Unity – CosmoLex Integration Guide

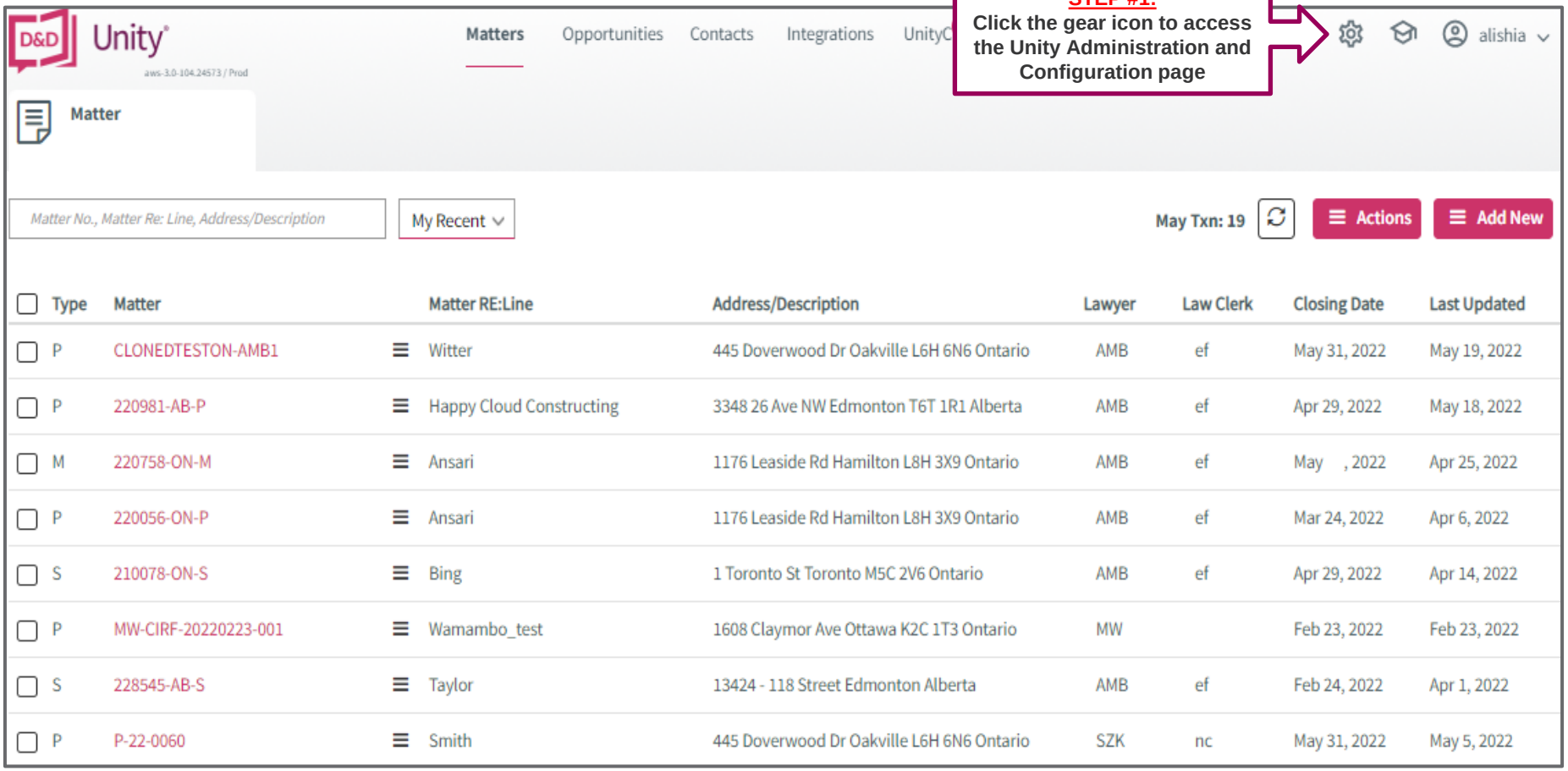
Alishia Blackmore

Unity – CosmoLex Integration Set-Up

Setting Up The CosmoLex Integration

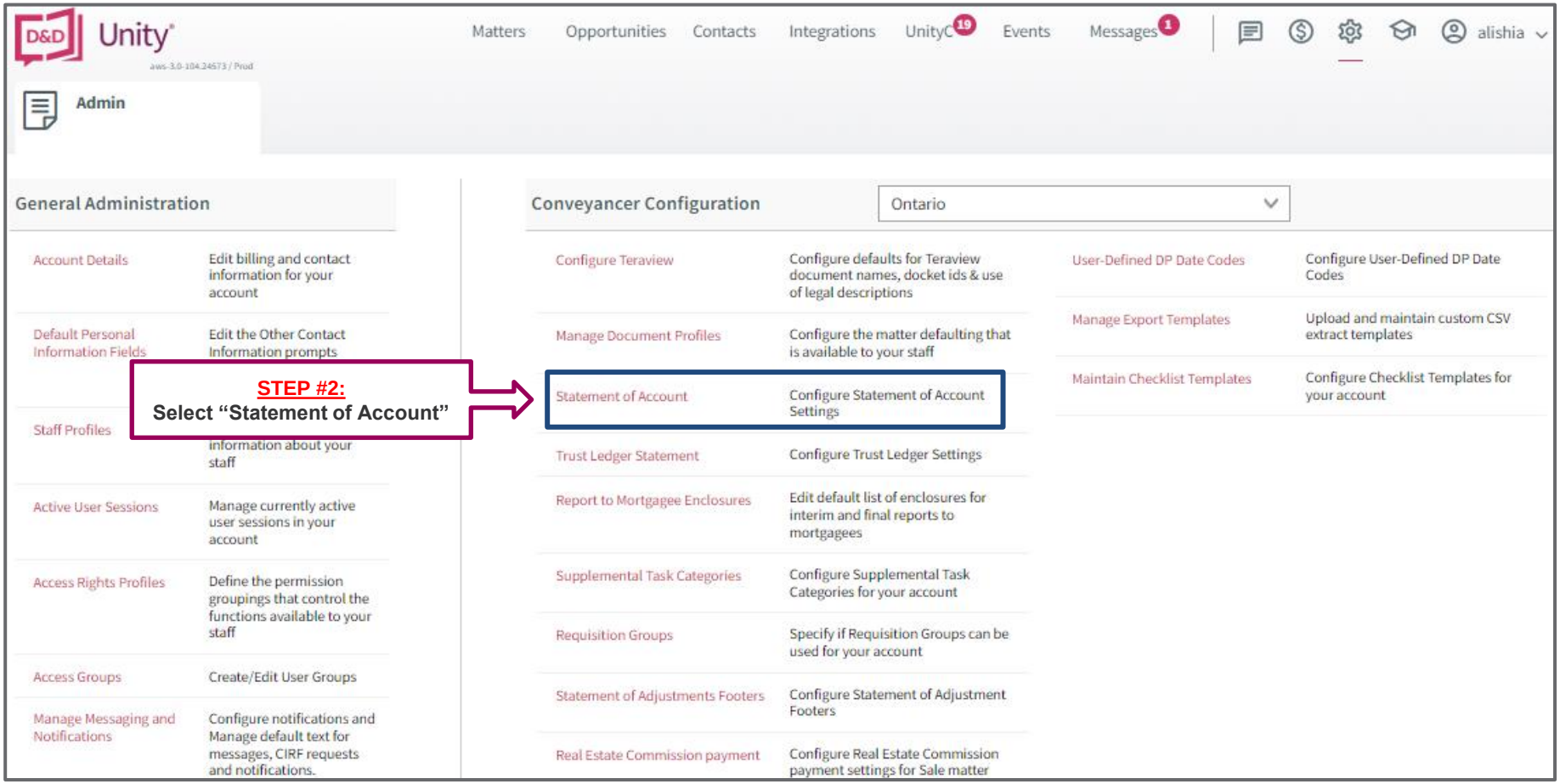
To set up the CosmoLex integration in Unity you must have Unity Administrator privileges on your account.

STEP #1:
Click the gear icon to access the Unity Administration and Configuration page



Setting Up The CosmoLex Integration Cont.

To set up the CosmoLex integration go to the "Statement of Account" conveyancer configuration option.



Setting Up The CosmoLex Integration Cont.

Dye & Durham

Unity
aws-3.0-104.24573 / Prod

Matters | Opportunities | Contacts | Integrations | UnityC 19 | Events | Messages 1 | alishia

Admin

Statement of Account - 9899 Unity Test Account - UL

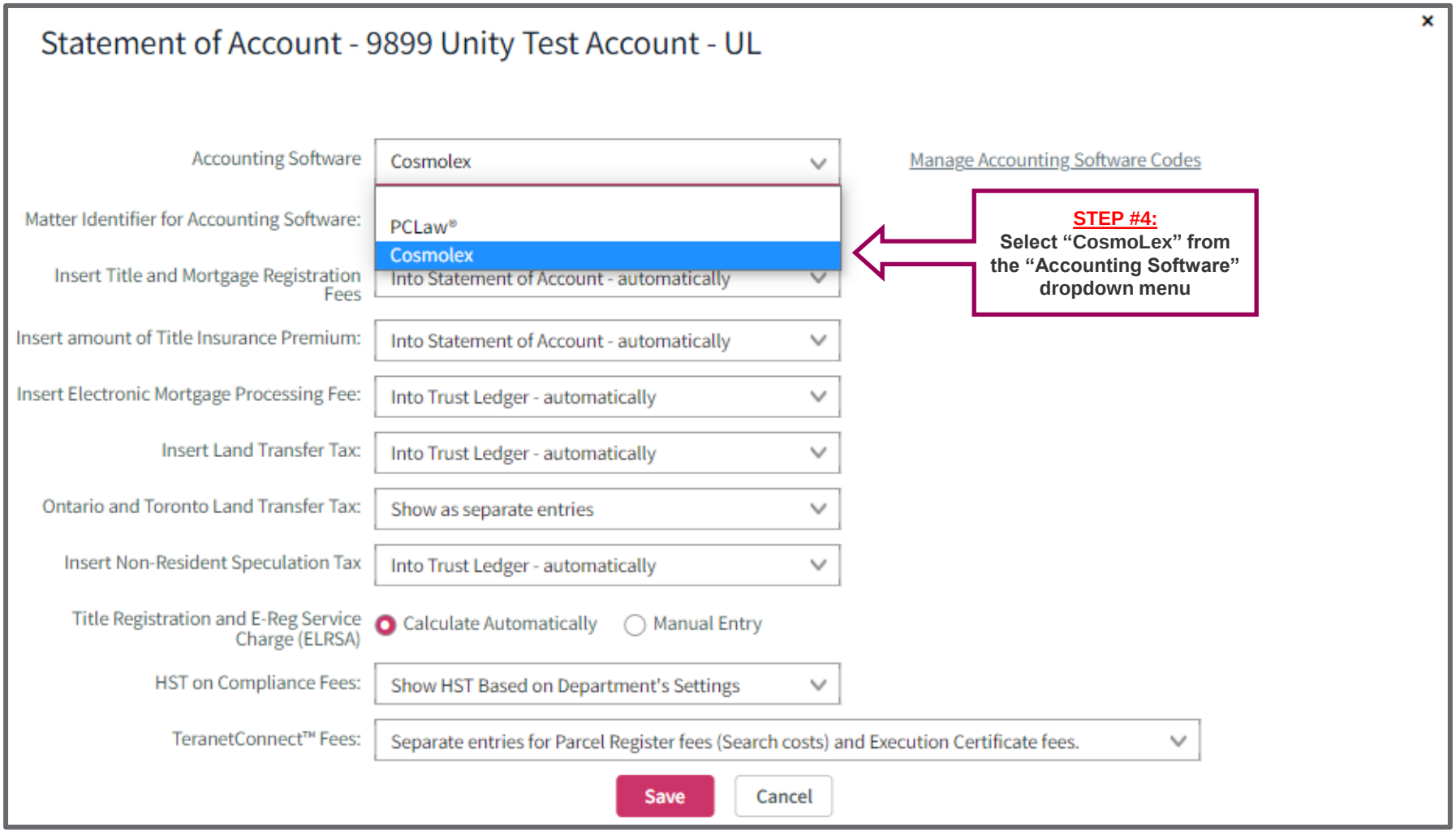
Back to Administration Menu

STEP #3:
Select "Manage General Statement of Account Settings"

Manage General Statement of Account Settings | Add Statement of Account Template

Template Name	Default Template	MatterType	Active Ind	Last Updated	User Id
Adoption	No	Adoption	Yes	Jan 25, 2022	erin@doprocess.com
Adoption - Family	No	Adoption	Yes	Mar 8, 2022	erin@doprocess.com
Adoption - Marriage	No	Adoption	Yes	Mar 15, 2022	erin@doprocess.com
Adoption Account	No	Adoption	Yes	Jan 11, 2022	erin@doprocess.com
Adoption Primary	Yes	Adoption	Yes	Feb 22, 2022	erin@doprocess.com
All inclusive Divorce	No	Divorce	Yes	Aug 4, 2021	savannah@doprocess.com
All Inclusive Double Will	No	Estate Matters	Yes	Jul 20, 2021	savannah@doprocess.com

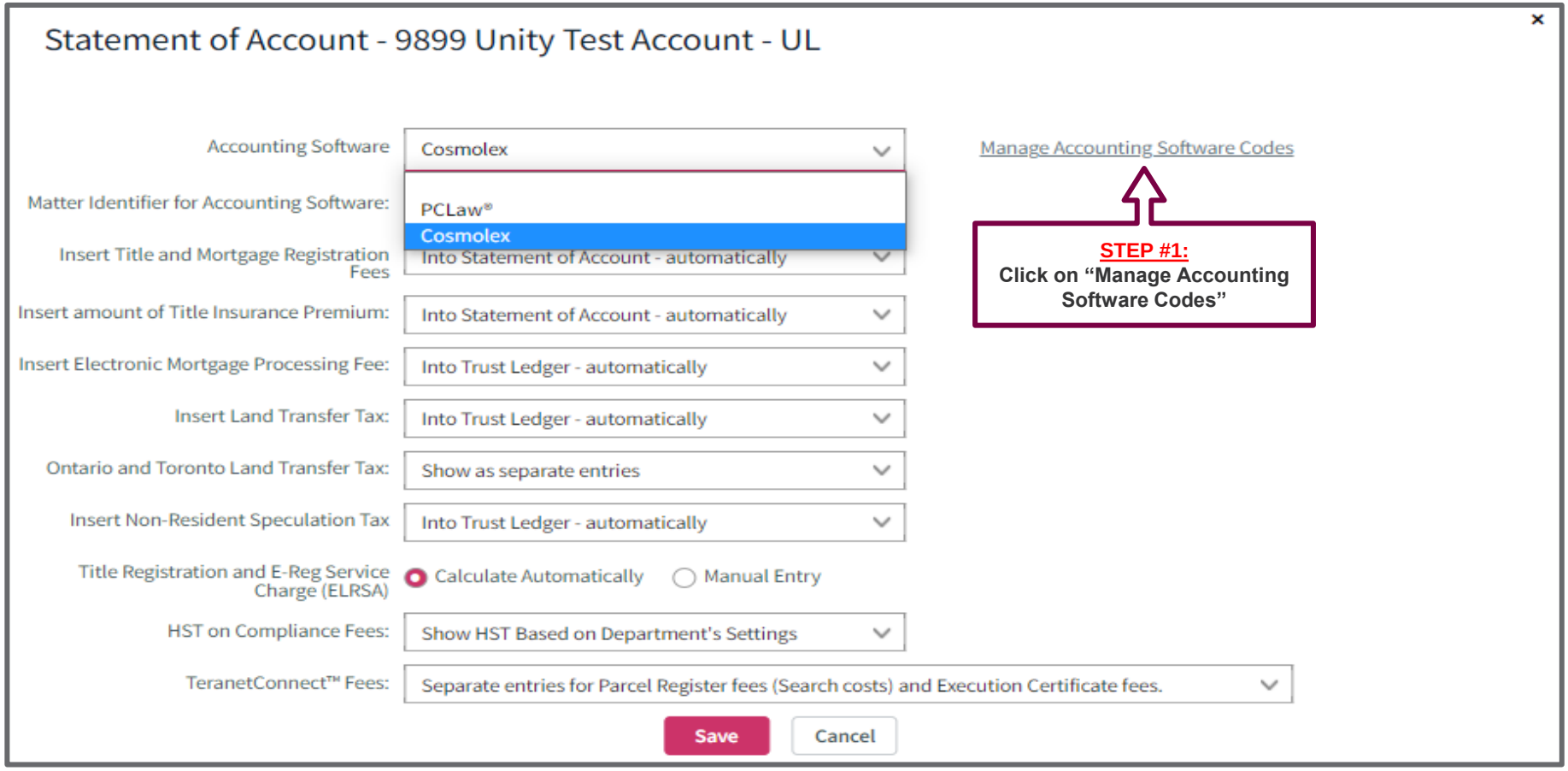
Setting Up The CosmoLex Integration Cont.



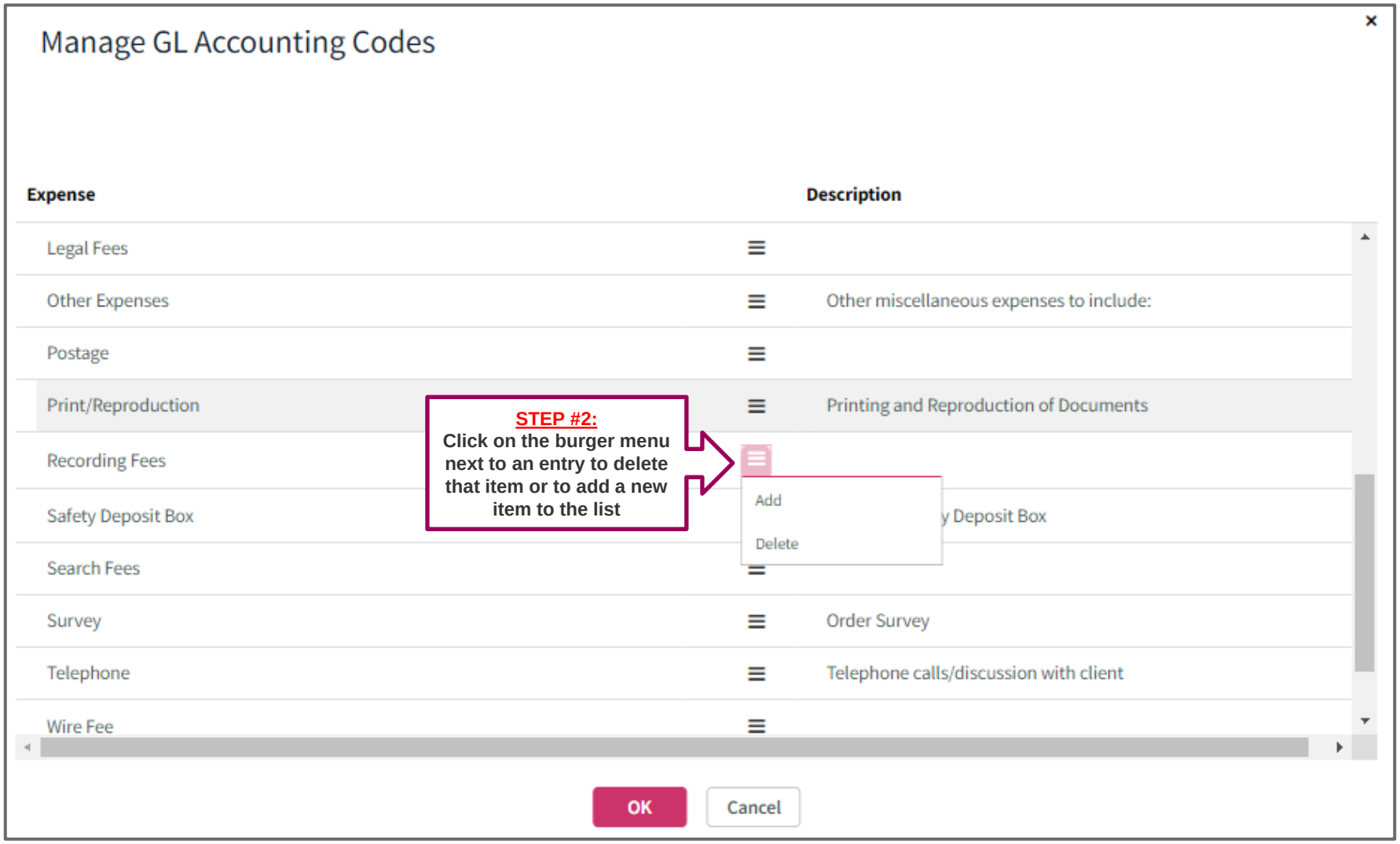
Managing GL Accounting Codes

Managing GL Accounting Codes

Unity will prepopulate the standard CosmoLex GL accounting codes. You will need to add/change these codes to match your office's accounting configurations.



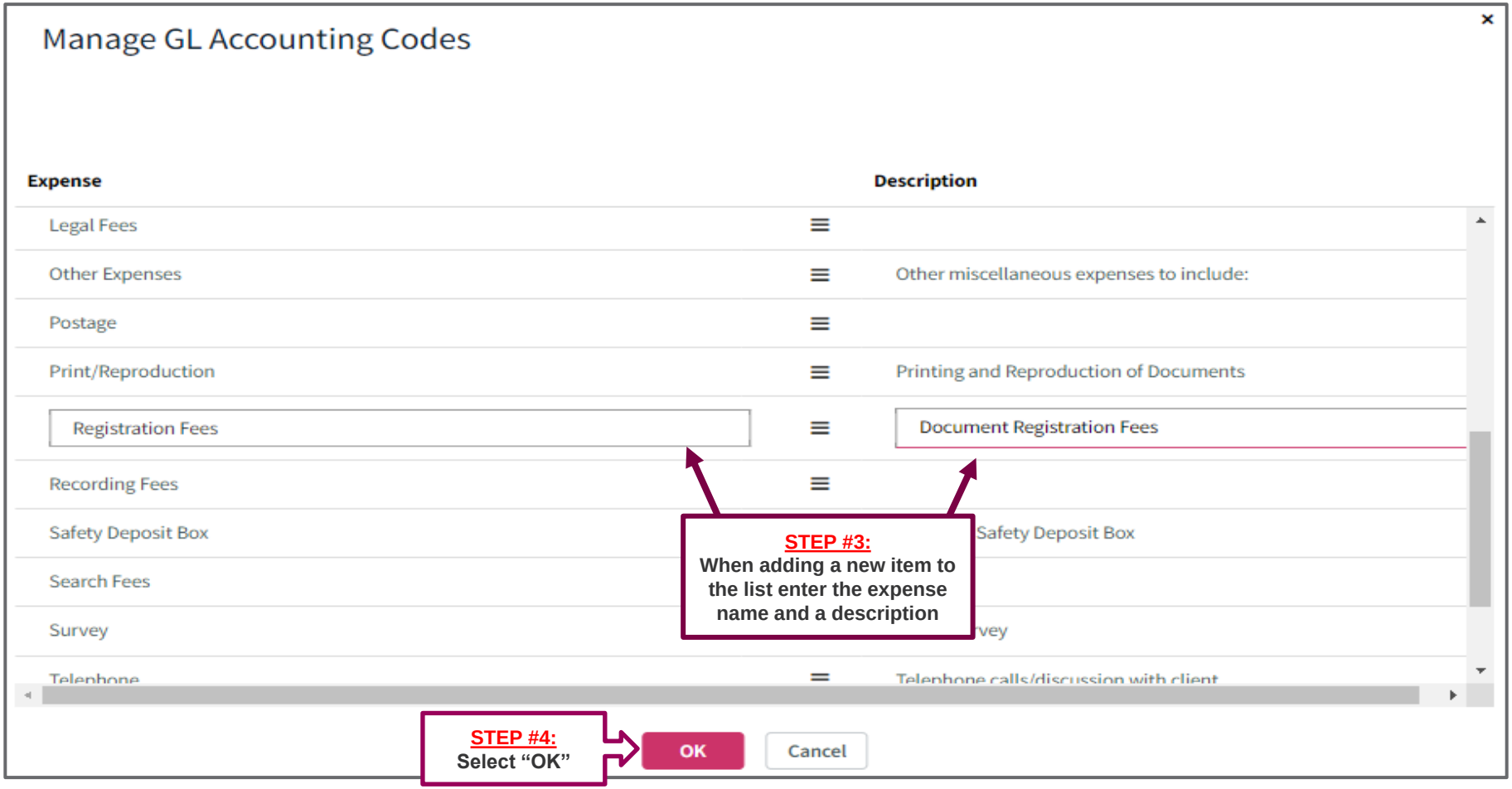
Managing GL Accounting Codes Cont.



STEP #2:
Click on the burger menu next to an entry to delete that item or to add a new item to the list

Managing GL Accounting Codes Cont.

Once you have finished adding and editing your list of GL accounting codes, click "OK" to save your changes to your Unity account.

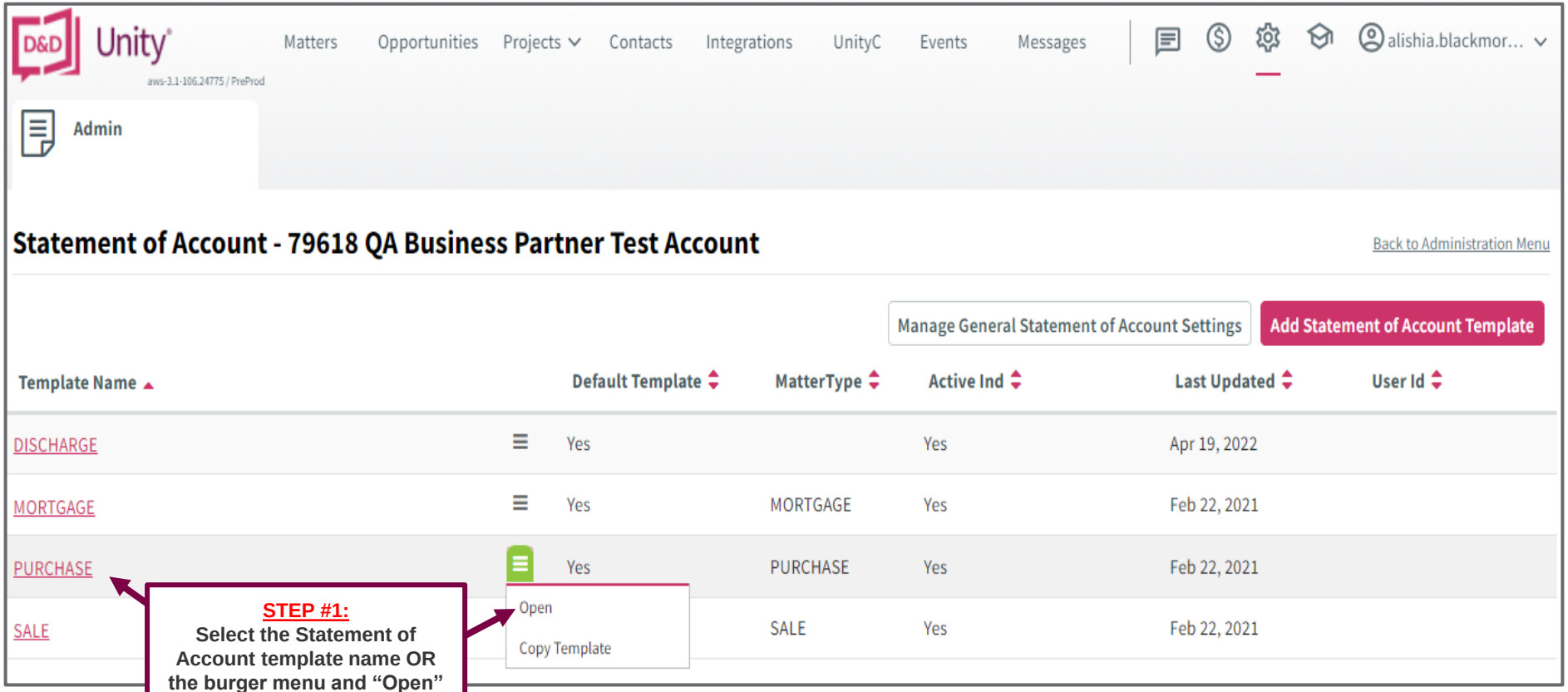


Configuring your Statement of Account

Assigning GL Accounting Codes to Default Disbursements

In order to expedite the account creation process, you can assign GL accounting codes to your default disbursements in the Statement of Account configurations.

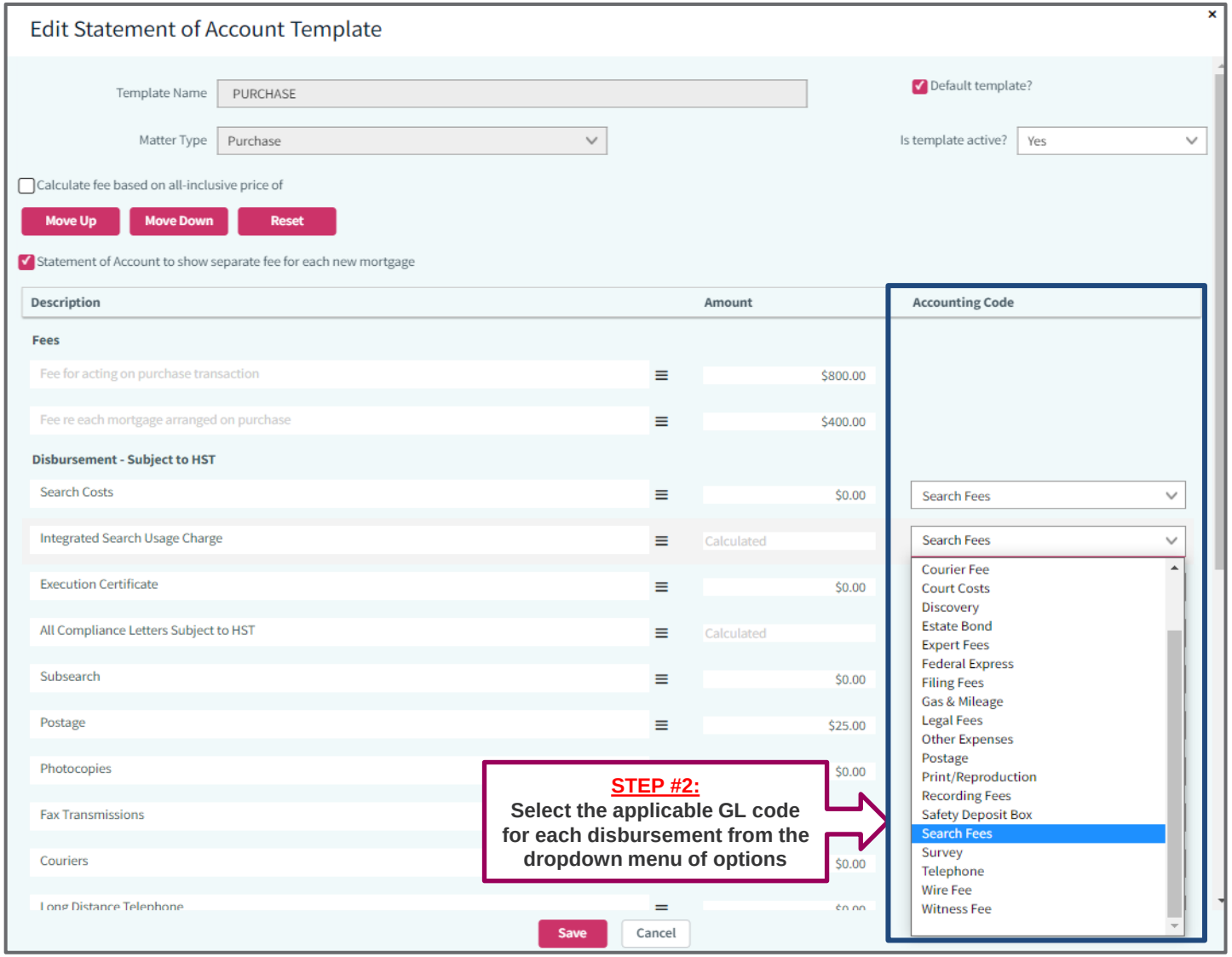
***Note – GL accounting codes can also be selected for a specific disbursement directly on the Statement of Account page within a matter.**



STEP #1:
Select the Statement of Account template name OR the burger menu and "Open"

Assigning GL Accounting Codes to Default Disbursements Cont.

Each disbursement can be assigned a unique GL accounting code from the list of accounting codes.



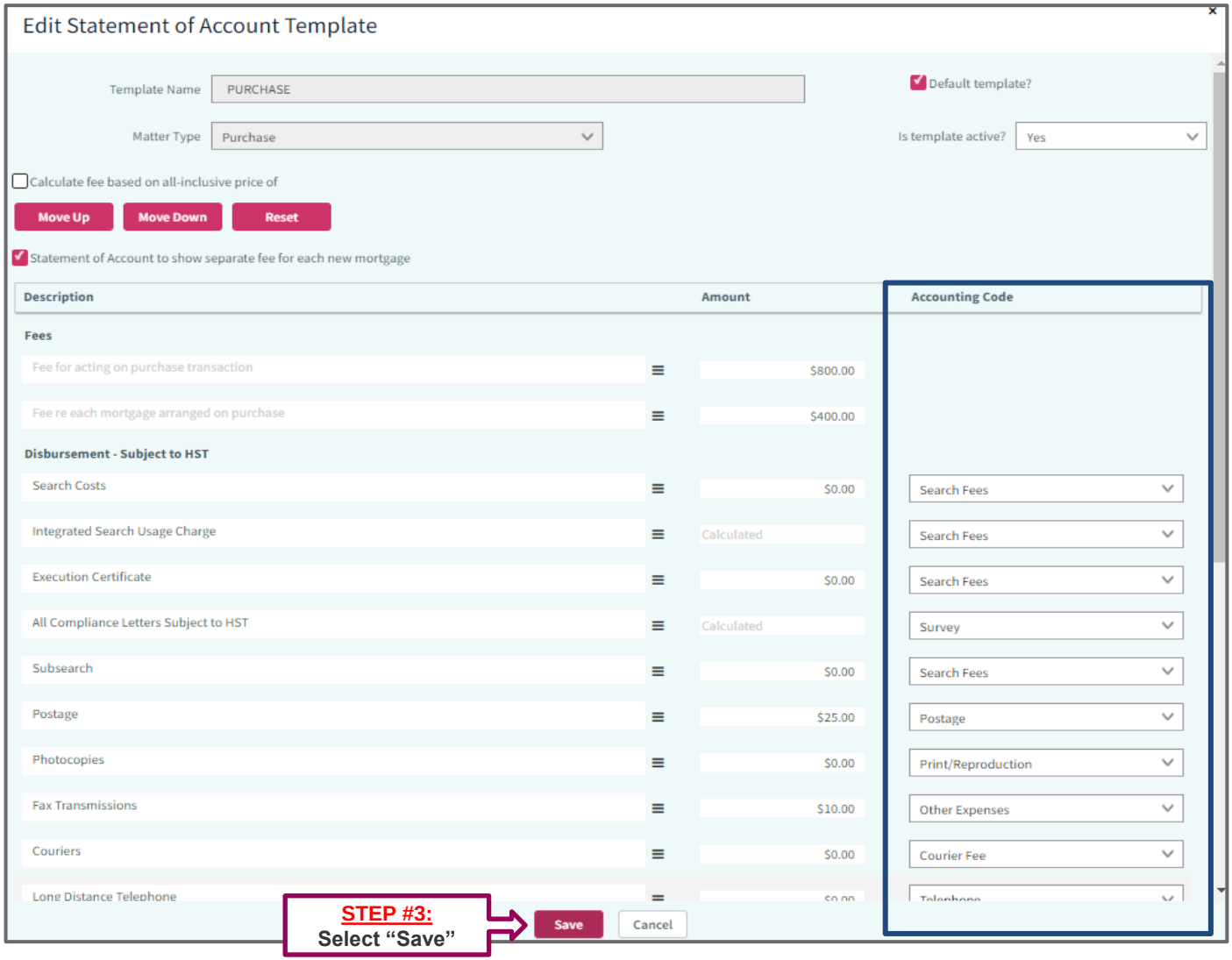
STEP #2:
Select the applicable GL code for each disbursement from the dropdown menu of options

*Note – GL accounting codes can also be selected for a specific disbursement directly on the Statement of Account page within a matter.

Assigning GL Accounting Codes to Default Disbursements Cont.

Once you have assigned the appropriate GL accounting codes to each disbursement click "Save" to have these appear in the Statement of Account page of your new matters.

*Note – these settings will apply to all matters opened after they have been configured. To apply the settings to existing matters, you will have to reset the Statement of Account on the Statement of Account page of the matter.

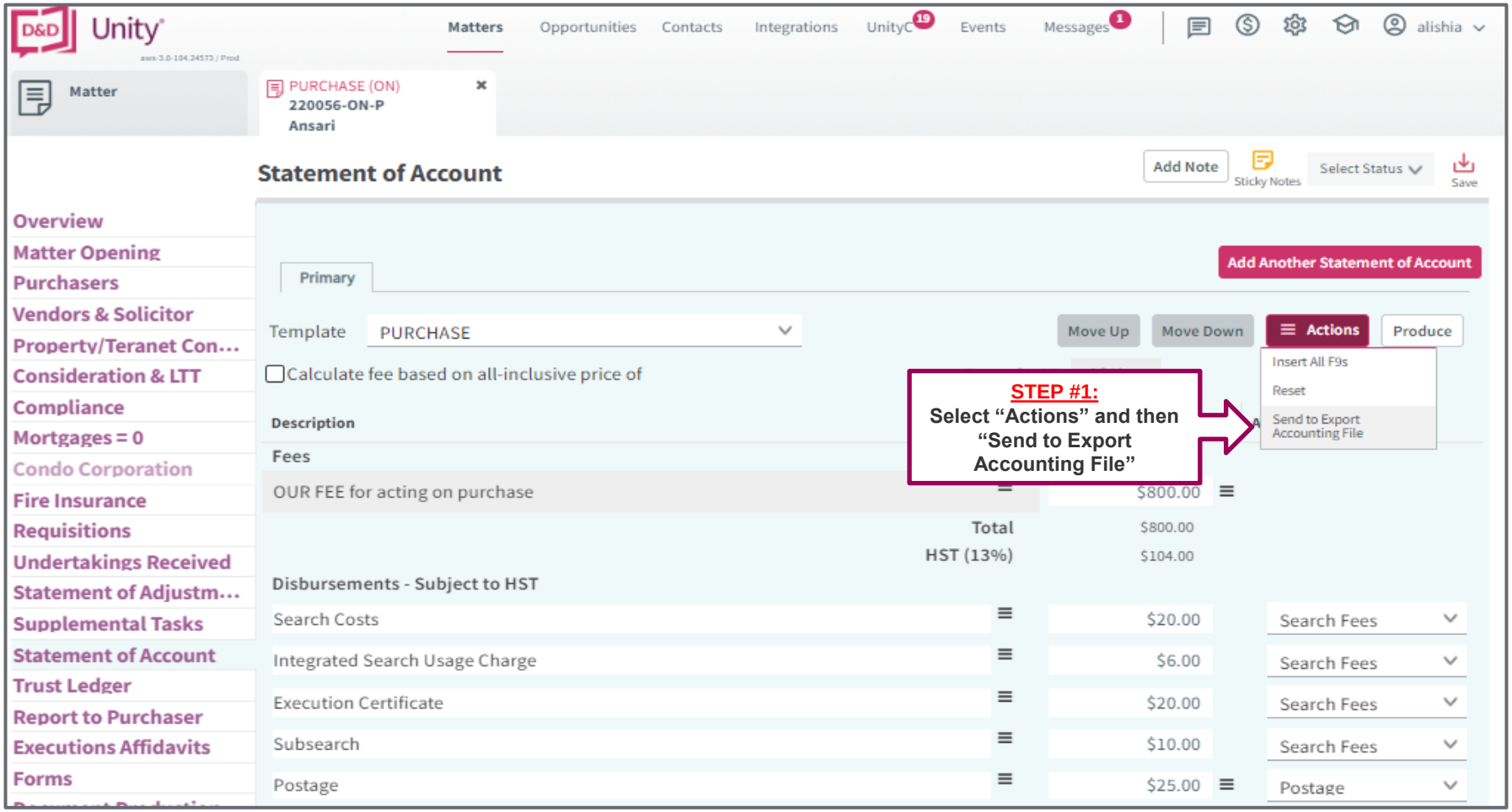


STEP #3:
Select "Save"

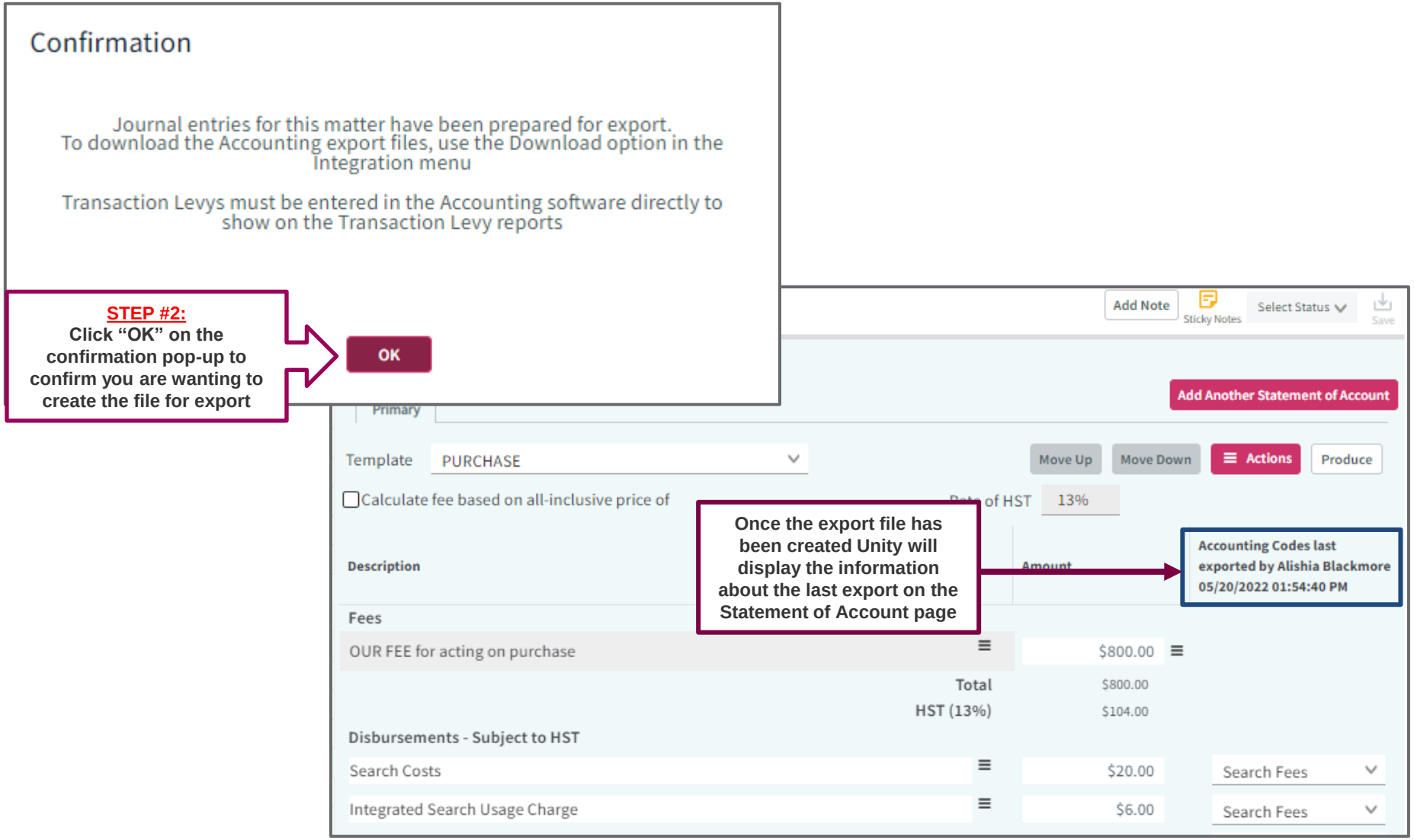
Creating Accounting Files for Export From a Matter

Creating the Accounting Export File

As you complete your Statement of Account on a matter you can also choose to create the file that will be exported from Unity from the Statement of Account page.



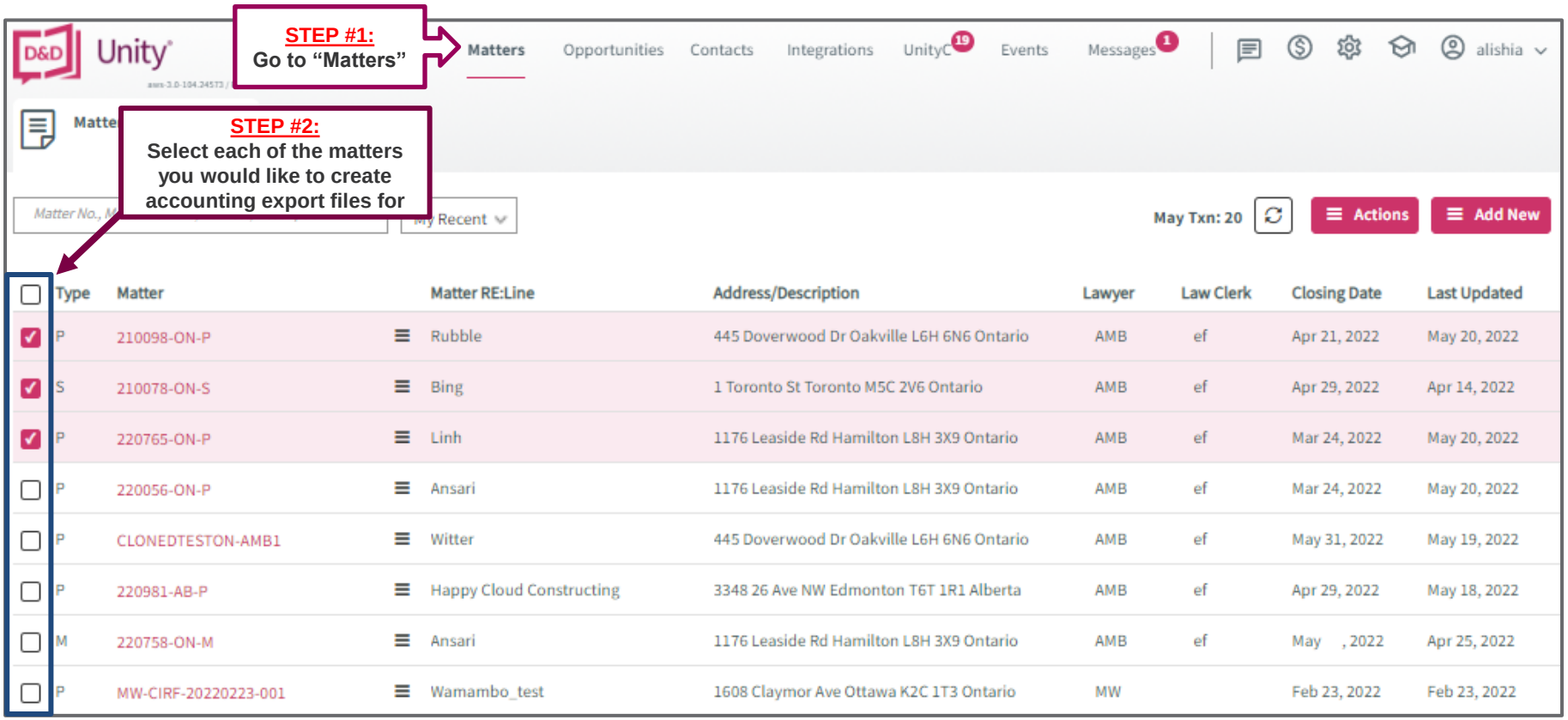
Creating the Accounting Export File Cont.



Creating Accounting Export File for Multiple Matters

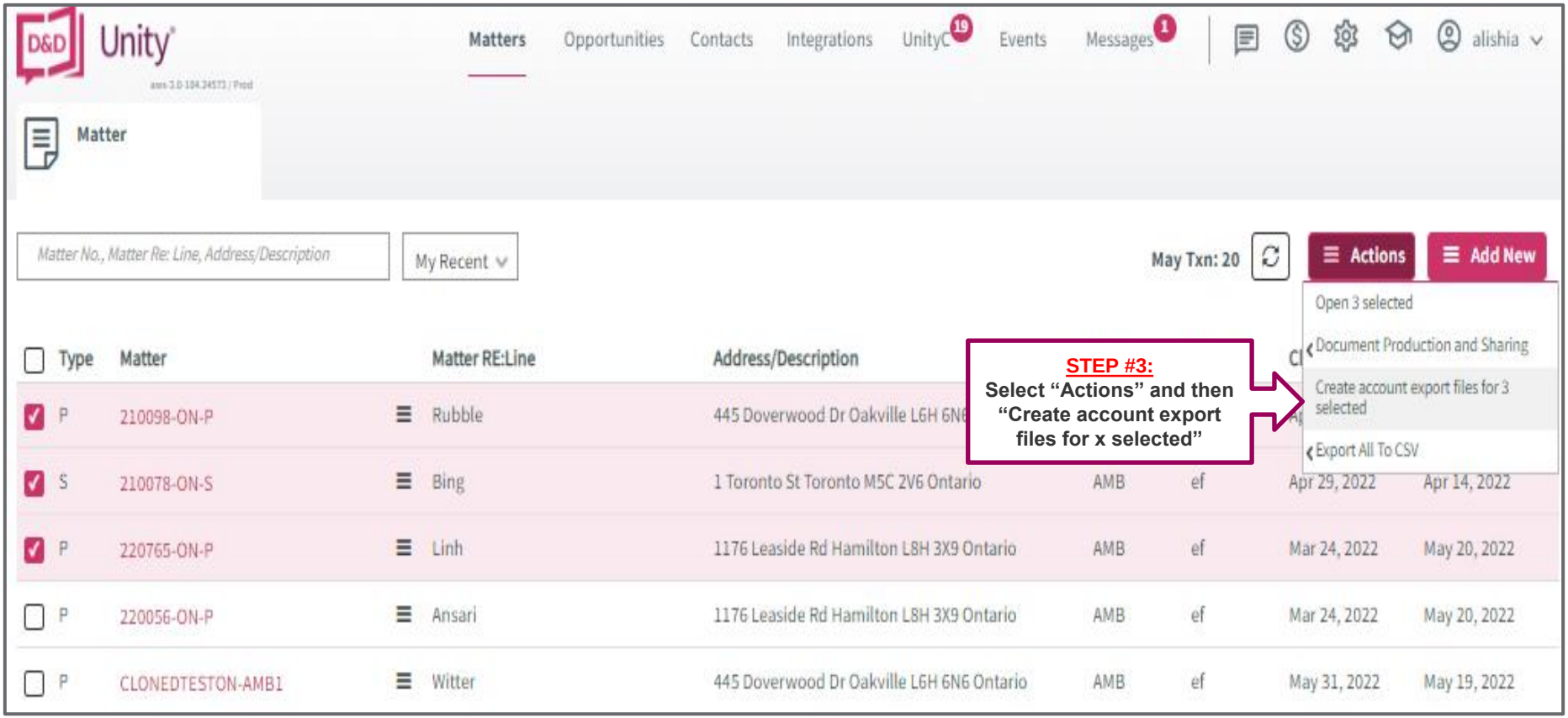
Creating Accounting Export File for Multiple Files

If you would like to create accounting export files across multiple matters at one time you can do that from the "Matters" page.



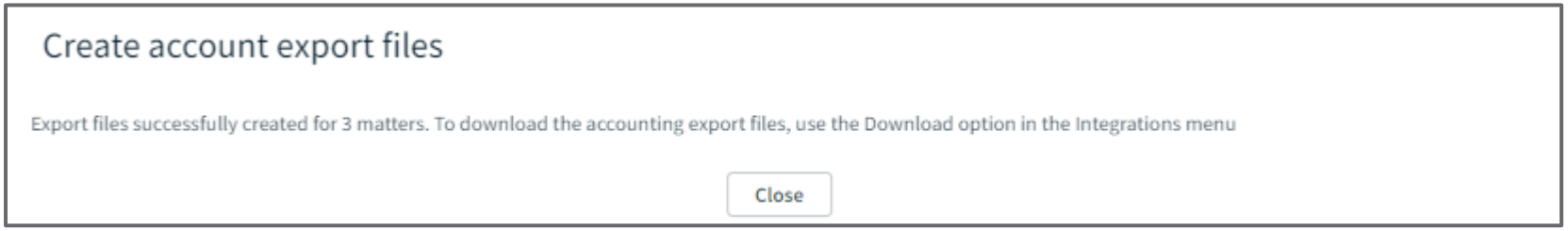
Type	Matter	Matter RE:Line	Address/Description	Lawyer	Law Clerk	Closing Date	Last Updated
P	210098-ON-P	Rubble	445 Doverwood Dr Oakville L6H 6N6 Ontario	AMB	ef	Apr 21, 2022	May 20, 2022
S	210078-ON-S	Bing	1 Toronto St Toronto M5C 2V6 Ontario	AMB	ef	Apr 29, 2022	Apr 14, 2022
P	220765-ON-P	Linh	1176 Leaside Rd Hamilton L8H 3X9 Ontario	AMB	ef	Mar 24, 2022	May 20, 2022
P	220056-ON-P	Ansari	1176 Leaside Rd Hamilton L8H 3X9 Ontario	AMB	ef	Mar 24, 2022	May 20, 2022
P	CLONEDTESTON-AMB1	Witter	445 Doverwood Dr Oakville L6H 6N6 Ontario	AMB	ef	May 31, 2022	May 19, 2022
P	220981-AB-P	Happy Cloud Constructing	3348 26 Ave NW Edmonton T6T 1R1 Alberta	AMB	ef	Apr 29, 2022	May 18, 2022
M	220758-ON-M	Ansari	1176 Leaside Rd Hamilton L8H 3X9 Ontario	AMB	ef	May , 2022	Apr 25, 2022
P	MW-CIRF-20220223-001	Wamambo_test	1608 Claymor Ave Ottawa K2C 1T3 Ontario	MW		Feb 23, 2022	Feb 23, 2022

Creating Accounting Export File for Multiple Files Cont.

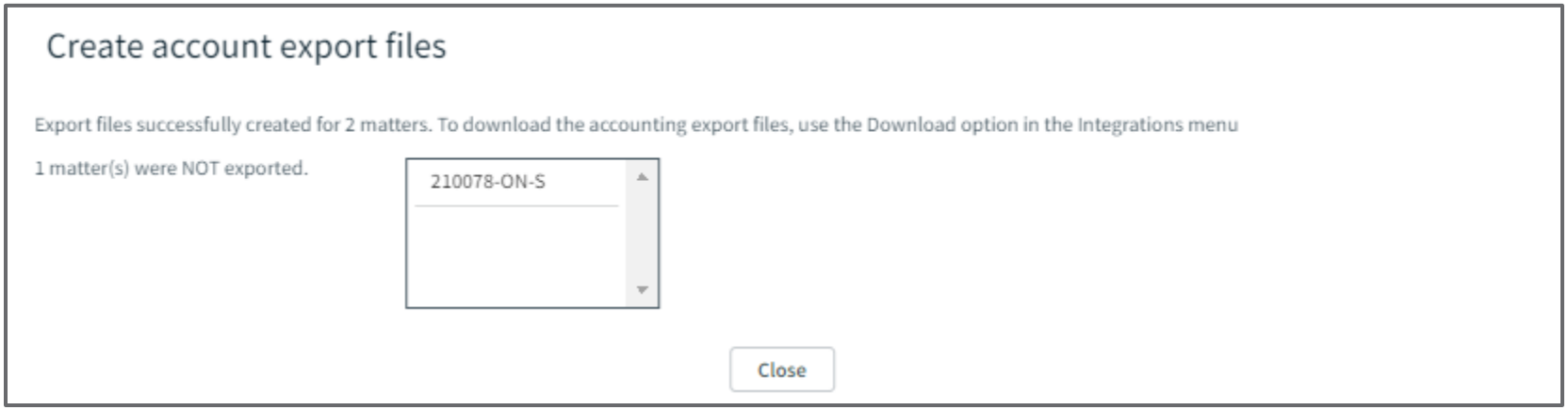


Creating Accounting Export File for Multiple Files Cont.

Once the accounting files have been successfully created, Unity will display a confirmation message.



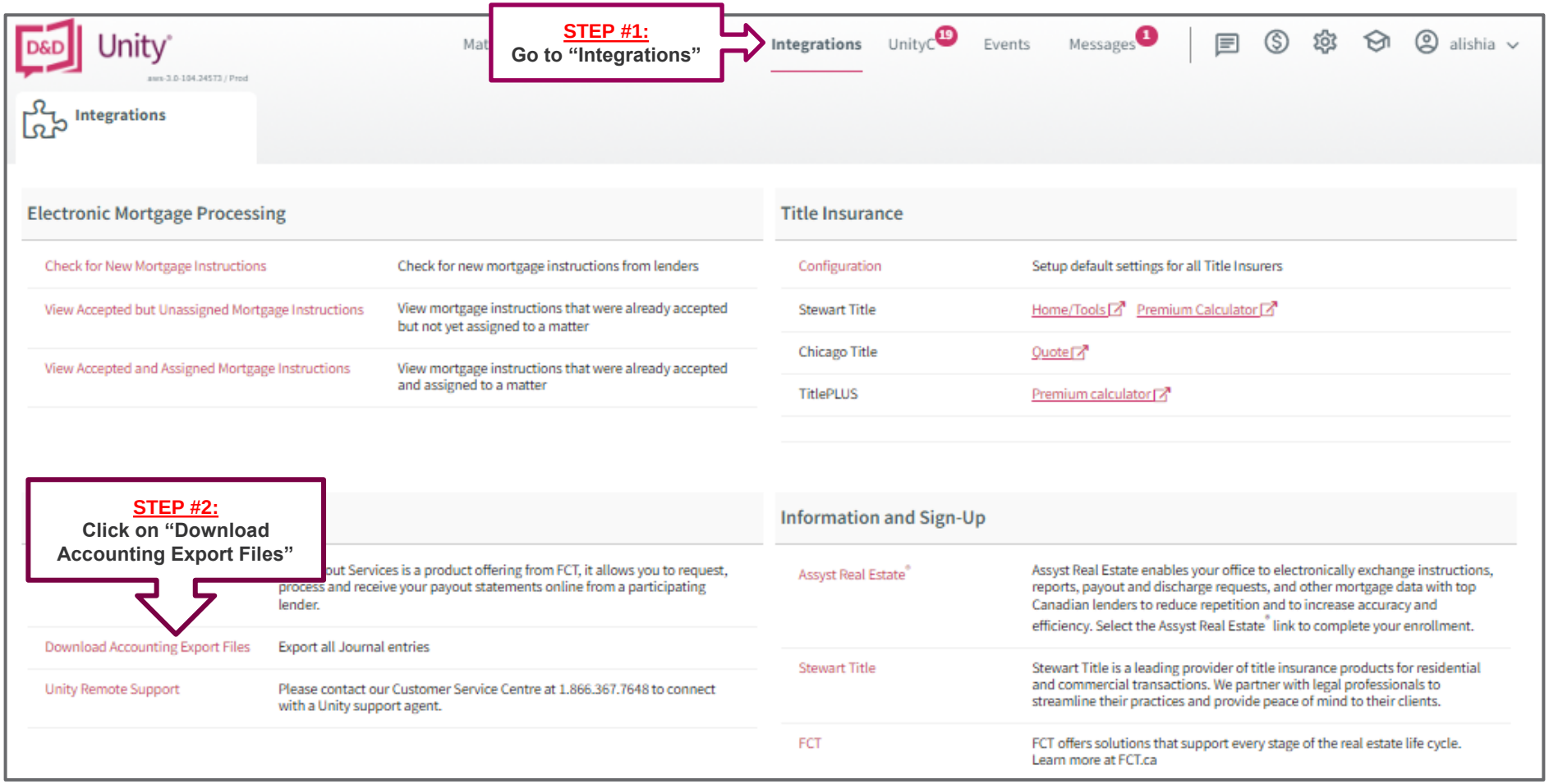
If any matter(s) failed to properly create an accounting file, they will also be displayed.



Exporting the Accounting Files

Exporting the Accounting Files

Once you have created the accounting files for the applicable matters, you will need to export them out of Unity.



Exporting the Accounting Files – Download zip File

Unity will display a list of matters with accounting files ready to be exported. When downloading, all available files are downloaded in a zip folder. The list of matters with available files will clear after you have created the zip folder.

Download Accounting Export Files

Matter Type	Matter ID	User Name	Date Added to Accounting Export
PURCHASE	ON-OCT31-OPP1-P	Liu jenny	Oct 31 ,2021 03:21 AM
PURCHASE	210098-ON-P	Alishia Blackmore	May 20 ,2022 02:20 PM
PURCHASE	220765-ON-P	Alishia Blackmore	May 20 ,2022 02:20 PM
PURCHASE	220056-ON-P	Alishia Blackmore	May 20 ,2022 02:20 PM
PURCHASE		Liu jenny	Nov 12 ,2021 08:41 PM
PURCHASE		Liu jenny	Nov 12 ,2021 08:42 PM

Download Unity Accounting file

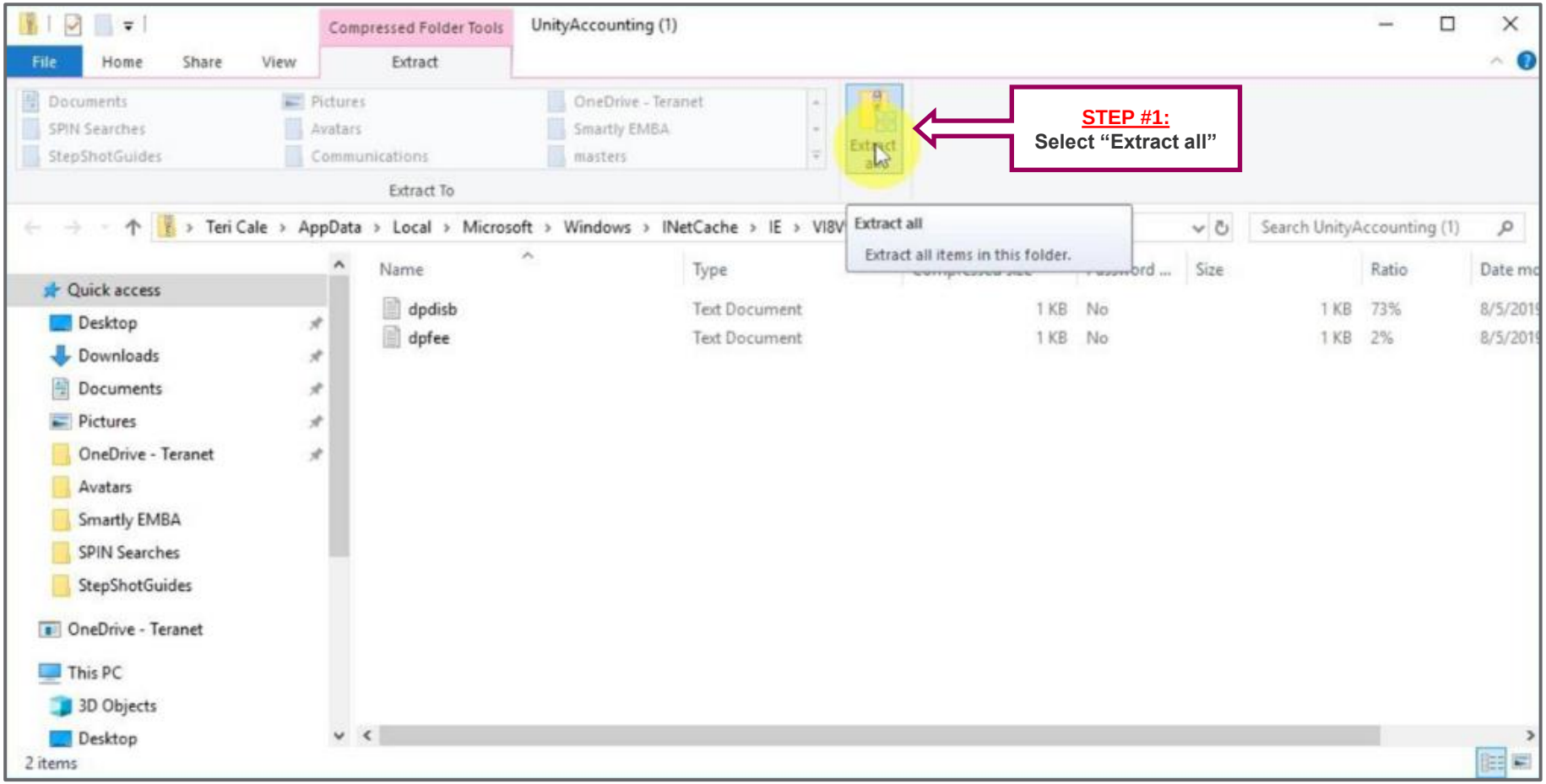
Close

STEP #3:
Click on "Download Unity Accounting zip file"

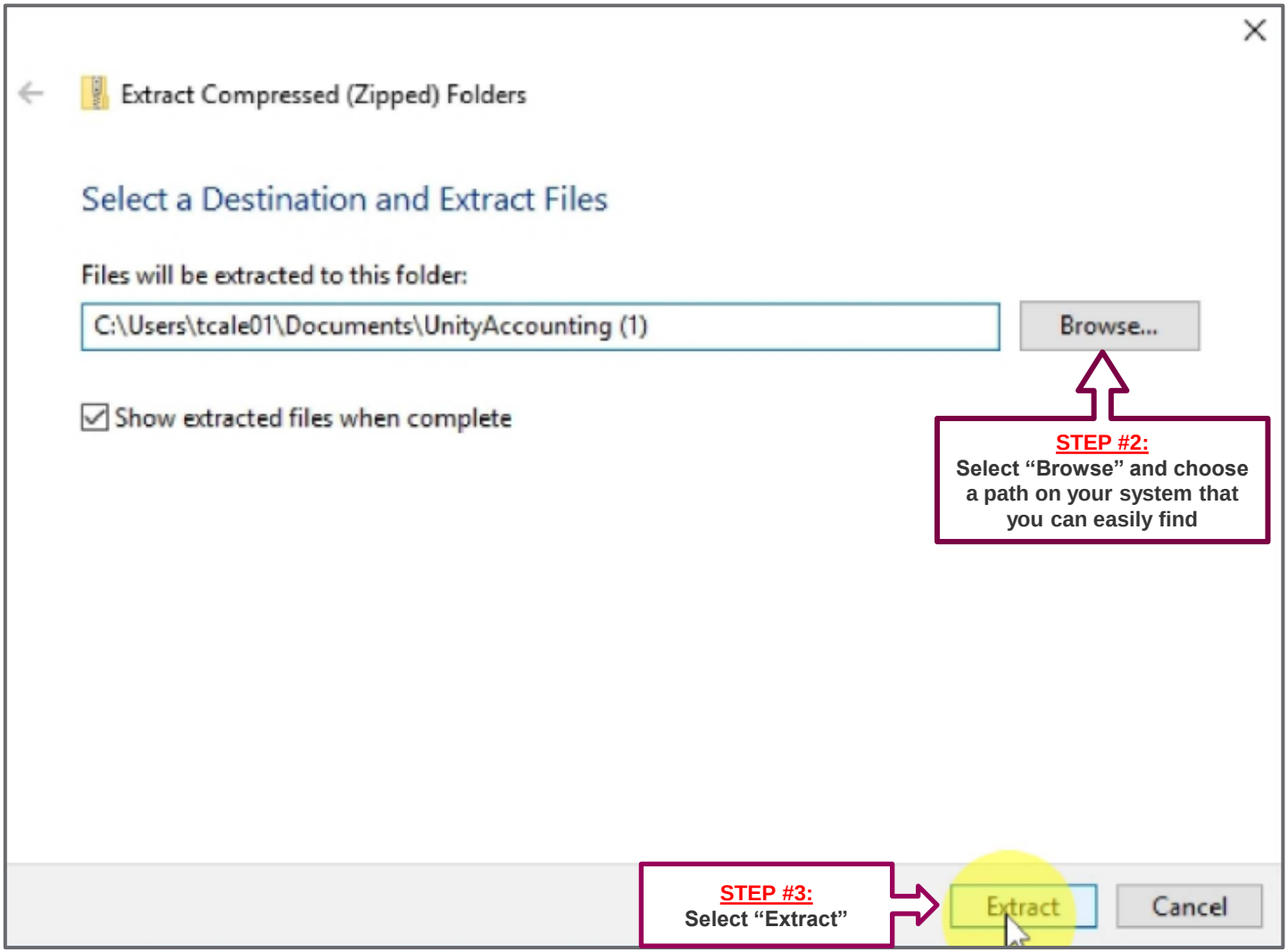
Unzipping the zip File for Import

Unzipping the zip File for Import

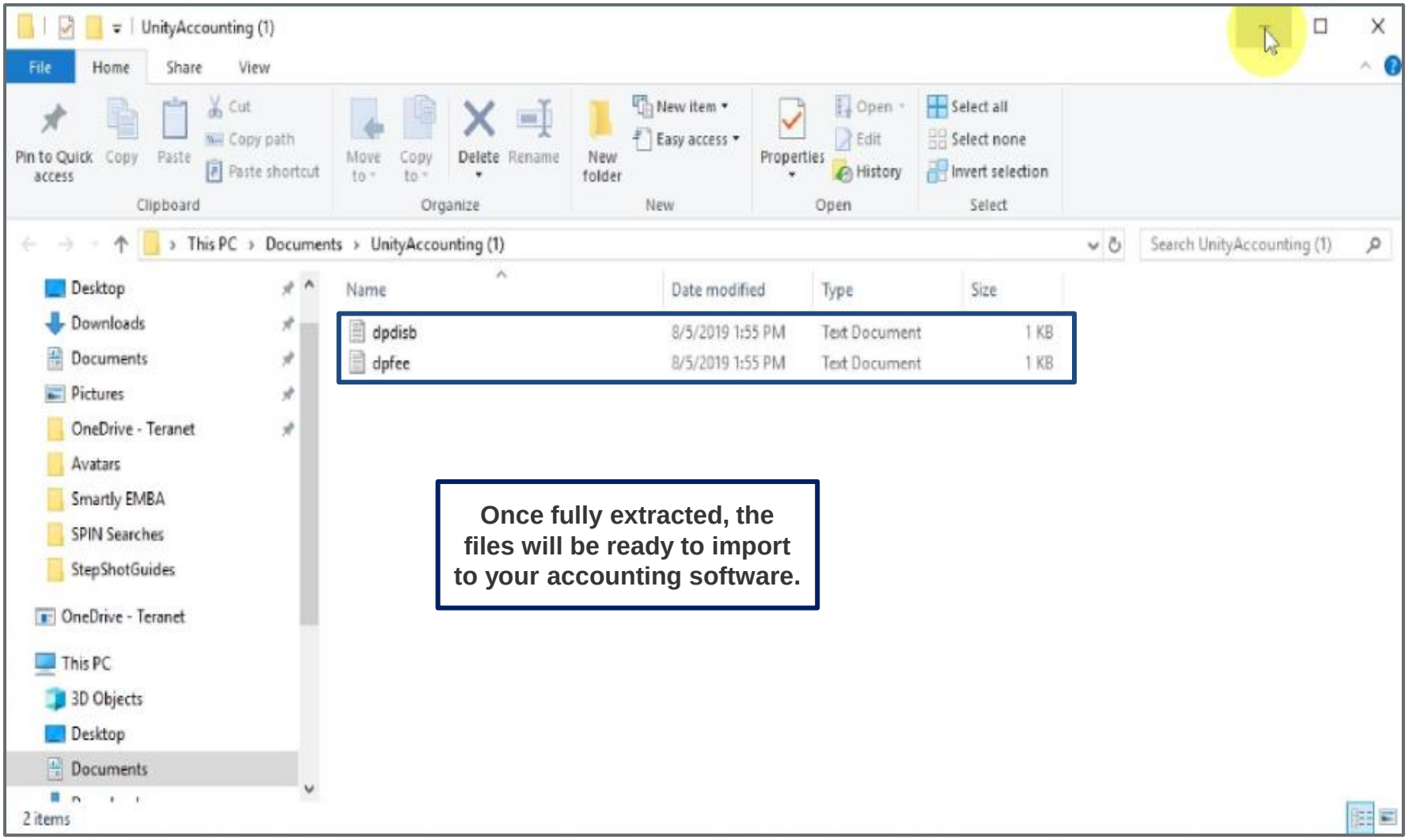
Prior to importing the accounting files from Unity into your accounting program, you must extract them from the downloaded zip folder.



Unzipping the zip File for Import Cont.



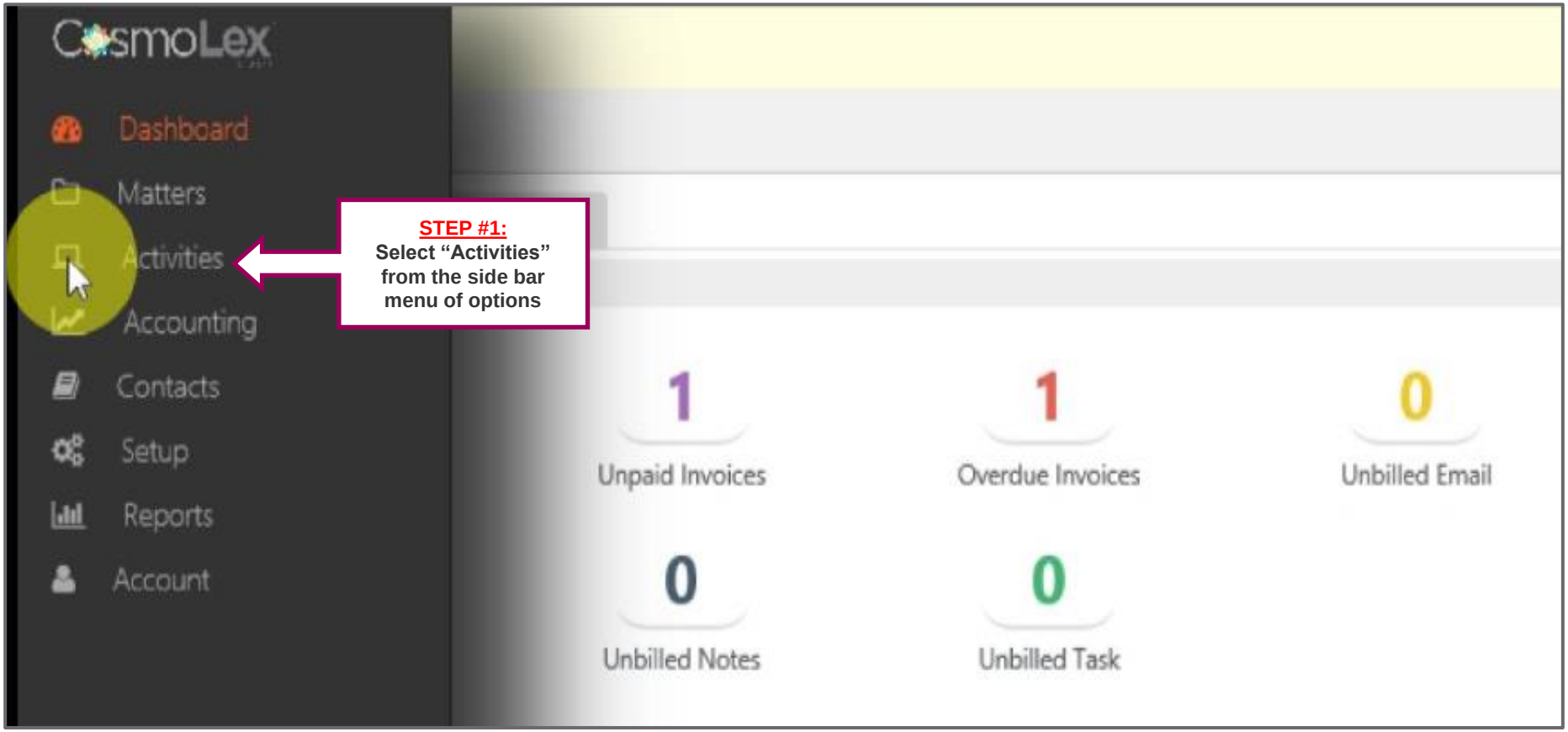
Unzipping the zip File for Import Cont.



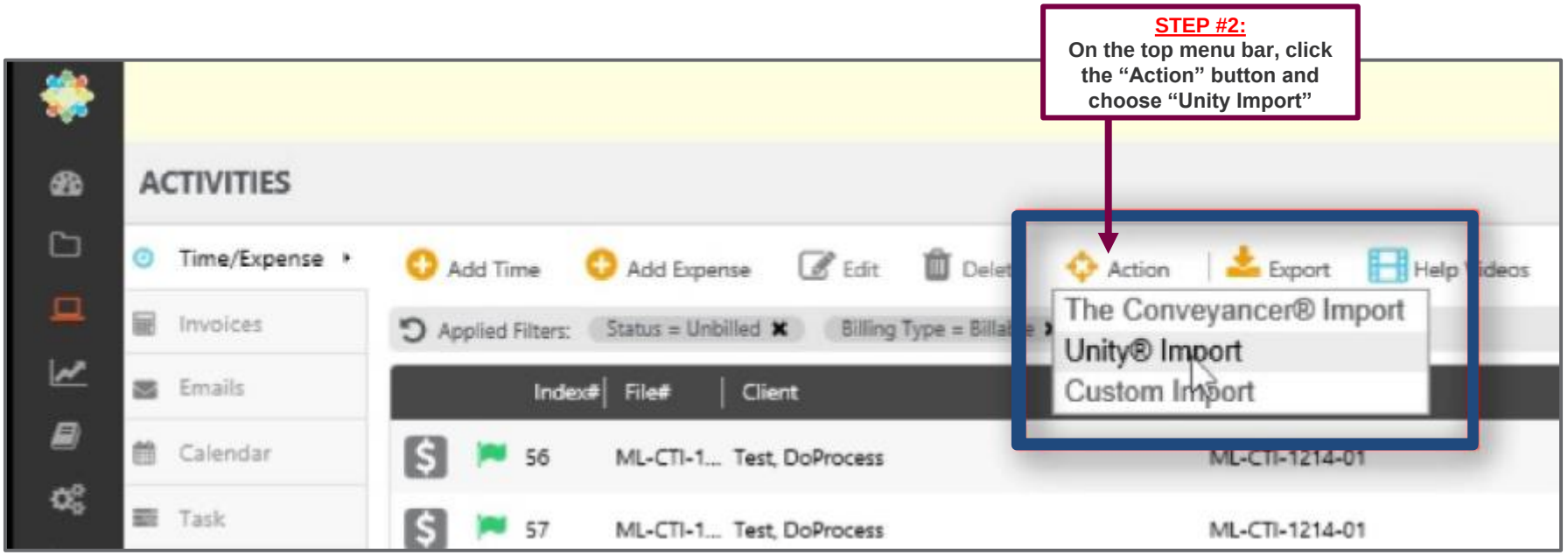
Once fully extracted, the files will be ready to import to your accounting software.

Importing Accounting Files to CosmoLex

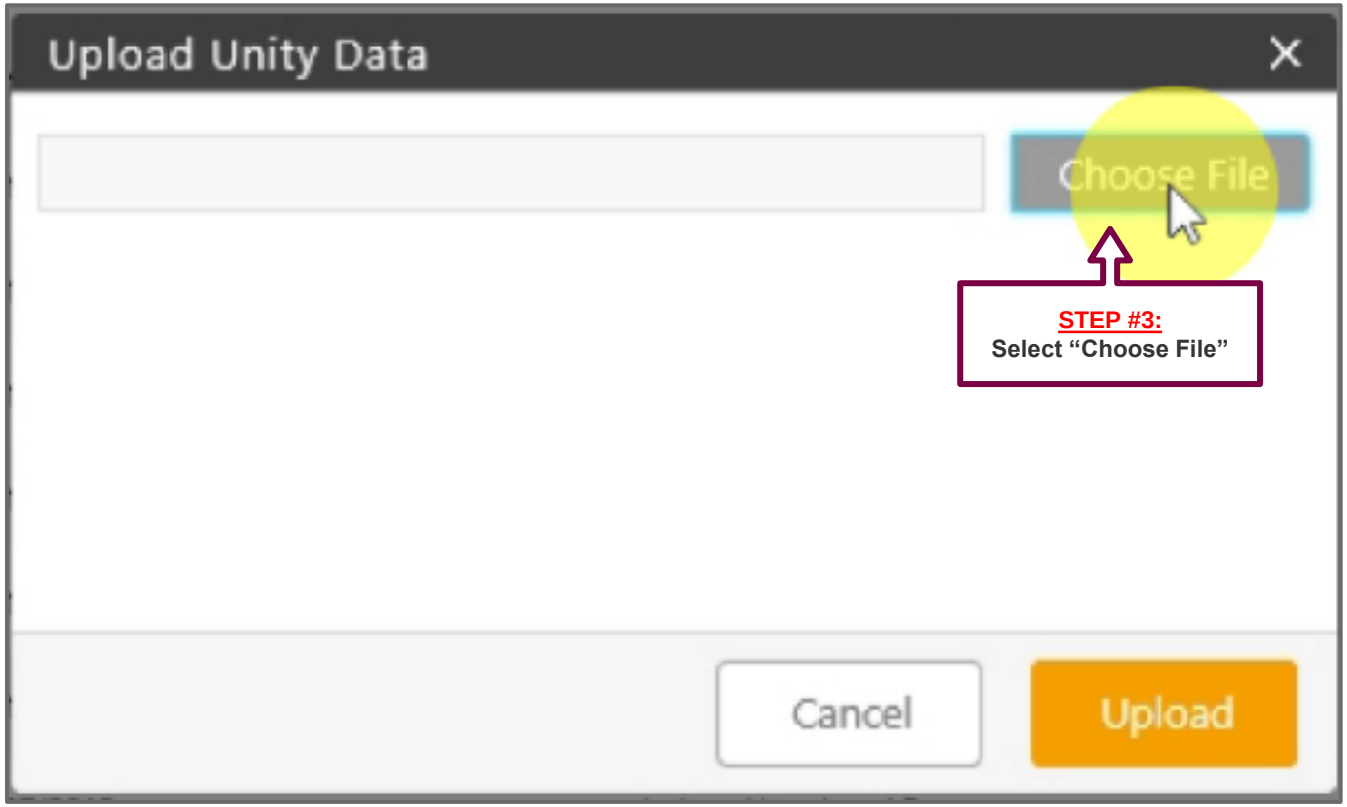
Importing Accounting Files to CosmoLex



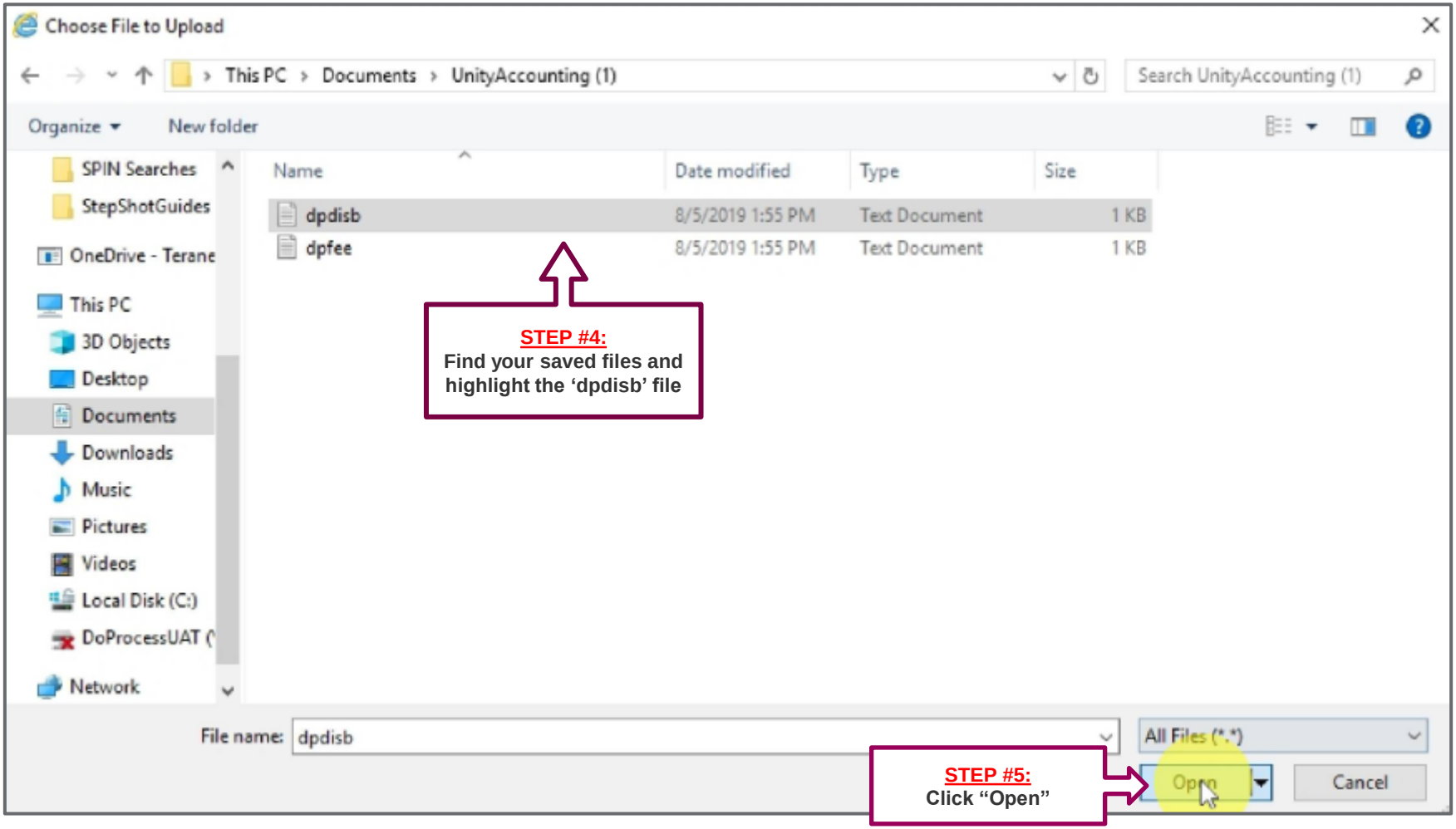
Importing Accounting Files to CosmoLex Cont.



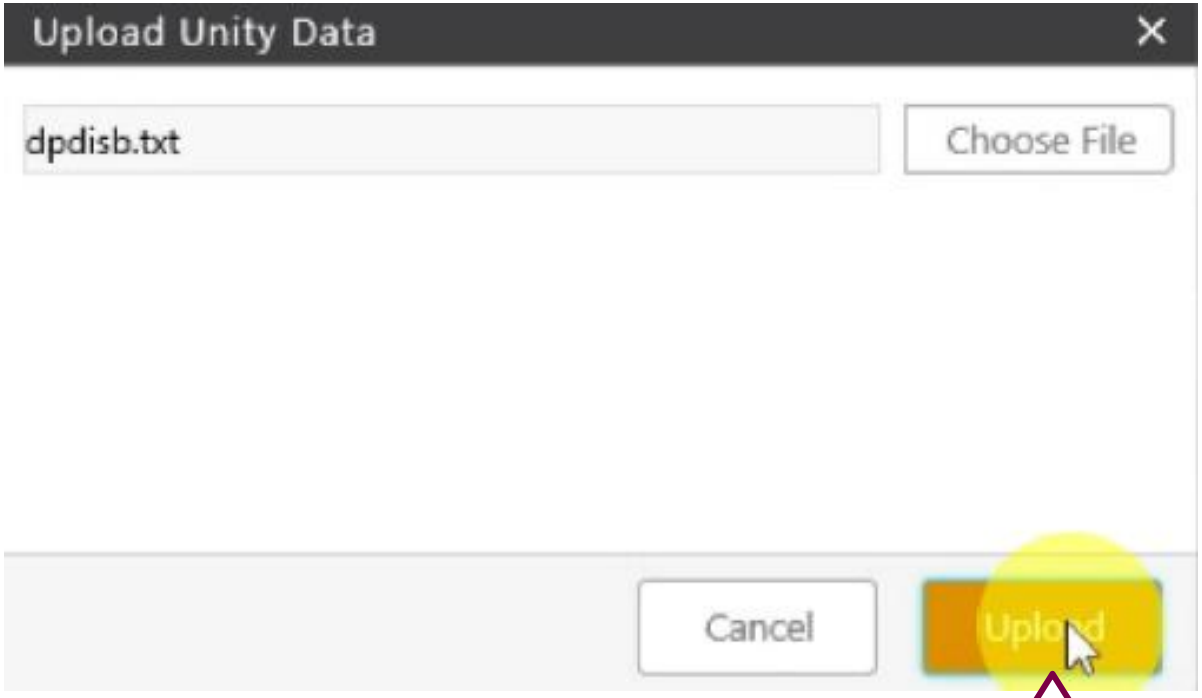
Importing Accounting Files to CosmoLex Cont.



Importing Accounting Files to CosmoLex Cont.



Importing Accounting Files to CosmoLex Cont.

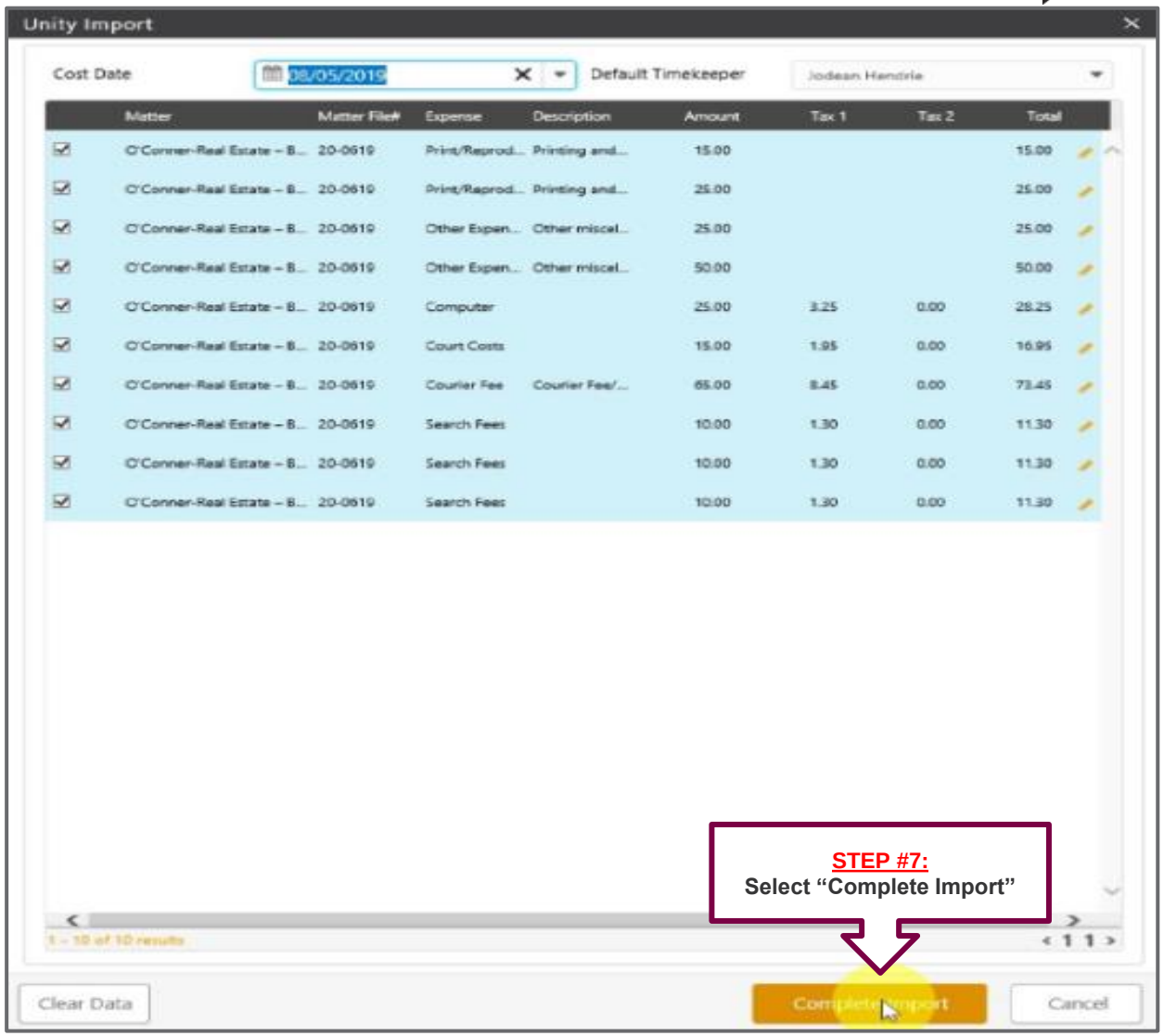


STEP #6:
Once the selected file has been brought into CosmoLex, click the "Upload" button to add the disbursements to your accounts

Importing Accounting Files to CosmoLex Cont.

CosmoLex will display a list of the disbursements that have been imported from Unity. Click the "Complete Import" button to complete the process.

Repeat the Importing Steps to Import the Fees (dpfee)



STEP #7:
Select "Complete Import"