

## Trust Safety Accounting Upload Using CosmoLex Software

The Law Society requires law firms to submit billing and trust accounting data in a standard format to allow us to verify compliance with trust accounting requirements.

This document explains how to generate trust accounting data using CosmoLex.

**NOTE: All law firms must use the new PricewaterhouseCoopers (PwC) Connect Tool to upload the data to the Law Society. An email will be sent to all Responsible Lawyers with instructions to login and use the Connect Tool.**

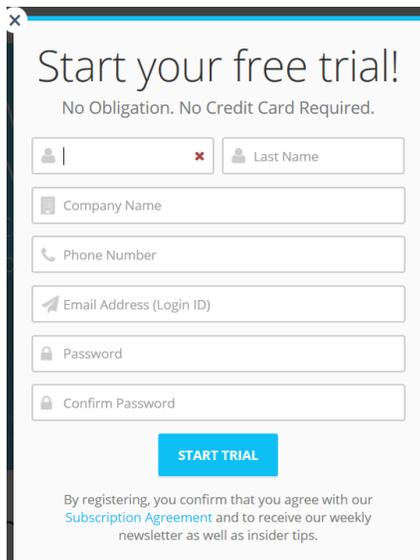
Due to the sensitive nature of this data, only users with administrator privileges can perform these tasks.

### CosmoLex account set-up and login

To use CosmoLex, visit at [www.cosmolex.com/canada](http://www.cosmolex.com/canada). Do not use the US site.

1. Click on **Try Free** and follow the instructions to create your account.

This software is web-based and does not require you to install a program on your computer. Once your 14-day free trial is complete, various payment options are available.



The screenshot shows a web browser window with the title "Start your free trial!". Below the title is the text "No Obligation. No Credit Card Required.". The form contains several input fields: "First Name" (with a red asterisk indicating a required field), "Last Name", "Company Name", "Phone Number", "Email Address (Login ID)", "Password", and "Confirm Password". A blue "START TRIAL" button is positioned below the password fields. At the bottom of the form, there is a small disclaimer: "By registering, you confirm that you agree with our [Subscription Agreement](#) and to receive our weekly newsletter as well as insider tips."

2. Type your first name, last name, company name, phone number and email address into the designated fields. Then create a password. Your email address is your Log in ID.
3. Click **Start Trial** and provide the information requested.

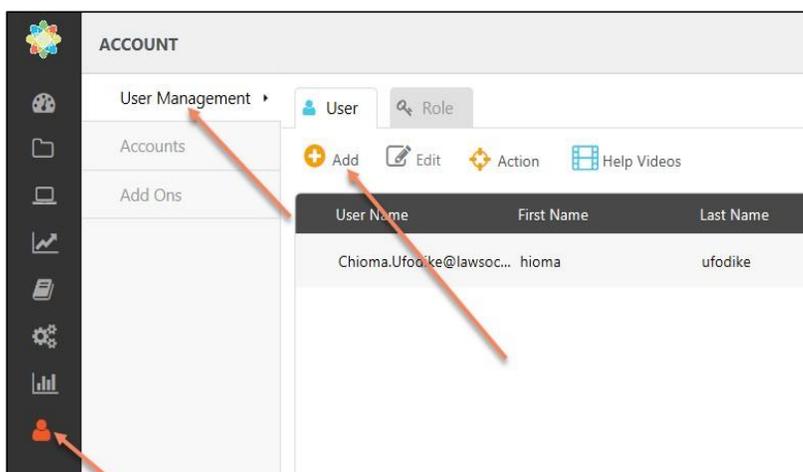
Note: Once your account is created, it is recommended that you only access and generate your data using your computer wired to your network.

## Multiple Account Set-Up

Once you have created the first user account, you can set up other users to create an account.

1. Log in to CosmoLex and click **Account** on left menu.
2. Under **User Management**, click **Add**.

Note: The first user is assigned an Administrator role. The Administrator can set custom user permissions for additional users and grant Administrator privileges to other users.



3. Enter first, last name and email address for the additional account and click save.
4. A welcome email will be sent to the new user.
5. The welcome email includes a link to begin the account activation process.
6. Upon completing account activation, the user will be required to create a password.



**cosmoLex**  
CLOUD BASED PRACTICE MANAGEMENT SOFTWARE

Create password

Login Id: abc@lawfirm.com

New Password: [password field]

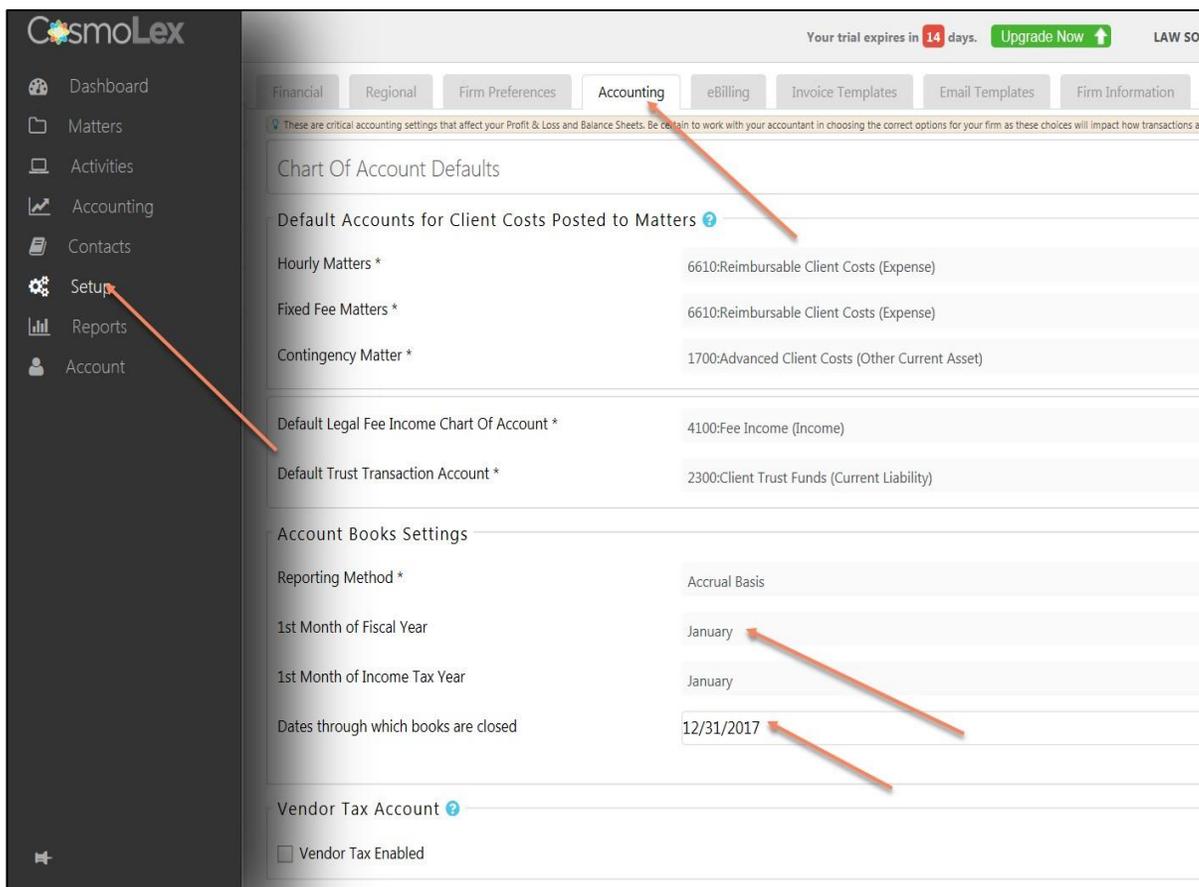
Confirm Password: [password field]

**SUBMIT**

## Accounting Settings

Once your accounts are created, review your account settings to ensure you are set up for creating data in the required format for the Law Society.

1. Login to your account using your user name (email) and password.
2. To review your account settings, go to the left side menu, click **Setup**, then select **Firm Settings** and click the **Accounting** tab.



The screenshot displays the CosmoLex Accounting Settings interface. The left sidebar contains a navigation menu with 'Setup' highlighted. The main content area shows the 'Accounting' tab selected, with a sub-tab for 'Account Books Settings'. The '1st Month of Fiscal Year' dropdown menu is set to 'January', and the 'Dates through which books are closed' field is set to '12/31/2017'. Red arrows indicate the path from the 'Setup' menu to the 'Accounting' tab and then to the '1st Month of Fiscal Year' dropdown.

3. On the **Accounting** tab, under Account Books Settings, specify the **1<sup>st</sup> Month of your fiscal year**. See the screen above.
4. To change the month, click the field and select the month from the drop-down list.
  - a. If you select January for 2017, you generate data from January 1, 2017 to December 31, 2017.
  - b. If you select July, you generate date from July 1, 2016 to June 30, 2017.
5. To accept the new month, click the checkmark icon to the right of the field.

## Enabling Alberta Specific Program Features

The Law Society has strict data format requirements. By enabling Law Society exports, the program enforces these requirements.

1. Under the **Setup** menu, select **Firm Settings** and then click the **Regional** tab.
2. Enable the Canada Specific Accounting Settings by clicking the **Enable Canada specific account rules** checkbox.

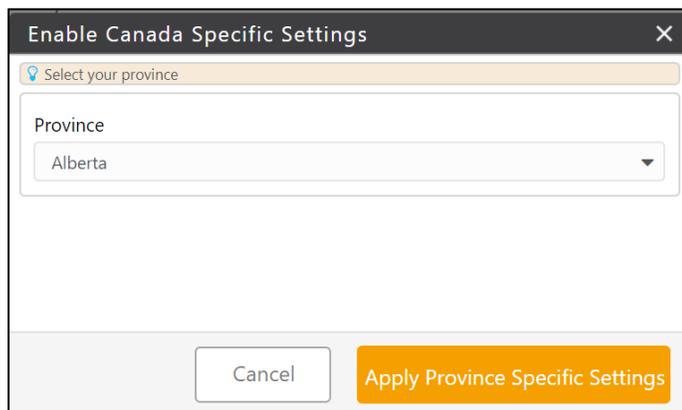


Regional Settings ?

Canada Specific Accounting Settings

Enable Canada specific account rules ?

3. After clicking the **Enable Canada specific account rules** checkbox, a screen displays to then select **Alberta** as your province. See below.



Enable Canada Specific Settings

Select your province

Province

Alberta

Cancel Apply Province Specific Settings

4. After selecting Alberta, click **Apply Province Specific Settings**. The screen then displays Alberta specific tax rates and the other accounting settings applied to your account.
5. Click Ok to return to the main screen.
6. Click the **Regional** tab and click the checkbox to **Enable Law Society of Alberta Exports**.



Law Society Of Alberta Settings ?

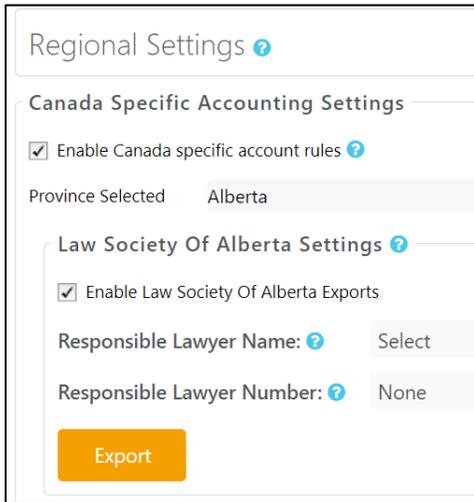
Enable Law Society Of Alberta Exports

Responsible Lawyer Name: ? None

Responsible Lawyer Number: ? None

Export

7. The following screen displays.



Regional Settings ?

Canada Specific Accounting Settings

Enable Canada specific account rules ?

Province Selected Alberta

Law Society Of Alberta Settings ?

Enable Law Society Of Alberta Exports

Responsible Lawyer Name: ? Select

Responsible Lawyer Number: ? None

Export

8. Type the full name of the Responsible Lawyer in the **Responsible Lawyer Name** field.
9. If the Responsible Lawyer's name isn't in the drop-down list, open a new browser and log in to your account.
  - i. Go to the **Setup** menu and click the **Matter Owner** tab.
  - ii. Click **Add** to enter the name of the Responsible Lawyer. Save the selection by clicking the checkmark icon to the right of the field. The name should now be added to the drop- down list.
  - iii. Return to the **Regional Settings** tab and continue.
10. Type the Law Society Member ID of the Responsible Lawyer in the **Responsible Lawyer Number** field. Click the checkmark icon to the right side of the field to save.



Law Society Of Alberta Settings ?

Enable Law Society Of Alberta Exports

Responsible Lawyer Name: ? None

Responsible Lawyer Number: ? None

Export

11. Do not click the **Export** button until you are ready to generate your Trust data. The information entered is saved if you clicked the checkmark icon to the right of each field.
12. Click save to complete the initial setup of your account. You may now exit this page.

## Generating the Law Society Trust Data

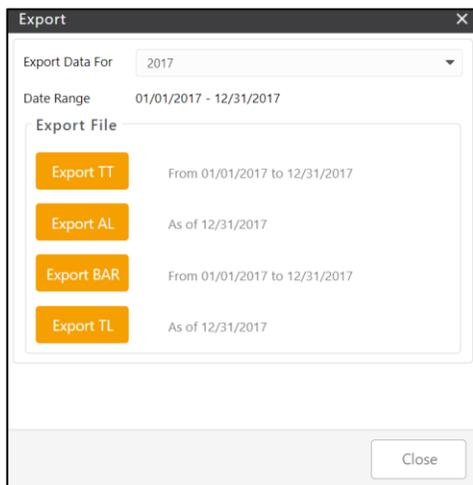
When you are ready to generate your Trust Data, login to your CosmoLox account.

1. Under the **Setup** menu item, select **Firm Settings** and click the **Regional** tab. If the Responsible Lawyer name and number fields are populated and correct, click the **Export** button.



2. An **Export** page displays. Select the year for the dataset to be exported. The program automatically selects the date range based on your **1<sup>st</sup> Month of Fiscal Year** setting.

The example below shows a firm exporting their 2017 trust data with January as the first month of the fiscal year.



The Law Society requires the following four files:

- **TT file** summarizes all transactions that occurred specific to Trust Accounts
- **AL file** summarizes the Accounts Receivables
- **BAR file** summarizes the Billing Journal
- **TL file** summarizes the Trust Leger opening balances for every client

3. Click each **Export** button for the four files to download them to your computer.

**Note where the downloaded files are saved on your computer because you need to access them for upload to the Law Society.**

4. The naming convention of the files starts with the law firm's name, followed by the responsible lawyer number, the file type and the fiscal year-end date. See the example below.



5. Once the download is complete, the four files display in the folder where they were saved, and you are directed to the secure upload site for the Law Society.

If, you don't want to upload the files immediately and you leave this page, you must complete the Export process again to create new files.

If you want to access the secure upload site later, copy and paste <https://ftp.lawsociety.ab.ca> into your browser.

## Uploading the files to the Law Society

All law firms must use the new (PwC) Connect Tool to upload the data to the Law Society. An email will be sent to all Responsible Lawyers with instructions to login and use the Connect Tool. There is also information available on the Law Society website [www.lawsociety.ab.ca](http://www.lawsociety.ab.ca).

## Questions?

If you have questions regarding the file transfer process or your data upload, contact the Trust Safety department by email at [trust.safety@lawsociety.ab.ca](mailto:trust.safety@lawsociety.ab.ca) or call 403-228-5632.