



## Trust Safety Accounting Upload Using uLaw Software

uLaw 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; as such, the menu options and functionality described below will only be available to users with admin access.

### How to use uLaw

1. Click the **uLaw icon** and log into the software.
2. Click **Accounts** (left column) to view the Compliance reports.

The screenshot displays the uLaw software interface. At the top, there are navigation tabs for 'uLaw UserGuide', 'uLaw Answers', and 'Refer your Friend, Earn \$50'. The user is logged in as 'Hello Mr. Roger Moore'. The main header includes 'Add New Account', 'Chart of Accounts', and 'Trust - CIBC Bank'. Below this is a toolbar with buttons for 'Action', 'Add Expense/Payment', 'Import Bank Stmt', 'Reconciliation', 'Invoice Balance', 'Compliance', 'Print CHQ.', and 'Calendar'. The 'Compliance' button is highlighted in orange.

The main content area shows 'Assets - Trust Balance: \$476,189.60(Debit)' for 'Title Trust - CIBC Bank'. Below this is a table of transactions. The table has columns for Date, Description, Debit (Deposit), Credit (Withdrawal), and Balance. The transactions listed are:

Date	Description	Debit (Deposit)	Credit (Withdrawal)	Balance
Sat, Apr 10, 2021	Disbursement/Other Payout from Trust: Ben Kingsley , BK-335967 Cheque #6533 Evaluation		\$1,000.00	\$476,189.60
Sat, Apr 10, 2021	Retainer re Ben Kingsley re BK-335967 Cheque:675	\$10,000.00		\$477,189.60
Sat, Apr 10, 2021	Trust Transfer: Disbursement: Application Fee Invoice #3353 Ben Kingsley, BK-335967 Legal Fee Invoice #3353 Ben Kingsley, BK-335967		\$802.00	\$467,189.60
Fri, Apr 09, 2021	Trust Transfer: Disbursement: Fax Invoice #3350 John Soliver, JS-566601 Disbursement: Application Fee Invoice #3350 John Soliver, JS-566601 Legal Fee Invoice #3350 John Soliver, JS-566601		\$1,723.10	\$467,991.60
Fri, Apr 09, 2021	Trust Transfer: Legal Fee Invoice #3339 Adam Jones, AJ-64497			
Wed, Apr 07, 2021	Trust Transfer: Legal Fee Invoice #3339 Adam Jones, AJ-64497			
Tue, Mar 23, 2021	Trust Transfer: Legal Fee Invoice #3349 John Soliver, JS-566601			
Tue, Mar 23, 2021	Trust Transfer: Disbursement: Court fee Invoice #3348 John Mcdermott, JM-78127 Legal Fee Invoice #3348 John Mcdermott, JM-78127			
Tue, Mar 23, 2021	Trust Transfer: Legal Fee Invoice #3347 John Mcdermott, JM-78127			
Tue, Mar 23, 2021	Retainer re John Mcdermott re JM-78127 Cheque:56777	\$665.00		\$471,906.60

At the bottom right of the screenshot, there is a green notification box that says: '0 is the total number of clients acquired in the firm in the last 90 days . As of 13th of April 2021'. A 'Got it!' button is located at the bottom right of the notification box.



3. Click **Compliance** (top row) and then **“Yearly”**.

The screenshot shows the uLaw software interface for a trust account. The top navigation bar includes 'uLaw UserGuide', 'uLaw Answers', 'Refer your Friend, Earn \$50', and user information 'Hello Mr. Roger Moore'. The main interface has a sidebar with navigation options like Dashboard, Contacts, QuickView, Matters, Accounts, Calendar, and Analytics. The main content area shows account details for 'Trust - CIBC Bank' with an assets balance of \$476,189.60. A 'Compliance' dropdown menu is open, showing options for 'Monthly' (Monthly Compliance) and 'Yearly' (Year End Compliance). Below the menu is a table of transactions from March 15, 2021, to April 12, 2021. A notification box at the bottom right states '0 is the total number of clients acquired in the firm in the last 90 days'.

Date	Description	Debit (Deposit)	Credit (Withdrawal)	Balance
Sat, Apr 10, 2021	Disbursement/Other Payout from Trust: Ben Kingsley , BK-335967 Cheque #6533 Evaluation		\$1,000.00	\$476,189.60
Sat, Apr 10, 2021	Retainer re Ben Kingsley re BK-335967 Cheque:675	\$10,000.00		\$477,189.60
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Tue, Mar 23, 2021	Retainer re John Mcdermott re JM-78127 Cheque:56777	\$665.00		\$471,906.60

4. Select the option that states **“Yearly”** to generate the annual year end report.

This image is a close-up of the 'Compliance' dropdown menu from the screenshot above. The menu is open, showing three options: 'Monthly' (with a sub-option 'Monthly Compliance'), 'Yearly' (which is highlighted in blue), and 'Year End Compliance'.



5. Select the following reports from the options listed below:
- Accounts Receivable by Matter
  - Billing Journal by Matter
  - Trust Ledger Opening Balance by Matter
  - Trust Account Transactions

Law Society Compliance Documents for Financial Management

Year End Documents for all provinces

HST	<input type="checkbox"/>	Download
GST	<input type="checkbox"/>	Download
PST	<input type="checkbox"/>	Download

Year End Documents for Alberta

Accounts Receivable by Matter	<input type="checkbox"/>	Download
Billing Journal by Matter	<input type="checkbox"/>	Download
Trust Ledger Opening Balances by Matter	<input type="checkbox"/>	Download
Trust Account Transactions	<input type="checkbox"/>	Download

This screen aggregates all the Compliance Documents that the Law Society recommends to generate on a timely manner ( It is recommended to do this at least on a monthly basis; iLaw has made it easy enough that you can do this on a weekly or bi-weekly basis )

### 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](#).

### 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