

Good News for Timeslips Users

The bad news: LawStream isn't exactly the same as Timeslips, and conversion of your Timeslips data to LawStream won't make your LawStream data look exactly like it does in Timeslips.

The good news: LawStream is better than Timeslips (as far as we're concerned), and you will be able to benefit from LawStream's conversion procedures, to get much of your Timeslips client/contact and file/matter data into a LawStream data base.

Timeslips has timers	LawStream does not have the same timers Timeslips has, BUT: LawStream has multi-timers, so you can track your time on as many as twenty active files at once
Timeslips has "accounting links", to help you import data from accounting programs	LawStream doesn't have accounting links, BUT: LawStream doesn't need accounting links: full general ledger (including trust and receivables) accounting is built into LawStream; because of LawStream's integration of timekeeping, billing and accounting, you can avoid the cost, time and risk of exporting, importing, and duplicating entries

Wouldn't you rather have "better", instead of "the same"?

Conversion of Timeslips Data, and Importing into LawStream

Thanks to LawStream's new conversion procedures, once you create a properly-formatted export file of your client/contact (including file/matter (reference) data from Timeslips, LawStream will be able to import, convert and massage that information, to provide a basis for using it in your LawStream data file. The import routines are accessible from LawStream's [utilities window](#), and the import/conversion routines include [windows that include step-by-step guidance](#) for making the most of your Timeslips data. Check the following paragraphs, for details on what has to be done, to export your Timeslips data for importing into LawStream.

Detailed Requirements for Conversion

If all programs were exactly alike, there would be no need (or desire) to change from one to another, and no need to convert their data files. All programs are NOT exactly alike. Timeslips has features and data fields that are not included in LawStream. LawStream has many features and fields that are not included in Timeslips. Timeslips data files are structured differently from the way LawStream data files are structured. Because of those sorts of differences, no conversion process will be perfect. Even though the conversion is not perfect, it should be adequate for most law firms. LawStream's procedures for converting Timeslips data will look after the bulk of the detail work you would normally do, in creating detailed data in your new data file. We have found that the most time-consuming aspect of starting a new law office data base, is the task of entering client/contact data, and related file/matter data. The following fields will be imported into LawStream as client/name data:

- client code (part of nickname)
- client name
- contact person (for corporate or institutional clients)
- part one of address
- part two of address
- part three of address
- part four of address
- a telephone number
- another telephone number
- controlling/responsible lawyer for the file

The following fields will be imported into LawStream as file/matter data:

- nickname
- description/reference for the file
- notes relating to the file

The following fields will be imported into LawStream as time/disbursement records:

- client/file nickname
- timekeeper/controller
- last date (format yy/mm/dd)
- time spent (format hr.decimal)
- activity
- description (all lines)
- dollar amount (timekeeper rate)
- price
- billed status

What is necessary, to prepare Timeslips data for conversion by LawStream?

Note: Before proceeding with the procedures described in the following paragraphs, be sure to contact PowerSoft Innovations Corporation, to confirm that these procedures correspond with the current version of the LawStream conversion routines. There are three essential types of data that need to be exported from your Timeslips data file. That "exporting" takes place by preparing reports of the data, and saving the data to files on disk. Because Timeslips does not have separate record types for its "clients" and its "references", LawStream will use a single exported/saved file as a basis for LawStream's client/contact data and its file/matter data. The other file required by LawStream is a file of "slips" data.

To create the file of client/reference data: in the **Navigator** window, click on the **Clients** pushbutton, to show the client reports and entries. Click on the **Custom Report** pushbutton (or select the **Client** item from the **Reports** menu). After that, you will see a new window, called **Client Reports**. In the **Client Reports** window, select the **Name and Address Listing** item from the **Report Name** drop-down menu. Be sure the other items on that window indicate that all records are selected, and that the sort is to be done by Client. Also, be sure all nine fields are selected, and that the **Show Selection Settings** check-box is OFF in the **Report Options** window. Click on the **File** radio-button among the **Print to** choices. You can then click on the **Print** button, to display the **Print** window. In the **Print** window, you will next be asked to specify a file to which the report is to be printed: choose the name **LawStreamClients**. Be sure the options on that **Print** window indicate that **Interchange Format** is selected, and that **Show Column Titles** is NOT selected. Once you have verified those options, click on the **Save** button, to save your Timeslips Clients/References data file to the LawStreamClients file.

To create the file of slips data: you will need to create a user-defined report. To generate that report, select Time and Expense from the Navigator window. Then click on the Detailed Slip Listing pushbutton. That will display a window called Slip Analysis Reports. In that window, select the User Defined item from the Report Name drop down menu. After that, click on the Template button, and you will see the entry window for creating the User Defined Slip Template. In that window, you will have to add the following fields for content and format:

- client/file nickname
- timekeeper
- controller
- last date (format yy/mm/dd)
- time spent (format hr.decimal)
- activity
- description (all lines)
- dollar amount (value of fees)
- quantity (of items for multiple disbursements)
- price
- billing status
- billed status

Leave the heading blank, and then click the OK button to save your selection of fields for the report. That will bring you back to the Slip Analysis Reports window. In that window, be sure all open slips are selected, and that the sort is set as "none" (by slip number). Along with that, be sure the "Print to" area refers to "File", and be sure you have NOT selected the "Hand Select Slips" and "Allow other stations to continue editing data" options. When everything is in order, click on the Print pushbutton, and name your file LawStreamSlips, and be sure the report is in Interchange Format, without the selecting "Show Column Titles", and without selecting "Mark slips as exported". You can then produce the report/file, by clicking on the Save button.

What about user codes, firm name and address, time codes, preferences, and other general data from Timeslips, that should be in a new LawStream data file? How do those types of data get entered?

When you get LawStream, you also get service and support. Part of the support you get, is the work done by LawStream support personnel at PowerSoft Innovations Corporation, to prepare a start-up data base, customized for you and your firm. That start-up data base includes many different types of data, including your firm name, address, phone numbers and other contact details. It also includes many preferences, codes and detail global data to assist members of your firm to enter and retrieve data quickly and accurately.

What about the accounting data stored in my Timeslips data file? Can that information also be transferred into LawStream's data base of accounting information?

LawStream manages general ledger, trust, and other aspects of accounting of a law office, including entries, storage, and reports of those types of data. The information available from Timeslips does not have the accuracy or completeness expected by LawStream, so LawStream cannot rely on that information. Most small and medium-sized firms have a fairly small number of receivables, payables and trust balances, and the work involved in establishing opening balances for that information should not involve too much time or effort.

What can be done, to deal with special uses and requirements for converting data from Timeslips to LawStream?

Some Timeslips users might have unique ways they have used Timeslips, which cannot be anticipated by the general conversion procedures we have established in LawStream. In some cases, PowerSoft Innovations Corporation might be able to create special procedures to deal with the data files created by those Timeslips users, but the cost of those special procedures would have to be covered by the firms relying on them. If your use of Timeslips does not correspond to the normal expected use, and if you believe your unique data requirements should somehow be included in your new LawStream data file, then you should contact PowerSoft Innovations Corporation to inquire about custom programming to convert your data.