UNITY® PRACTICE MANAGEMENT & UNITY® ACCOUNTING
ADMINISTRATOR'S INTEGRATION GUIDE

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Unity® Practice Management and Unity® Accounting

ADMINISTRATOR INTEGRATION GUIDE

Unity® Practice Management and Unity® Accounting are now fully integrated for streamlined fee and disbursement transfer. Now, with just a few clicks, all your Unity® fees and disbursements will flow directly into Unity® Accounting in real time, meaning you no longer need to export or import files.

View this guide on how to set up your connection between Unity® Practice Management and Unity® Accounting.

1. UNITY® SETUP

1.1. ADMINISTRATION - CONVEYANCER CONFIGURATION - STATEMENT OF ACCOUNT

In Unity® Practice Management matters, the Unity® Accounting related items are entered into the **Statement of Account** to reflect correctly into documents, forms and exported files.

To select Unity ® Accounting as the Accounting Software and to ensure your settings are to your liking, follow the instructions in this section to set up your integration flow.
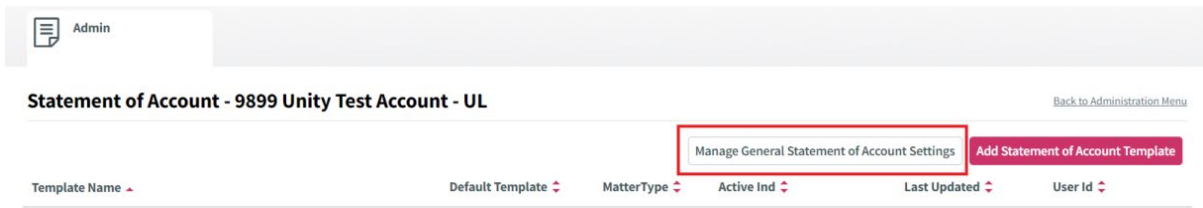
Manage General Statement of Account Settings

a) In Unity® Practice Management, navigate to the gear icon, representing the 'Admin Settings'. The gear will not appear if you are not an admin or billing user.
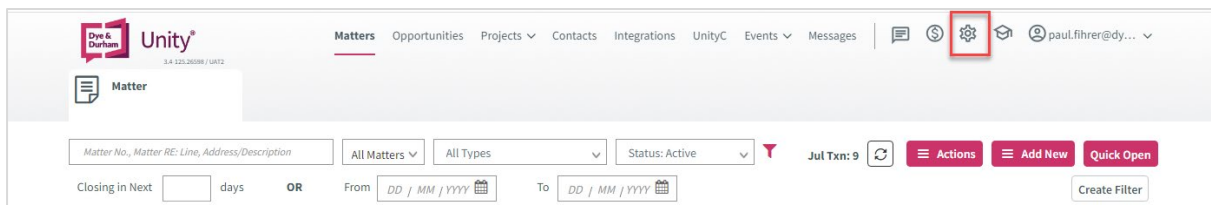

b) Click the 'Statement of Account' settings link.
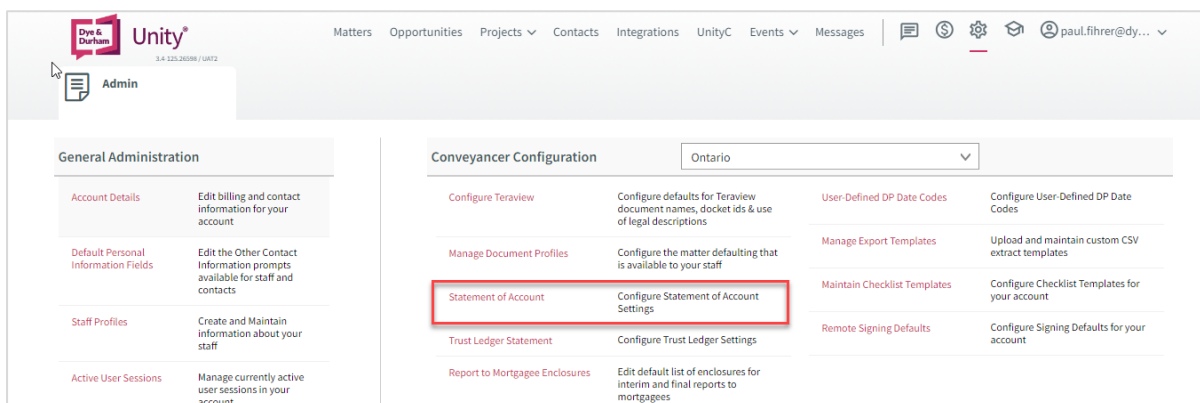
c) Click the 'Manage General Statement of Account Settings' button to open the 'Statement of Account' window.

Statement of Account Window Settings

Once you have reached the Statement of Account settings window, you can make adjustments to the settings as needed. The main settings we will cover are:
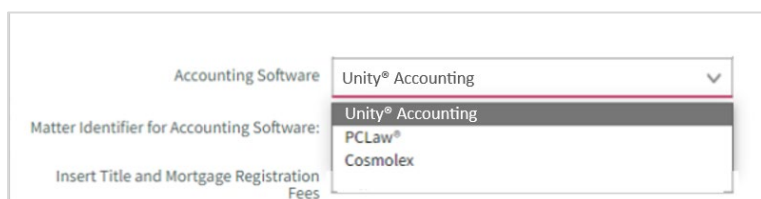
- Accounting Software
- Matter Identifier for Accounting Software, and
- Manage Accounting Software Codes
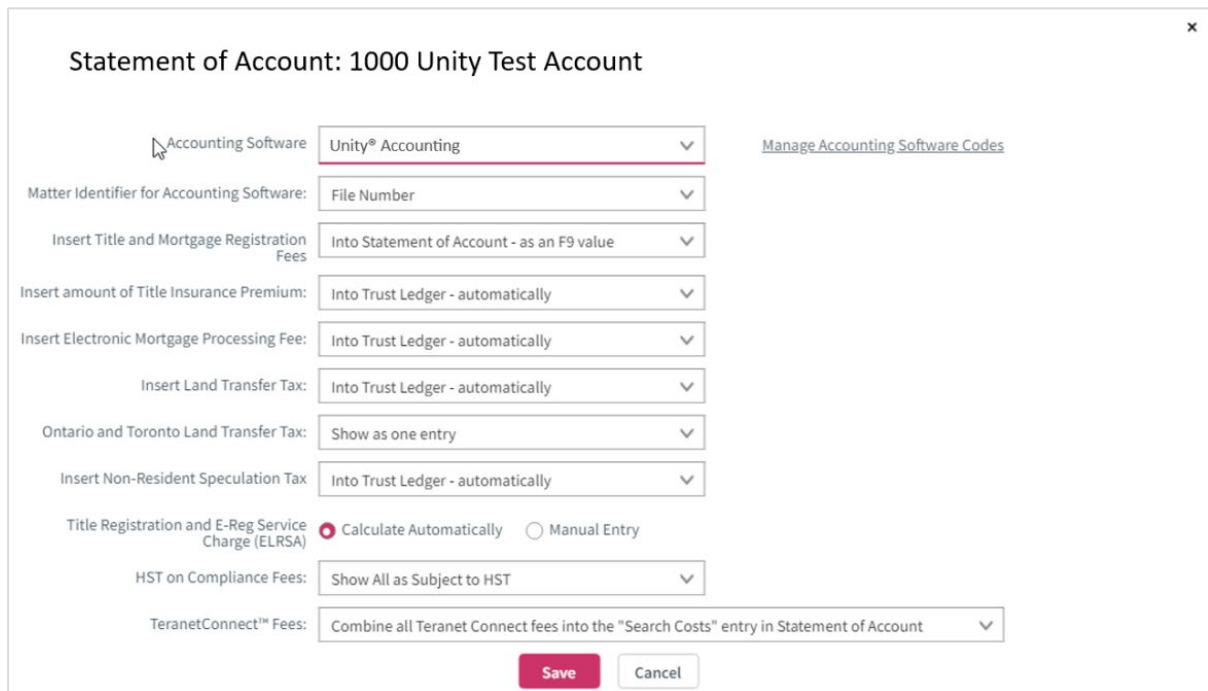
Accounting Software

Select from the *Accounting Software* field to have the correct Unity® Accounting codes and data to automatically be applied to the Matter's Statement of Account tab when needed.

a) Select '*Unity® Accounting*' from the '*Accounting Software*' pick list field

Matter Identifier for Accounting Software

The '*Matter identifier for Accounting Software'* field allows you the choice of the matter identifier to be used when Unity® Practice Management prepares the Exporting Accounting file.

a) Select your preference from the '*Matter identifier for Accounting Software*' picklist field

b) Save the page to retain any changes

Manage Accounting Software Codes

This section allows you to view and manage the 'General Ledger Accounts' and the 'Explanation Listings' for the Unity® Accounting "Accounting Software" selection so that the appropriate GL accounts can be assigned to a Statement of Account item for Unity® Accounting.

a) From the Statement of Account window, click the 'Manage Accounting Software Codes' link to open the 'Manage G/L Accounting Codes' window.

b) From there, you will have two radio buttons to select from: 'General Ledger Accounts' and 'Explanation Listings'. Ensure all your explanations, codes and G/L numbers are correct. *(Note: 'General Ledger Accounts' and the 'Explanation Listings' are set up as they are in Unity® Accounting).*

- o   Select the 'Explanation Listings' button to:
     i)   View the details of the current explanation listings.
     ii)   Add a new explanation listing using the top right pink button.
     iii) Use the burger menu ≡ icon to select either to delete entries for G/L Codes (i.e., disbursement & fee items)

1.2. CONFIGURATION - STATEMENT OF ACCOUNT - TEMPLATES

Viewing and Editing The 'Statement of Account' Templates

Use the 'gear' icon to open Admin Settings and then navigate to **Conveyancer Configuration →** **Statement of Account**. From the template list, select an existing Statement of Account template to view and edit a template:

a)   Locate the template and *double-click* the name of the template **or** *click* the template's 'burger menu' ≡ icon to open the template.

b) If you created or edited items in your 'Explanation Listings' from the previous section, replace the 'Accounting Codes' with the new ones you created.

c) Select an item to edit any 'Accounting Code' and select from a predefined list
   o Edit an existing item or add Fees if necessary
   o Edit an existing item or add Disbursements if necessary

Edit Statement of Account Template ✕

Template Name	Purchase - All-Inclusive Price
Matter Type	Purchase

☐ Default template?

Is template active? Yes

☑ Calculate fee based on all-inclusive price of $2,500.00

| Move Up | Move Down | Reset |

☑ Statement of Account to show separate fee for each new mortgage

Description		Amount	Accounting Code
Fees			
Fee for acting on purchase transaction	☰	$1,450.00	
Fee re each mortgage arranged on purchase	☰	$350.00	
Discount	☰	$0.00	
Disbursement - Subject to HST			
Search Costs	☰	$50.00	5550 {Searches}
Integrated Search Usage Charge	☰	Calculated	
Execution Certificate	☰	$0.00	5550 {Searches}
All Compliance Letters Subject to HST	☰	Calculated	
Subsearch	☰	$0.00	5550 {Searches}
Postage	☰	$10.00	5530 {Postage Expense}
Photocopies	☰	$25.00	5390 {Secretarial Services}

| Save | Cancel |

d) Save the page once you have made any necessary changes

NOTE:

The Unity® exported Accounting Codes will match the firm's disbursement code list in Unity® Accounting.

To view the Disbursement Codes in Unity® Accounting, go to **Lists → Disbursement Codes.**

UNITY® ACCOUNTING DISBURSEMENT CODES LIST

New 'Statement of Account' Template

To create a new Statement of Account Template, use the the 'gear' icon to open **Admin Settings** and then navigate to **Conveyancer Configuration → Statement of Account**.

> a) Then click on the pink '*Add Statement of Account Template*' button on the top right.

> b) Once the new window appears, enter as needed:
> o The Template Name
> o Select the Matter Type
> o Check 'Default template (if this is the default template)
> o Check Calculate fee based on all-inclusive price (if applicable)

> c) Add the Fee items.
> d) Add the Disbursement items and select the corresponding Accounting Code

Fees

| Our Fee for acting on Purchase transaction | ☰ | $0.00 | |

Disbursement - Subject to HST

| | ☰ | $0.00 | ⌄ |

5420 {Utilities}
5500 {Delivery Expense}
5501 {Delivery Recovery}
5510 {Fax Expense}
5511 {Fax Recovery}
5520 {Photocopy Expense}
5521 {Photocopy Recovery}
5530 {Postage Expense}
5531 {Postage Recovery}
5540 {Telephone Expense}
5541 {Telephone Recovery}
5550 {Searches}
5551 {Trial Costs}
5560 {Client Advances}
5561 {Outside Professionals}
5770 {Trans Levy Expense}
5900 {Cash Payment Write Up/Down}
9999 {Suspense}
null {null}

Disbursement - Not Subject to HST

| | ☰ | | |

e) Now, the Unity® exported Accounting Codes will match the firm's Unity® Accounting Disbursement Code List.

f) Save the new Template to have it added to the Statement of Account template list.