



Unity[®]

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

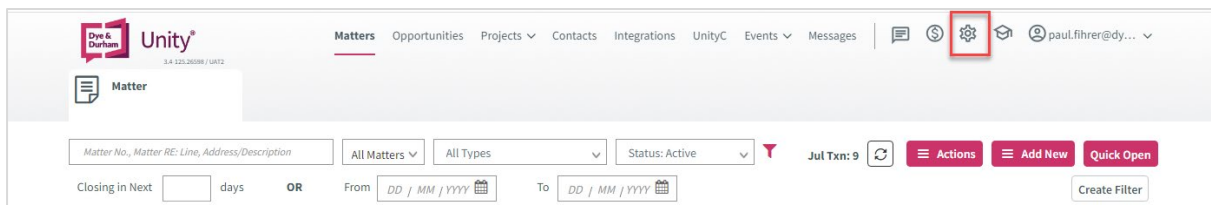
1.1. ADMINISTRATION - CONVEYANCER CONFIGURATION - STATEMENT OF ACCOUNT

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.

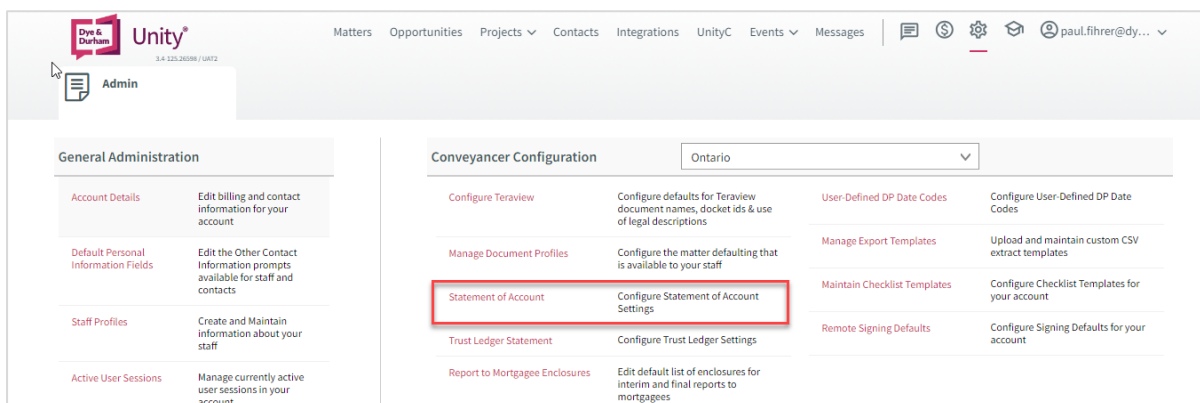
To select Unity® Accounting as the Accounting Software and to ensure your settings are to your liking, follow the instructions in this section to set up your integration flow.

Manage General Statement of Account Settings

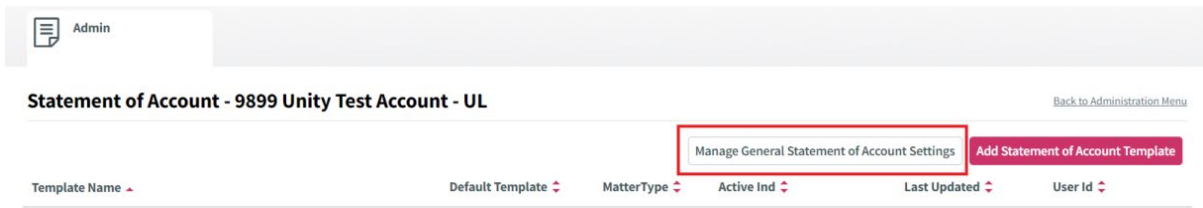
- a) In Unity® Practice Management, navigate to the gear icon, representing the 'Admin Settings'. The gear will not appear if you are not an admin or billing user.



- b) Click the 'Statement of Account' settings link.



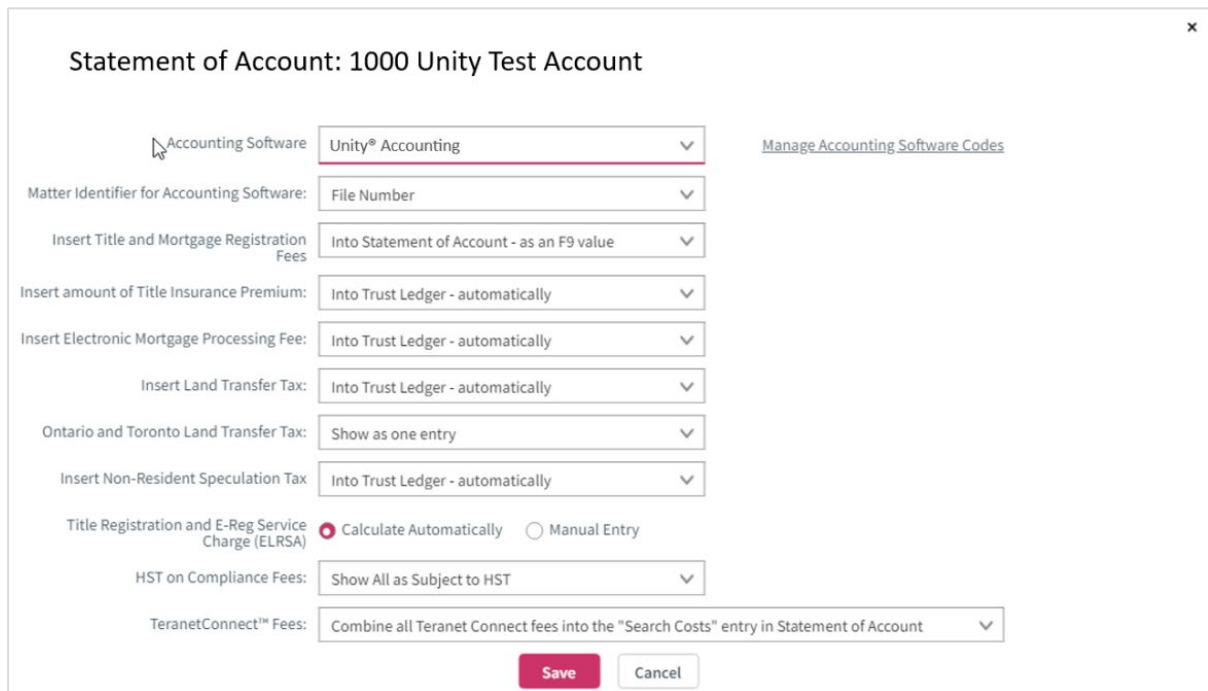
- c) Click the 'Manage General Statement of Account Settings' button to open the 'Statement of Account' window.



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:

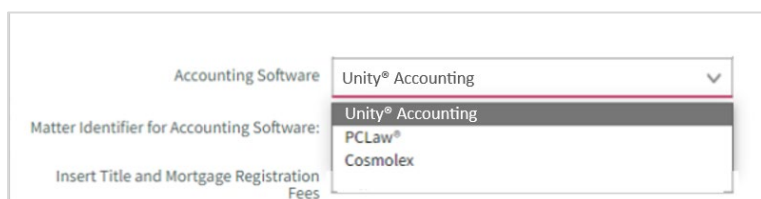
- Accounting Software
- Matter Identifier for Accounting Software, and
- Manage Accounting Software Codes



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

Matter Identifier for Accounting Software: Accounting Number

Insert Title and Mortgage Registration Fees: File Number

Insert amount of Title Insurance Premium: Matter Number

Accounting Number

- 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.

Statement of Account: 1000 Unity Test Account

Accounting Software: Unity® Accounting

Matter Identifier for Accounting Software: File Number

Insert Title and Mortgage Registration Fees: Into Statement of Account - as an F9 value

Insert amount of Title Insurance Premium: Into Trust Ledger - automatically

Insert Electronic Mortgage Processing Fee: Into Trust Ledger - automatically

Insert Land Transfer Tax: Into Trust Ledger - automatically

Ontario and Toronto Land Transfer Tax: Show as one entry

Insert Non-Resident Speculation Tax: Into Trust Ledger - automatically

Title Registration and E-Reg Service Charge (ELRSA): Calculate Automatically Manual Entry

HST on Compliance Fees: Show All as Subject to HST

TeranetConnect™ Fees: Combine all Teranet Connect fees into the "Search Costs" entry in Statement of Account

Save Cancel

- 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).

Manage GL Accounting Codes

General Ledger Accounts Explanation Listings

Add an Explanation Listing Item

Code	Explanation	G/L Acct Num	Sum.
20	Court Costs	≡ 5210	
40	Application for Subdivision	≡ 5010	
50	Personal Property Registry	≡ 5205	
80	Test	≡ 5160	Testtestest

OK Cancel

- 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:

The screenshot shows the Unity Accounting Administrator interface. At the top, there's a navigation bar with 'Admin' and various settings icons. Below that, the page title is 'Statement of Account - 1000 Unity Test Account'. There are two buttons: 'Manage General Statement of Account Settings' and 'Add Statement of Account Template'. The main content is a table with the following data:

Template Name	Default Template	MatterType	Active Ind	Last Updated	User Id
DISCHARGE	☰ Yes	DISCHARGE	Yes	Oct 7, 2022	
MORTGAGE	☰ Yes	MORTGAGE	Yes	May 26, 2023	serghei
PURCHASE	☰ Yes	PURCHASE	Yes	Jul 4, 2023	serghei
SALE	☰ Yes	SALE	Yes	May 26, 2023	serghei

The 'PURCHASE' row is highlighted, and a red box highlights the 'burger menu' icon (☰) which has been clicked, opening a dropdown menu with 'Open' and 'Copy Template' options.

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

The screenshot shows the 'Edit Statement of Account Template' form. The form has the following fields and sections:

- 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
- Statement of Account to show separate fee for each new mortgage:
- Buttons: Move Up, Move Down, Reset
- Table of Fees and Disbursements:

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)

Buttons: Save, Cancel

- 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:

Matter Type:

Default template?

Is template active?:

Calculate fee based on all-inclusive price of

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	<input type="text" value="5550 (Searches)"/>
Integrated Search Usage Charge	Calculated	<input type="text"/>
Execution Certificate	\$0.00	<input type="text" value="5550 (Searches)"/>
All Compliance Letters Subject to HST	Calculated	<input type="text"/>
Subsearch	\$0.00	<input type="text" value="5550 (Searches)"/>
Postage	\$10.00	<input type="text" value="5530 (Postage Expense)"/>
Photocopies	\$25.00	<input type="text" value="5390 (Secretarial Services)"/>

- 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

Code	Description	Type	G/L Account	GST/HST on Purchases	PST on Purchases	GST/HST on Billings	PST on Billings	Rate	Active
10		Standard		Yes	No	Yes	No	0.00	Yes
1	Client Cost Advanced	Standard	6030	No	No	No	No	0.00	Yes
2	Long Distance Telephone	Standard	5265	No	No	No	No	0.00	Yes
3	NSF	Freed Rate	5265	No	No	No	No	15.00	Yes
5	Interest	Standard	4010	No	No	No	No	0.00	Yes
10	Opening File Costs	Standard	5202	No	No	Yes	No	0.00	Yes
11	Accident Reports	Standard	5205	Yes	No	Yes	No	0.00	Yes
12	Manager Certificate	Standard	5265	No	No	No	No	0.00	Yes
15	E-Health Certificate Request	Standard	5265	No	No	No	No	0.00	Yes
20	Court Costs	Standard	5210	Yes	No	Yes	No	0.00	Yes
25	GC	Standard	5210	Yes	Yes	Yes	Yes	0.00	Yes
26	RealWeb	Custom Rate	5265	No	No	No	No	0.00	Yes
30	Tax Certificate	Standard	5265	No	No	No	No	0.00	Yes
35	First Canadian Title	Standard	5265	No	No	No	No	0.00	Yes
37	Real Estate - old process	Standard	5265	No	No	No	No	0.00	Yes
40	Application for Subdivision	Standard	5010	Yes	No	No	No	0.00	Yes
45	Sheriff's Fees	Standard	5255	No	No	Yes	No	0.00	Yes
50	Personal Property Registry	Standard	5205	No	No	No	No	0.00	Yes
55	Minister of Finance	Standard	5205	Yes	No	No	No	0.00	Yes
60	Department of Health	Standard		No	No	No	No	0.00	Yes
65	Court Reporter Transcripts	Standard	5208	Yes	No	Yes	No	0.00	Yes
70	Process Server	Standard	5225	No	No	No	No	0.00	Yes
75	Carwell Law Research	Standard	5275	No	No	No	No	0.00	Yes
76	Medical Report	Standard	5225	Yes	Yes	Yes	No	0.00	Yes
77	CSRS search	Standard	5208	Yes	No	Yes	No	0.00	Yes
80	Bob Stocks time	Standard	5205	Yes	No	Yes	No	0.00	Yes
81	Photocopying/ printing - Gov't	Standard	5230	No	No	No	No	0.00	Yes
82	Courier - Gov't	Standard	5225	No	No	No	No	0.00	Yes
83	Long Distance - Gov't	Standard	5240	No	No	No	No	0.00	Yes
84	Postage - Gov't	Standard	5235	No	No	No	No	0.00	Yes
85	Other Charge - Paralegal	Standard	4050	No	No	Yes	No	0.00	Yes
86	Facsimile - Gov't	Standard	5250	No	No	No	No	0.00	Yes
87	File Closure Fee	Standard	5265	Yes	No	Yes	No	0.00	Yes
88	Scanning	Standard	5228	No	No	Yes	No	0.00	Yes
89	Emailing	Standard	5229	Yes	No	Yes	No	0.00	Yes
90	Courier	Standard	5225	Yes	Yes	Yes	Yes	0.00	Yes
91	Photocopying Charges	Standard	5230	No	No	Yes	No	0.00	Yes
92	Long Distance	Standard	5240	No	No	Yes	No	0.00	Yes
93	Mileage	Standard	5260	No	No	Yes	No	0.00	Yes
94	Office Runner	Standard	5225	No	No	Yes	No	0.00	Yes
95	Postage	Standard	5235	No	No	No	No	0.00	Yes
96	Travel Expenses - no GST	Standard	5260	No	No	No	No	0.00	Yes
97	Travel Expense - GST	Standard	5260	Yes	No	Yes	No	0.00	Yes
98		Standard	5270	No	No	Yes	No	0.00	Yes
99		Standard	5265	No	No	No	No	0.00	Yes
100	Administrative Expenses	Standard	5202	No	No	Yes	No	0.00	Yes
101	Unit Code	Unit Rate	5265	No	No	Yes	No	10.00	Yes
111	Search Costs	Standard	5270	No	No	Yes	No	0.00	Yes
707	MS GST PST	Standard	5265	No	No	Yes	No	0.00	Yes
777	MS ONLY PST	Standard	1020	No	No	No	Yes	0.00	Yes
786	MS Expenses	Standard	5205	Yes	Yes	Yes	Yes	0.00	Yes
799	Added during migration to ESLAW360	Standard	1140	No	No	No	No	0.00	Yes
999	expenses	Standard		No	No	No	No	0.00	Yes

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.

Template Name	Default Template	MatterType	Active Ind	Last Updated	User Id
ILA Mortgage	Yes	Mortgage ILA	Yes	Apr 27, 2021	erin@doorprocess.com

- 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)

Template Name: Purchase File - All Inclusive

Matter Type: Purchase

Default template?

Is template active? Yes

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

Buttons: Move Up, Move Down, Reset

Description	Amount	Accounting Code
Fees		
Our Fee for acting on Purchase transaction	\$0.00	
Disbursement - Subject to HST		
Disbursement - Not Subject to HST		

Buttons: Save, Cancel

- 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

Disbursement - Not Subject to HST

- 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)

- 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.