



About the Author

Clyde McDonald has more than 20 years' general bookkeeping experience and has devoted the last six years to working exclusively with lawyers and PCLaw billing and accounting software. He specializes in error correction services and shares his extensive PCLaw experience in a weekly blog at www.mlbks.blogspot.com. For more information about Clyde, please go to www.mlbks.biz.

PCLaw® and The Conveyancer®

The greater the number of entries, the greater the odds that an error will occur. Therefore, there is a good chance that reducing the number of entries will result in fewer errors.

It seems that most of the firms doing real estate closings today use The Conveyancer application, by Do Process LP, and LexisNexis Canada's PCLaw® software for their overall accounting.

These firms use The Conveyancer to produce the invoices that they provide to their clients and to produce the trust statements. This software, therefore, helps them meet their Law Society and common law obligations to account to the client for all trust funds received.

Many of these firms then enter the exact same detailed information into PCLaw. This increase in the volume of entries may lead to unnecessary errors.

Quick Bill Feature on PCLaw

Since you have already met your obligations to the client, the sole purpose of generating your PCLaw invoice is merely to allow for the accounting transfer

of funds from trust to general. You will also still need to enter all the other trust transactions (mortgage, realtor commission, etc.), but for your **fees and disbursements**, use PCLaw software's Quick Bill feature.

Here's how you can use Quick Bill to generate your invoice, using block amounts:

1. Enter the **matter number and date**.
2. Enter the **amount for your entire fee**.
3. Add an **explanation code**, such as "ref" for "real estate fee," or "cinv" for "The Conveyancer invoice."
4. Include an **expanded explanation**, such as "fees and disbursements – see The Conveyancer invoice for this same date and matter."
5. In the **disbursements** box:
 - Include one entry with HST "Y" for the total of the taxable disbursements.
 - Include one entry with HST "N" for the total of the non-taxable disbursements.The Quick Bill total will now match The Conveyancer invoice.
6. In the **transfer from trust** box:
 - Enter the amount to transfer to general.
 - Click "OK" to finish.

If you wish to complete the paper trail, staple the PCLaw invoice to The Conveyancer invoice.

