



PCLAW TO UNITY ACCOUNTING MIGRATION OVERVIEW

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

1. **Meet with your Implementation Consultant to discuss the timeline and details for the firm's migration.**
 - Scheduling the firm for both the trial and live migrations depend on availability. Your Implementation Consultant will be able to advise on when the firm's migrations will take place.
 - Migrations are performed during business hours and can take anywhere from 3 to 8 hours depending on the amount of data we are migrating.
2. **Ensure that all workstations have UA installed. Instructions can be provided.**
3. **Prepare the firm's PCLaw data using the checklist below.**
 - The data migration transfers the firm's data 'as is'. If you require data cleanup, contact your Implementation Consultant to put you in touch with a 3rd party consultant.
4. **We extract the firm's PCLaw data and complete a Trial Migration in your account.**
 - Sign up for Unity Accounting. This can be done by using the order form located on our website. This blank install will eventually be transformed into the working Unity Accounting – it is the account we will load the firm's data into.
5. **Validate that the firm's trial data is correct and take UA training webinars.**
 - The firm should use this trial period to become familiar with the program while using the firm's data to test.
 - Every firm's data is a little bit different, and we cannot guarantee a perfect migration. It is important to flag issues that you think might be migration related, so that we can fix them before the firm's live migration.
 - Training webinars are available to ensure the firm is ready to begin using UA on day 1. Links to webinars will be provided.
 - *** Please complete your actual day-to-day work in PCLaw as normal. ***
6. **We will extract the firm's updated PCLaw data and complete a second, Live Migration in your account – trial data will be overwritten.**
 - Once the firm is satisfied with the way the data has been migrated and users are comfortable using the program, we can schedule a live migration whereby we will repeat the migration process again, but with updated PCLaw data. At this point, the firm will be able to stop using PCLaw and begin using Unity Accounting.
7. **Perform account cleanup to ensure the firm is ready to begin working.**
 - A post-migration checklist will be provided to help guide you.

2. HOW WE VALIDATE THE FIRM'S FINANCIAL DATA

We reconcile the firm's data by comparing it to specific reports extracted from PCLaw.

- Trust = **PCLaw Trust Listing by Client**
- AR = **PCLaw Billing (Fees) Journal** (Balanced to the Receivables by Client report)
- WIP Time and Disbursements = **PCLaw Client Ledger**

Pulling these reports at the time of data extraction (dated to the end of a balanced and reconciled month) will help the firm to validate the financial data we import alongside us. Extra reports may be used or requested to verify data at a more detailed level. If any data adjustments need to be made, all details will be discussed prior to these additions. An explanation of the financial data imported will be provided.

3. THINGS TO NOTE

- **We only migrate data up until the end of a balanced month.** This is to circumvent any discrepancies related to backdating of transactions. If the firm's live migration is scheduled for any day other than the 1st of the month, PCLaw 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 the firm's PCLaw data with any data in UA 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 PCLaw as usual. Working data should **not** be entered into UA until the live migration is complete.
- The firm will be adopting the UA Chart of Accounts structure to ensure the greatest success in UA. To help you with this, **we will be mapping your Trust and Disbursement transactions to new G/L numbers within the Chart of Account.** Trust Bank account names will be maintained. Details will be discussed.
- In PCLaw, a single disbursement code can be used both as taxable and non-taxable. This is **not** the case in Unity Accounting. Tax information is assigned at the code level. Please refrain from using PCLaw codes in this way as soon as possible before migrating. By duplicating these codes and labelling one "taxable" and the other "non-taxable", you can avoid code confusion in UA.
- **Both the PCLaw 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, please alert your Implementation Consultant to discuss.

4. DATA MIGRATED FROM PCLAW

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 PCLaw or data exports should be available for reference.

PCLAW TO UNITY ACCOUNTING MIGRATION PREPARATION CHECKLIST



5. PCLAW 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 UA installed, refer to your UA 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. Verify you are using PCLaw version 12 - 14.x. If you are on a different version, please speak with your Implementation Consultant.	
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 in PCLaw including those for Disbursements, Time Entries, Trust Cheques, General Cheques, Firm Receipts, Journal Entries, A/P 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 3 rd 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 G/L 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.	

PCLAW TO UNITY ACCOUNTING MIGRATION PREPARATION CHECKLIST



- 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.

If you are using UTBMS and have custom LEDES template:

- 12.**
- 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.