



# ESILAW (LEGACY) 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 of 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 the firm on when your migrations will take place.
2. **Before the trial migration, there are some key tasks that must be completed. These tasks include:**
  - ..1. esiLaw must be on version 2015.1.4 or later. If the firm is running an earlier version, please contact [Unity Accounting Customer Support](#) for assistance with upgrading.
  - ..2. Complete bank reconciliations
  - ..3. Post unposted transactions
  - ..4. Validate control accounts
  - ..5. Run "Move Closed Transactions"
  - ..6. Correct AR credits
  - ..7. Zero Trial Balance
  - ..8. Review Chart of Accounts
  - ..9. Archive old data
  - ..10. Run System Balance & File Health Report

These steps help ensure the firm's data is clean and ready for transfer.

3. **System Configuration** - If the firm is using UTBMS codes and custom LEDES templates, these will not migrate automatically and must be manually recreated in Unity Accounting. Our dedicated Support Team will assist in rebuilding these templates post-migration.
4. **Creating a Backup** - Once the above applicable tasks are completed successfully, create a backup of the firm's data following step-by-step instructions and uploading it securely to the link provided by your Implementation Consultant.
5. **Trial Migration** - The backup provided will be used to create a trial account. Upon completion, the firm will receive credentials to access the trial account. This is the firm's opportunity to explore Unity Accounting without impacting the live data. The firm should use this trial period to become familiar with the program while using their own data to test.

During the trial and testing phase, we highly recommend users attend an onboarding session with our Training and Onboarding Specialists to familiarize themselves with the system. Additionally, we have a detailed knowledge base containing articles and videos as well as live webinars that users can attend to build confidence in Unity Accounting.

6. **Live Migration** - Once the firm is confident and ready to proceed, we will schedule the live migration. At this stage, we take a recent, up-to-date backup of the firm's data and this will be used to overwrite the trial account, turning the firm's test environment into the firm's actual live account.

Before we commence the live migration, please review the [Pre-Migration Checklist](#) to ensure all required steps are complete. You will also need to take a recent backup of the firm's data and upload it securely using the link provided by your Implementation Consultant. At this point, the firm will be highly advised to stop using esiLaw.

**Please Note:** Any data entered into esiLaw after this point will not form part of the firm's live account.

7. **After the Migration** – Once the firm is live on Unity Accounting, the next steps include:
- Ensure the database is in [Multi-User Mode](#)
  - Run the [Client/Matter & G/L Balance Report](#) to confirm data integrity
  - Re-check the firm's final bank reconciliation from esiLaw
  - Compare key reports in Unity Accounting with the legacy reports:
    - Trust Listing by Bank
    - Accounts Receivable Aging
    - Unbilled Time and Disbursements
  - Confirm that the last receipt number is accurate
  - Make sure any requested templates are present in the firm's new system
  - Ensure that all of the firm's Posting Codes are correctly configured

## 2. HOW WE VALIDATE THE FIRM'S FINANCIAL DATA

We reconcile the firm's data by comparing it to the **Client/Matter & G/L Balance Report** extracted from the firm's esiLaw database.

Pulling this report at the time of data extraction will help to validate the converted financial data. 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

- **A live migration can take place at any time during the month.** esiLaw migration is a legacy migration and includes all legacy data with the exception of templates. Templates must be recreated in Unity Accounting.
- **We are not able to merge the firm's esiLaw data with any data in the 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 esiLaw as usual. Working data should not be entered into UA until the live migration is complete.
- **The firm has the option of using the sub-file or nor sub-file feature.** If the firm would like to migrate with only one number associated to each matter, please alert your Implementation Consultant to discuss.

#### 4. DATA MIGRATED FROM ESILAW

| DATABASE                                                                                                                                                                       | MIGRATING? | NOTES                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------------------------------------------------------------------------------|
| Lawyer & Timekeepers                                                                                                                                                           | YES        |                                                                                                            |
| Type of Law Codes                                                                                                                                                              | YES        |                                                                                                            |
| Disbursement (Expense) Codes                                                                                                                                                   | YES        |                                                                                                            |
| Time Codes                                                                                                                                                                     | YES        |                                                                                                            |
| User Accounts & Login Information                                                                                                                                              | YES        |                                                                                                            |
| Clients & Matters                                                                                                                                                              | YES        | Both open and Closed clients and matters will be migrated.                                                 |
| Contacts                                                                                                                                                                       | YES        |                                                                                                            |
| Vendors                                                                                                                                                                        | YES        |                                                                                                            |
| General Ledger Accounts                                                                                                                                                        | YES        |                                                                                                            |
| General Bank Accounts                                                                                                                                                          | YES        |                                                                                                            |
| Trust Bank Accounts                                                                                                                                                            | YES        |                                                                                                            |
| Unbilled Time & Fees                                                                                                                                                           | YES        |                                                                                                            |
| Unbilled Disbursements                                                                                                                                                         | YES        |                                                                                                            |
| Vendor Unbilled Disbursements                                                                                                                                                  | YES        |                                                                                                            |
| Unpaid/Outstanding Bills                                                                                                                                                       | YES        | Unpaid/partially and historical.                                                                           |
| Trust Transactions                                                                                                                                                             | YES        | Full trust history on both open and closed matters.                                                        |
| General Transactions                                                                                                                                                           | YES        | General bank transactions are migrated to Unity Accounting.                                                |
| Historical Data including, but not limited to:                                                                                                                                 |            |                                                                                                            |
| <ul style="list-style-type: none"> <li>Billed time/fee and disbursement transactions.</li> <li>Bill and payment transactions.</li> <li>General Ledger transactions.</li> </ul> | YES        | Historical data is migrated. A read-only copy of esiLaw or data exports should be available for reference. |

# ESILAW LEGACY TO UNITY ACCOUNTING MIGRATION PREPARATION CHECKLIST



## 5. ESILAW TO UNITY ACCOUNTING PRE-MIGRATION CHECKLIST

### IMPORTANT

- The items below are administrative tasks you should review before migrating to Unity Accounting.
- While not a requirement, we highly recommend that the firm's account is balanced before migration.
- The data migration transfers the firm's 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.  | Ensure that you have installed Unity Accounting on all computers and server if applicable prior to your data migration date. Instructions can be found in your original activation email.                                                                                                                                                                                                                                                                                                                                                                                                  |           |
| 2.  | Verify you are using esiLaw Legacy or Classic 2015.1.4, or later and go to Help > About. <ul style="list-style-type: none"> <li>• An installer to update your esiLaw from 2007.1 or higher to 2015.1.4 is available at <a href="https://www.esilaw.com/support/ESILAW2019Update.html">https://www.esilaw.com/support/ESILAW2019Update.html</a>.</li> </ul>                                                                                                                                                                                                                                 |           |
| 3.  | Make sure all bank reconciliations are up to date. This does not need to be re-done if they have been reconciled at the end of the previous month.                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |
| 4.  | Post all unposted transactions in esiLaw including those for Disbursements, Time Entries, Trust Cheques, General Cheques, Firm Receipts, Journal Entries, Accounts Payable Invoices, and Bills.                                                                                                                                                                                                                                                                                                                                                                                            |           |
| 6.  | Review the firm's most recent bank reconciliation and correct/reverse any stale dated cheques.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |
| 7.  | Review the Control Accounts in Settings > System Settings to make sure that all control accounts fields display a valid General Ledger number and enter 9999 for control accounts that do not apply to your firm.                                                                                                                                                                                                                                                                                                                                                                          |           |
| 8.  | If you have recently closed files, make sure that you have run the Moved Closed Transactions in Clients/Contacts. The System Balance report will display a message if this needs to be done.                                                                                                                                                                                                                                                                                                                                                                                               |           |
| 9.  | Customized templates are not migrated to Unity Accounting – the default templates in Unity Accounting will have to be customized by you after migration. If your templates need advanced customization, please let us know and we can recommend a 3 <sup>rd</sup> party consultant for hire.                                                                                                                                                                                                                                                                                               |           |
| 10. | Please note, if you have assigned Suspense lawyer code 99 to a lawyer/timekeeper, this will require an additional license in Unity Accounting.                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |
| 11. | It is encouraged that you clear as many vendor invoices as possible and confirm that you will post vendor invoice/payments manually in Unity Accounting if needed.                                                                                                                                                                                                                                                                                                                                                                                                                         |           |
| 12. | If you are using UTBMS and have custom LEDES templates: <ul style="list-style-type: none"> <li>• Contact <a href="mailto:support@esilaw.com">support@esilaw.com</a> when starting testing of Unity Accounting to ensure UTBMS is enabled on your system.</li> <li>• To ensure it works in Unity Accounting, you may need to pay extra to customize the UTBMS billing template accordingly.</li> <li>• There is some custom info related to LEDES Billing that won't be able to be migrated automatically, you may need to manually populate it in Unity Accounting accordingly.</li> </ul> |           |

# ESILAW LEGACY TO UNITY ACCOUNTING MIGRATION PREPARATION CHECKLIST



The following tasks are optional, but are recommended for best business practice

|     | DESCRIPTION OF TASK                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | COMPLETED |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 13. | <p>Accounts Receivable from Receipt Distribution</p> <ul style="list-style-type: none"> <li>The Client Listing will display errors in the distribution of Firm Receipt payments. For example, where a payment was applied to fees only instead of to fees and disbursements or vice versa.</li> <li>The Aged Accounts Receivable Listing will display credits where there was no client bill to apply a payment to or where the payment was applied to the incorrect bill number.</li> </ul> |           |
| 14. | Correct any credits in A/R posted transaction to date so that closing balances are reflected correctly.                                                                                                                                                                                                                                                                                                                                                                                      |           |
| 15. | <p>Make sure that your Trial Balance balances to zero.</p> <p>Unity Accounting support can assist in reconciling these balances.</p>                                                                                                                                                                                                                                                                                                                                                         |           |
| 16. | <p>Review the Chart of Accounts in General Ledger &gt; General Ledger Maintenance to make sure that all Total Levels are correct</p> <p>to ensure that your financial reports are adding up correctly.</p>                                                                                                                                                                                                                                                                                   |           |
| 17. | <p>Review the Chart of Accounts in General Ledger to ensure all General Ledger Account types are setup correctly.</p> <p>For example, a bank account should always be defined as an Asset and an Accounts Payable account should always be defined as Liability, etc.</p>                                                                                                                                                                                                                    |           |
| 18. | Run a System Balance and File Health report immediately before submitting a backup for migration.                                                                                                                                                                                                                                                                                                                                                                                            |           |
| 19. | <p>If you have several years of historical transaction data that you no longer need or use, we recommend you use the Archive feature in esiLaw to archive data before migrating to Unity Accounting.</p> <ul style="list-style-type: none"> <li>Refer to the Help file &gt; Maintenance or contact support for assistance with archiving data.</li> </ul>                                                                                                                                    |           |