ESILaw® for DOS v 8/9/10
Data Conversion Information Sheet

What Gets Converted
We can convert your ESILaw data automatically to PCLaw to make the transition between systems much easier. We will convert the client names and addresses, the accounts receivable balances, detailed work in process, and trust funds into PCLaw without any data entry on your part. Please note that our conversion is for ESILaw for DOS version 8 and higher only. If you are using an earlier version of ESILaw, please discuss this with a member of our Conversion Department before booking your conversion. If you are using ESILaw for Windows, please call our Conversion Department and request the ESIWin Data Conversion Information Sheet.

Client Information
Your ESI client numbers will be converted into the PCLaw matter number.

Client Name
Your existing system does not have separate fields for First and Last name, as PCLaw does. We will do our best to determine whether the name is a company or an individual, by searching for key words such as Ltd. and Inc. If one of these key words exists in the client name, the conversion will put the entire name into the Firm Name field in PCLaw, and will set the client as a corporation. Otherwise, the conversion will split the name into First and Last name and set the client as a person.

This method is not always perfect and some corporate clients names may be broken up into the First and Last name fields. To correct this, you will have to edit the name manually after you receive your converted PCLaw data.

Matching Address Fields
Because the address fields in your existing system do not correspond exactly to those in PCLaw (Address 1, Address 2, City, State/Province, Zip/Postal Code, and Attention), we will attempt to fit the address information into the fields using a series of logical rules.

These rules may not handle every address perfectly, therefore you may have to correct some addresses after the converted data is returned to you.

Accounts Receivable
Detailed invoice information will be converted. Sequential numbers will be assigned to invoices starting with 1.
In cases where you have done manual billing, it will be necessary to make some additional entries in PCLaw to make the Client Ledger agree to ESILaw.
In cases where a bill is produced on the same matter from PCLaw, it will be necessary to edit the bill to remove items that have already been billed.

**Work in Process.**
Detail of all unbilled time and disbursements will be brought forward into PCLaw.

**Disbursements after Start-Up Date**
We strongly recommend that you cut off data entry in your current system on the last day of a month.

Disbursements dated after the PCLaw start-up date will be posted to the suspense account in the General Ledger. This will require a journal entry at month end to reallocate these expenses.

**Vendors**
Vendor Names and Addresses, etc. will be converted.

No payable information will be converted. However, payables that are related to matters and are unbilled will be recorded on the client’s ledger as unbilled disbursements.

**When Should You Convert?**
Because ESILaw posts entries to the general ledger in the last open month, even if they are dated after the month end, and PCLaw posts entries to the general ledger on the entry date, it is imperative that you stop making entries in ESILaw on the last day of a month.

If you do not, you will have a great deal of difficulty making your general ledger opening balances, because items will get posted to the general ledger in one month in ESILaw, and again in the next month in PCLaw.

If you have any post-dated entries in ESILaw, it will be necessary to make manual adjustments for these when entering the general ledger opening balances into PCLaw.

**General Ledger Considerations**
There are differences between PCLaw and ESILaw in the way they post to the general ledger. The most prevalent of these are:

GST - PCLaw keeps one general ledger account with the net amount of GST payable, all input tax credits, billings, and remittances are recorded in the same GL account, so it will be necessary for you to calculate the net amount of your ESILaw GST accounts and record that figure in the PCLaw GST account.
WIP Fees - PCLaw does not post unbilled fees to the general ledger, because fee entry does not represent an actual earned income. PCLaw records income when you create a bill. You will have to leave this amount out of your opening balances, and adjust the equity to compensate for this.

PCLaw requires a fee account in the general ledger every timekeeper. We will create a fee account for each timekeeper during the conversion.

**Before starting the Conversion**

The following items must be set correctly in ESILaw before you send the data in for conversion. They are essential for proper conversion. Please ensure that you carefully follow all of these steps:

In **GL - Master Maintenance**, you must make sure that all trust bank accounts are marked with a T and all general bank accounts are marked with a G in the Trust Bank field (number 10). Please note that PCLaw considers petty cash to be a general bank account, so it should also be marked with G.

Go into **System - Utilities - Client Rebuild**

Go into **System - Control Accounts Setup** and make sure that all items have an appropriate GL account assigned to them. It is very important that a Suspense account is not assigned to Accounts Payable, even if you do not use the Accounts Payable portion of ESILaw.

In **File - Lawyer** you must make sure that all the partners, and only the partners, have a valid GL specified for G/L Revenue # (field 6).

Do a fee billing for all outstanding pre-bills and run “Purge Billed Pre-Bills”.

Choose the Mark or Unmark Pre-bill File on the open item menu and unmark all transactions in the pre-bill file.

**GENERAL INFORMATION**

**When you get your converted data back**

It is **very important** that before you do any data entry into PCLaw, you check the converted data thoroughly. **This is the most important part of the conversion process.** Check if we converted the following items laid out in this document (If it applies to your conversion):

- Client names and addresses
- Matter information and transactions
- Vendor names and addresses
- Totals of Work in Progress, Accounts Receivable, Retainers and Trust
- Contact names and addresses
- Calendar and ToDo entries

If you have any questions about the converted data, contact the conversion department as soon as possible to resolve the issue.
Checking the database at this stage will allow us to make corrections is necessary, before any data entry.

**General Ledger**

General Ledger Information is not converted. We will provide you with the PCLaw standard chart of accounts. The balances of your general ledger accounts can be entered into PCLaw as a single entry.

**Action Required After Conversion:**
Once you are satisfied that we converted your PCLaw data as expected, you can enter these balances. Simply go into the PCLaw data entry option called G/L Opening Balances and enter each G/L account and its corresponding balance from the Trial Balance report on your current system.

**Timing**
The best time to do your conversion is at the end of a month. PCLaw must start your general ledger as of the first day of a month. The best scenario for doing the conversion is for you to enter **ALL** data for the current month into your old system, and not enter any information for the next month. Send the data to our Data Conversion Department as soon as possible after the month-end. Most conversions take between five and seven business days (plus shipping time).

**Action Required After Conversion:** If you have done data entry in your old system after sending your data to us for conversion, you will have to enter the same transactions manually in PCLaw after we return the converted data, and after you have checked that it is converted as expected.

Please make arrangements with a member of our Conversion Department as soon as you know when you would like to have the conversion done, and confirm one week in advance what day the data will arrive at our office.

If you choose not to perform the conversion at the end of a month, client disbursements you have entered for the next month will be posted to suspense in the general ledger. This will require a journal entry at month end to reallocate these expenses. As well, non-client related accounting entries are not converted; entries done in for the period after the conversion date will have to be re-entered into PCLaw.

**What we need from you**
To do the data conversion, unless there is something to the contrary earlier in the document, we require a copy of your data files or data extractions. We can support backups on CD-R / CD-RW and DVD+RW.

We also offer a secure Client File Transfer site on the internet. If you would like to use this service to send your data to us, please ask your data conversion representative to set up a serial number and password for you.
Where to send your data

We do data conversions in our Markham office:

LexisNexis Practice Management Inc.
123 Commerce Valley Drive East
Suite 310
Markham, Ontario
Canada
L3T 7W8

When to get your PCLaw software

You should arrange with our Sales Department to get the appropriate software for your firm. It is important that you order a version of PCLawPro/PCLaw that will accommodate all the active timekeepers you have in your existing system. We recommend that you obtain the software at least one month in advance of the scheduled conversion date, to allow your staff to go through the tutorial and learn how to use PCLaw so that you will be ready to go when you receive your converted data.

DO NOT enter any real data into PCLaw during this period. When you receive the converted data, it will be a complete PCLaw data set, and any existing data will be overwritten.

Payment

Our Conversion Department will provide you with a firm price prior to the conversion date. Payment for the conversion, by cheque (payable to LexisNexis - PCLaw) or major credit card, must accompany the data when it is sent in for conversion, unless other arrangements have been made with a member of our Sales Department, or one of our authorized dealers, in advance. Please note that although LexisNexis - PCLaw offers a 60-day money back guarantee on the PCLaw software, this does not apply to data conversions. All payments for data conversions are non-refundable, as a member of our staff will already have performed the work.

Questions

If you have any questions about anything in this document, or any aspect of converting your data, please contact our Conversion Department at (800) 387-9785. If you have questions relating to the version or configuration of PCLawPro/PCLaw that you require please contact our Sales Department at the same telephone number.

All product names are trademarks or registered trademarks of their respective corporations.
ESILaw® Data Conversion Requirements

Please fill out this two-page form and return it along with your data. Please include a copy of your firm’s letterhead for correct spelling of you firm name, address, etc.

Firm Name: _____________________________________________________________
Contact Person at your firm: ____________________________ Tel: ________________

System Start-up Date (must be the first day of a month): __________________________
NOTE: No data can be entered into PCLaw prior to this date. Any data entered into your existing system after this date will have to be re-entered into PCLaw.

Type of Firm:        ☐ Sole Practitioner        ☐ Partnership        ☐ Corporation
Type of Accounting: ☐ Cash        ☐ Modified Cash        ☐ Accrual

Taxes:           GST: Fees _____%  Disb._____%  Sales Tax: Fees _____%  Disb._____%
Balances:    A/R: __________________ Trust: __________________

WIP Fees: __________________ WIP Disb: __________________

Payment Method:
☐ Paid at Time of Purchase
☐ Cheque Enclosed
☐ Visa                     Card No.:______________________________
☐ MasterCard               Expiry Date: ________/_______ (YYYY/MM)
☐ American Express         Name on Card: _________________________
☐ Discover

I have read the above conversion specifications and I hereby authorize you to perform the conversion of our data. I acknowledge that payment for this data conversion is not covered by LexisNexis - PCLaw’s 60-day money back policy, and is 100% non-refundable.

__________________________________________  ___________________________________
Name (please print)                      Signature
Lawyers / Timekeepers

In PCLaw, the number of active timekeepers should not exceed the license you purchase. However, you can have inactive timekeepers that do not count toward the total number of timekeepers. Inactive timekeepers will show up on reports and allow you to collect fees on outstanding invoices, but no new entries can be made to an inactive timekeeper.

On the chart below, please list all timekeepers that you would like to have brought into your PCLaw system as either active or inactive. Timekeepers that are in your current system and are not listed below will be lumped together into a timekeeper called “Inactive Timekeepers”.

Generally, people for whom there are still have outstanding collections, or you want to have them shown individually on reports should be listed. People who have been gone so long, and their information is no longer relevant may be omitted.

<table>
<thead>
<tr>
<th>ID in current system</th>
<th>Timekeeper Name</th>
<th>ID in PCLaw</th>
<th>Partner (✓)</th>
<th>Inactive (✓)</th>
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