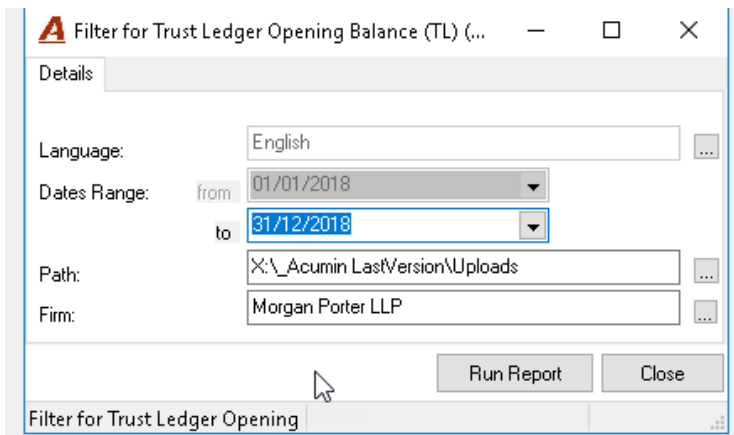
Search Phrase

Permissions Properties

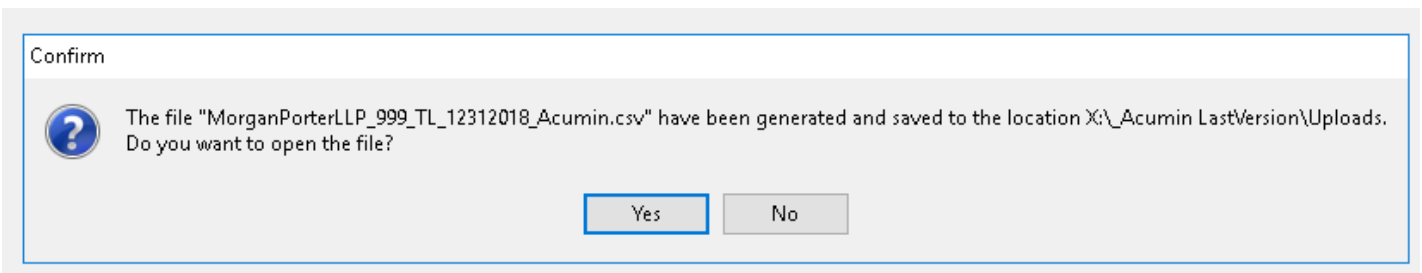
- Upon granting the security permission, the five reports can be accessed from the “Audit File Export” selection in the “Reports” menu.



- Each report offers the same basic filter window wherein the user can generate the exported audit file. The reports’ filters come preset with English as the default language, the firm under which the user is logged in, the file’s export location as specified under the “Audit File Export” tab in System Settings, and a default “to” date for the user to select (based on requirements).



- After the user accepts the filter selections and hits the “Run Report” button, a confirmation message is prompted which displays the precise formatted name assigned to the exported audit file



The user can now run these four reports in Acumin which have been structured to satisfy the requirements of the Law Society of Alberta.

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.