

UNITY ACCOUNTING POST MIGRATION

IMPORTANT

- The items below are administrative tasks you should review before you begin using Unity Accounting.
- The data migration transfers your data 'as is'. If you require data cleanup or changes to your 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 questions about the tasks in this list, please visit our Knowledge Base before contacting support:
<https://solutions.dyedurham.ca/knowledge-base/unity-accounting>

	DESCRIPTION OF TASK	COMPLETE
1.	Ensure that you have installed Unity Accounting on all computers that require access and make sure Crystal Reports was auto-installed properly upon first log in.	
2.	Select <i>File > Switch to Multi-User Mode</i> to make UA accessible to all users.	
3.	Run <i>Verify Client/Matter & G/L Balances</i> under the <i>Firm/Financial</i> menu to ensure that the system balance matches prior and after data migration. If they do not match or are not accurate, reach out to the Migration team.	
4.	Re-check your last bank reconciliation done in your old software for all bank accounts. If it becomes unbalanced after migration, please reach out to UA support by navigating to <i>Help > Submit a Support Request</i> .	
5.	Compare the following reports in UA to those in your original accounting software to ensure they match. All reports are found in the <i>Reports</i> menu and should be dated to reflect your most recent data extraction. <ul style="list-style-type: none"> • <i>Trust Listing by Bank</i> report – each client total should be accurate. • <i>Accounts Receivable Aging</i> report - if unpaid invoices were migrated. • <i>Unbilled Aging</i> report - unbilled time and disbursements should be accurate. 	
6.	It is recommended you setup a clearing G/L for the trust transfer to pay bill feature if you have not set it up in UA before migration.	
7.	Verify that the last receipt number is correct in <i>Global Settings</i> .	
9.	Verify your bill templates are available, especially if you needed a custom bill template. To transfer any customized bill templates from your trial account to your live account, submit a support request with Customer Support.	
10.	Determine whether you will use the Make Deposit feature or not and update <i>Lists > Payment Types</i> with the correct settings. <ul style="list-style-type: none"> • For example, if you plan to use Make Deposits for cheques and cash, verify that the payment types display 'Add to deposit'. • If you are unfamiliar with the deposit feature in UA, ensure you familiarize yourself BEFORE you begin entering receipts as this will impact the flow of transactions. 	
11.	Review <i>Lists > Disbursement Codes</i> . These are migrated as-is and may require clean up. Tax setting and linked G/L accounts will need to be configured manually BEFORE bills are created.	
13.	Review users under <i>Maintenance > User Accounts</i> to set assigned lawyers for all users as necessary.	
14.	If you are using the Scheduler for importing disbursement such as Copitrak, you must go to the windows Task Scheduler and update all tasks related to 'Unity Accounting' and change the option to 'Run whether user is logged on or not'. If this step is not completed and the user is logged when the task is scheduled, it will not run.	
15.	If required by your firm, verify UTBMS billing and MICR cheque printing is enabled for your UA account. Talk to your Implementation Consultant for more information.	

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16.	<p>If you are using UTBMS and have custom LEDES template.</p> <ul style="list-style-type: none"> Make sure to testing after you go live, as well make sure you test the UTBMS billing template accordingly. <p>There is some custom information related to LEDES Billing that won't be able to be migrated automatically, you may need to manually populate it in UA accordingly. Make sure you know where to find this information.</p>	
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The following tasks are optional but recommended for best business practice.

	DESCRIPTION OF TASK	COMPLETE
17.	<p>Review and configure global settings under <i>Maintenance > Global Settings</i>.</p> <ul style="list-style-type: none"> There are a several new settings in UA that you can enable or disable. 	
18.	<p>Review User Groups under <i>Maintenance > User Accounts</i> to ensure that all groups have the correct settings. Add any additional features or functions to the group as needed.</p>	
19.	<p>Review <i>Lists > Payment Types</i> to ensure that you have all the necessary types for your firm</p>	
20.	<p>Review <i>Lists > AutoText Codes</i>. There is an option to set Display for all users for AutoText Codes. This allows the firm to share an autotext code among multiple users.</p>	

Please complete and return this checklist as a confirmation that your migrated account is set-up and operational.

By signing, you acknowledge that any further troubleshooting, data import, or any other kind of support will be directed to the Unity Accounting Support Team by navigating to *Help > Submit a Support Request* or visiting <https://dyedurham.ca/esilaw-support/>.

Firm name: _____

Signature: _____

Date: _____