



UNITY ACCOUNTING MANUAL IMPORT TOOL

October 2024

CONTENTS

1.	IMPORT TOOL OVERVIEW	3
2.	PREPARATION	4
3.	IMPORT SHEETS	5
4.	IMPORT TYPES.....	6
5.1	IMPORTING CLIENTS.....	6
5.2	IMPORTING CONTACTS	10
5.3	IMPORTING VENDORS	15
5.4	IMPORTING TIME / FEES.....	20
5.5	IMPORTING DISBURSEMENTS	25
5.6	IMPORTING TRUST	29
5.7	IMPORTING ACCOUNTS RECEIVABLE	33
5.	APPENDIX A – DATA TYPE MAPPING FOR IMPORT SHEET	37

1. IMPORT TOOL OVERVIEW

Unity Accounting has a feature that allows users to bulk upload data. The aim of this document is to empower users to import data at their own convenience. Below is a checklist to be completed during the import process.

IMPORT CHECKLIST

ITEM	STATUS
✓ Confirm access to Unity Accounting	
✓ Complete pre-conversion backup of Unity Accounting	
✓ Create import files in the appropriate format and save to local drive	
✓ Take a backup after every import type	
✓ Compare Unity Accounting system reports with import csv for time/fees, disbursements, trust receipts and bills (unpaid only)	
✓ Confirm access to Unity Accounting	
✓ Ensure that that following Lists reflect the data being imported (if applicable):	
• Lawyers and Timekeepers (Responsible and Originating)	
• Disbursement Codes	
• Time Codes	
• Type of Law Codes	
• Payment Types	
• G/L Accounts	

IMPORTABLE DATA

The Unity Accounting Import Tool can be used to import the following:

- [Client](#)
- [Contact](#)
- [Vendor](#)
- [Time / Fees](#)
- [Disbursements](#)
- [Trust Receipts \(Trust opening balances\)](#)
- [Bills \(Unpaid Only\) \(Accounts Receivable opening balances\)](#)

2. PREPARATION

TAKING A BACKUP

Before importing data, it is recommended that a backup of the current database is done. Below are the steps to complete this process.

- Launch Unity Accounting
- Click on Maintenance – Backup and Restore
- Click on **Backup Now**

Please Note: Backup date and time must be noted once completed. If the firm needs to revert to the original database during the import process, this backup version is recommended.

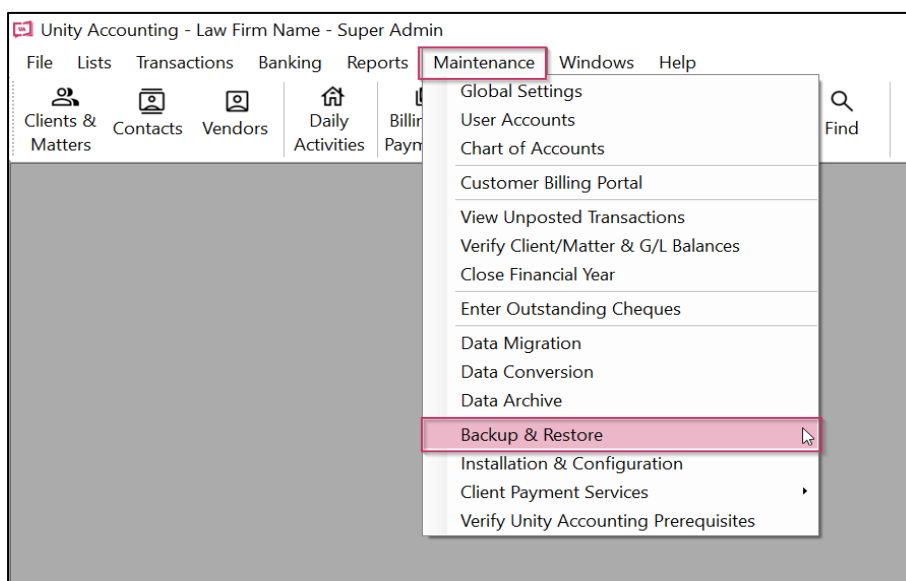


Figure 1 - Backup and Restore

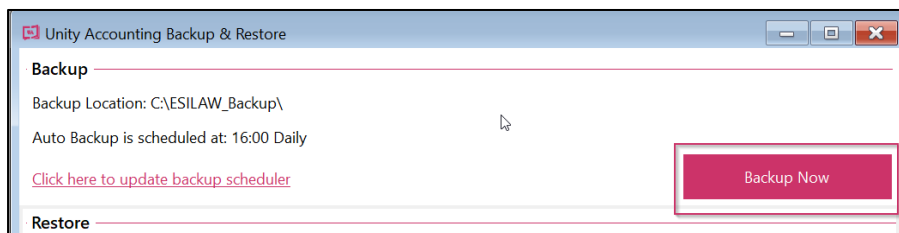


Figure 2 - Backup Now

CONFIGURING

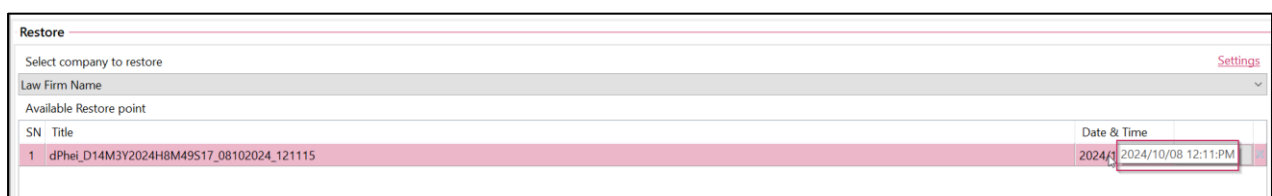


Figure 3 - Backup Date and Time

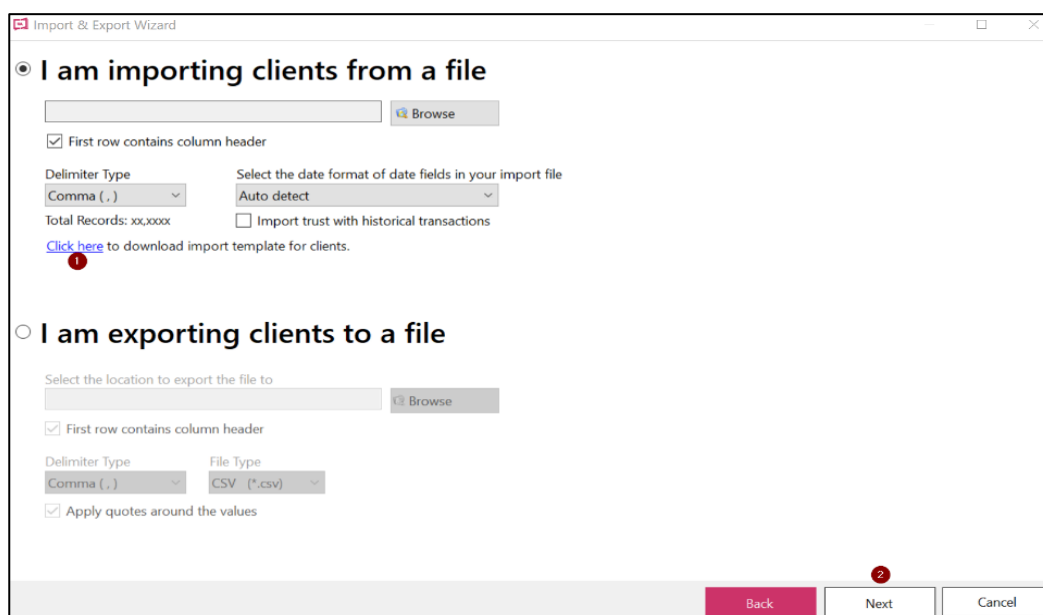
3. IMPORT SHEETS

Before commencing the import process, import spreadsheets are to be completed with the correct headings and formatting to minimize errors. Each import type has specific headings that should be mapped in the respective spreadsheets. [Appendix A](#) includes the required headers per import type and any header with an Asterisk (*) is a **mandatory field** and must be populated.

Please Note: When importing data, the upload files should be in a Comma Delimiter (csv) format and all date formats should be yyyy-mm-dd.

The sample spreadsheet for each import type has been provided with this document. They can also be downloaded under each import type before commencing the import. To locate a sample template:

1. Launch Unity Accounting
2. Go to Files – Import and Export
3. Click on **Create import/export template**
4. Select on the import type and click **Next**
5. On the pop-up screen, press [Click here](#) to download the import template for the selected import type. The template will be accessible under the *Downloads* folder on your local machine.
6. Ensure that all import files are saved to your local drive before commencing the importing process.



The screenshot shows the 'Import & Export Wizard' window. The first section, 'I am importing clients from a file', is active. It includes a file selection field with a 'Browse' button, a checked checkbox for 'First row contains column header', a 'Delimiter Type' dropdown set to 'Comma (,)', a 'Select the date format of date fields in your import file' dropdown set to 'Auto detect', a 'Total Records: xx,xxx' label, and an unchecked checkbox for 'Import trust with historical transactions'. A blue link 'Click here' with a red circle '1' next to it points to the text 'to download import template for clients.' The second section, 'I am exporting clients to a file', is inactive. It includes a file location selection field with a 'Browse' button, a checked checkbox for 'First row contains column header', a 'Delimiter Type' dropdown set to 'Comma (,)', a 'File Type' dropdown set to 'CSV (*.csv)', and a checked checkbox for 'Apply quotes around the values'. At the bottom right, there are 'Back', 'Next', and 'Cancel' buttons. A red circle '2' is next to the 'Next' button.

Figure 4 - Downloading Import Templates

4. IMPORT TYPES

Below are the steps for the different import types available in Unity Accounting.

5.1 IMPORTING CLIENTS

1. Launch Unity Accounting
2. Click on Files – Import and Export
3. Click on **Create import/export templates**

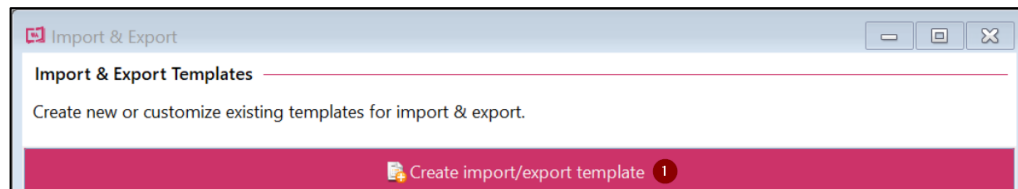


Figure 5 - Create import template

4. The system will default to **Client** and click **Next**

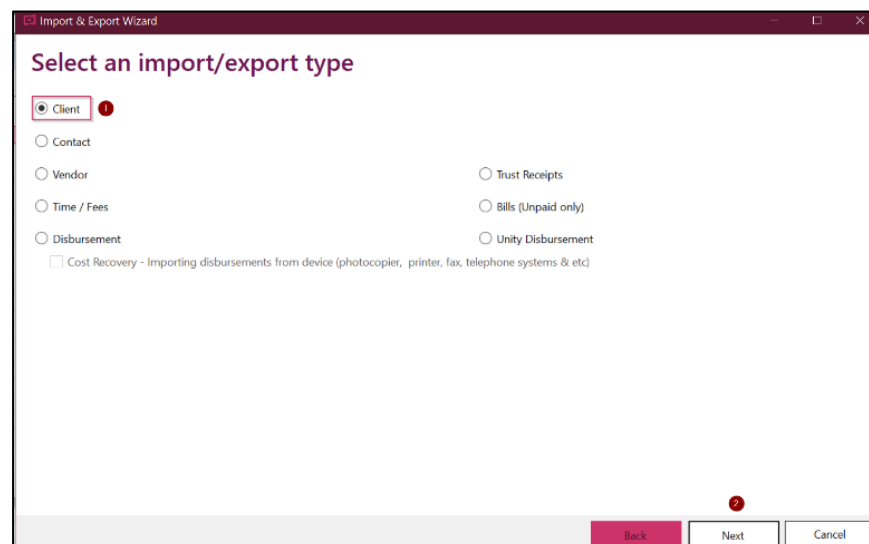


Figure 6 - Selecting Import type

5. **I am importing clients from a file** will be selected. Click **Browse** to upload the updated clients import csv sheet (containing the firm's client data under the correct headings) from your local drive. Ensure that Comma (,) is selected and click **Next**.

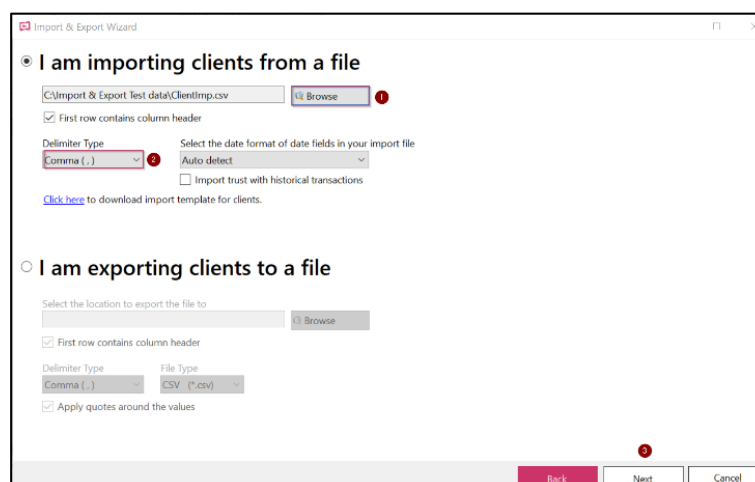


Figure 7 - Uploading Clients Import csv file

- Ensure that the *Importing fields* are mapped correctly to the *Unity Accounting fields*. The fields on the left are based on the headers in the csv and the fields on the right are the Unity Accounting fields. Once the fields are confirmed, click **Next**.

Import & Export Wizard

Map importing fields with Unity Accounting fields.

Required Unity Accounting fields are also marked with * (star).
Default value option is available if you would like to import any other column with pre-defined value which is not exist in importing file or in case of empty/null value.

Importing Fields	Unity Accounting Fields	Default Value
1 Client Number	Client Number	-
2 Province/State	Province/State*	-
3 Country Code	Country Code*	-
4 Type of Law Code	Type of Law Code*	-
5 Responsible Lawyer	Responsible Lawyer*	-
6 Matter Number	Matter Number	-
7 Email	Email	-
8 Client & Matter Number	Client & Matter Number	-
9 Client/Matter Name	Client/Matter Name*	-
10 Primary Contact	Primary Contact*	-
11 Matter Description	Matter Description*	-
12 Mail to Name	Mail to Name*	-
13		-
14		-
15		-
16		-
17		-
18		-

Back Next Cancel

Figure 8 - Mapping Clients import fields to Unity Accounting fields

- The next screen will confirm that all importing codes are mapped, missing codes will be highlighted in **red**. If there are codes in the import which are not mapped, then you will be presented with the below image once you click on **Next**. Click **OK** and the code(s) can be assigned before clicking **Next** again.

Import & Export Wizard

Map importing code with Unity Accounting codes.

You may verify the codes mapping between Unity Accounting and your importing data. Codes mapping will be saved for future reference and will be used in case of scheduled import.

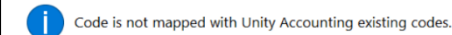
Missing codes are highlighted in red...

Field	Importing Codes	Unity Accounting Codes
Country Code*	CA	CA-Canada
Province/State*	ON	CA-ON-Ontario
Responsible Lawyer*	123	
Responsible Lawyer*	1	
Responsible Lawyer*	2	2-Lawyer Two (LT)
Responsible Lawyer*	3	3-Lawyer Assistant (LA)
Responsible Lawyer*	4	
Responsible Lawyer*	5	
Type of Law Code*	16	16-Real Estate
Type of Law Code*	11	11-Intellectual Property
Type of Law Code*	15	15-Personal Injury
Type of Law Code*	24	24-Other
Type of Law Code*	9	9-Family Law
Type of Law Code*	4	4-Criminal
Type of Law Code*	20	20-Will/Estates

Select one of the options in case if client already exists
Do not import those records if already exists

Back Next Cancel

Figure 9 - Clients importing codes to be mapped with Unity Accounting codes



OK

8. A preview of the data will be visible and click **Next** to proceed. If any errors are sighted in the preview, this should be corrected in the original csv and reuploaded.

Client Number	Province/State*	Country Code*	Type of Law Code*	Responsible Lawyer*	Matter Number	Email	Client & Matter Number	Client/Matter Name*	Primary Contact*	Matter Description*	Mail to Name*
1009	ON	CA	16	123	100	bhaily516@gmail.com	1009100	HOUSEHOLD RE...	John Barlow	Ira & Tina Long	HOUSEHOLD RE...
1009	ON	CA	16	123	101	bhaily516@gmail.com	1009101	HOUSEHOLD RE...	John Barlow	Jim & Agnys Pal...	HOUSEHOLD RE...
1009	ON	CA	16	123	102	bhaily516@gmail.com	1009102	HOUSEHOLD RE...	Jason Cooper	Martin & Erica La...	HOUSEHOLD RE...
1020	ON	CA	11	123	100	bhaily516@gmail.com	1020100	WONG, LEE	Lee Wong	Independent Le...	WONG, LEE
1017	ON	CA	15	123	100	bhaily516@gmail.com	1017100	WALLACE, SUSAN	Susan Wallace	Independent Le...	WALLACE, SUSAN
1008	ON	CA	16	123	101	bhaily516@gmail.com	1008101	George Banks	Florence Hill	Foreclosure	George Banks
1018	ON	CA	11	123	100	bhaily516@gmail.com	1018100	WARREN, CLYDE	Clyde Warren	Independent Le...	WARREN, CLYDE
1008	ON	CA	24	123	100	bhaily516@gmail.com	1008100	George Banks	Florence Hill	Insurance	George Banks
1011	ON	CA	15	123	100	bhaily516@gmail.com	1011100	KORDO, LANCE	Lance Kordo	Motor Vehicle A...	KORDO, LANCE
1014	ON	CA	11	123	100	bhaily516@gmail.com	1014100	THOMAS, SCOTT	Scott Thomas	Independent Le...	THOMAS, SCOTT
1010	ON	CA	24	123	100	bhaily516@gmail.com	1010100	KAMP, NADINE	Nadine Kamp	Insurance Defence	KAMP, NADINE
1015	ON	CA	9	123	100	bhaily516@gmail.com	1015100	THOMPSON, TR...	Trevor Thompson	Divorce - Monic...	THOMPSON, TR...
1002	ON	CA	4	123	100	bhaily516@gmail.com	1002100	BAKER, THOMAS	Thomas Baker	Criminal	BAKER, THOMAS
1019	ON	CA	20	123	100	bhaily516@gmail.com	1019100	WATERS, LINDA	Linda Waters	Will & Estate Pl...	WATERS, LINDA
1021	ON	CA	15	123	100	bhaily516@gmail.com	1021100	YARROW, MONI...	Monica Yarrow	Motor Vehicle A...	YARROW, MONI...
1016	ON	CA	3	123	100	bhaily516@gmail.com	1016100	VERSATILE CLOT...	Garth Strang	General Corpora...	VERSATILE CLOT...
1016	ON	CA	3	123	101	bhaily516@gmail.com	1016101	VERSATILE CLOT...	Garth Strang	Trademark	VERSATILE CLOT...
1013	ON	CA	20	123	100	bhaily516@gmail.com	1013100	SIMPSON, RON	Ron Simpson	Will & Estate Pl...	SIMPSON, RON
1007	ON	CA	9	123	100	bhaily516@gmail.com	1007100	DAWSON, ZOE	Zoe Dawson	Divorce - Michael	DAWSON, ZOE
1000	ON	CA	21	123	100	bhaily516@gmail.com	1000100	ADAMS, ROCKY	Rocky Adams	Divorce - Betty ...	ADAMS, ROCKY
1012	ON	CA	20	123	100	bhaily516@gmail.com	1012100	MORTIMER, CH...	Charles Mortimer	Will & Estate Pl...	MORTIMER, CH...

Figure 11 – Client import data preview

9. The next screen will default to **Import the clients now**. Click **Finish** to complete the import.

☐ Schedule ☒ Schedule and import the clients

☒ Activate & run the schedule on this computer LAPTOP-VTVH604

Recurrence settings

Hourly Run every 1 hour

☐ Skip weekends (Saturday & Sunday)

☐ Skip holidays

☒ Retry on fallover for example in case if computer is switched off

☐ Save import/export settings

Name

☒ Keep it active

☐ Enable log on every import attempt

It will increase your storage usage.

☒ Limit the number of logs to 29

Figure 12 - Completing clients import

10. The system will prompt **Data has been imported successfully. Click OK.**

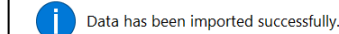
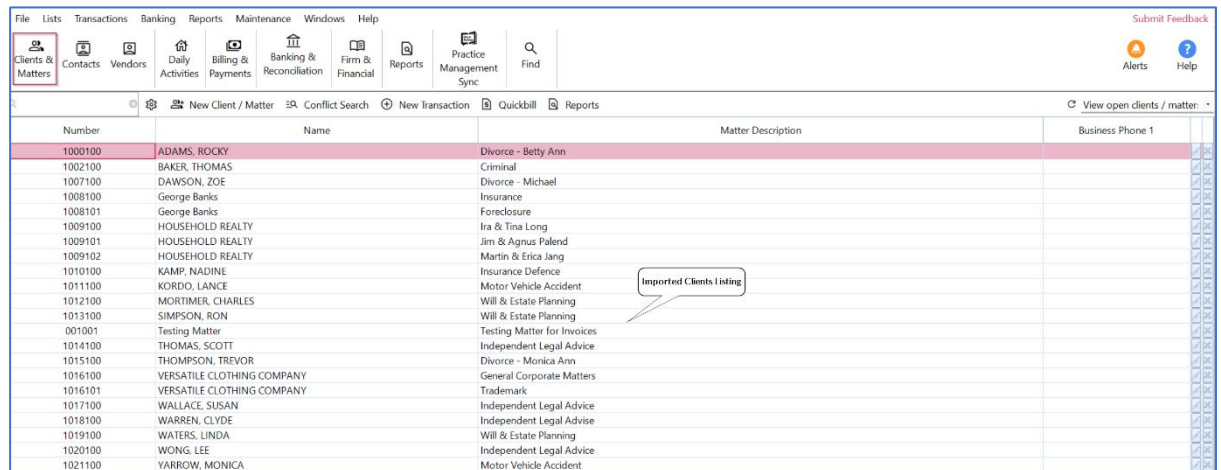


Figure 13 - Import success prompt

11. The imported data can be viewed in Unity Accounting under Clients and Matters.



Number	Name	Matter Description	Business Phone 1
1000100	ADAMS, ROCKY	Divorce - Betty Ann	
1002100	BAKER, THOMAS	Criminal	
1007100	DAWSON, ZOE	Divorce - Michael	
1008100	George Banks	Insurance	
1008101	George Banks	Foreclosure	
1009100	HOUSEHOLD REALTY	Ira & Tina Long	
1009101	HOUSEHOLD REALTY	Jim & Agnus Palend	
1009102	HOUSEHOLD REALTY	Martin & Erica Jang	
1010100	KAMP, NADINE	Insurance Defence	
1011100	KORDO, LANCE	Motor Vehicle Accident	
1012100	MORTIMER, CHARLES	Will & Estate Planning	
1013100	SIMPSON, RON	Will & Estate Planning	
001001	Testing Matter	Testing Matter for Invoices	
1014100	THOMAS, SCOTT	Independent Legal Advice	
1015100	THOMPSON, TREVOR	Divorce - Monica Ann	
1016100	VERSATILE CLOTHING COMPANY	General Corporate Matters	
1016101	VERSATILE CLOTHING COMPANY	Trademark	
1017100	WALLACE, SUSAN	Independent Legal Advice	
1018100	WARREN, CLYDE	Independent Legal Advice	
1019100	WATERS, LINDA	Will & Estate Planning	
1020100	WONG, LEE	Independent Legal Advice	
1021100	YARROW, MONICA	Motor Vehicle Accident	

Figure 14 - Imported Clients data

12. Take a backup of the database before moving to the next import type using these [steps](#).

5.2 IMPORTING CONTACTS

1. Launch Unity Accounting
2. Click on Files – Import and Export
3. Click on **Create import/export templates**

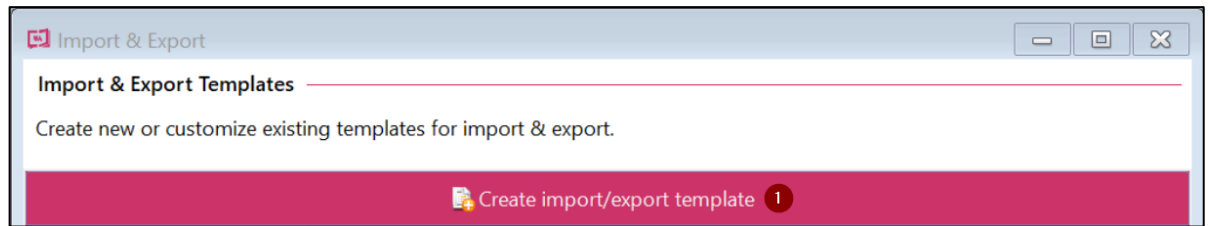


Figure 15 - Create import template

4. Select the **Contact** import type and click **Next**

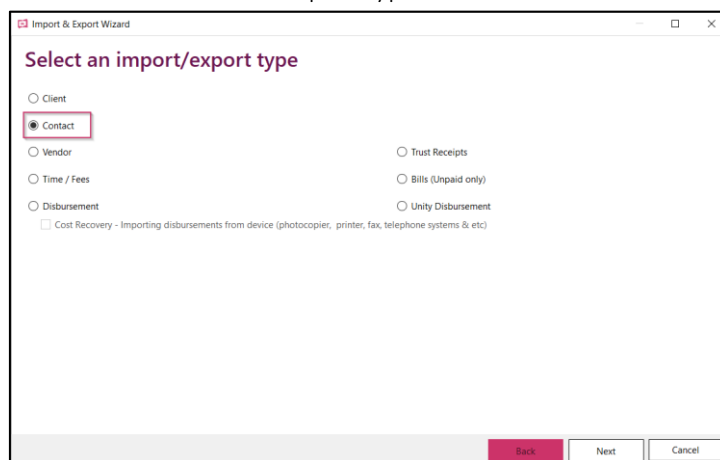


Figure 16 - Selecting Import type

5. I am importing contacts form a file will be selected. Click **Browse** to upload the updated contact import csv sheet (containing the firm's contact data under the correct headings) from your local drive. Ensure that Comma (,) is selected and click **Next**.

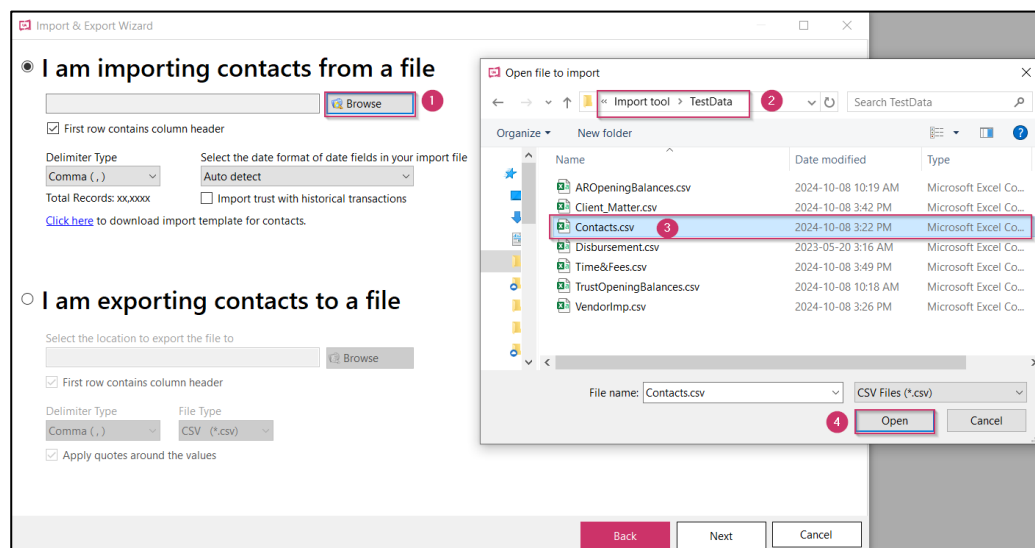


Figure 17 - Uploading Contacts Import csv file

- Ensure that the *Importing fields* are mapped correctly to the *Unity Accounting fields*. The fields on the left are based on the headers in the csv and the fields on the right are the Unity Accounting fields. Once all the fields are mapped correctly, click **Next**.



Figure 18 - Mapping Contacts import fields to Unity Accounting fields

- The next screen will confirm that all Unity Accounting fields are mapped, and if not, then the program will prompt the below image when you click on **Next**.

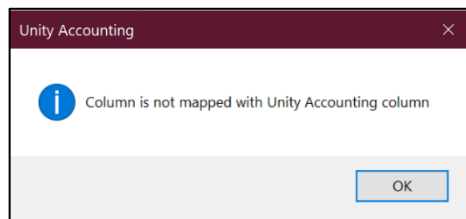


Figure 19 - Unity Accounting column not mapped

- Click **OK** and the fields can be assigned using the dropdown option before clicking **Next** again.

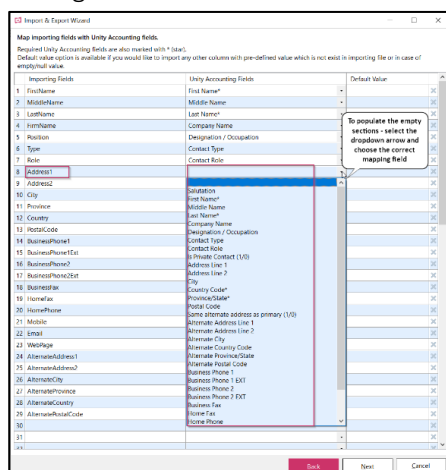


Figure 20 - Mapping Contact import fields to Unity Accounting fields

Figure 21 - Fully Mapped Contact import fields

9. The next screen will confirm that all necessary importing codes are mapped. If not, use the dropdown function to map the relevant codes. Ensure that, **Do not import those records if already exists** (bottom right of the screen) is selected and click **Next**.

Figure 22 - Contacts importing codes to be mapped with Unity Accounting codes

Figure 23 - Mapping contacts importing codes with Unity Accounting codes

Select one of the options in case if contact already exists

- Do not import those records if already exists
- Do not import those records if already exists
- Overwrite if record already exists

Back Next Cancel

Figure 24 - Selecting Do not import those records if already exists

10. A preview of the data will be visible and click **Next** to proceed. If any errors are sighted in the preview, this should be corrected in the original csv and reuploaded.

Import & Export Wizard

Preview

First Name*	Middle Name	Last Name*	Company Name	Designation / Occupation	Contact Type	Contact Role	Address Line 1	Address Line 2	City	Province/State
Jack		Sparrow	Black Pearl...			Captain				ON
Tony		Stark	Stark Indust...			CEO				ON
Bruce		Wayne	Wayne Ente...			Billionaire P...				ON
Homer		Simpson	Springfield...			Safety Inspe...				ON
Elsa		Frozen	Arendelle Ic...			Ice Queen				ON

Total Records: 5

Select field to apply filter: Select Field Equal

Back Next Cancel

Figure 25 - Contact import data preview

11. The next screen will default to **Import the contacts now** and click **Finish** to complete the import.

Import & Export Wizard

Import the contacts now

☒ Import the contacts now ☐ Schedule ☐ Schedule and import the contacts

☐ Activate & run the schedule on this computer LAPTOP-3Q478V8

Resume settings

Monday Run every 1 hour

☐ Skip weekends (Saturday & Sunday)

☐ Skip holidays

☐ Retry on failover for example in case if computer is switched off, etc.

Save import/export settings

Name

☐ Keep it active

☐ Enable log on every import attempt

It will increase your storage usage.

☐ Limit the number of logs to 20

Back Finish Cancel

Figure 26 - Completing contacts import

12. The program will prompt **Data has been imported successfully**. Click **OK**.

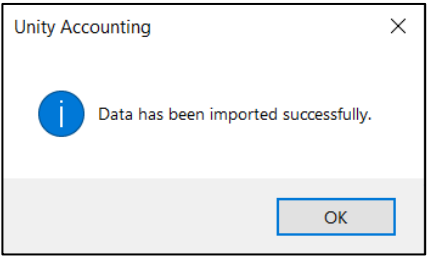


Figure 27 - Import success prompt

13. The imported data can be viewed in Unity Accounting under **Contacts**.

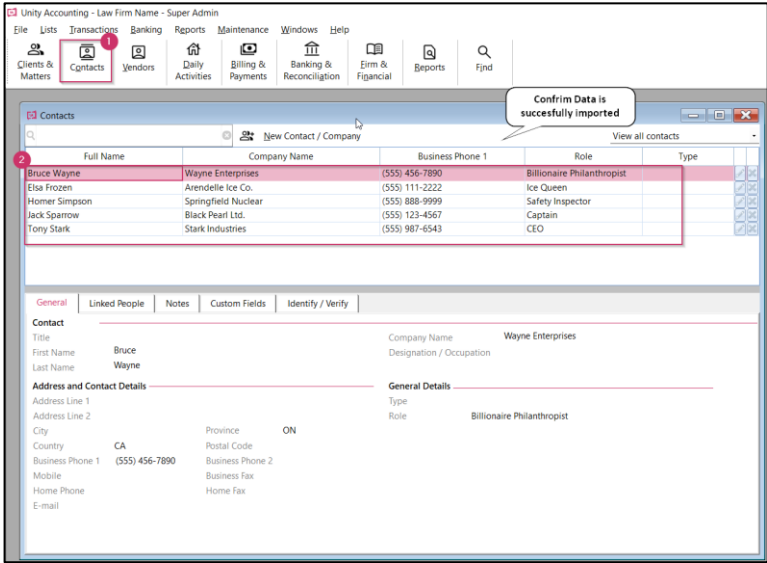


Figure 28 -Imported Contacts data

14. Take a backup of the database before moving to the next import type using these [steps](#).

5.3 IMPORTING VENDORS

1. Launch Unity Accounting
2. Click on Files – Import and Export
3. Click on **Create import/export templates**

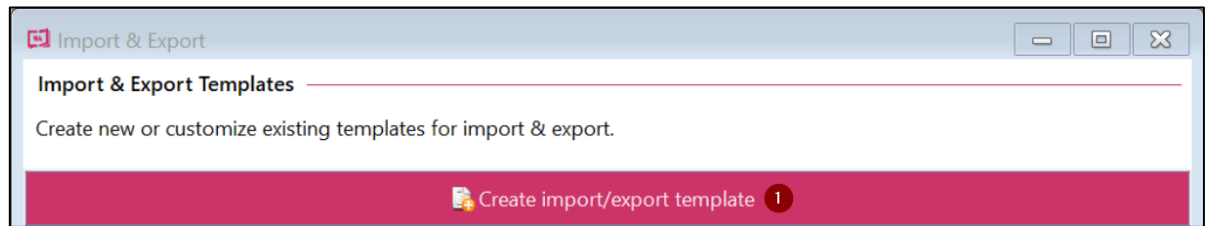


Figure 29 - Create Import Template

4. Select the import type **Vendors** and click **Next**



Figure 30 - Selecting vendor import type

5. I am importing vendors from a file will be selected. Click **Browse** to upload the updated vendor import csv sheet (containing the firm's vendor data with the correct headings) from your local drive. Ensure that Comma (,) is selected and click **Next**.

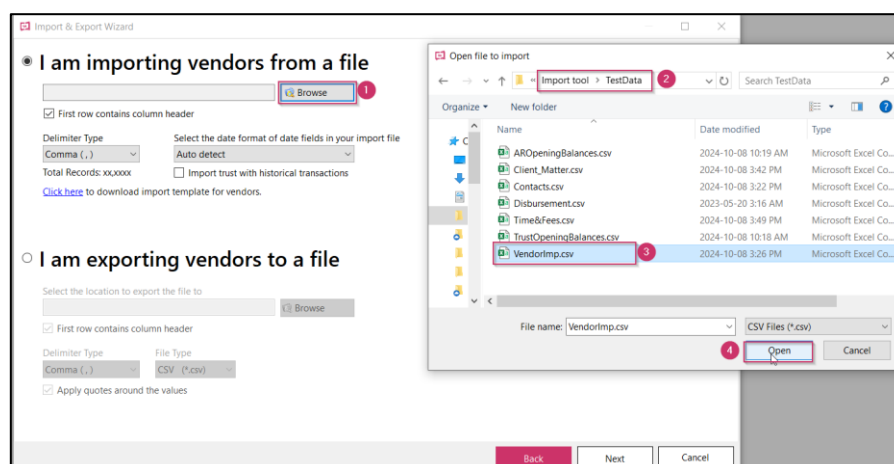


Figure 31 - Uploading vendors csv file

- Ensure that the *Importing fields* are mapped correctly to the *Unity Accounting fields*. The fields on the left are based on the headers in the csv and the fields on the right are the Unity Accounting fields. Once all the fields are mapped correctly, click **Next**.

Figure 32 - Mapping Vendors import fields to Unity Accounting fields

- The next screen will confirm that all Unity Accounting fields are mapped, and if not, then the program will prompt the below image below when you click on **Next**.

Figure 33 - Unity Accounting column not mapped

- Click **OK** and the fields can be assigned using the dropdown option before clicking **Next** again.

Figure 34 - Mapping Vendor import fields to Unity Accounting fields

Importing Fields	Unity Accounting Fields	Default Value
1 VendorNumber	Vendor Number*	▼
2 VendorName	Vendor Name	▼
3 ContactName	Contact Name	▼
4 AddressLine1	Address Line 1	▼
5 AddressLine2	Address Line 2	▼
6 City	City	▼
7 Country	Country Code*	▼
8 Province	Province/State*	▼
9 PostalCode	Postal/Zip Code	▼
10 BusinessPhone1	Business Phone 1	▼
11 BusinessPhone1Ext	Business Phone 1 Ext	▼
12 BusinessPhone2	Business Phone 2	▼
13 BusinessPhone2Ext	Business Phone 2 Ext	▼
14 BusinessFax	Business Fax Number	▼
15 Mobile	Mobile	▼
16 Email	Email	▼
17 IsChargeTax1	Charge Tax 1 (Y/N)	▼
18 IsChargeTax2	Charge Tax 2 (Y/N)	▼
19 TaxRegistrationNo	Tax Registration Number	▼
20		▼
21		▼
22		▼
23		▼

Figure 35 - Fully mapped Unity Accounting fields

- The next screen will confirm that all importing codes are mapped, missing codes will be highlighted in **red**. If there are entries in the import that are not mapped, use the dropdown function to map the codes before clicking **Next**.

Field	Importing Codes	Unity Accounting Codes
Country Code*		
Country Code*	NZ	NZ-New Zealand
Country Code*	USA	
Province/State*		
Province/State*	NZ	NZ-NZ-New Zealand
Province/State*	NY	US-NY-New York

Figure 36 - Unity Accounting Codes not fully mapped

Field	Importing Codes	Unity Accounting Codes
Country Code*		
Country Code*	NZ	NZ-New Zealand
Country Code*	USA	
Province/State*		US-United States
Province/State*	NZ	CA-Canada
Province/State*	NY	AF-Afghanistan

Figure 37 - Using dropdown function to map Unity Accounting codes

10. A preview of the data will be visible and click **Next** to proceed. If any errors are sighted in the preview, this should be corrected in the original csv and reuploaded.

Vendor Number*	Vendor Name	Contact Name	Address Line 1	Address Line 2	City	Country Code*	Province/St	Postal/Zip Code	Business Phone 1	Business Phone 1 Ext	Business Phone 2	Business Phone 2 Ext	Business Fax Number
V001	Acme An...	Wile E. C.	123 Roa...		Desertville				(555) 11...				
V002	Gotham ...	Alfred Pe...	100 Bat ...		Gotham ...	NZ	NZ		(555) 44...				
V003	Stark Ind...	Pepper P...	1088 Sta...		Manhattan	US	NY		(555) 22...				
V004	Krusty Bu...	Krusty th...	742 Ever...		Springfield				(555) 33...				
V005	Ice Castle...	Claf	1 Frosty ...		Arendelle				(555) 00...				

Total Records: 5

Select field to apply filter
Select Field Equal

Back Next Cancel

Figure 38 - Vendors import preview

11. The next screen will default to **Import the vendors now** and click Finish to complete the import.

Import the vendors now

☐ Schedule ☐ Schedule and import the vendors

☒ Activate & run the schedule on this computer LAPTOP-3QA7B9VR

Recurrence settings

Hourly Run every 1 hour

☐ Skip weekends (Saturday & Sunday)

☐ Skip holidays

☒ Retry on failover for example in case if computer is switched off, etc...

☐ Save import/export settings

Name

☒ Keep it active

☐ Enable log on every import attempt

It will increase your storage usage.

☐ Limit the number of logs to 29

Back Finish Cancel

Figure 39 - Completing vendor imports

12. The program will prompt **Data has been imported successfully**. Click OK.

Unity Accounting

Data has been imported successfully.

OK

Figure 40 - Import success prompt

13. The imported data can be viewed in Unity Accounting under Vendors.

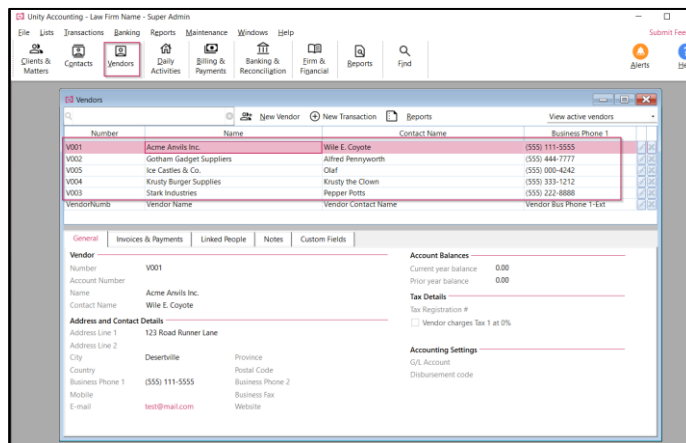


Figure 41 - Imported Vendors data

14. Take a backup of the database before moving to the next import type using these [steps](#).

5.4 IMPORTING TIME / FEES

1. Launch Unity Accounting
2. Click on Files – Import and Export
3. Click on **Create import/export templates**

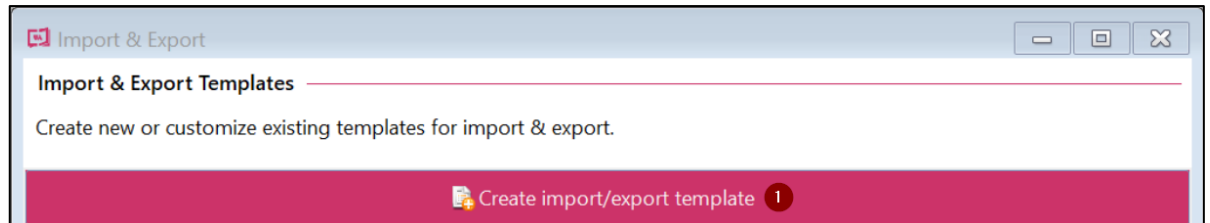


Figure 42 - Create Import Template

4. Select the import type **Time / Fees** and click **Next**

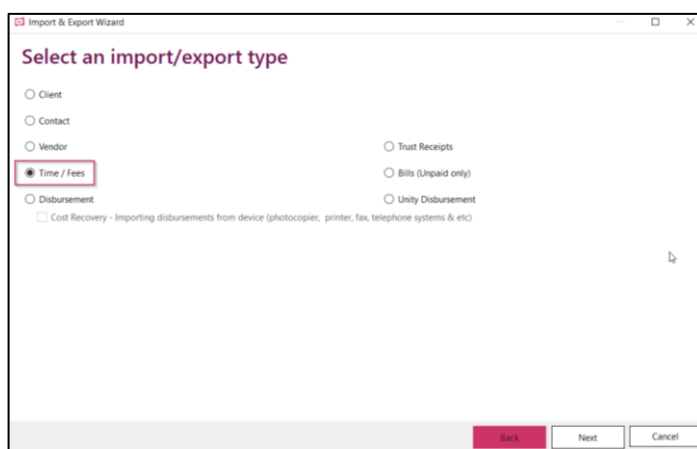


Figure 43 - Selecting Time and Fees import type

5. I am importing time and fees form a file will be selected. Click **Browse** to upload the updated WIP time and fees import csv sheet (containing the firm's time and fee data with the correct headings) from your local drive. Ensure that Comma (,) is selected and click **Next**.

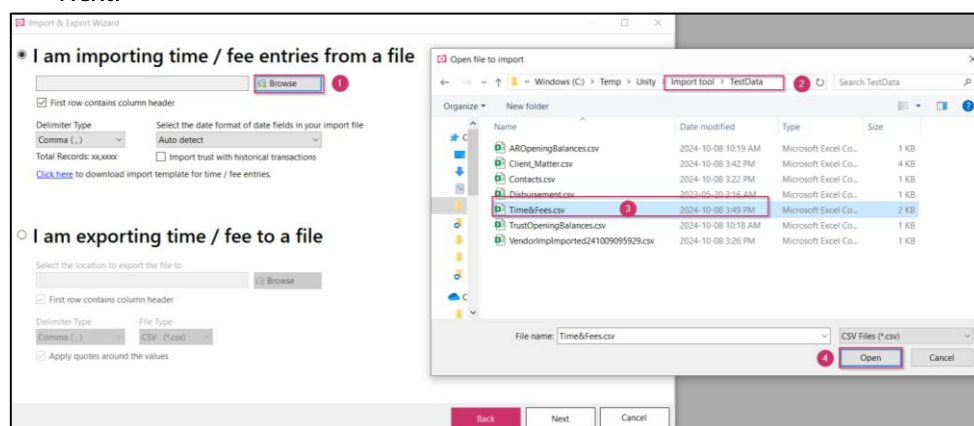


Figure 44 - Uploading time/fee csv import file

6. Ensure that the *Importing fields* are mapped correctly to the *Unity Accounting fields*. The fields on the left are based on the headers in the csv and the fields on the right are the Unity Accounting fields. Once all fields are mapped, click **Next**.

Figure 45 - Mapping Time/Fees import fields to Unity Accounting fields

7. The next screen will confirm that all importing codes are mapped, missing codes will be highlighted in **red**. If there are entries in the import that are not mapped, use the dropdown function to map the codes before clicking **Next**. **Please Note:** If the code or lawyer you want to map to does not exist the drop down, you must close the Wizard, add the code or lawyer to the appropriate lists under the Lists menu, and start again.

Figure 46 - Unity Accounting Codes not fully mapped

Figure 47 - Using dropdown function to map Unity Accounting codes

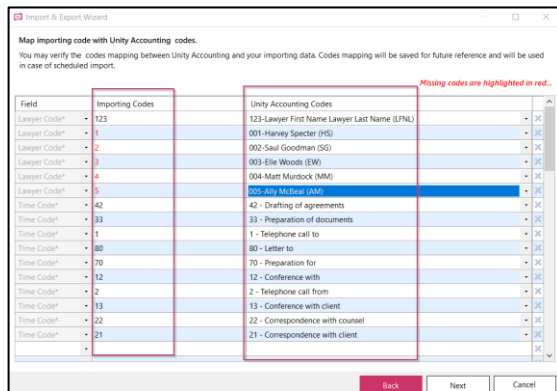


Figure 48 - Fully mapped Unity Accounting codes

8. A preview of the data will be visible and click **Next** to proceed. If any errors are sighted in the preview, this should be corrected in the original csv and reuploaded.

Date	Client & Matter Number	Time Code	Description	Lawyer Code	Amount	Is Billable (Y/N)
2021/06/11	1009101	42	Drafting of agreements	001	425	1
2021/06/11	1009101	33	Preparation of docs.	001	425	1
2021/06/15	1009102	1	Telephone call to client	002	750	1
2021/07/11	1020100	80	Letter to client	003	125	1
2021/07/17	1017100	1	Telephone call to	004	30	1
2021/07/25	1008101	70	Preparation for final	005	900	1
2021/08/19	1018100	12	Conference with real.	123	450	1
2021/04/01	1008100	2	Telephone call from	001	450	1
2021/05/11	1011100	42	Drafting of agreements	002	600	1
2021/06/15	1014100	13	Conference with client	003	300	1
2021/07/11	1010100	42	Drafting of agreements	004	600	1
2021/07/17	1015100	22	Correspondence with	123	300	1
2021/07/25	1002100	13	Conference with client	001	300	1
2021/08/19	1019100	1	Telephone call to	002	30	1
2021/04/01	1021100	21	Correspondence with	003	300	1
2021/06/11	1016100	22	Correspondence with	004	300	1
2021/06/15	1016101	22	Correspondence with	005	600	1
2021/07/11	1013100	13	Conference with client	123	300	1
2021/07/17	1007100	13	Conference with client	001	300	1
2021/07/25	1000100	13	Conference with client	002	30	1

Total Records: 20

Figure 49 - Time/Fees import data preview

9. The below import error screen will be visible if:
 - a) Client and Matter Number does not exist in the system
 - b) There is data that is not formatted correctly

Please Note: There are two options to amend these records:

 - a. If you wish to fix the records before importing, click **Cancel** in the import wizard.
 - b. Records that were rejected can be fixed after importing by opening the new file in the file path, making the necessary updates, and re-importing them.

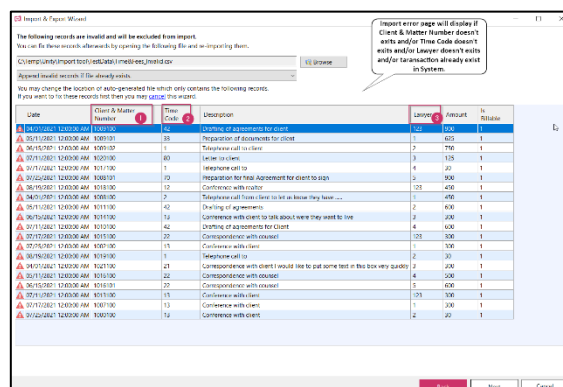
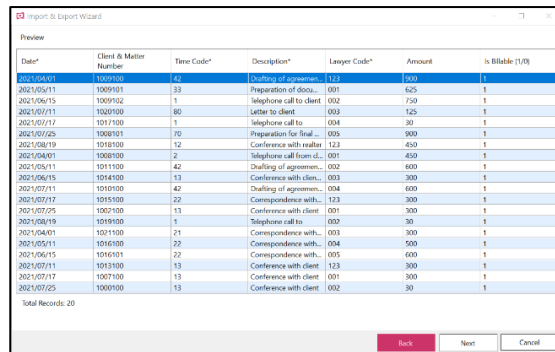


Figure 50 - Time and fees invalid records excluded from import

10. A preview of the data will be visible and click **Next** to proceed. If any errors are sighted in the preview, this should be corrected in the original csv and reuploaded.



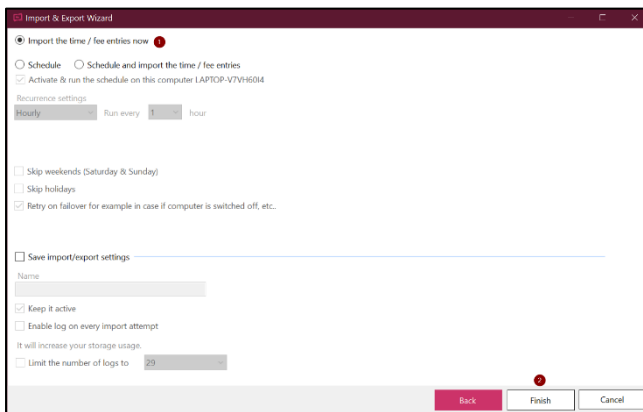
The screenshot shows the 'Import & Export Wizard' window with a 'Preview' tab selected. It displays a table of 20 records with the following columns: Date, Client & Matter Number, Time Code, Description, Lawyer Code, Amount, and Is Billable (Y/N). The records list various legal activities such as 'Drafting of agreement', 'Preparation of documents', 'Telephone call to client', 'Letter to client', 'Telephone call to', 'Preparation for trial', 'Conference with insurer', 'Telephone call from d...', 'Drafting of agreement', 'Conference with client', 'Drafting of agreement', 'Conference with client', 'Drafting of agreement', 'Conference with client', 'Conference with client', 'Conference with client', 'Conference with client', 'Conference with client', 'Conference with client', 'Conference with client', 'Conference with client', 'Conference with client', 'Conference with client', 'Conference with client', 'Conference with client', and 'Conference with client'.

Date	Client & Matter Number	Time Code	Description	Lawyer Code	Amount	Is Billable (Y/N)
2021/04/01	1009100	12	Drafting of agreement...	123	500	1
2021/05/11	1009101	33	Preparation of docu...	001	625	1
2021/06/15	1009102	1	Telephone call to client	002	750	1
2021/07/11	1009100	80	Letter to client	003	125	1
2021/07/17	1017100	1	Telephone call to	004	30	1
2021/07/25	1008101	70	Preparation for trial...	005	900	1
2021/08/19	1018100	12	Conference with insurer	123	450	1
2021/04/01	1008100	2	Telephone call from d...	001	450	1
2021/05/11	1011100	42	Drafting of agreement...	002	600	1
2021/06/15	1014100	13	Conference with client...	003	300	1
2021/07/11	1010100	42	Drafting of agreement...	004	600	1
2021/07/17	1015100	22	Conference with client...	123	300	1
2021/07/25	1002100	13	Conference with client	001	300	1
2021/08/19	1019100	1	Telephone call to	003	30	1
2021/04/01	1011100	21	Conference with client...	003	300	1
2021/05/11	1016100	22	Conference with client...	004	500	1
2021/06/15	1016101	22	Conference with client...	005	600	1
2021/07/11	1013100	13	Conference with client	123	300	1
2021/07/17	1007100	13	Conference with client	001	300	1
2021/07/25	1000100	13	Conference with client	002	30	1

Total Records: 20

Figure 51 - Time/fees import data preview

11. The next screen will default to **Import the time/fees now** and click **Finish** to complete the import.



The screenshot shows the 'Import & Export Wizard' window with the 'Import the time / fee entries now' option selected. The 'Recurrence settings' section is visible, showing 'Hourly' frequency, 'Run every 1 hour', and options to skip weekends, holidays, and retry on fallover. The 'Save import/export settings' section is also visible, with a 'Name' field and options to keep it active, enable log on every import attempt, and limit the number of logs to 29.

Figure 52 - Completing time/fees import

12. The program will prompt **Data has been imported successfully**. Click **OK**.

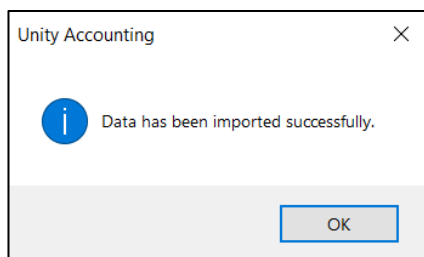


Figure 53 - Import success prompt

13. The imported time/fees data can be viewed in Unity Accounting under Clients and Matters – Time and Fees or under Reports. The imported csv file should be used to compare with the total in Unity Accounting. The Unbilled Aging report should match the sum of Billable entries from the imported CSV.

Date	Initials	Description	Billable	Hours	Amount	Status	Bill ID
2021/04/01	EW	Correspondence with client - Correspondence with client I would like to put s...	Yes	1.00	300.00	Unbilled	
Total :				1.00	300.00		

Figure 54 - Imported time /fees data on matter

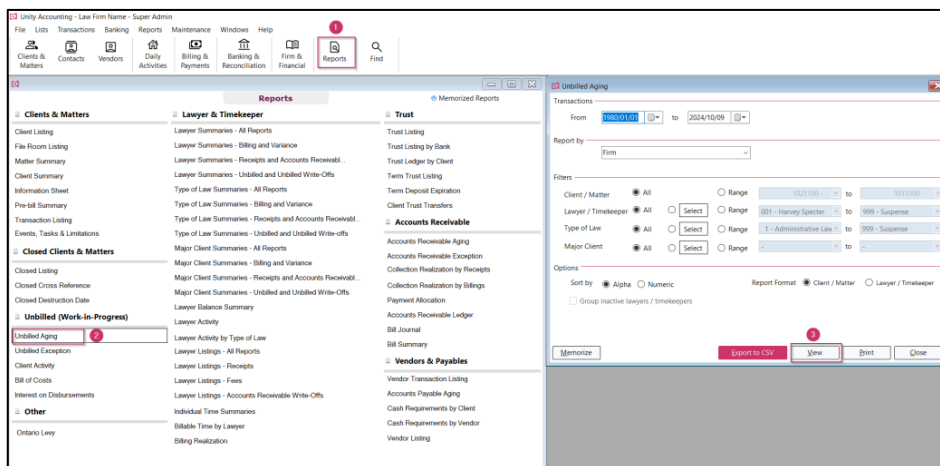


Figure 55 - Running Unbilled Ageing to view imported time/fees

Client Name	Matter	Date	Hours	Amount	Over 30	Over 60	Over 90	Over 120	Total
1001	100	2021/01/01	1.00	300.00					300.00
1002	100	2021/01/01	1.00	300.00					300.00
1003	100	2021/01/01	1.00	300.00					300.00
1004	100	2021/01/01	1.00	300.00					300.00
1005	100	2021/01/01	1.00	300.00					300.00
1006	100	2021/01/01	1.00	300.00					300.00
1007	100	2021/01/01	1.00	300.00					300.00
1008	100	2021/01/01	1.00	300.00					300.00
1009	100	2021/01/01	1.00	300.00					300.00
1010	100	2021/01/01	1.00	300.00					300.00
1011	100	2021/01/01	1.00	300.00					300.00
1012	100	2021/01/01	1.00	300.00					300.00
1013	100	2021/01/01	1.00	300.00					300.00
1014	100	2021/01/01	1.00	300.00					300.00
1015	100	2021/01/01	1.00	300.00					300.00
1016	100	2021/01/01	1.00	300.00					300.00
1017	100	2021/01/01	1.00	300.00					300.00
1018	100	2021/01/01	1.00	300.00					300.00
1019	100	2021/01/01	1.00	300.00					300.00
1020	100	2021/01/01	1.00	300.00					300.00
1021	100	2021/01/01	1.00	300.00					300.00
1022	100	2021/01/01	1.00	300.00					300.00
1023	100	2021/01/01	1.00	300.00					300.00
1024	100	2021/01/01	1.00	300.00					300.00
1025	100	2021/01/01	1.00	300.00					300.00
1026	100	2021/01/01	1.00	300.00					300.00
1027	100	2021/01/01	1.00	300.00					300.00
1028	100	2021/01/01	1.00	300.00					300.00
1029	100	2021/01/01	1.00	300.00					300.00
1030	100	2021/01/01	1.00	300.00					300.00
1031	100	2021/01/01	1.00	300.00					300.00
1032	100	2021/01/01	1.00	300.00					300.00
1033	100	2021/01/01	1.00	300.00					300.00
1034	100	2021/01/01	1.00	300.00					300.00
1035	100	2021/01/01	1.00	300.00					300.00
1036	100	2021/01/01	1.00	300.00					300.00
1037	100	2021/01/01	1.00	300.00					300.00
1038	100	2021/01/01	1.00	300.00					300.00
1039	100	2021/01/01	1.00	300.00					300.00
1040	100	2021/01/01	1.00	300.00					300.00
1041	100	2021/01/01	1.00	300.00					300.00
1042	100	2021/01/01	1.00	300.00					300.00
1043	100	2021/01/01	1.00	300.00					300.00
1044	100	2021/01/01	1.00	300.00					300.00
1045	100	2021/01/01	1.00	300.00					300.00
1046	100	2021/01/01	1.00	300.00					300.00
1047	100	2021/01/01	1.00	300.00					300.00
1048	100	2021/01/01	1.00	300.00					300.00
1049	100	2021/01/01	1.00	300.00					300.00
1050	100	2021/01/01	1.00	300.00					300.00
1051	100	2021/01/01	1.00	300.00					300.00
1052	100	2021/01/01	1.00	300.00					300.00
1053	100	2021/01/01	1.00	300.00					300.00
1054	100	2021/01/01	1.00	300.00					300.00
1055	100	2021/01/01	1.00	300.00					300.00
1056	100	2021/01/01	1.00	300.00					300.00
1057	100	2021/01/01	1.00	300.00					300.00
1058	100	2021/01/01	1.00	300.00					300.00
1059	100	2021/01/01	1.00	300.00					300.00
1060	100	2021/01/01	1.00	300.00					300.00
1061	100	2021/01/01	1.00	300.00					300.00
1062	100	2021/01/01	1.00	300.00					300.00
1063	100	2021/01/01	1.00	300.00					300.00
1064	100	2021/01/01	1.00	300.00					300.00
1065	100	2021/01/01	1.00	300.00					300.00
1066	100	2021/01/01	1.00	300.00					300.00
1067	100	2021/01/01	1.00	300.00					300.00
1068	100	2021/01/01	1.00	300.00					300.00
1069	100	2021/01/01	1.00	300.00					300.00
1070	100	2021/01/01	1.00	300.00					300.00
1071	100	2021/01/01	1.00	300.00					300.00
1072	100	2021/01/01	1.00	300.00					300.00
1073	100	2021/01/01	1.00	300.00					300.00
1074	100	2021/01/01	1.00	300.00					300.00
1075	100	2021/01/01	1.00	300.00					300.00
1076	100	2021/01/01	1.00	300.00					300.00
1077	100	2021/01/01	1.00	300.00					300.00
1078	100	2021/01/01	1.00	300.00					300.00
1079	100	2021/01/01	1.00	300.00					300.00
1080	100	2021/01/01	1.00	300.00					300.00
1081	100	2021/01/01	1.00	300.00					300.00
1082	100	2021/01/01	1.00	300.00					300.00
1083	100	2021/01/01	1.00	300.00					300.00
1084	100	2021/01/01	1.00	300.00					300.00
1085	100	2021/01/01	1.00	300.00					300.00
1086	100	2021/01/01	1.00	300.00					300.00
1087	100	2021/01/01	1.00	300.00					300.00
1088	100	2021/01/01	1.00	300.00					300.00
1089	100	2021/01/01	1.00	300.00					300.00
1090	100	2021/01/01	1.00	300.00					300.00
1091	100	2021/01/01	1.00	300.00					300.00
1092	100	2021/01/01	1.00	300.00					300.00
1093	100	2021/01/01	1.00	300.00					300.00
1094	100	2021/01/01	1.00	300.00					300.00
1095	100	2021/01/01	1.00	300.00					300.00
1096	100	2021/01/01	1.00	300.00					300.00
1097	100	2021/01/01	1.00	300.00					300.00
1098	100	2021/01/01	1.00	300.00					300.00
1099	100	2021/01/01	1.00	300.00					300.00
1100	100	2021/01/01	1.00	300.00					300.00
1101	100	2021/01/01	1.00	300.00					300.00
1102	100	2021/01/01	1.00	300.00					300.00
1103	100	2021/01/01	1.00	300.00					300.00
1104	100	2021/01/01	1.00	300.00					300.00
1105	100	2021/01/01	1.00	300.00					300.00
1106	100	2021/01/01	1.00	300.00					300.00
1107	100	2021/01/01	1.00	300.00					300.00
1108	100	2021/01/01	1.00	300.00					300.00
1109	100	2021/01/01	1.00	300.00					300.00
1110	100	2021/01/01	1.00	300.00					300.00
1111	100	2021/01/01	1.00	300.00					300.00
1112	100	2021/01/01	1.00	300.00					300.00
1113	100	2021/01/01	1.00	300.00					300.00
1114	100	2021/01/01	1.00	300.00					300.00
1115	100	2021/01/01	1.00	300.00					300.00
1116	100	2021/01/01	1.00	300.00					300.00
1117	100	2021/01/01	1.00	300.00					300.00
1118	100	2021/01/01	1.00	300.00					300.00
1119	100	2021/01/01	1.00	300.00					3

5.5 IMPORTING DISBURSEMENTS

1. Launch Unity Accounting
2. Click on Files – Import and Export
3. Click on **Create import/export templates**

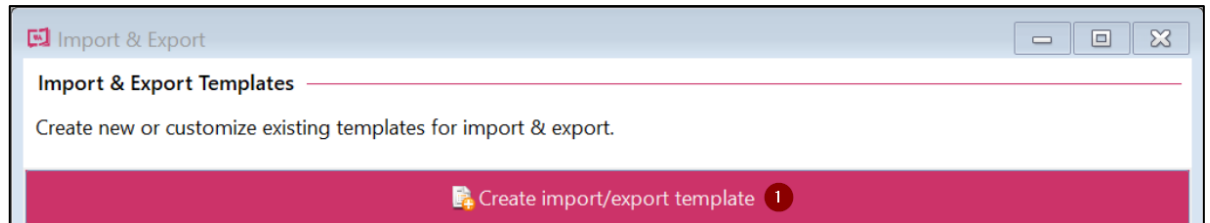


Figure 57 - Create Import Template

4. Select the import type **Disbursement** and click **Next**. Do not click the checkbox below disbursements.



Figure 58 - Selecting Disbursement import type

5. I am importing disbursements form a file will be selected. Click **Browse** to upload the updated WIP disbursement import csv sheet (containing the firm's disbursement data with the correct headings) from your local drive. Ensure that Comma (,) is selected and click **Next**.

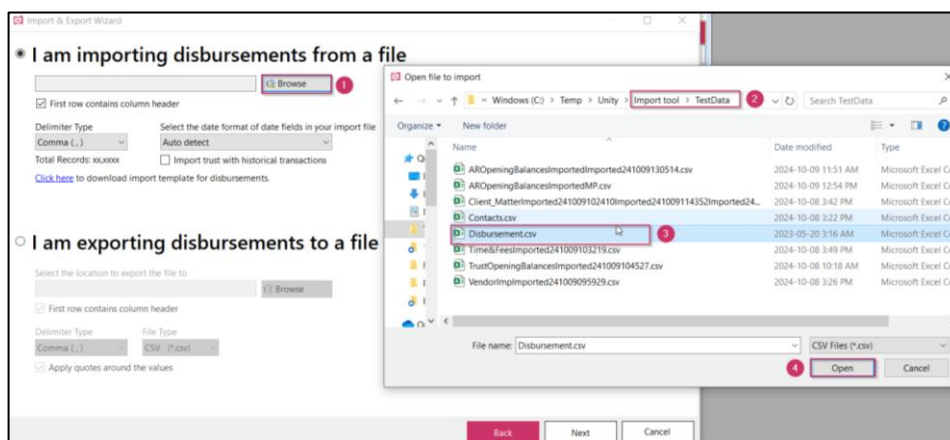


Figure 59 - Uploading disbursement csv import file

6. Ensure that the *Importing fields* are mapped correctly to the *Unity Accounting fields*. The fields on the left are based on the headers in the csv and the fields on the right are the Unity Accounting fields. Once all fields are mapped, click **Next**.

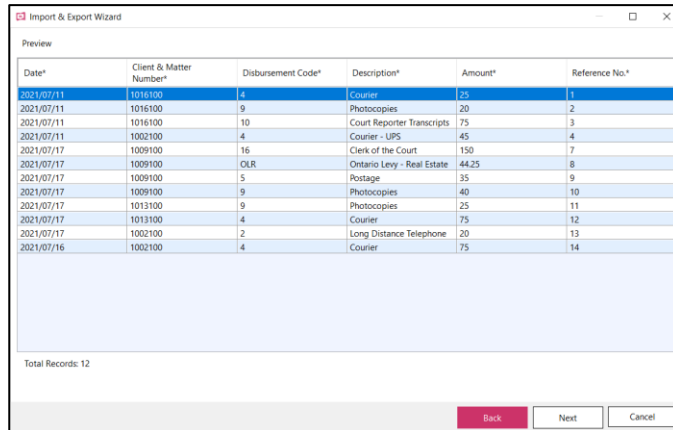
Figure 60 - Mapping Time/Fees import fields to Unity Accounting fields

7. The next screen will confirm that all importing codes are mapped, missing codes will be highlighted in **red**. If there are entries in the import that are not mapped, use the dropdown function to map the codes before clicking **Next**. **Please Note:** If the code you want to map to does not exist in the drop down, you must close the wizard, add the code to the Disbursement Codes list, and start again. G/L Accounts can be added to the Chart of Accounts under the Maintenance Menu.

Figure 61 - Unity Accounting Disbursement codes fully mapped

Figure 62 - Using dropdown function to change/update Unity Accounting Disbursement codes

8. A preview of the data will be visible and click **Next** to proceed. If any errors are sighted in the preview, this should be corrected in the original csv and reuploaded.



Date*	Client & Matter Number*	Disbursement Code*	Description*	Amount*	Reference No.*
2021/07/11	1016100	4	Courier	25	1
2021/07/11	1016100	9	Photocopies	20	2
2021/07/11	1016100	10	Court Reporter Transcripts	75	3
2021/07/11	1002100	4	Courier - UPS	45	4
2021/07/17	1009100	16	Clerk of the Court	150	7
2021/07/17	1009100	OLR	Ontario Levy - Real Estate	44.25	8
2021/07/17	1009100	5	Postage	35	9
2021/07/17	1009100	9	Photocopies	40	10
2021/07/17	1013100	9	Photocopies	25	11
2021/07/17	1013100	4	Courier	75	12
2021/07/17	1002100	2	Long Distance Telephone	20	13
2021/07/16	1002100	4	Courier	75	14

Figure 63 - Disbursement import data preview

9. The next screen will default to **Import the disbursements now** and click Finish to complete the import.

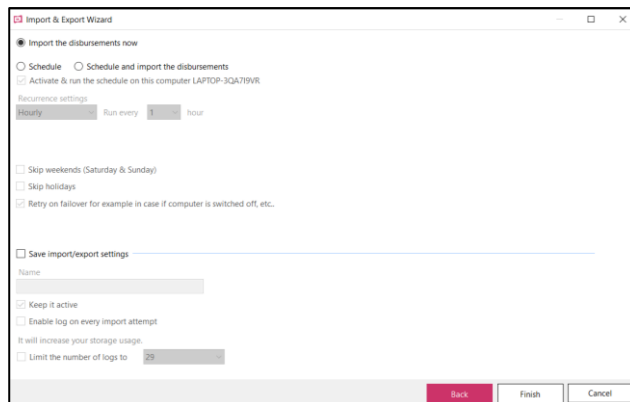


Figure 64 - Completing disbursement import

10. The program will prompt **Data has been imported successfully**. Click **OK**.

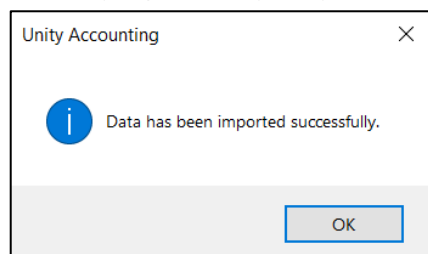


Figure 65 - Import success prompt

- File Lists Transactions Banking Reports Maintenance Windows Help

Unit Accounting - Law Firm Name - Super Admin

Unbilled Aging

From: 2024/01/01 To: 2024/10/09

Report by: Firm

Filters:

Client / Matter: All Range 2021/01/01 to 2021/01/01

Lawyer / Timekeeper: All Select Range 001 - Harvey Specter to 999 - Suspense

Type of Law: All Select Range 1 - Administrative Law to 999 - Suspense

Major Client: All Select Range to

Options:

Sort by: Alpha Numeric Report Format: Client / Matter Lawyer / Timekeeper

☐ Group inactive lawyers / timekeepers

Memorize Export to CSV View Print Close

Reports

Memorized Reports

Clients & Matters

Client Listing

File Room Listing

Matter Summary

Client Summary

Information Sheet

Pre-Bill Summary

Transaction Listing

Events, Tasks & Limitations

Closed Clients & Matters

Closed Listing

Closed Cross Reference

Closed Destruction Date

Unbilled (Work-In-Progress)

Unbilled Aging

Unbilled Exception

Client Activity

Bill of Costs

Interest on Disbursements

Other

Ontario Levy

Lawyer & Timekeeper

Lawyer Summaries - All Reports

Lawyer Summaries - Billing and Variance

Lawyer Summaries - Receipts and Accounts Receivable

Lawyer Summaries - Unbilled and Unbilled Write-Offs

Type of Law Summaries - All Reports

Type of Law Summaries - Billing and Variance

Type of Law Summaries - Receipts and Accounts Receivable

Type of Law Summaries - Unbilled and Unbilled Write-Offs

Major Client Summaries - All Reports

Major Client Summaries - Billing and Variance

Major Client Summaries - Receipts and Accounts Receivable

Major Client Summaries - Unbilled and Unbilled Write-Offs

Lawyer Balance Summary

Lawyer Activity

Lawyer Activity by Type of Law

Lawyer Listings - All Reports

Client Activity

Bill of Costs

Interest on Disbursements

Other

Ontario Levy

Trust

Trust Listing

Trust Listing by Bank

Trust Ledger by Client

Term Trust Listing

Term Deposit Expiration

Client Trust Transfers

Accounts Receivable

Accounts Receivable Aging

Accounts Receivable Exception

Collection Realization by Receipts

Collection Realization by Billings

Payment Allocation

Accounts Receivable Ledger

Bill Journal

Bill Summary

Vendors & Payables

Vendor Transaction Listing

Accounts Payable Aging

Cash Requirements by Client

Cash Requirements by Vendor

Vendor Listing

[illegible]

Unity Accounting Import Process / 28

5.6 IMPORTING TRUST

1. Launch Unity Accounting
2. Click on Files – Import and Export
3. Click on **Create import/export templates**

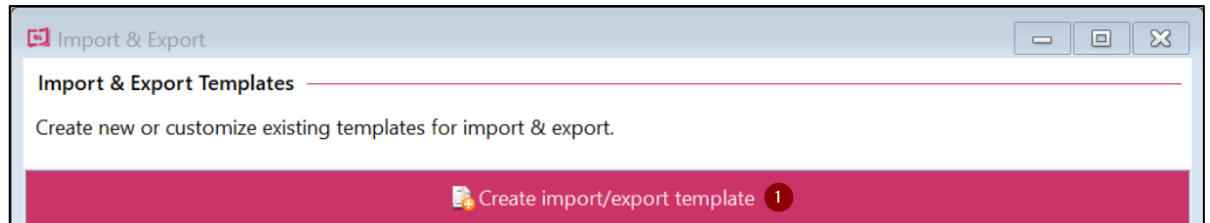


Figure 68 - Create Import Template

4. Select the import type **Trust Receipts** and click **Next**.

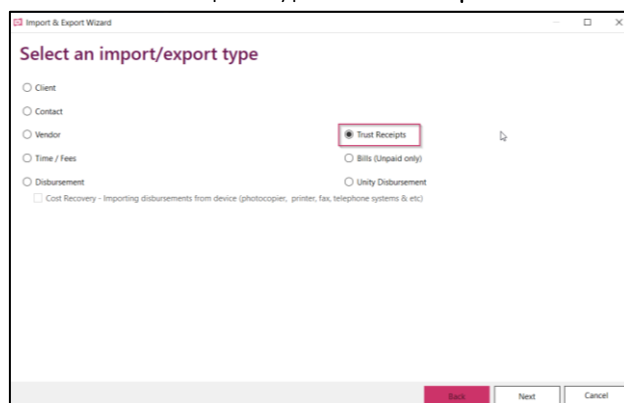


Figure 69 - Selecting Trust Receipts import type

5. I am importing trust receipts from a file will be selected. Click **Browse** to upload the updated trust import csv sheet (containing firm's trust opening balances with the correct headings) from your local drive. Ensure that Comma (,) is selected and click **Next**.

Please Note: In the Trust Opening Balance csv each matter should have a single opening balance only. This tool does not support individual transactions or historical information.

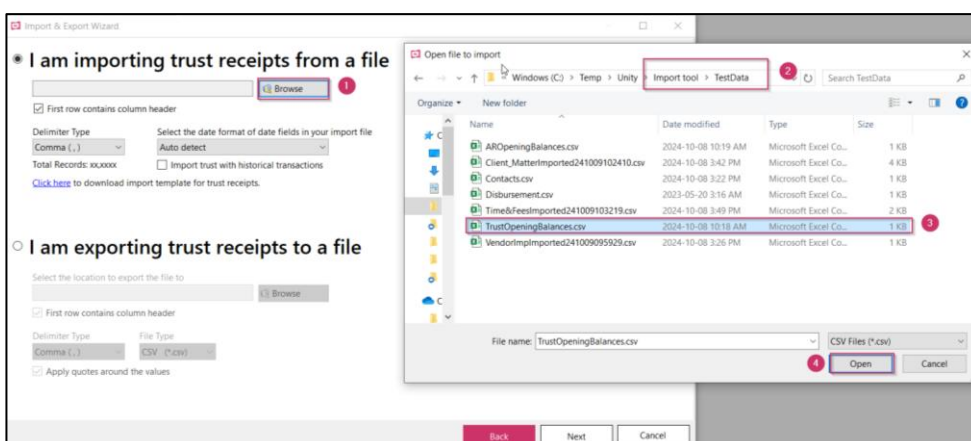


Figure 70 - Uploading Trust Receipts csv import file

6. Ensure that the *Importing fields* are mapped correctly to the *Unity Accounting fields*. The fields on the left are based on the headers in the csv and the fields on the right are the Unity Accounting fields. Once all fields are mapped, click **Next**.

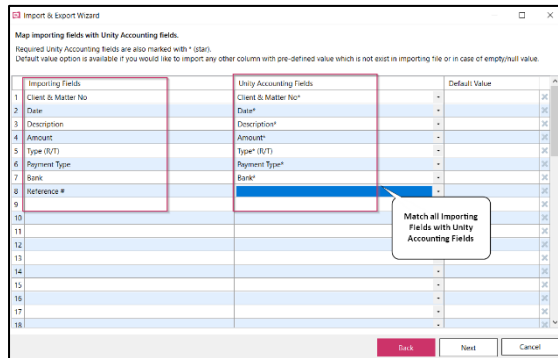


Figure 71 - Mapping Trust Receipts import fields to Unity Accounting fields

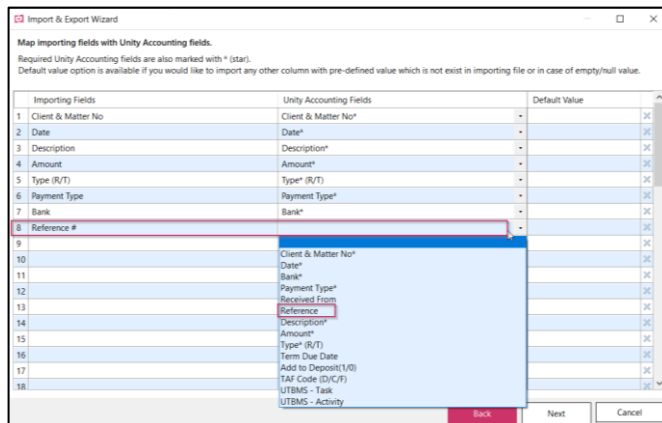


Figure 72 - Using dropdown function to map/update Unity Accounting fields

7. The next screen will confirm that all importing codes are mapped, missing codes will be highlighted in **red**. If there are entries in the import that are not mapped, use the dropdown function to map the codes before clicking **Next**. **Please Note:** If the payment type you want to map to does not exist in the drop down, you must close the wizard, add the payment type under the Lists Menu, and start again. Bank Accounts can be added to the Chart of Accounts under the Maintenance Menu.

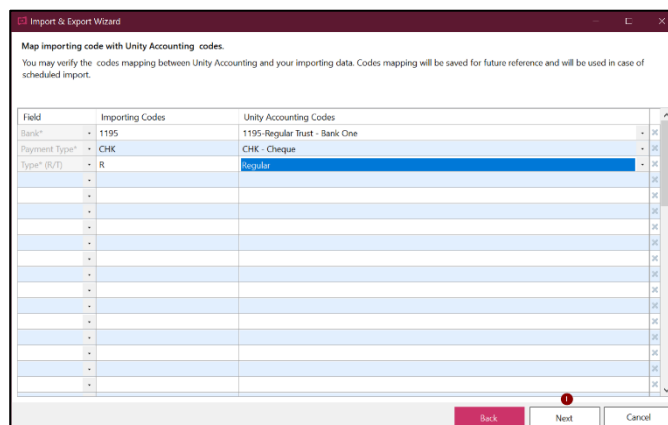
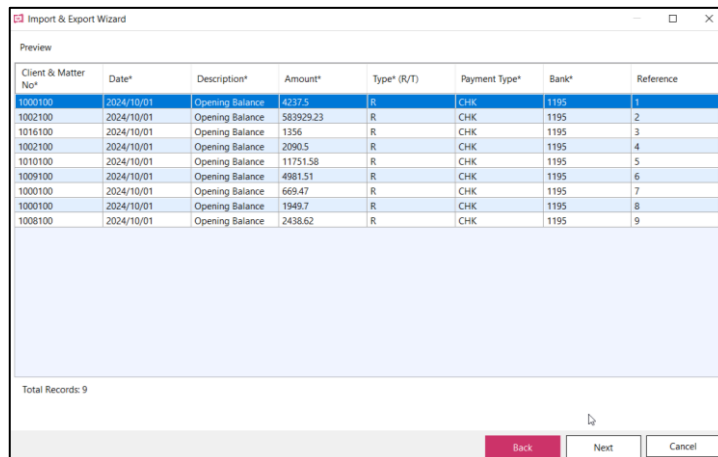


Figure 73 - Unity Accounting codes fully mapped

8. A preview of the data will be visible and click **Next** to proceed. If any errors are sighted in the preview, this should be corrected in the original csv and reuploaded.



Client & Matter No*	Date*	Description*	Amount*	Type* (R/T)	Payment Type*	Bank*	Reference
1000100	2024/10/01	Opening Balance	4237.5	R	CHK	1195	1
1002100	2024/10/01	Opening Balance	583929.23	R	CHK	1195	2
1016100	2024/10/01	Opening Balance	1356	R	CHK	1195	3
1002100	2024/10/01	Opening Balance	2090.5	R	CHK	1195	4
1010100	2024/10/01	Opening Balance	11751.58	R	CHK	1195	5
1009100	2024/10/01	Opening Balance	4981.51	R	CHK	1195	6
1000100	2024/10/01	Opening Balance	669.47	R	CHK	1195	7
1000100	2024/10/01	Opening Balance	1949.7	R	CHK	1195	8
1008100	2024/10/01	Opening Balance	2438.62	R	CHK	1195	9

Figure 74 – Trust Receipts import data preview

9. The next screen will default to **Import the trust receipts now** and click Finish to complete the import.

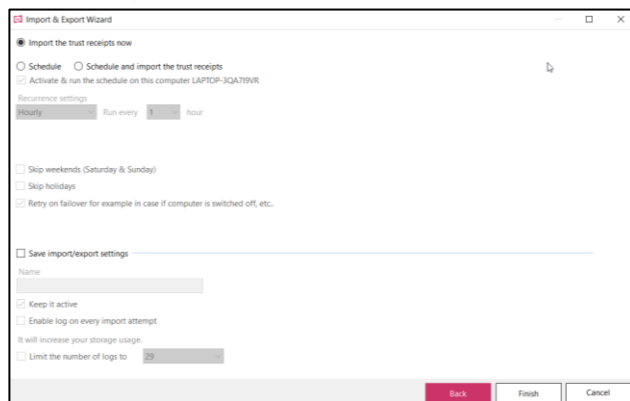


Figure 75 - Completing Trust Receipt import

10. The program will prompt **Data has been imported successfully**. Click **OK**.

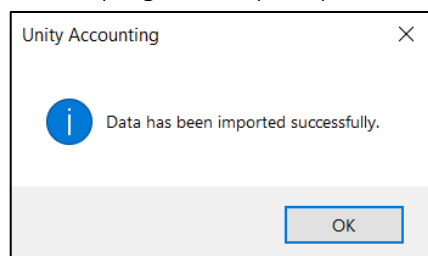


Figure 76 - Import success prompt

11. The imported Trust opening balances can be viewed in Unity Accounting under Reports – Trust Listing Report and under Clients and Matters - Trust.

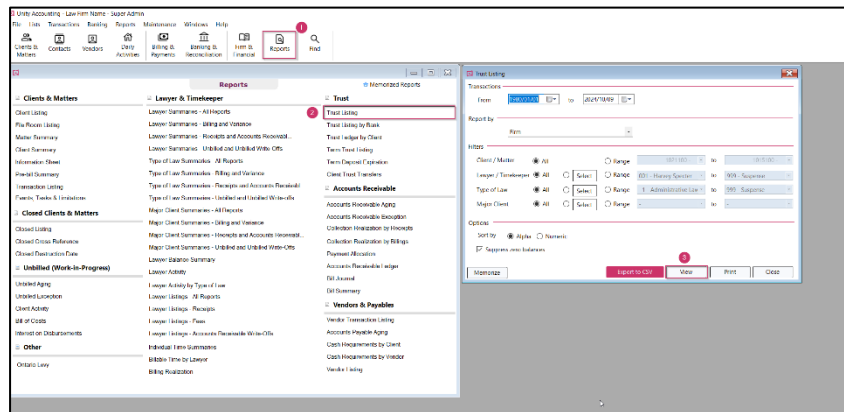


Figure 77 - Running Trust Listing

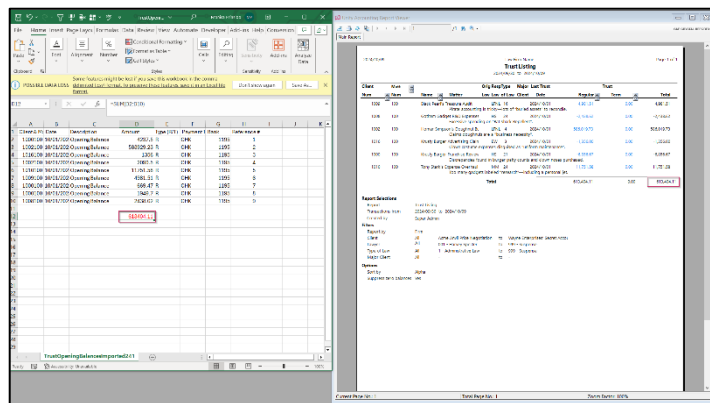


Figure 78 - Comparing Trust Listing Report total against csv import

5.7 IMPORTING ACCOUNTS RECEIVABLE

1. Launch Unity Accounting
2. Click on Files – Import and Export
3. Click on **Create import/export templates**

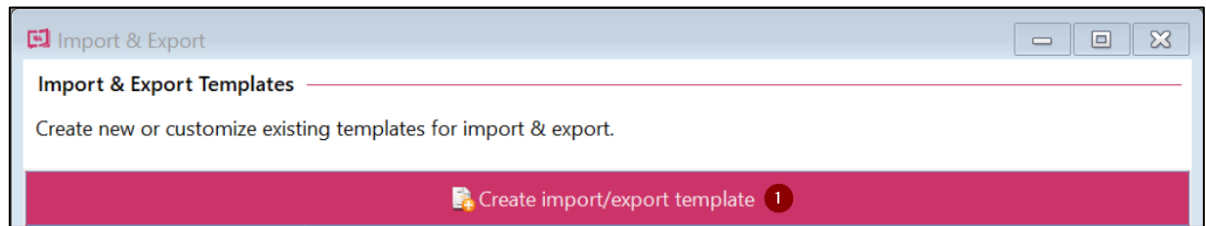


Figure 79 - Create Import Template

4. Select the import type **Bills (unpaid only)** and click **Next**

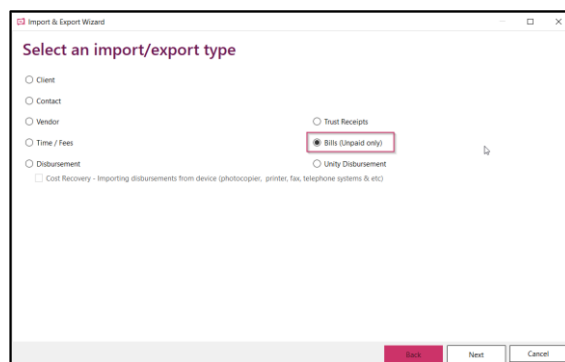


Figure 80 - Selecting Bills (Unpaid only) import type

5. I am importing bills from a file will be selected. Click **Browse** to upload the updated outstanding bills import csv sheet (containing the firm's Accounts Receivable opening balances with the correct headings) from your local drive. Ensure that Comma (,) is selected and click **Next**.

Please Note: In the csv each matter should have a single opening balance only. The tool does not cater for an invoice breakdown.

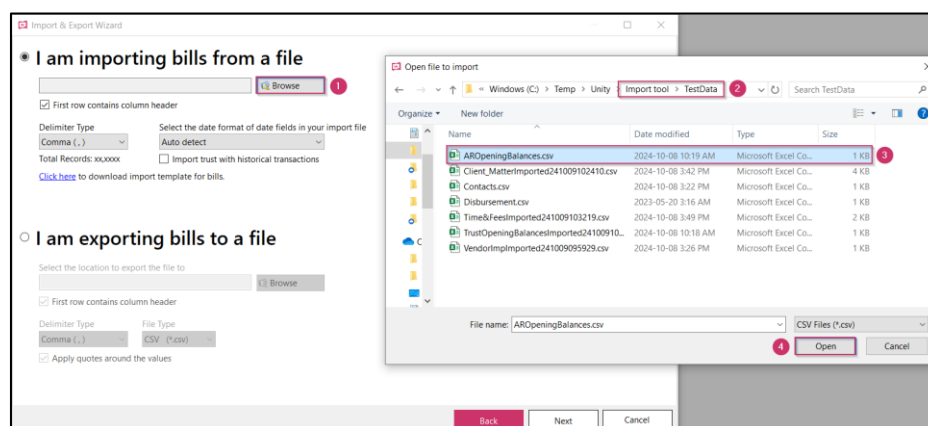


Figure 81 - Uploading Bills (Unpaid only) csv import file

6. Ensure that the *Importing fields* are mapped correctly to the *Unity Accounting fields*. The fields on the left are based on the headers in the csv and the fields on the right are the Unity Accounting fields. Once all fields are mapped, click **Next**.

Figure 82 - Mapping Bills (Unpaid only) import fields to Unity Accounting fields

Figure 83 - Using dropdown function to map/update Unity Accounting fields

Figure 84 - Fully mapped Unity Accounting fields

7. Click **Next**
8. A preview of the data will be visible and click **Next** to proceed. If any errors are sighted in the preview, this should be corrected in the original csv and reuploaded.

Import & Export Wizard

Preview

Client & Matter No*	Bill Date*	Bill/Ref Number	Fees Description	Fees*	Disbursement Description	Disbursement	Discount	SubTotal	TAX 1 (GST) Amount	TAX 2 (PST) Amount	Total Bill Amount
1002100	2024/08/01	1	Opening Ba...	2766.49	Opening Ba...	155.1	0	2777.79	101.67	0	2779.46
1002100	2024/08/01	2	Opening Ba...	2766.49	Opening Ba...	0	0	2766.49	0	0	2766.49
1016100	2024/08/01	3	Opening Ba...	530.5	Opening Ba...	338.22	0	868.72	68.97	0	937.69
1008100	2024/08/01	4	Opening Ba...	35	Opening Ba...	0	0	35	4.55	0	39.55
1010100	2024/08/01	5	Opening Ba...	350	Opening Ba...	81.6	0	431.6	47.01	0	478.61
1009100	2024/08/01	6	Opening Ba...	350	Opening Ba...	229.75	0	579.75	64.35	0	644.1

Total Records: 6

Back Next Cancel

Figure 85 – Bills (Unpaid only) import data preview

9. The next screen will default to **Import the bills now** and click Finish to complete the import.

Import & Export Wizard

Preview

Client & Matter No*	Bill Date*	Bill/Ref Number	Fees Description	Fees*	Disbursement Description	Disbursement	Discount	SubTotal	TAX 1 (GST) Amount	TAX 2 (PST) Amount	Total Bill Amount
1002100	2024/08/01	1	Opening Ba...	2766.49	Opening Ba...	155.1	0	2777.79	101.67	0	2779.46
1002100	2024/08/01	2	Opening Ba...	2766.49	Opening Ba...	0	0	2766.49	0	0	2766.49
1016100	2024/08/01	3	Opening Ba...	530.5	Opening Ba...	338.22	0	868.72	68.97	0	937.69
1008100	2024/08/01	4	Opening Ba...	35	Opening Ba...	0	0	35	4.55	0	39.55
1010100	2024/08/01	5	Opening Ba...	350	Opening Ba...	81.6	0	431.6	47.01	0	478.61
1009100	2024/08/01	6	Opening Ba...	350	Opening Ba...	229.75	0	579.75	64.35	0	644.1

Total Records: 6

Back Next Cancel

Figure 86 - Completing Bills (Unpaid only) import

10. The program will prompt **Data has been imported successfully**. Click OK.

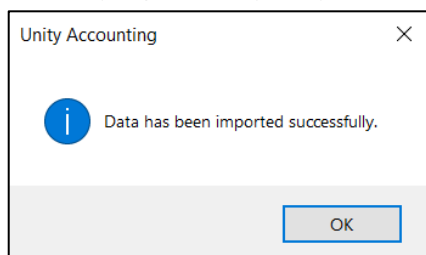


Figure 87 - Import success prompt

11. The imported Bills (Unpaid only) data can be viewed in Unity Accounting under Reports – Accounts Receivable Aging by Client and under Clients and Matters – Bills and Payments.

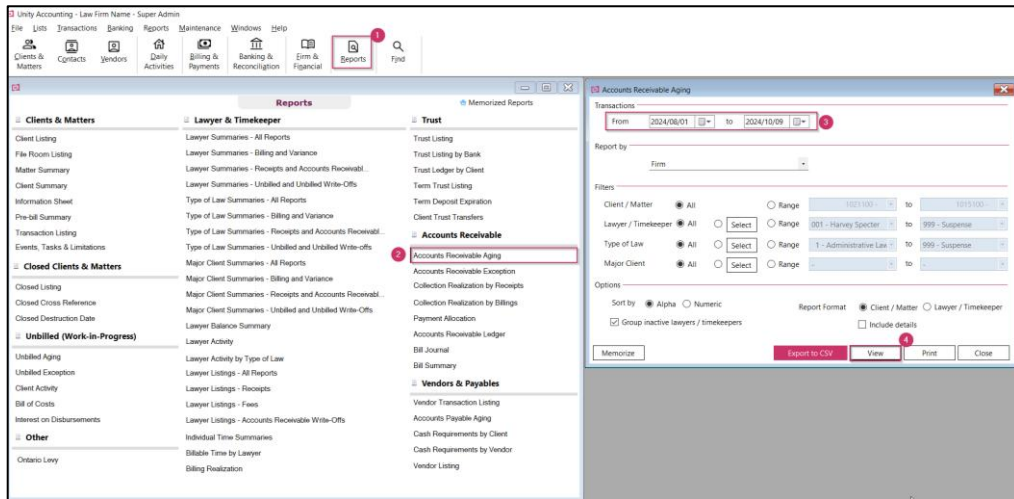


Figure 88 - Running Accounts Receivable Aging by Client Report

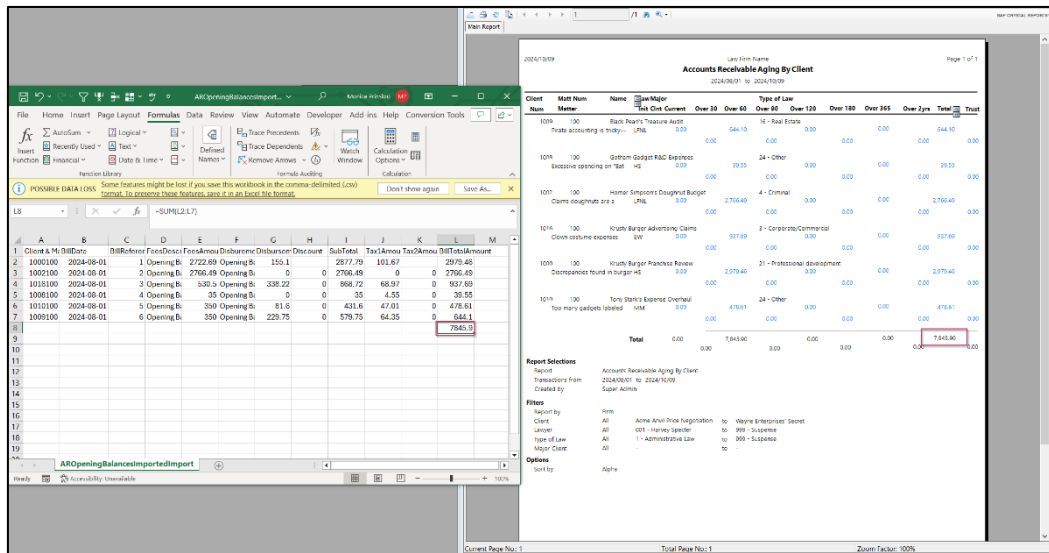


Figure 89 - Comparing Accounts Receivable Aging by Client Report total against csv import

5. APPENDIX A – DATA TYPE MAPPING FOR IMPORT SHEET

Please Note: fields marked with an asterisk (*) are mandatory.

Data contained in the Bold fields will have to be populated in Lists and/or Chart of Accounts BEFORE import

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 Ex
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

TABLE OF FIGURES

Figure 1 - Backup and Restore.....	4
Figure 2 - Backup Now.....	4
Figure 3 - Backup Date and Time.....	4
Figure 4 - Downloading Import Templates	5
Figure 5 - Create import template.....	6
Figure 6 - Selecting Import type	6
Figure 7 - Uploading Clients Import csv file.....	7
Figure 8 - Mapping Clients import fields to Unity Accounting fields	7
Figure 9 - Clients importing codes to be mapped with Unity Accounting codes	7
Figure 10 - Unity Accounting Code not mapped	8
Figure 11 – Client import data preview	8
Figure 12 - Completing clients import	8
Figure 13 - Import success prompt.....	8
Figure 14 - Imported Clients data.....	9
Figure 15 - Create import template.....	10
Figure 16 - Selecting Import type	10
Figure 17 - Uploading Contacts Import csv file.....	10
Figure 18 - Mapping Contacts import fields to Unity Accounting fields	11
Figure 19 - Unity Accounting column not mapped.....	11
Figure 20 - Mapping Contact import fields to Unity Accounting fields.....	11
Figure 21 - Fully Mapped Contact import fields	12
Figure 22 - Contacts importing codes to be mapped with Unity Accounting codes.....	12
Figure 23 - Mapping contacts importing codes with Unity Accounting codes	12
Figure 24 - Selecting Do not import those records if already exists.....	13
Figure 25 - Contact import data preview.....	13
Figure 26 - Completing contacts import.....	13
Figure 27 - Import success prompt.....	14
Figure 28 -Imported Contacts data	14
Figure 29 - Create Import Template	15
Figure 30 - Selecting vendor import type	15
Figure 31 - Uploading vendors csv file.....	15
Figure 32 - Mapping Vendors import fields to Unity Accounting fields.....	16
Figure 33 - Unity Accounting column not mapped.....	16
Figure 34 - Mapping Vendor import fields to Unity Accounting fields	16
Figure 35 - Fully mapped Unity Accounting fields	17
Figure 36 - Unity Accounting Codes not fully mapped	17
Figure 37 - Using dropdown function to map Unity Accounting codes	17
Figure 38 - Vendors import preview.....	18
Figure 39 - Completing vendor imports.....	18
Figure 40 - Import success prompt.....	18
Figure 41 - Imported Vendors data	19
Figure 42 - Create Import Template	20
Figure 43 - Selecting Time and Fees import type	20
Figure 44 - Uploading time/fee csv import file	20
Figure 45 - Mapping Time/Fees import fields to Unity Accounting fields	21
Figure 46 - Unity Accounting Codes not fully mapped	21
Figure 47 - Using dropdown function to map Unity Accounting codes	21

Figure 48 - Fully mapped Unity Accounting codes	22
Figure 49 - Time/Fees import data preview	22
Figure 50 - Time and fees invalid records excluded from import	22
Figure 51 - Time/ fees import data preview	23
Figure 52 - Completing time/fees import	23
Figure 53 - Import success prompt.....	23
Figure 54 - Imported time /fees data on matter	24
Figure 55 - Running Unbilled Ageing to view imported time/fees.....	24
Figure 56 – Comparing Unbilled Aging by Client total against csv import	24
Figure 57 - Create Import Template	25
Figure 58 - Selecting Disbursement import type	25
Figure 59 - Uploading disbursement csv import file.....	25
Figure 60 - Mapping Time/Fees import fields to Unity Accounting fields	26
Figure 61 - Unity Accounting Disbursement codes fully mapped.....	26
Figure 62 - Using dropdown function to change/update Unity Accounting Disbursement codes	27
Figure 63 - Disbursement import data preview.....	27
Figure 64 - Completing disbursement import	27
Figure 65 - Import success prompt.....	27
Figure 66 – Running Unbilled Aging to view imported disbursements.....	28
Figure 67 - Comparing Unbilled Aging by Client Report total against csv import	28
Figure 68 - Create Import Template	29
Figure 69 - Selecting Trust Receipts import type.....	29
Figure 70 - Uploading Trust Receipts csv import file	29
Figure 71 - Mapping Trust Receipts import fields to Unity Accounting fields	30
Figure 72 - Using dropdown function to map/update Unity Accounting fields.....	30
Figure 73 - Unity Accounting codes fully mapped	30
Figure 74 – Trust Receipts import data preview.....	31
Figure 75 - Completing Trust Receipt import	31
Figure 76 - Import success prompt.....	31
Figure 77 - Running Trust Listing	32
Figure 78 - Comparing Trust Listing Report total against csv import.....	32
Figure 79 - Create Import Template	33
Figure 80 - Selecting Bills (Unpaid only) import type.....	33
Figure 81 - Uploading Bills (Unpaid only) csv import file	33
Figure 82 - Mapping Bills (Unpaid only) import fields to Unity Accounting fields	34
Figure 83 - Using dropdown function to map/update Unity Accounting fields	34
Figure 84 - Fully mapped Unity Accounting fields	34
Figure 85 – Bills (Unpaid only) import data preview	35
Figure 86 - Completing Bills (Unpaid only) import.....	35
Figure 87 - Import success prompt.....	35
Figure 88 - Running Accounts Receivable Aging by Client Report	36
Figure 89 - Comparing Accounts Receivable Aging by Client Report total against csv import	36