

# **CosmoLex® and The Conveyancer®**

## **Quick Start Guide**

**(Last Edited: February 13, 2019)**

Introducing the CosmoLex export/import functionality. This new feature automates and simplifies the entry of data from the Statement of Account in The Conveyancer into CosmoLex for the purpose of billing and back office accounting. This automation feature will save you valuable time and increase efficiency for your firm by eliminating duplicate data entries and reducing errors that may result from repetitive work.

The initial setup is easy and should only take approximately 10 minutes to complete.

When developing this feature, we took into account the different methods used by law firms working with CosmoLex. We suggest that you read this document in its entirety to familiarize yourself with this feature and develop guidelines for your office. You are required to have Version 20.4B of The Conveyancer prior to completing the few simple steps detailed in this guide.

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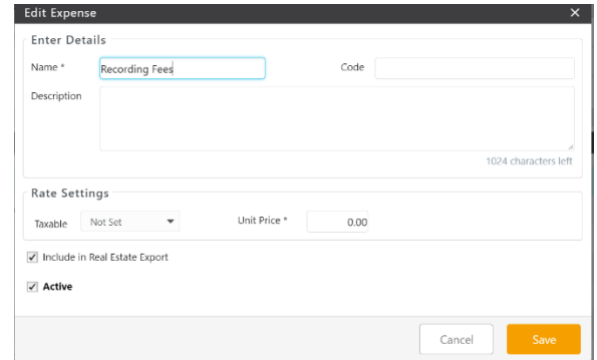
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# CosmoLex Setup

## Download the Expense Code File from CosmoLex

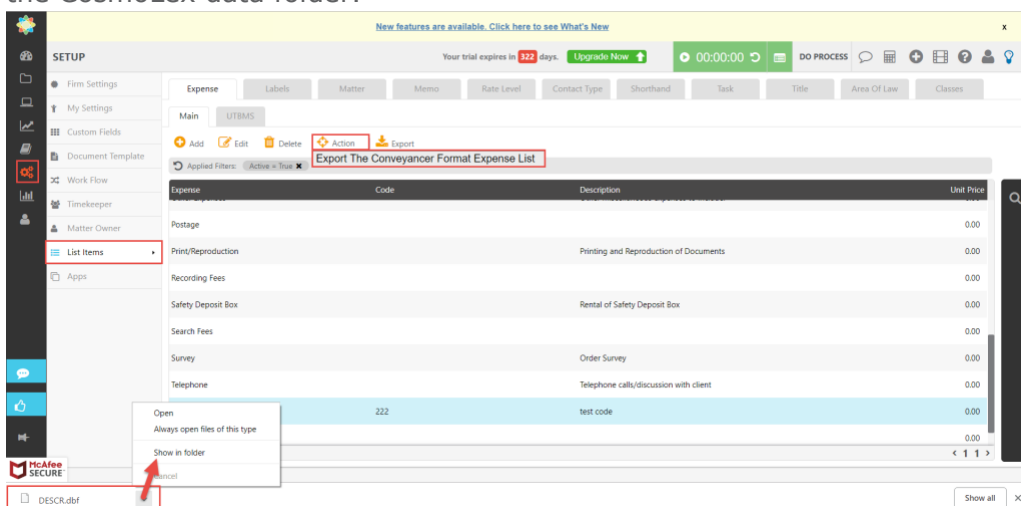
### Review CosmoLex Expense Codes

- Log in to your CosmoLex account at law.CosmoLex.com.
- Go to Setup from left panel and then List Items and then click on the Expense Tab.
- Review list items to ensure your commonly used expense codes are present. If not, you can add new codes. When you add new real estate related codes, ensure you check Include in Real Estate Export.
- Additionally, if there is a list item which is not subject to HST, ensure to set its Taxable flag to No. This is a critical step. If not done, the Matter's tax status will be used to mark imported disbursements as taxable or non-taxable.



### Export The Conveyancer Format Expense List

- Under Action, click on Export The Conveyancer Format Expense List. This will download a file "DESCR.dbf" to your computer's default download folder. **Note:** Only codes which have the Include in Real Estate Export flag enabled will be included in the Export file. (If using Chrome your download will appear in the bottom left corner as in the below image. By clicking on the arrow you can select show in folder which will open the folder containing the download of the "DESCR.dbf" file.)
- Create a new folder on your C: drive called "CosmoLex data". Copy the "DESCR.dbf" file from the Download folder to your newly created "C:\CosmoLex data" folder.
- **Note:** Should you update or add expenses to your 'list items' in CosmoLex, you will be required to Export The Conveyancer Format Expense List again and repeat the above steps to update the CosmoLex data folder.




# The Conveyancer Setup


## Adding New CosmoLex Directories

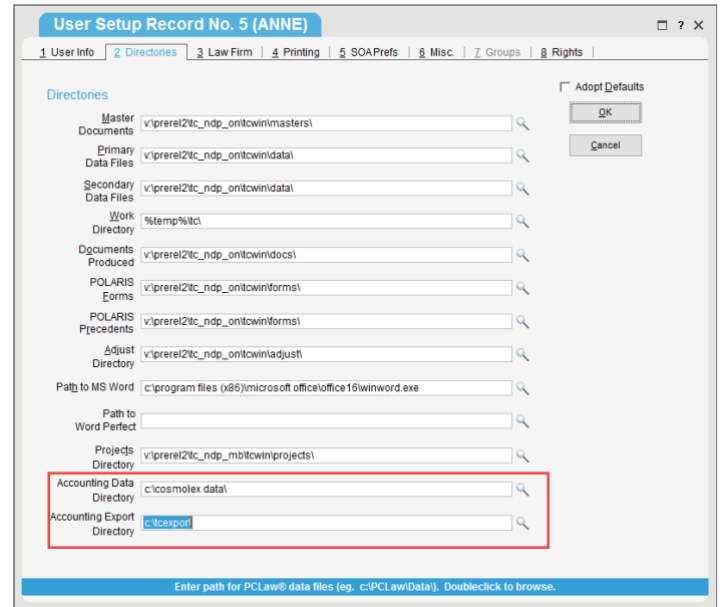
Two new directories for CosmoLex will need to be added to your User Setup prior to configuring your Statement of Account. These directories can be found by logging in as the Default user and selecting User Setup > Select the user > Edit > Directories subtab (or accessed by a user from Go to > User Setup > Directories subtab).

### Accounting Data Directory

In the Accounting Data Directory field, enter the path for your CosmoLex data files (i.e. C:\CosmoLex data\). Browse your required directory by double clicking the empty field or selecting .

### Accounting Export Directory

Create a blank folder for your Accounting Export Directory, such as C:\tcexport\. You need to create this folder to store your data files until they are imported into CosmoLex. It is recommended that this folder be located on your local computer, to avoid potential issues of other users overriding your exports. Also, in the Accounting Export Directory field within The Conveyancer, enter the path to this folder by double clicking the empty field or selecting .



## Configure Statement of Account Settings in Default User

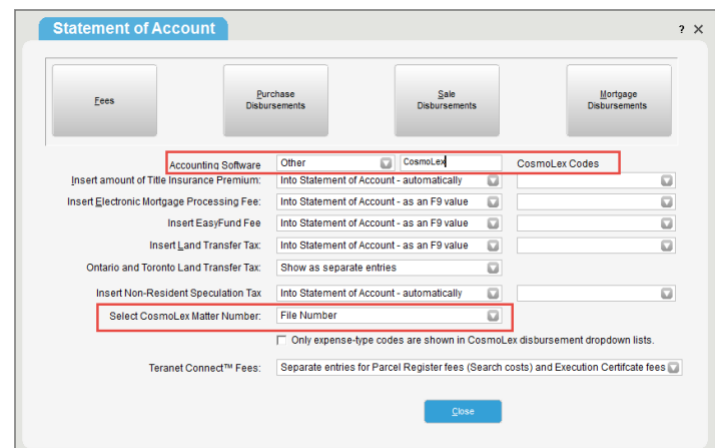
Once the Accounting directories have been added to your User Setup in The Conveyancer, the accounting software must be selected and the Statement of Account can be configured by the Default user in Configuration > Statement of Account. Purchase Disbursements, Sale Disbursements, and Mortgage Disbursements must be configured separately.

### Adding Accounting Software

Select 'Other' from the Accounting Software dropdown menu prior to configuring the Statement of Account. A new fillable text field will appear, enter 'CosmoLex' into this field. All Statement of Account labels in Default Configuration and within a record will display CosmoLex.

### CosmoLex Matter Number

Determine where your CosmoLex matter number is entered in The Conveyancer by selecting File Number, Record Number or Accounting Number from the



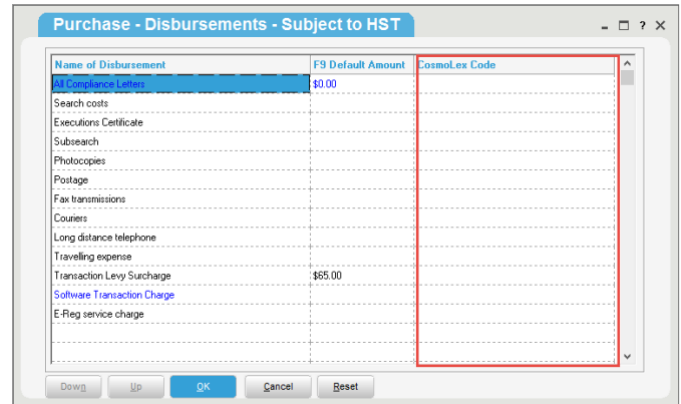
dropdown list located beside the field Select CosmoLex Matter Number. This step is required for the export/import process.

**Note:** You will never have to reconfigure these codes again unless you amend or create new codes in CosmoLex. In that case, you should repeat the process as listed in "Download CosmoLex Expense Code File" and "Adding New CosmoLex Directories in The Conveyancer".

### Configure Disbursements

For each disbursement on the Statement of Account for a Purchase, Sale or Mortgage, select either Subject to HST or Not Subject to HST or Additional Charges (western provinces only). In the Disbursements box, for each Name of Disbursement, select the corresponding expense code from the dropdown menu. All of your CosmoLex expense codes have been imported directly from your CosmoLex Data Directory.

**Note:** The Reset button will reset all Disbursement entries back to their initial default values. It will also remove any manually entered items including any selected values.



### Configure Additional Items

For each additional item that appears on the Statement of Account, such as Title Insurance Premium, Electronic Mortgage Processing Fee, and Land Transfer Tax, select the corresponding expense code from the dropdown menu.

### Statement of Account within a Record

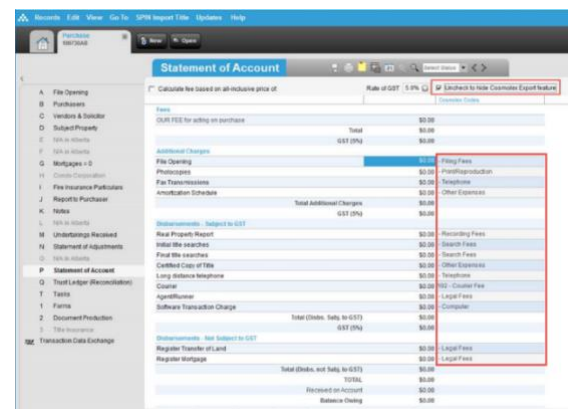
Now that you have completed your initial set up, you will see all of the designated CosmoLex codes on the Statement of Account tab under the heading CosmoLex Codes (as long as the Check to show CosmoLex Export feature is checked.) Although selected in Configuration, these codes are not locked in. This will allow you the flexibility of changing the CosmoLex code, in an open transaction record, should the need arise.

### Insert New Row

Inserting a new row into the Statement of Account continues to function as usual with the exception of having to enter an expense code from the dropdown menu. If you do not enter a CosmoLex code, this disbursement will not be exported to CosmoLex.

### Compliance Letters

Costs associated with compliance letters will appear on the Statement of Account automatically. A CosmoLex Code is not assigned to these expenses as it is assumed that you have already written cheques for these disbursements from CosmoLex.



## Preventing Export of a Specific Disbursement

If you do not wish to export a specific disbursement, simply delete the CosmoLex code next to that disbursement.

## Hide CosmoLex Codes

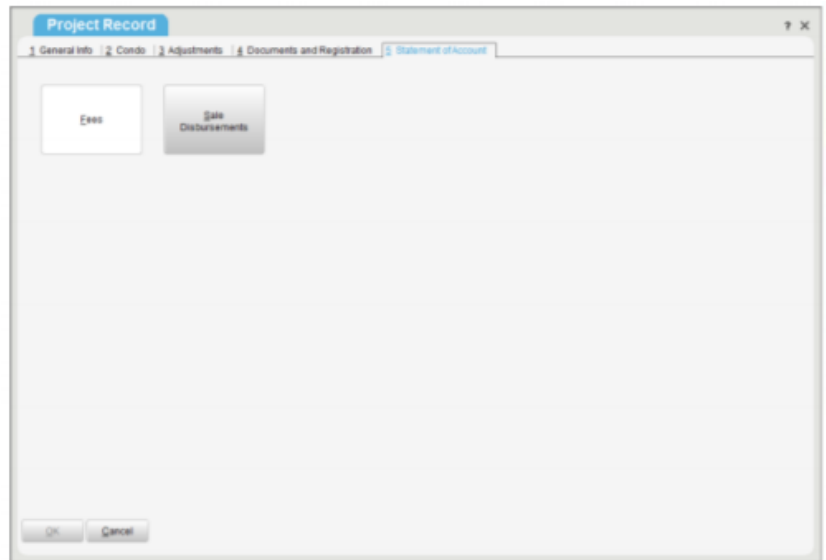
If you do not use CosmoLex as your accounting system or would like to hide the CosmoLex code column on the Statement of Account tab, uncheck the Show Accounting Column box at the top of the topic.

## Projects Users Ontario and Alberta Only

Projects users can now assign fees, disbursements and CosmoLex codes at the project record level. This gives projects users the flexibility of having different fees, disbursements and CosmoLex codes for each project.

To set up this feature, select Tab 5 – Statement of Account from the Project Record. Set your fees and disbursement value by selecting either Fees or Sale Disbursements.

If you have entered CosmoLex Codes under the Default user, these codes will be shown under the Sales Disbursements. These codes can be amended if necessary.



## Export to CosmoLex from The Conveyancer

### From the Statement of Account tab in a record

Once the Statement of Account has been completed and a solicitor is specified in Tab A, select **Export to CosmoLex** on the Statement of Account tab.

An Accounting File is Created box appears stating which files have been successfully created (dpFee.txt and dpDisb.txt). You can import into CosmoLex immediately or you can continue exporting further

accounts. All accounts will remain in the export folder until imported into CosmoLex allowing you to do a mass import of these accounts into CosmoLex.

**Note:** To complete this export, the Matter (see CosmoLex Matter Number setup above) and Lawyer in Tab A must match the Matter and Lawyer in CosmoLex.

Statement of Account		
<input type="checkbox"/> Calculate fee based on all-inclusive price of:	Rate of HST	13.0% <input checked="" type="checkbox"/> Uncheck to hide CosmoLex Export feature
		<a href="#">CosmoLex Codes</a>
OUR FEE for acting on purchase		\$750.00
OUR FEE re 1st mortgage arranged		\$150.00
	Total	\$900.00
	HST (13%)	\$117.00
<b>Disbursements - Subject to HST</b>		
Search costs	\$20.00	- Search Fees
Executions Certificate	\$5.00	- Other Expenses
Subsearch	\$5.00	- Other Expenses
Photocopies	\$5.00	
Postage	\$5.00	- Postage
Fax transmissions	\$5.00	- Other Expenses
Couriers	\$5.00	- Gas & Mileage
Long distance telephone	\$5.00	- Other Expenses
Travelling expense	\$5.00	
Transaction Levy Surcharge	\$5.00	
Software Transaction Charge	\$24.00	
E-Reg service charge	\$0.00	
	Total (Disbs. Subj. to HST)	\$89.00
	HST (13%)	\$11.57
<b>Disbursements - Not Subject to HST (Agency)</b>		
Title Insurance Premium	\$0.00	
Registration of Transfer	\$63.65	
Registration of Charge	\$63.65	
Ontario Land Transfer Tax	\$261,475.00	
Non-Resident Speculation Tax (NRST)	\$0.00	
	Total (Disbs. not Subj. to HST)	\$261,602.30
	TOTAL	\$262,719.87
	Received on Account	\$0.00
<a href="#">Produce</a>	<a href="#">Insert Row</a>	<a href="#">Delete Row</a>
<a href="#">Reset</a>	<a href="#">Auto-Insert All F9s</a>	<a href="#">Export to CosmoLex</a>

## Exporting Multiple Files from Advanced Search

Export multiple files to CosmoLex using EsiLaw Export.LFW in Advanced Search (List): This predefined search list includes the Last CosmoLex Export label (located at the bottom of the Statement of Account topic).

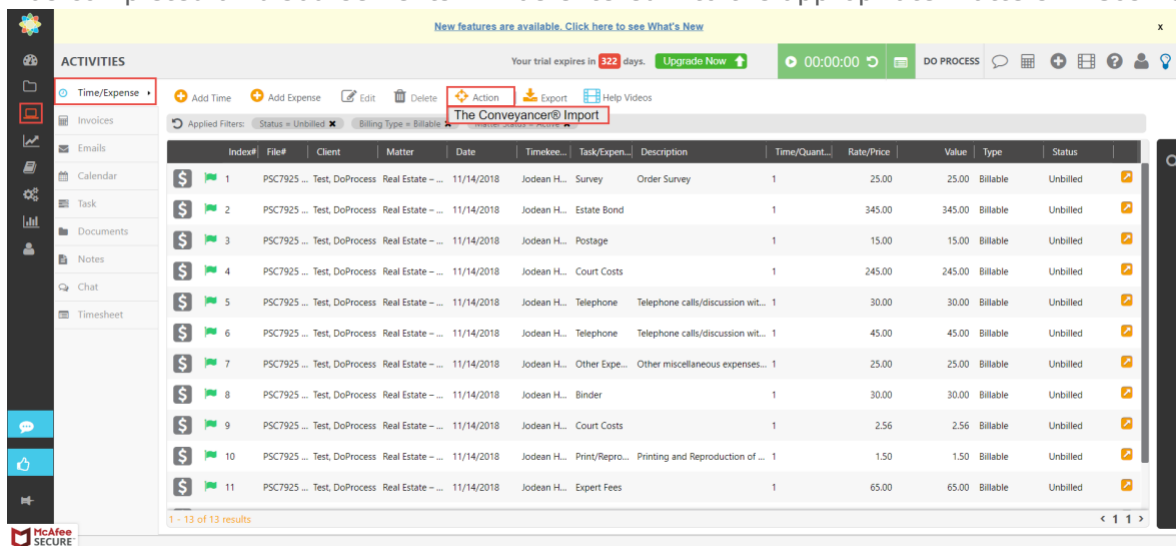
1. Click Advanced Search (List), select CosmoLex Export.LFW and click Search.
2. In the generated list, select files marked as Ready for Export or files that have already been exported if you wish to process them again. Note that files marked as Incomplete Accounting Data do not contain CosmoLex data and cannot be exported.
3. Click Export > Export to CosmoLex.

**Note:** Files that were exported previously will not generate into this list.

# Importing The Conveyancer Export File into CosmoLex

To import the disbursements into CosmoLex, go to Activities from the left panel and under tab Time/Expense, in Action menu, select The Conveyancer Import. Browse to the dpDisb.txt file. (**Note:** At this time, the fees associated with a matter in the dpFee.txt cannot be imported into CosmoLex. To enter a fee for flat fee matters, specify the fee amount when setting up a new matter or editing an existing matter.) Click Upload. On the resulting screen, all disbursements included will be displayed along with any error messages. (All matters with matching file numbers must exist in CosmoLex prior to import.)

All disbursements associated with your record will be merged into the CosmoLex matter. If a mass export was completed all disbursements will be entered into the appropriate matters in CosmoLex.



Index#	File#	Client	Matter	Date	Time/Expense	Task/Expense	Description	Time/Quant	Rate/Price	Value	Type	Status
1	PSC7925 ...	Test, DoProcess	Real Estate ...	11/14/2018	Jodean H...	Survey	Order Survey	1	25.00	25.00	Billable	Unbilled
2	PSC7925 ...	Test, DoProcess	Real Estate ...	11/14/2018	Jodean H...	Estate Bond		1	345.00	345.00	Billable	Unbilled
3	PSC7925 ...	Test, DoProcess	Real Estate ...	11/14/2018	Jodean H...	Postage		1	15.00	15.00	Billable	Unbilled
4	PSC7925 ...	Test, DoProcess	Real Estate ...	11/14/2018	Jodean H...	Court Costs		1	245.00	245.00	Billable	Unbilled
5	PSC7925 ...	Test, DoProcess	Real Estate ...	11/14/2018	Jodean H...	Telephone	Telephone calls/discussion wt...	1	30.00	30.00	Billable	Unbilled
6	PSC7925 ...	Test, DoProcess	Real Estate ...	11/14/2018	Jodean H...	Telephone	Telephone calls/discussion wt...	1	45.00	45.00	Billable	Unbilled
7	PSC7925 ...	Test, DoProcess	Real Estate ...	11/14/2018	Jodean H...	Other Expe...	Other miscellaneous expenses...	1	25.00	25.00	Billable	Unbilled
8	PSC7925 ...	Test, DoProcess	Real Estate ...	11/14/2018	Jodean H...	Binder		1	30.00	30.00	Billable	Unbilled
9	PSC7925 ...	Test, DoProcess	Real Estate ...	11/14/2018	Jodean H...	Court Costs		1	2.56	2.56	Billable	Unbilled
10	PSC7925 ...	Test, DoProcess	Real Estate ...	11/14/2018	Jodean H...	Print/Repro...	Printing and Reproduction of ...	1	1.50	1.50	Billable	Unbilled
11	PSC7925 ...	Test, DoProcess	Real Estate ...	11/14/2018	Jodean H...	Expert Fees		1	65.00	65.00	Billable	Unbilled

**Note:** Once you have imported your Statement of Account to CosmoLex, all amendments or changes must be made in CosmoLex. Do not Export from The Conveyancer again as this will cause duplicate entries on your CosmoLex client ledger. You can, however, remove the CosmoLex codes in the Statement of Account within The Conveyancer for those entries that you do not wish to export again. If you have already made entries in CosmoLex ensure that you remove the CosmoLex codes from the Statement of Account prior to exporting in order to prevent duplicate entries.

## Support

For support with setup, reviewing CosmoLex expense codes, Exporting The Conveyancer Format Expense List (including expense codes in the export list), configuration, and export, please contact CosmoLex at 365.804.0050 or [support@CosmoLex.com](mailto:support@CosmoLex.com).

CosmoLex has created a dedicated support group of CosmoLex representatives with whom you can schedule a 30-minute setup session. Simply click [here](#) to set up your 30-minute session.

For support with The Conveyancer functionality please contact DoProcess Customer Support at 416.322.6111, 1.866.367.7648 or [inquiries@doprocess.com](mailto:inquiries@doprocess.com).

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