MIGRATING TO UNITY ACCOUNTING FROM 3RD PARTY PROGRAMS

CONTENTS

1. WHAT TO EXPECT FROM THE FIRM'S MIGRATION – STEP BY STEP

1. **Meet with your Implementation Consultant to discuss the timeline and details of your migration.**

   - Scheduling the firm for both the trial and live migrations depend on availability. Your Implementation Consultant will be able to advise you on when the firm's migration will take place.

2. **Prepare the firm's migrating data and ensure that all workstations have UA installed. Instructions can be provided.**

3. **Send us reports and/or extracts containing the firm's data.**

   - Every accounting software is different, and so it is what you can extract. We will work together to figure out which reports will contain the data that is needed.

4. **We use the firm's data to manually populate our templates and import the firm's data into the firm's trial UA account.**

5. **Validate that the firm's trial data is correct and take UA training webinars.**

   - You should use this trial period to become familiar with the program while using the firm's data to test. Continue using your existing software for day-to-day work as normal.

   - Every firm's data is a little bit different, and we cannot guarantee a perfect migration. It is important to flag issues and preferences so that we can address them before your live migration.

   - Training webinars are available to ensure your firm is ready to begin using Unity Accounting on day 1. Links to webinars will be provided.

6. **On the day before your <u>Live Migration</u>, you will resend updated reports, and we will use this data to manually populate your Live Unity Accounting account – trial data will be overwritten.**

   - Once the firm is satisfied with the way the data has been migrated and you are comfortable using the program, we can schedule a live migration whereby we will repeat the migration process again, but with updated reports/extracts. Once the import is complete, you will be able to stop using your original program and begin using Unity Accounting.

   - We will be able to give an estimate of how long the live import will take based on the complexity of the firm's trial import.

7. **You perform account set up to ensure the firm is ready to begin working.**

   - A post-migration checklist will be provided to help guide you.

2. THINGS TO NOTE

- **We only migrate data up until the end of a balanced month**. This is to circumvent any discrepancies related to differences between your reports and your client files. If your live migration is scheduled for any day other than the 1st of the month, data from this point will **not** be migrated and will have to be re-entered into Unity Accounting manually once the live migration is complete.
- **We are not able to merge your migrating data with any data in your Unity Accounting Account**. During both the trial and live migrations, the account will be overwritten. During the trial phase, please complete all day-to-day work in your original program as usual. Working data should **not** be entered into Unity Accounting until the live migration is complete.
- It is highly recommended that the firm adopts the Unity Accounting Chart of Accounts structure to ensure the greatest success in the software. To help you with this**, we will only be migrating your Trust accounts**. Once imported, these Accounts will be renumbered so that they are incorporated properly.
- In Unity Accounting, tax information is assigned at the code level. If your original program allows you to assign tax information at the transaction level, please begin using separate codes as soon as possible. You can duplicate codes and label one as "taxable" and the other as "non-taxable".
- **Both the Client number and Matter number will be brought over and concatenated together on the matter summary screen**. If you would like to migrate with only one number associated to each matter or are interested in replacing with a new numbering convention, please alert your implementation consultant to discuss.

3. WHAT DATA CAN WE IMPORT?

DATABASE	MIGRATING?	NOTES
Lawyer & Timekeepers	YES	
Type of Law Codes	YES	
Disbursement (Expense) Codes	YES	G/L links are not migrated and will have to be re-established after migration.
Time Codes	YES	
User Accounts & Login Information	YES	Optional
Clients & Matters	YES	Both open and Closed clients and matters will be migrated.
Contacts	YES	Optional
Vendors	YES	Optional
General Ledger Accounts	NO	Trust and Disbursement transactions will be mapped to new G/L numbers within the UA Chart of Accounts.
General Bank Accounts	NO	General Bank Accounts are **not** migrated to Unity Accounting. They will have to be created manually after migration – instructions can be provided.
Trust Bank Accounts	YES	
Unbilled Time & Fees	YES	**Unbilled only**. Includes details.
Unbilled Disbursements	YES	**Unbilled only**. Includes details.
Vendor Unbilled Disbursements	YES	**Unbilled only**. Includes details. Imported as disbursements and will not be associated with Vendors.
Unpaid/Outstanding Bills	YES	**Unpaid/partially paid only.**
Trust Transactions	YES	Full trust history on both open and closed matters.
General Transactions	NO	General bank transactions are **not** migrated to Unity Accounting. Opening balances will have to be entered manually after migration – instructions can be provided.

Historical Data including, but not limited to: • Billed time/fee and disbursement transactions. • Bill and payment transactions. • General Ledger transactions.	NO	Historical data is not migrated. A read-only copy of current software or data exports should be available for reference.

3RD PARTY SOFTWARAE TO UNITY ACCOUNTING MIGRATION PREPARATION

4. 3RD PARTY SOFTWARE TO UNITY ACCOUNTING PRE-MIGRATION CHECKLIST

IMPORTANT

- The items below are administrative tasks you should review before you migrate to Unity Accounting.
- While not a requirement, we highly recommend that your account is balanced before migration.
- The data migration transfers your data 'as is'. If you require data cleanup or changes to data, it is a billable service available at standard hourly rates. Please contact Customer Support for further information and rates for data services.
- If you have any questions about how to navigate the items in this list, please review the esiLaw Help page by selecting Help > Help & Support or visiting http://www.esilaw.com/help/vfp/esilaw/help.htm, before contacting support.

	DESCRIPTION OF TASK	COMPLETED
1.	If you don't have Unity Accounting installed, refer to your Unity Accounting onboarding email for instructions on how to download and activate. Ensure that you have installed the program on all computers and server if applicable.	
2.	Please speak with your Implementation Consultant about providing a backup of your current software.	
3.	Make sure all bank reconciliations are up to date. This does not need to be re-done if they had been reconciled at the end of the previous month.	
4.	Post all unposted transactions your current software including those for Disbursements, Time Entries, Trust Cheques, General Cheques, Firm Receipts, Journal Entries, Accounts Payable Invoices, and Bills.	
5.	If you are using single disbursement codes as both taxable and non-taxable, please begin using separate codes as soon as possible. You can duplicate these codes and edit the title to indicate tax setting.	
6.	Review your most recent bank reconciliation and correct/reverse any stale dated cheques.	
7.	It is advised that all Accounts Payable is zeroed out before migration.	
8.	Review the billing templates available in your Unity Accounting trial account (Lists > Templates). If you require any detailed customizations, please notify your Implementation Consultant and we will refer you to a 3rd party consultant for hire.	
9.	Review the Chart of Accounts to make sure that all Total Levels are correct to ensure that your financial reports are adding up correctly.	
10.	Review the Chart of Accounts to ensure all General Ledger Account types are set	

up correctly.

For example, a bank account should always be defined as an Asset and a Disbursement account should always be defined as an Expense, etc.

11.	If you have several years of historical transaction data that you no longer need or use, we recommend you archive data before migrating to Unity Accounting.
12.	If you are using UTBMS and have custom LEDES template: • Connect with your Implementation Consultant to ensure UTBMS is enabled on your system. • To ensure it works in Unity Accounting, you may need to pay extra to customize the UTBMS billing template accordingly. • There is some custom info related to LEDES Billing that won't be migrated automatically, you may need to manually populate it in UA accordingly.

5. IMPORTABLE FIELDS

Fields marked with * are mandatory

Trust:	WIP Time:
Client & Matter No*	Client & Matter Number
Date*	Date*
Bank*	Lawyer Code*
Payment Type*	Time Code*
Received From	Description*
Reference	Hours
Description*	Rate
Amount*	Amount
Type* (R/T)	Is Billable (1/0)
Term Due Date	UTBMS – Task
Add to Deposit (1/0)	UTBMS - Activity
TAF Code (D/C/F)	
UTBMS – Task	
UTBMS – Activity	
Bills (AR):	**WIP Disbursements:**
Client & Matter No*	Client & Matter Number*
Bill Date*	Date*
Bill On Date	Reference No.*
Bill/Ref Number	GL Account
Fees Description	Disbursement Code*
Fees Amount*	Description*
Disbursements Description	Quantity
Disbursements Amount	Amount*
Discount	UTBMS - Task
Sub Total	
TAX 1 (GST) Amount	
TAX 2 (PST) Amount	
Total Bill Amount	
Bill Notes	
Bill Template	
Bill Template Name	
Do not Apply Tax (1/0)	
TAX 1 (GST) Percentage	
TAX 2 (PST) Percentage	
Lawyer	
Hours	

Clients/Matters:	Contacts:
Client Number	Salutation (Mr. Mrs. Ms. Dr. Prof. Esq.)
Matter Number	First Name*
Client & Matter Number	Middle Name
Client/Matter Name*	Last Name*
Primary Contact*	Company Name
Matter Description*	Designation/Occupation
Mail to Name*	Contact Type (Client, Personal, Vendor/Supplier)
Address Line 1	Contact Role
Address Line 2	Is Private Contact (1/0)
City	Address Line 1
Postal/ZIP Code	Address Line 2
Province/State*	City
Country Code*	Country Code*
Type of Law Code*	Province/State*
Responsible Lawyer*	Postal Code
Originating Lawyer	Same Alternate Address as Primary (1/0)
Assigned Lawyer	Alternate Address Line 1
Assigned Assistant	Alternate Address Line 2
Major Client/Client Group	Alternate City
Email	Alternate Country Code
Business Phone 1	Alternate Province/State
Business Phone 1 Ext	Alternate Postal Code
Business Phone 2	Business Phone 1
Business Phone 2 Ext	Business Phone 1 Ext
Business Fax	Business Phone 2
Home Phone	Business Phone 2 Ext
Mobile	Business Fax
Web Address	Home Fax
Opposing Lawyer – Name	Home Phone
Opposing Lawyer – Firm	Mobile Number
Opposing Lawyer – Phone	Email
Opposing Lawyer – Ext	Web Site
Tax Province/State Code	Notes
Charge GST/Tax 1	
Charge PST/Tax 2	**Vendors:**
Date Opened	Vendor Number*
Is Closed (1/0)	Vendor Account Number
Date Closed	Vendor Name
Closed #	Contact Name
Destruction Date	Address Line 1
Bill to Name	Address Line 2
Billing – Address 1	City
Billing – Address 2	Province/State*
Billing – City	Country Code*
Billing – Postal/ZIP Code	Postal/ZIP Code
Billing – Country Code	Business Phone 1
Biling – Province/State Codes	Business Phone 1 Ext
Charge TAF	Business Phone 2
Default Rate	Business Phone 2 Ext
Default Rate Code A-Z	Business Fax Number
UTBMS Format	Mobile

	Email
	Web Page
	Charge Tax 1 (1/0)
	Charge Tax 2 (1/0)
	Tax Registration Number