



## Accounting Integration User Guide

# CosmoLex<sup>®</sup>

---

Version 1.0

October 7, 2019

LawyerDoneDeal Corp.

[www.idd.ca](http://www.idd.ca)

[1-800-363-2253](tel:1-800-363-2253)

[support@idd.ca](mailto:support@idd.ca)



## Contents

Setup for RealiWeb® – Cosmolex® Integration	3
3In RealiWeb – Configure Statement of Account Items in Firm Settings	3
Using the RealiWeb/Cosmolex Integration	6
Step 1 – Create a New Matter in Cosmolex®	6
Step 2 – Launch RealiWeb	7
Step 3 – Complete RealiWeb Statement of Account Screen in the RealiWeb File	7
Step 4 – Exporting Statement of Account Entries from RealiWeb	8
Step 5 – Importing Your RealiWeb Account Information to Cosmolex®	10
Step 6 – Cosmolex® Prepare Trust Cheques	155
Step 7 – Final Invoice	155

## RealtiWeb® – CosmoLex® Integration

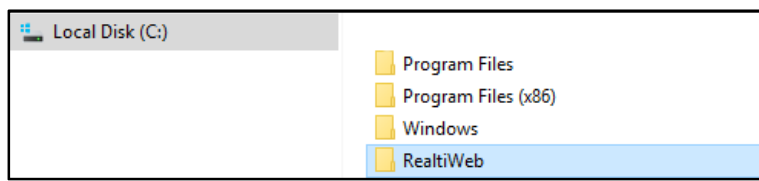
The RealtiWeb® - CosmoLex® Integrations allows for the exporting of your RealtiWeb® file disbursements into CosmoLex®. Your main fees associated with your RealtiWeb® file are not exported.

### Setup

#### On your Computer

##### Step A

Ensure that there is a folder called **RealtiWeb** for your export file on your local **C:\** drive at the root. (If you don't have access to this drive, create a folder elsewhere for this purpose and remember this for a later setup step.) Note that if you require assistance in these Setup Steps, you can call **LDD Support at 800 363-2253**.

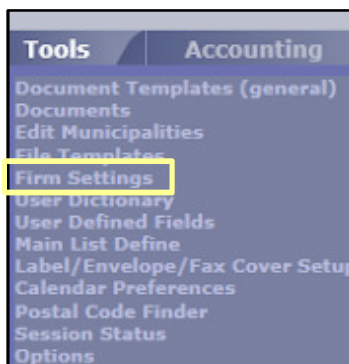


#### In RealtiWeb – Configure Statement of Account Items in Firm Settings

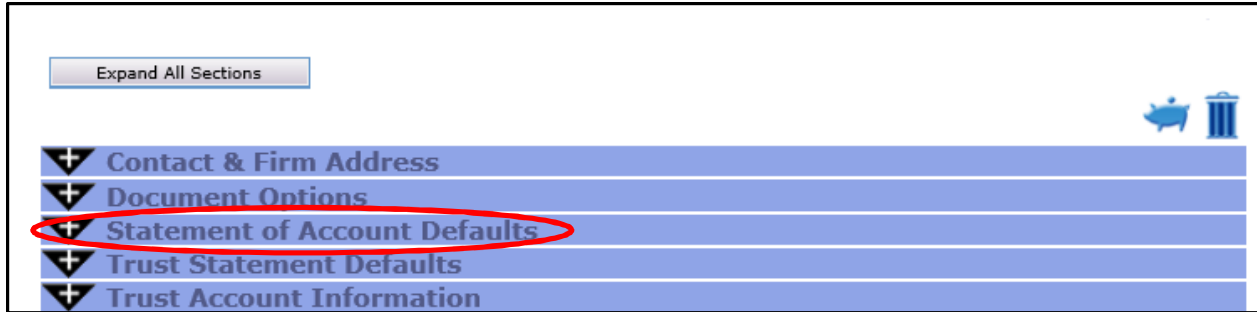
##### Step B

Enable the CosmoLex® export in your Firm Settings in RealtiWeb to export the expense file to CosmoLex®.

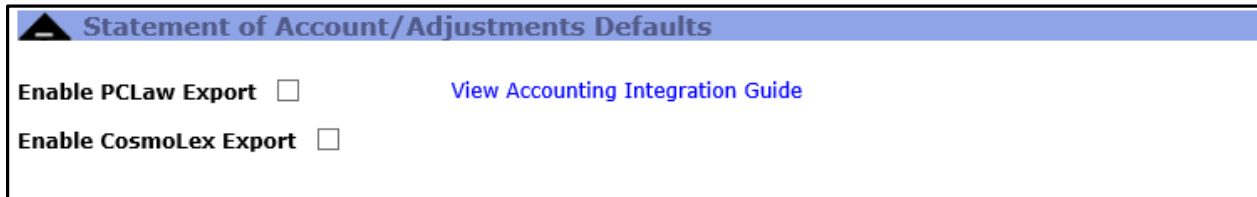
Once logged into RealtiWeb navigate to Firm Settings: **Tools> Firm Settings**.



Then Expand the **Statement of Account Defaults**.

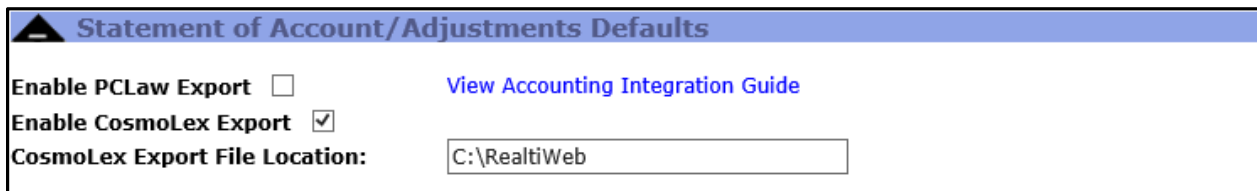


At the top of the Statement of Account Defaults section, click **Enable CosmoLex Export**.



**NOTE:**

You can only have one export option active at a time. For example, you cannot have PCLaw Export active at the same time as CosmoLex Export.



- **CosmoLex Export File Location:** Specify the location where your export file will be kept. The default is C:\RealtiWeb but if you have modified this, type in the correct location to match the folder you created in [Step A](#).

For each file type (Purchase, Sale or Mortgage) set the fees and disbursements that will automatically appear in your Statement of Account. Dollar amounts are not required.

**NOTE:** Changes made to your Statement of Account Defaults will only effect **NEW** files created after saving your changes. Existing files will not contain any updates.

<b>PURCHASE FILES</b>													
Purchase Fee	\$ 800.00												
Purchase Description	TO PROFESSIONAL SERVICES RENDERED ON YOUR BEHALF in connection with the above-noted purchase												
Misc Fees	\$												
Disb Subject to HST	<table border="0"> <tr> <td>Facsimile</td> <td>\$</td> <td><input checked="" type="checkbox"/></td> <td>CosmoLex</td> </tr> <tr> <td>Postage</td> <td>\$</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </table>	Facsimile	\$	<input checked="" type="checkbox"/>	CosmoLex	Postage	\$	<input checked="" type="checkbox"/>					
Facsimile	\$	<input checked="" type="checkbox"/>	CosmoLex										
Postage	\$	<input checked="" type="checkbox"/>											
Disb Not Subject to HST	<table border="0"> <tr> <td></td> <td>\$</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td>\$</td> <td><input type="checkbox"/></td> <td></td> </tr> </table>		\$	<input type="checkbox"/>			\$	<input type="checkbox"/>					
	\$	<input type="checkbox"/>											
	\$	<input type="checkbox"/>											
<b>SALE FILES</b>													
Sale Fee	\$ 500.00												
Sale Description	TO PROFESSIONAL SERVICES RENDERED ON YOUR BEHALF in connection with the above-noted sale												
Misc Fees	\$												
Disb Subject to HST	<table border="0"> <tr> <td>Facsimile</td> <td>\$</td> <td><input checked="" type="checkbox"/></td> <td>CosmoLex</td> </tr> <tr> <td>Postage</td> <td>\$</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Transaction levy</td> <td>\$</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </table>	Facsimile	\$	<input checked="" type="checkbox"/>	CosmoLex	Postage	\$	<input checked="" type="checkbox"/>		Transaction levy	\$	<input checked="" type="checkbox"/>	
Facsimile	\$	<input checked="" type="checkbox"/>	CosmoLex										
Postage	\$	<input checked="" type="checkbox"/>											
Transaction levy	\$	<input checked="" type="checkbox"/>											
Disb Not Subject to HST	<table border="0"> <tr> <td></td> <td>\$</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td>\$</td> <td><input type="checkbox"/></td> <td></td> </tr> </table>		\$	<input type="checkbox"/>			\$	<input type="checkbox"/>					
	\$	<input type="checkbox"/>											
	\$	<input type="checkbox"/>											
<b>MORTGAGE FILES</b>													
Mortgage Fee	\$ 500.00												
Mortgage Description	TO PROFESSIONAL SERVICES RENDERED ON YOUR BEHALF in connection with the above-noted mortgage												
Misc Fees	\$												
Disb Subject to HST	<table border="0"> <tr> <td>Facsimile</td> <td>\$</td> <td><input checked="" type="checkbox"/></td> <td>CosmoLex</td> </tr> <tr> <td>Postage</td> <td>\$</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </table>	Facsimile	\$	<input checked="" type="checkbox"/>	CosmoLex	Postage	\$	<input checked="" type="checkbox"/>					
Facsimile	\$	<input checked="" type="checkbox"/>	CosmoLex										
Postage	\$	<input checked="" type="checkbox"/>											
Disb Not Subject to HST	<table border="0"> <tr> <td></td> <td>\$</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td>\$</td> <td><input type="checkbox"/></td> <td></td> </tr> </table>		\$	<input type="checkbox"/>			\$	<input type="checkbox"/>					
	\$	<input type="checkbox"/>											
	\$	<input type="checkbox"/>											

In the CosmoLex® column, indicate for each disbursement, whether that item should be exported to CosmoLex® as a default.

For additional items showing in the Statement of Account Defaults which may automatically come into your RealtiWeb Statement of Account, such as Title Insurance Fees, Title Search Fees, etc. do the following:

Under **Include in Account**, if you haven't already, indicate whether you want each disbursement to automatically appear in your Statement of Account. Under **CosmoLex®**, indicate whether each disbursement should get sent to CosmoLex®.

Include In Account	Incl	CosmoLex
<b>Municipal Search Fees</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Registration Fees</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Title Insurance Fees</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>RealtiWeb Usage Fees</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Land Transfer Tax</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Municipal LTT Administration Fee</b>	As above	<input type="checkbox"/>
<b>Title Search Fees</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

For additional disbursement items that you may choose from a dropdown in your RealtiWeb Statement of Account, indicate whether they should automatically be included in the CosmoLex®. **(Note that all of**

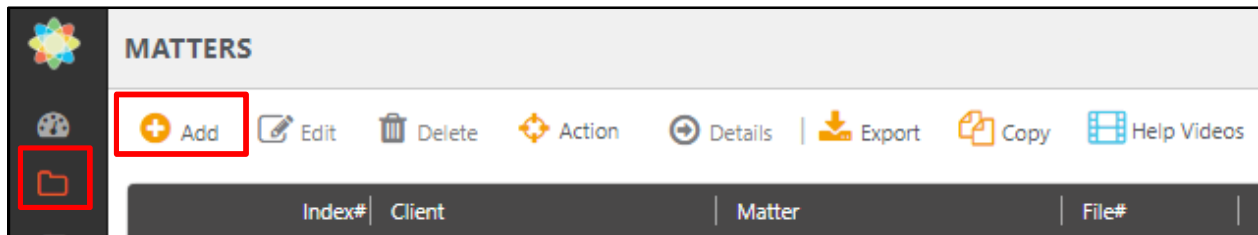
*these defaults can be overwritten on the individual file level.)* Any additional disbursements that you may occasionally add to your disbursements in a Statement of Account, should also be entered here.

Other Items	CosmoLex
Conveyancing Costs	<input checked="" type="checkbox"/>
Courier	<input checked="" type="checkbox"/>
Delivery Charges	<input type="checkbox"/>
Fax Charges	<input type="checkbox"/>
Long Distance	<input type="checkbox"/>
Mileage	<input type="checkbox"/>
Photocopies	<input type="checkbox"/>
Postage	<input type="checkbox"/>
Registration of Financing Charge State	<input type="checkbox"/>
Status Certificate (Condo)	<input checked="" type="checkbox"/>
Status Certificate (Corporate)	<input type="checkbox"/>
Executions/Sheriff's Certificate	<input type="checkbox"/>
Subsearch of Title	<input type="checkbox"/>
	<input type="checkbox"/>

## Using the RealiWeb/CosmoLex® Integration

### Step 1 – Create a New Matter in CosmoLex®

Create a new matter in CosmoLex® to obtain the matter number to use for RealiWeb. To do this, use **Matters** from the menu bar and click **Add** at the top toolbar:



The matter is based on the LAST MATTER NUMBER.

Enter the Area Of Law. For Real Estate, choose **Real Estate**. Enter the client name fields then complete any other required fields. (Each firm may set up specific field requirements.)

## Step 2 – Launch RealtiWeb

If RealtiWeb is not already running, start it as you normally do. Use your RealtiWeb login credentials to login.

### Use Your CosmoLex® Matter Number as Your File # in RealtiWeb

It is crucial for the export/import process that the CosmoLex® Matter number is exactly the same in your RealtiWeb File.

## Step 3 – Complete RealtiWeb Statement of Account Screen in the RealtiWeb File

Go to the Statement of Account screen. Complete your Statement of Account for the file you are working in.

**NOTE:** You have the ability to uncheck the CosmoLex indicator on any items so they are not exported from the file.

The screenshot shows the 'Account to Client' window with the following sections:

- Auto Include?**
  - Searches?
  - Reg'n Fees?
  - Title Ins. Fees?
  - RPWeb Fees?
  - Land Trans. Tax?
  - Title Search?
- CosmoLex Export**
  - Enable  [Export](#)
- Target Account Total**
  - \$  [Recalculate](#)
- Main Fee**
  - TO PROFESSIONAL SERVICES RENDERED ON YOUR BEHALF in connection with the above-
  - Amount: \$ 800.00
- Other Fees**
  - Amount: \$
- Total Fees**
  - \$ 800.00
- HST(13%) Include In Account?** 
  - \$ 104.00
- Disbursements Subject to HST**

Amount	CosmoLex
Facsimile \$ 5.00	<input checked="" type="checkbox"/>
Postage \$ 10.00	<input checked="" type="checkbox"/>
Title Search \$ 50.00	<input checked="" type="checkbox"/>
Transfer Processing Fee (e-reg) \$ 10.85	<input checked="" type="checkbox"/>
Mortgage Processing Fee (e-reg) \$ 10.85	<input checked="" type="checkbox"/>
RealtiWeb (P) Usage Fee \$ 17.00	<input checked="" type="checkbox"/>
<b>Total Disbursements subject to HST</b> \$ 103.70	
<b>HST(13%)</b> \$ 13.48	
- Disbursements not subject to HST**

Amount	CosmoLex
Executions/Sheriff's Certificate \$ 22.00	<input checked="" type="checkbox"/>
Transfer Registration Fee \$ 65.05	<input checked="" type="checkbox"/>
Mortgage Registration Fee \$ 65.05	<input checked="" type="checkbox"/>
<b>Total Disbursements not subject to HST</b> \$ 152.10	

### To Insert Other Disbursements in the RealtyWeb Account

You can insert any number of additional disbursements into the Statement of Account as usual. If you would like them to export to CosmoLex®, you'll also need to enable them for export.

### Do Not Provide CosmoLex® Information for the following Account Items

Costs associated with compliance letters will appear on the Statement of Account automatically. Do not enable the export for these expenses as it is assumed that you have already written cheques for these disbursements from CosmoLex®. Doing this would create duplicate entries in CosmoLex®.

You do not have to enter CosmoLex® codes for any Fees, Taxes, other fees or disbursements that have been paid using general cheques or for transactions within the trust ledger. Such transactions will already exist in CosmoLex®. Again, duplicate transactions will result.

### Step 4 – Exporting Statement of Account Entries from RealtyWeb

When all the information on the Statement of Account screen has been completed, click on the **Export** link in the **Auto Include?** box.

**Note:** Some provinces have a collapsed Auto Include? box. Click the black down arrow to expand this section.



**Account to Client** | Trust Statement | Closing Funds Summary

To learn about our Accounting Export feature, refer to the [Accounting Integration Guide](#), or [schedule one-on-one training](#).

[Create Document - Account to Client](#)

Main Fee	Amount
TO PROFESSIONAL SERVICES RENDERED ON YOUR BEHALF in connection with the above-	\$ 500.00
Other Fees	Amount
Preparation of Mortgage	\$ 250.00
	\$
<b>Total Fees</b>	<b>\$ 750.00</b>
HST(13%) <b>Include In Account?</b> <input checked="" type="checkbox"/>	<b>\$ 97.50</b>

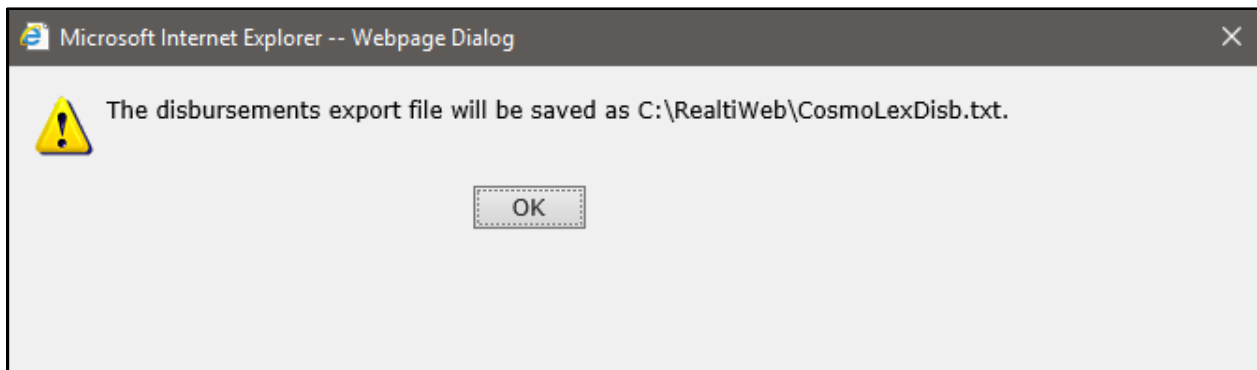
**Auto Include?**  
 Searches?   
 Reg'n Fees?   
 Title Ins. Fees?   
 RPWeb Fees?   
 Title Search?

**CosmoLex Export**  
 Enable  [Export](#)

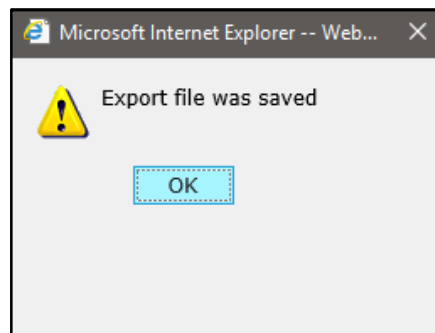
**Target Account Total**  
 \$  [Recalculate](#)

A file is created on your local C:\ in the RealtiWeb folder (or the Export folder specified in Firm Settings, **Setup Step B**) disbursements called CosmoLexDisb.txt.


**NOTE:** If the C:\RealtiWeb folder (or the Export folder specified in Firm Settings does not exist), you will get an error and the export will fail. Make sure that you have completed [Setup Step A](#) and indicated the correct file path in your Firm Settings as indicated in [Setup Step B](#).



Click OK and you will receive the following message. Click OK again to confirm the save.



If you were to look in your C:\RealtiWeb folder, your file would look as follows: They are dated the same date as the export.

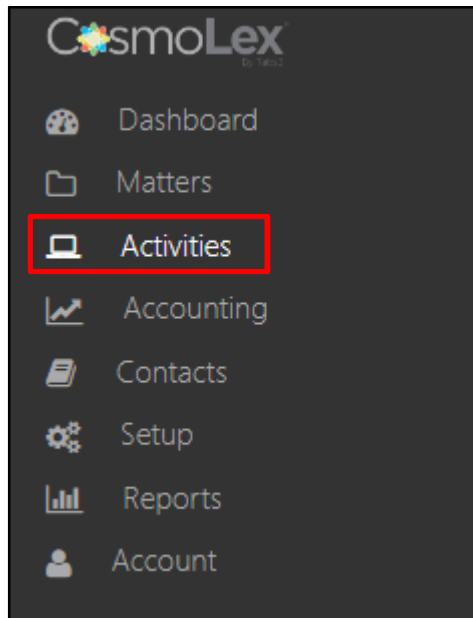
Name	Date modified	Type	Size
 CosmoLexDisb	10/4/2019 2:01 PM	Text Document	1 KB

**NOTE:** *If you are creating bills after the date of data entry, all new bills will have to be dated or billed to "Today's date".*

**NOTE:** *Once you have imported your Statement of Account into CosmoLex®, all amendments or changes must be made in CosmoLex®. **Do not** click on the Export link in RealtiWeb again as this will cause duplicate entries on your CosmoLex® client ledger. If you have additional entries however, you can remove the CosmoLex® checkboxes in the Statement of Account within RealtiWeb for those entries that you do not wish to export again, and then Export. Only the selected entries will Export.*

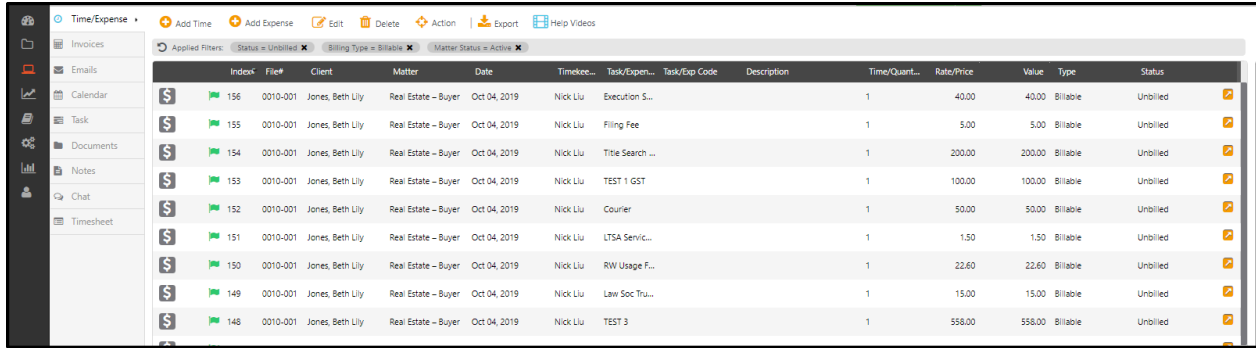
## Step 5 – Importing Your RealtiWeb Account Information to CosmoLex®

Open CosmoLex. From the CosmoLex menu select Activities.



You will see the Activities for your transactions within CosmoLex.

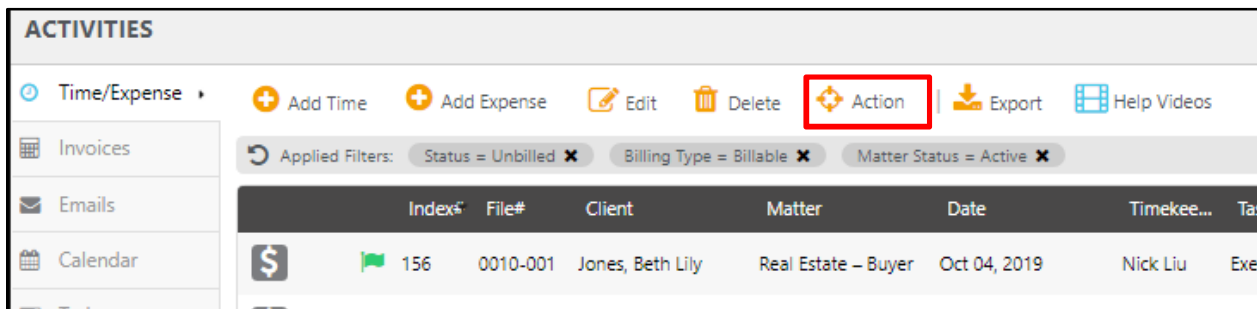
## Law Office Procedures



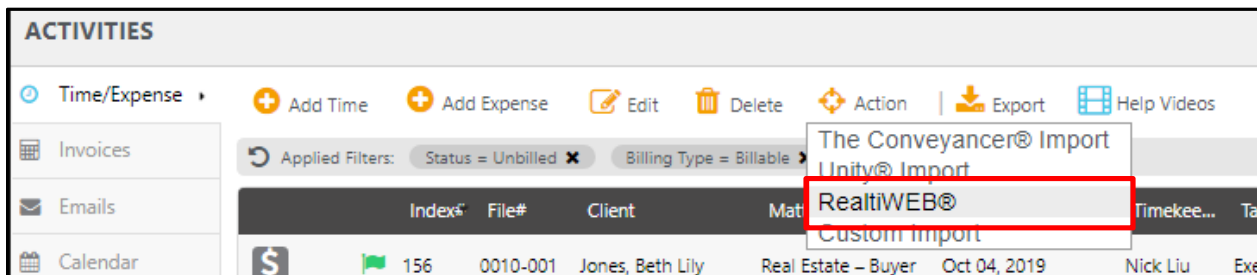
The screenshot shows the 'Time/Expense' interface with a table of billable items. The table has columns for Index#, File#, Client, Matter, Date, Timekee..., Task/Exp..., Task/Exp Code, Description, Time/Quant..., Rate/Price, Value, Type, and Status. The items listed are:

Index#	File#	Client	Matter	Date	Timekee...	Task/Exp...	Task/Exp Code	Description	Time/Quant...	Rate/Price	Value	Type	Status
156	0010-001	Jones, Beth Lily	Real Estate - Buyer	Oct 04, 2019	Nick Liu	Execution S...			1	40.00	40.00	Billable	Unbilled
155	0010-001	Jones, Beth Lily	Real Estate - Buyer	Oct 04, 2019	Nick Liu	Filing Fee			1	5.00	5.00	Billable	Unbilled
154	0010-001	Jones, Beth Lily	Real Estate - Buyer	Oct 04, 2019	Nick Liu	Title Search ...			1	200.00	200.00	Billable	Unbilled
153	0010-001	Jones, Beth Lily	Real Estate - Buyer	Oct 04, 2019	Nick Liu	TEST 1 GST			1	100.00	100.00	Billable	Unbilled
152	0010-001	Jones, Beth Lily	Real Estate - Buyer	Oct 04, 2019	Nick Liu	Courier			1	50.00	50.00	Billable	Unbilled
151	0010-001	Jones, Beth Lily	Real Estate - Buyer	Oct 04, 2019	Nick Liu	LISA Servic...			1	1.50	1.50	Billable	Unbilled
150	0010-001	Jones, Beth Lily	Real Estate - Buyer	Oct 04, 2019	Nick Liu	RW Usage F...			1	22.60	22.60	Billable	Unbilled
149	0010-001	Jones, Beth Lily	Real Estate - Buyer	Oct 04, 2019	Nick Liu	Law Soc Tru...			1	15.00	15.00	Billable	Unbilled
148	0010-001	Jones, Beth Lily	Real Estate - Buyer	Oct 04, 2019	Nick Liu	TEST 3			1	558.00	558.00	Billable	Unbilled

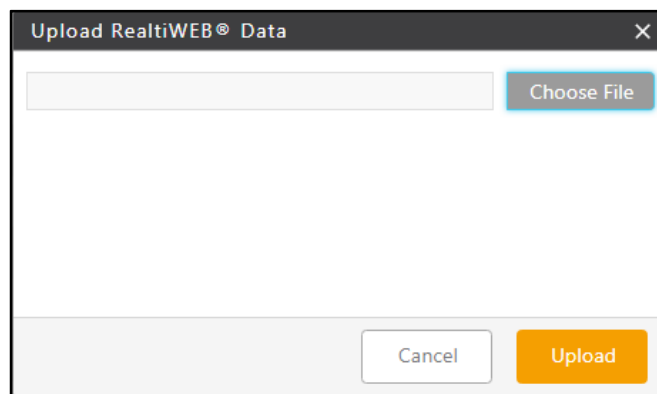
From the Time/Expense option, select Action from the toolbar.



From the Action dropdown, select RealtiWeb

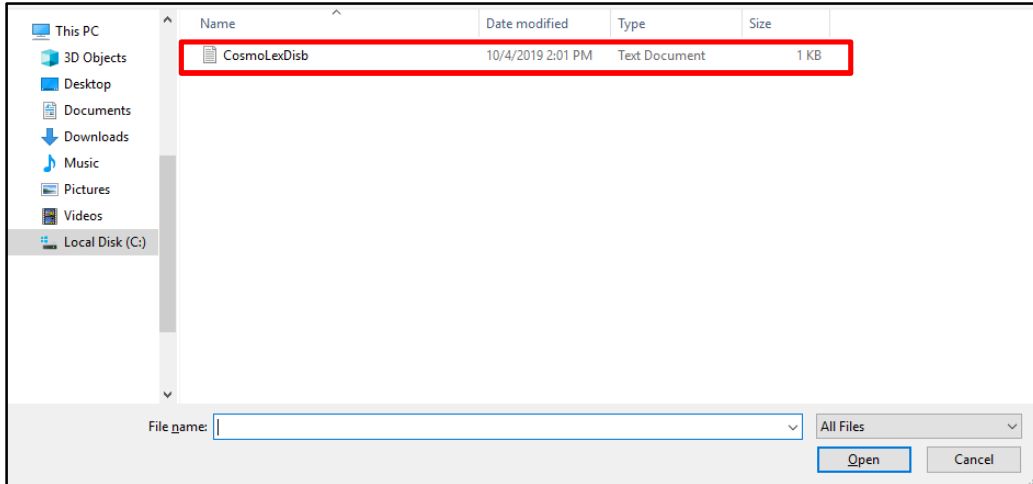


You will be prompted to select your import file.

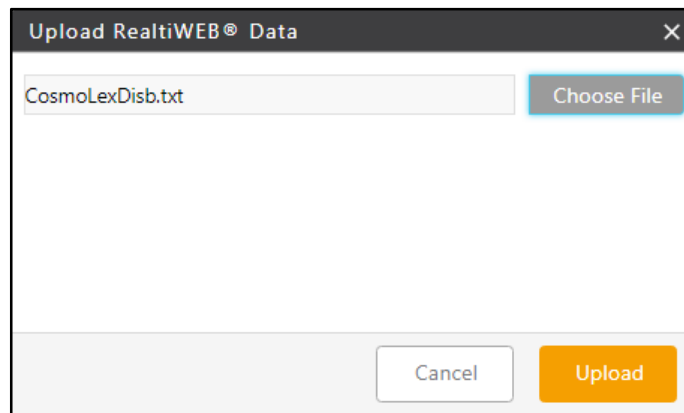


Select Choose File.

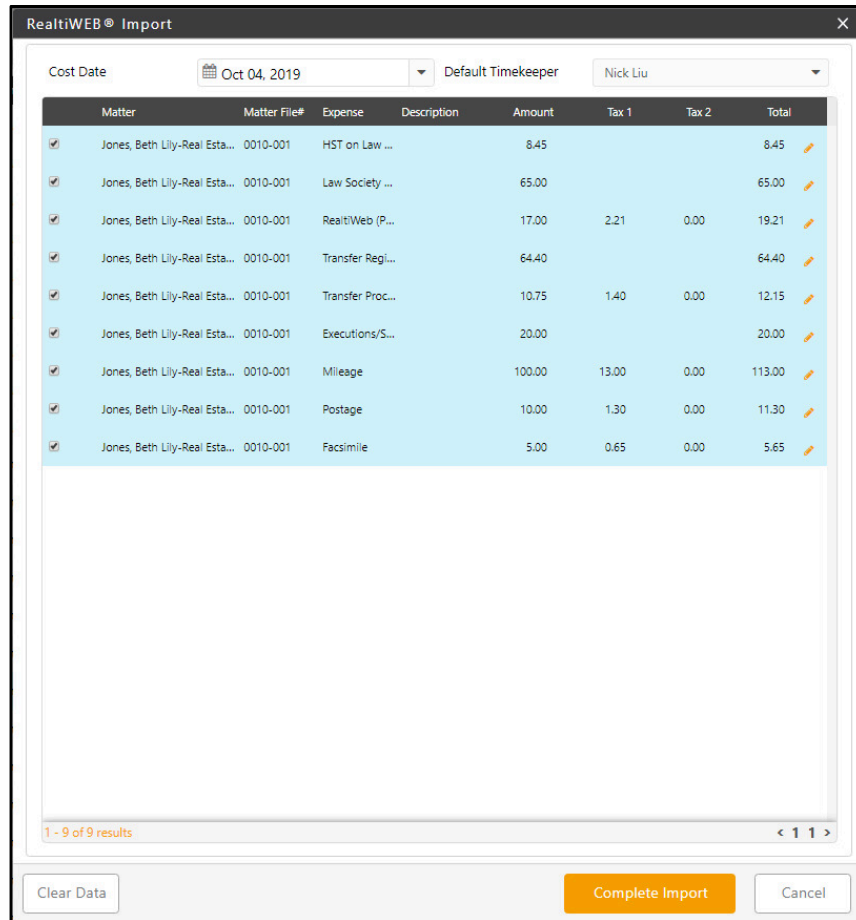
Navigate to where the export file was saved (as set up in **Step B** of this guide) the default is C:\RealtiWeb. Select the CosmoLexDisb.txt file. Click Open.




Select the Upload button.



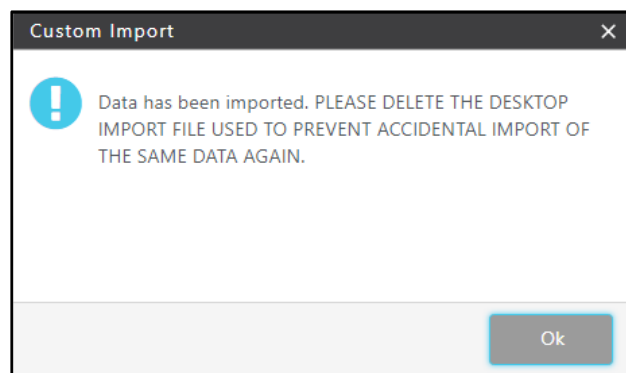
There will be a preview of the information being imported from the data exported from RealtiWeb.



Should there be any items that are not to be included in this import, uncheck that item from the list on the left hand side of the window. You may also Edit these items by selecting the pencil icon .

Complete the import of information by clicking on the **Complete Import** button.

To complete the import, you'll see the following screen. It is important to ensure that you navigate to the RealtiWeb folder you export to and **Delete** the CosmoLexDisb.txt file **after Processing** so the file will be deleted after import with no chance for re-import into this file, and then click **OK**.



The following Activities screen will show you if your RealtiWeb disbursements were accepted into CosmoLex.

Index#	File#	Client	Matter	Date	Timekee...	Task/Expen...	Task/Exp Code	Description	Time/Quant...	Rate/Price	Value	Type	Status
\$ 164	0010-001	Jones, Beth Lily	Real Estate - Buyer	Oct 04, 2019	Nick Liu	Postage			1	10.00	10.00	Billable	Unbilled
\$ 163	0010-001	Jones, Beth Lily	Real Estate - Buyer	Oct 04, 2019	Nick Liu	HST on Law...			1	8.45	8.45	Billable	Unbilled
\$ 162	0010-001	Jones, Beth Lily	Real Estate - Buyer	Oct 04, 2019	Nick Liu	Mileage			1	100.00	100.00	Billable	Unbilled
\$ 161	0010-001	Jones, Beth Lily	Real Estate - Buyer	Oct 04, 2019	Nick Liu	Facsimile			1	5.00	5.00	Billable	Unbilled

You may confirm the import into the correct Matter by going to **Matters -> Select your Matter -> Billing**. This will show all billable items currently in the matter.

MATTERS: 00:00:00 | LAWYERDONEYEAL CORP.

All Matters: Lily, Jones, Beth-Real Estate - Buyer | Unpaid: 0.00 | Unbilled: 2,468.90 | Client Funds-Operating: 0.00 | Client Funds-Trust: 0.00

Index#	Date	Timekeeper	Task/Expense	Task/Exp Code	Description	Time/Quantity	Rate/Price	Value	Type	Status
\$ 157	Oct 04, 2019	Nick Liu	Transfer Registration Fee			1	64.40	64.40	Billable	Unbilled
\$ 156	Oct 04, 2019	Nick Liu	Transfer Processing Fee (...)			1	10.75	10.75	Billable	Unbilled

It is always a good idea to run a Matter Billing Log to confirm that the account matches the RealtiWeb account. Be sure to include the Expense Only in the Cost Entries section of the report selection

**Matter Billing Log**

Statement Date: Oct 04, 2019 | Format: Pdf

Date Range: Last Month | From: Sep 01, 2019 | To: Oct 04, 2019

Include Fee Entries

Include:  All  Unbilled  Billed  Non Billable  Hold

Print Task/Description:  Only Description  Only Task  Task & Description

Ignore Entry if less than: 0.00

Include Cost Entries

Include:  All  Unbilled  Billed  Non Billable  Hold

Print Expense/Description:  Only Description  Only Expense  Expense & Description

Ignore Entry if less than: 0.00

Group identical soft cost charges for Invoice Printing

Include Payment Transactions

Then all that is left to do is process the final Invoice in CosmoLex®.

### Step 6 – CosmoLex® Prepare Trust Cheques

Prepare an invoice and View Invoice (Selected) from the Action List to verify amounts reconcile to the RealtiWeb® Statement of account.

Prepare all trust cheques on behalf of the client to:

- Transit – for Land Transfers and other fees.
- To other parties and or to client

You can now proceed to Final Invoice the File in CosmoLex® and compare the accuracy between the RealtiWeb Statement of Account and your CosmoLex® invoice.

### Step 7 – Final Invoice

Prepare the invoice to screen and verify amounts, then finalize the Invoice in CosmoLex® and transfer the remaining trust.