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1. PC Law & Cash Receipts

If you use PC Law for your accounting software program, you should be aware that the program was updated in the summer of 2006 with a drop down menu to accommodate the requirement that members record the "form" of receipt in their books of original entry for both general and trust accounts. This updated function must be activated and you should therefore contact your PC Law support for further details. For more information on the rules relating to the receipt of cash, see:

- [*Notice to the Profession About Money Laundering and Rules Restricting the Receipt of Cash*](#)
 - [Law Society Rules:](#)
 - 5-41 definitions including: books of original entry, cash, money and public body
 - 5-48.1(1)(a) general account records (book of original entry requirements)
 - 5-53.1(1) through 5-53.3(3) receipt of cash
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2. Technology Tips

Follow the links below for practical articles and resources focused on law firm technology issues:

- [*Ab Initio: Practical Technology Advice for the Newly Solo or Small Firm Lawyer*](#)
 - [*How to Swallow an Elephant: Practical Tools and Strategies for E-Mail and Information Management*](#)
 - [*Ethics in the Electronic Era: Avoiding the Icebergs*](#)
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3. Improving Your Client Relationships

It should come as no surprise that issues in communicating with clients are a significant source of complaints to the Law Society. Effectively managing your client's expectations and maintaining open lines of communication can reduce the likelihood that a complaint will be made. The following articles provide some practical strategies in doing so:

- [*Building Blocks: The Interpersonal Communication Toolbox*](#)
 - [*Ten Golden Rules to Make Your New Client Happy*](#)
 - [*5 Sites: Effective Client Communication*](#)
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4. Planning for Disaster

In his article, [*Not If, But When: Prepare a Disaster Recovery Plan Today*](#), Ed Poll states that

"There are two types of law firms: those that have experienced a disaster, and those that will." Disaster or crisis planning for law firms is a topic that has been widely considered since Hurricane Katrina ravaged New Orleans several years ago. Although hurricanes do not present a threat to most Manitoba lawyers, planning for crisis is nonetheless a prudent practice. A more detailed paper, *Disaster Preparedness & Recovery Planning for Law Firms* is available for purchase at LawBiz.com.

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