

# Tabs3 Trust Accounting Guide



Tabs3 Billing



PracticeMaster



Trust Accounting



Accounts Payable




General Ledger

## **Tabs3 Trust Accounting Guide**

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## ***Purpose of Guide***

This **Trust Accounting Guide** covers the process of data entry and day-to-day tasks in the Tabs3 Trust Accounting application, including creating trust accounts, entering payees, and writing checks.

The **Administrator Guide** includes information on initial setup and configuration of the Tabs3 Trust Accounting application including customization, attorneys, bank accounts, how to post balances, where to purchase checks, and how to configure check printers.

All guides are available on our website at:

**[Tabs3.com/support/docs.html](http://Tabs3.com/support/docs.html)**

## ***Introduction***

Tabs3 Trust Accounting (Trust) is a tool to help law firms keep track of trust accounts that they manage. Checks written out of the trust check book, electronic funds transfers, and deposits made to the trust checking account are entered into the system providing current balance information for each individual trust account. Check registers can be printed for bank accounts, individual trust accounts, or payees. Trust will help you keep the strict control you need over trust accounts.

# Trust Accounts

**Menu:** [File](#) | [Open](#) | [Trust Account](#)

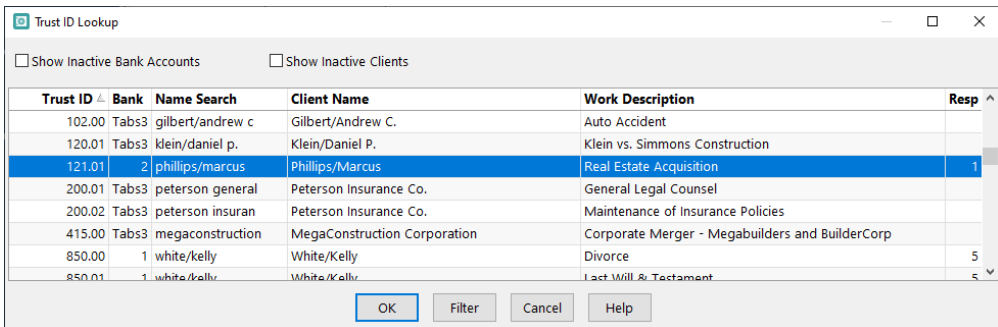
**Home:** [All Actions](#) | [Trust Accounts](#) | [Trust Account Information](#)

**Quick Launch:** [Trust Account Information](#)

Trust accounts are individual records used to track activity for trust clients. Before you can begin entering trust transactions for a client, they must have a trust account configured.

When integrating Trust Accounting with Tabs3 Billing, client and contact information is mirrored between the two applications. Client information can easily be converted to trust account information using the Trust Accounts window. Additionally, adding a new trust account for a client that does not exist in Tabs3 Billing will create client information in Tabs3 Billing.

When integrating with Tabs3 Billing, the Trust ID lookup window shows which matters already have a trust account defined. The Bank column indicates the bank account or the label "Tabs3". Matters with "Tabs3" in the Bank column do not have a trust account defined.



Trust ID	Bank	Name Search	Client Name	Work Description	Resp
102.00	Tabs3	gilbert/andrew c	Gilbert/Andrew C.	Auto Accident	
120.01	Tabs3	klein/daniel p.	Klein/Daniel P.	Klein vs. Simmons Construction	
121.01	2	phillips/marcus	Phillips/Marcus	Real Estate Acquisition	1
200.01	Tabs3	peterson general	Peterson Insurance Co.	General Legal Counsel	
200.02	Tabs3	peterson insuran	Peterson Insurance Co.	Maintenance of Insurance Policies	
415.00	Tabs3	megaconstruction	MegaConstruction Corporation	Corporate Merger - Megabuilders and BuilderCorp	
850.00	1	white/kelly	White/Kelly	Divorce	5
850.01	1	white/kelly	White/Kelly	Last Will & Testament	5

Figure 1, Trust ID Lookup window

If using Trust Accounting without integrating with Tabs3 Billing, all trust account and contact information must be added directly into Trust Accounting.

The Trust Accounts window consists of two tabs: the **Address** tab and the **Balances** tab.

## Address Tab

The **Address** tab consists of preliminary name and address information for the trust account.

The screenshot shows a software window titled "Trust Account Information" with two tabs: "Address" (selected) and "Balances". The "Address" tab contains the following fields:

- Trust ID:** A dropdown menu showing "101.00".
- Bank Account:** A dropdown menu showing "1" with the text "First Bank IOLTA Account" to its right.
- Federal ID #:** A text box containing "12-3456789".
- Client Name:** A dropdown menu showing "Williams/John" with a blue hyperlink "John Williams" to its right.
- Work Description:** A text box containing "State v. Williams".
- Other\*:** A dropdown menu with a large text area below it containing "21225 Amberwood" and "Chicago IL 60662".
- Name Search:** A text box containing "Williams/John".
- Contact Name:** A dropdown menu showing "Williams/John" with a blue hyperlink "John Williams" to its right.
- Business:** A dropdown menu next to a text box containing "770-598-2354x45691".
- Home:** A dropdown menu next to a text box containing "770-598-2442".
- Mobile:** A dropdown menu next to an empty text box.
- Business Fax:** A dropdown menu next to an empty text box.

Figure 2, Trust Account Information **Address** tab

### Trust ID

The **Trust ID** field is a unique identifier used to distinguish trust accounts for different client matters.

### Bank Account

The **Bank Account** field identifies which bank account funds are being deposited to (or withdrawn from) when trust transactions are entered.

## Federal ID #

The **Federal ID #** field is used when 1099-MISC forms are to be generated for trust accounts. The number entered depends on whether the trust account or the firm will be listed as the payer on the 1099 form.

The remaining fields on the **Address** tab are populated using data from the Contact file (page 14).

## Balances tab

The **Balances** tab includes the trust account balance as well as additional account information.

The screenshot shows a window titled "Trust Account Information" with two tabs: "Address" and "Balances". The "Balances" tab is active. The form contains the following fields and options:

- Trust ID:** 101.00 (with a dropdown arrow)
- Bank Account:** 1 (with a dropdown arrow) First Bank IOLTA Account
- Name:** Williams/John
- Work Description:** State v. Williams
- Date Opened:** 05/26/2022 (with a dropdown arrow)
- Responsible Attorney:** 2 (with a dropdown arrow) Paula Ann Martin
- Current Trust Balance:** 1,923.40
- Desired Minimum Balance:** 2,000.00
- Activity...** button
- Tab3 Billing** section:
  - Automatically use Trust Balance to pay:** ☒ All ☒ Fee ☒ Exp ☒ Adv
  - Create auto transactions for amount of:** \*Both current work and A/R (with a dropdown arrow)
  - When the Trust Balance falls below the Desired Minimum Balance:**
    - ☐ Do not request replenishment
    - ☐ Request fixed amount 0.00
    - ☒ Request amount it takes to reach 3,000.00

Figure 3, Trust Account Information **Balances** tab



**Responsible Attorney**

The **Responsible Attorney** field is used to designate the attorney responsible for the trust account. If integrating with Tabs3 Billing, the Responsible Attorney file will mirror the Tabs3 Billing Timekeeper file.

**Current Trust Balance**

The **Current Trust Balance** displays the amount currently available in the trust account. This field defaults to 0.00 when a new account is created and updates each time a trust transaction is entered to the trust account.

**Desired Minimum Balance**

The **Desired Minimum Balance** field is used to define the balance you want to maintain in a client's trust account. If this field is set to an amount other than zero and a transaction is entered that brings the client's trust balance below the desired minimum, a warning will be displayed .

**Activity**

Clicking the **Activity** button displays a history of the trust account's last check, deposit, and EFT, along with the amounts of these transactions and the date the transactions were posted. Totals for all checks, deposits, and EFTs are also displayed.

**Automatically use Trust Balance to pay**

The **Automatically use Trust Balance to pay** field is used to configure individual trust accounts to use automatic trust payments. The **All**, **Fee**, **Exp**, and **Adv** check boxes allow you to select the type of transactions that will be paid by automatic trust payments.

**Create auto transactions for amount of**

The **Create auto transactions for amount of** field is used to specify the method to use when paying due amounts.

**More Information:** Detailed information on Automatic Trust Payments can be found in Trust Help.

**Do not request replenishment**

When selected, no trust replenishment amount will be included when a Tabs3 Billing statement is run.

### **Request fixed amount**

When selected, the amount specified is used to enter a fixed amount to bill when a Tabs3 Billing statement is run, provided that the trust account's **Current Trust Balance** is below the **Desired Minimum Balance**.

### **Request amount it takes to reach**

When selected, the amount specified is used in order to calculate a specific amount to bill when a Tabs3 Billing statement is run. The exact amount to bill amount is determined by the difference between the amount entered in the **Request amount it takes to reach** field and the trust account's **Current Account Balance**, provided that the difference is not zero and the **Current Trust Balance** is not greater than or equal to the **Desired Minimum Balance**.



**Example:** Suppose that **Request amount it takes to reach** is selected with an amount of \$500 specified, the **Desired Minimum Balance** is \$600 and the **Current Trust Balance** is \$400. When a statement is run in Tabs3 Billing, Tabs3 Billing will compare the Current Trust Balance of \$400 to the Desired Minimum Balance of \$600. Since the **Current Trust Balance** is less than the **Desired Minimum Balance**, Tabs3 Billing will calculate the difference between the **Request amount it takes to reach** value and the **Current Trust Balance** (i.e., \$500 - \$400) and will print the message "Please Remit \$100.00" at the end of the statement.

## **Steps for Adding a Trust Account**




The exact steps used to create trust accounts differ slightly depending on whether you are integrating with Tabs3 Billing. You can use the following procedures to create a trust account:

- Adding a new trust account when using Tab3 Billing and the client is in Tab3 Billing
- Adding a new trust account when using Tab3 Billing and the client is not in Tab3 Billing
- Adding a new trust account when not using Tab3 Billing



► **To add a new trust account when using Tab3 Billing and the client is in Tab3 Billing**


1. In the Quick Launch, search for and select "Trust Account Information."
2. Click the drop-down button next to the **Trust ID** field to open the Trust ID lookup window.
  - a. Select the desired **Trust ID**. All Trust IDs with the text "Tab3" in the Bank column indicate the client is in Tab3 Billing but does not have a trust account created yet.
  - b. Click **OK**.
3. You will be returned to the Trust Account Information window.
  - a. Enter the **Bank Account**.
  - b. Enter the **Federal ID #** (if desired).
  - c. If you want to edit any contact information, click the hyperlink to the right of the **Client Name** to open the Contact Information window. Enter the desired information and click  to save the contact. You will be returned to the Trust Account Information window.
  - d. Click the **Balances** tab.
    1. The **Date Opened** defaults to the current date. Edit this date if desired.
    2. The **Responsible Attorney** defaults to the client's Primary Timekeeper from Tab3 Billing. Edit this timekeeper if desired.
4. Click  to save the new trust account.

► **To add a new trust account when using Tab3 Billing and the client is not in Tab3 Billing**

1. In the Quick Launch, search for and select "Trust Account Information."
2. Click  on the toolbar to accept the next available **Trust ID** or enter a unique, unused **Trust ID**.
  - a. Enter the **Bank Account**.
  - b. Enter the **Federal ID #** (if desired).
3. Enter the **Client Name** in Last/First format and press the Tab key.
  - a. In the Contact Information window, enter the contact information for the trust account.
  - b. Click  to save the new contact. You will be returned to the Trust Account Information window.
4. Click the **Balances** tab.
  - a. The **Date Opened** defaults to the current date. Edit this date if desired.
  - b. Select a **Responsible Attorney** from the drop-down menu.
5. Click  to save the new trust account. The client will also be created in Tab3 Billing.


► **To add a new trust account when not using Tab3 Billing**

1. In the Quick Launch, search for and select "Trust Account Information."
2. Click  on the toolbar to accept the next available **Trust ID** or enter a unique, unused **Trust ID**.
  - a. Enter the **Bank Account**.
  - b. Enter the **Federal ID #** (if desired).
3. Enter the **Client Name** in Last/First format and press the Tab key.
  - a. In the Contact Information window, enter the contact information for the trust account.
  - b. Click  to save the new contact. You will be returned to the Trust Account Information Window.

4. Click the **Balances** tab.
  - a. The **Date Opened** defaults to the current date. Edit this date if desired.
  - b. Select a **Responsible Attorney** from the drop-down menu.
5. Click  to save the new trust account. The client will also be created in Tabs3 Billing.

A single **Trust ID** can be linked to multiple bank accounts by creating additional Trust Accounts.

► **Creating additional trust accounts for the same client**

1. After creating the first trust account, click the drop-down next to the **Bank Account** field.
2. Select the next bank account that the client has funds deposited to. The word "New" will appear next to the **Trust ID** field, indicating that the account is separate from the funds in the first bank account.
3. Make any necessary changes to the remaining information and click  to save your changes.

# Contacts

**Menu:** [File](#) | [Open](#) | [Contact](#)

**Home:** [All Actions](#) | [Trust Accounts](#) | [Contact Information](#)

**Quick Launch:** [Contact Information](#)

Contacts are the people or organizations you interact with in the process of doing business on behalf of the firm or your clients. The Contact file is used to store information such as name, phone number, address, and email address. Contacts are shared between all Tab3 Software applications.

The screenshot shows the 'Contact Information' window with the following details:

- Contact ID:** St. Elizabeth Hospital (dropdown menu)
- Full Name:** St. Elizabeth Hospital (text field)
- Organization:** St. Elizabeth Hospital (text field)
- Business\*:** 555 S. 70th St. Lincoln NE 68510 (text field)
- Business:** 402-219-8000 (text field)
- Business Fax:** (empty text field)
- Email 1\*:** (empty text field)
- Web Page:** www.saintelizabethonline.com (text field)
- Comments:** (empty text area)
- Default Address:** Checked (checkbox)
- Individual:** Unselected (radio button)
- Organization:** Selected (radio button)
- Inactive:** Unchecked (checkbox)

Figure 4, Contact Information

**More Info:** A detailed explanation of contacts, including instructions on how to add, change, and delete contacts, can be found in the Trust Help or in the [Clients & Contacts Guide](#).

# Payees

**Menu:** [File](#) | [Open](#) | [Miscellaneous](#) | [Payee](#)

**Home:** [All Actions](#) | [Setup](#) | [Payee](#)

**Quick Launch:** [Payee](#)



Payees are contacts to whom checks or electronic funds transfers (EFTs) are paid. You can optionally print 1099 forms for payees ([page 40](#)).

The screenshot shows a software window titled 'Miscellaneous' with three tabs: 'Timekeeper', 'Payee', and 'Bank Account'. The 'Payee' tab is active. It contains the following fields and values:

- Payee Name:** Bryan/LGH East Medical Center (with a dropdown arrow and a link 'Bryan/LGH East Medi')
- Business\*:** (with a dropdown arrow)
- Address:** 1600 South 48th Street, Lincoln NE 68506
- Federal ID #:** 47-5205856
- 1099 Info:** MISC Box 6 - Medical and health care payments (with a dropdown arrow)
- Link:** Changes for tax year 2020

Figure 5, **Payee** tab

## ► To add a payee

1. In the Quick Launch, search for and select "Payee."
2. Enter the **Payee Name** using a "Last/First" format for individuals or a "First Last" format for organizations and press the *Tab* key.
  - a. In the Contact Information window, enter the information for the payee.
  - b. Click  to save the new contact.
3. If you will need to file 1099s for the payee, enter their **Federal ID #** and specify in which box their **1099 Info** will appear. (*You can specify this information at any time prior to generating 1099s.*)
4. Click  to save the new payee.

# Trust Transactions

**Menu:** [File](#) | [Open](#) | [Transaction](#)

**Home:** [All Actions](#) | [Checks/Deposits](#) | [Trust Transaction Entry](#)

**Quick Launch:** [Trust Transaction Entry](#)

Trust transactions make up the activity that establishes a trust account balance. The most common trust transactions are deposits and check transactions. Trust recognizes two types of checks. Handwritten checks, also known as *manual checks*, are entered into Trust with a check number. Checks to be printed from Trust are entered into Trust using a check number of 0. When the check is printed, the check number is automatically assigned.

Trust Transaction Entry

Transaction

Tab3

Trust ID:

121.01

Phillips/Marcus  
Real Estate Acquisition

Bank #:

2

First Bank Interest Bearing

Reference:

5

Date:

07/28/2024

Type:

EFT

Check #:

0

Amount:

443.75

Accept electronic deposits with Tabs3Pay

Balance:

7,696.49

Description:

Real Estate Taxes

Memo:

Payee Information

☐ This is a payment to our firm

Payee Name:

D & B Real Estate Management Co.

D & B Real Estate Manage

Custom

7589 Van Gogh Street  
P.O. Box 64352  
Lincoln NE 68501

Details

Status:

Outstanding

User ID:

DAN

Date Entered:

07/28/2024

Trust Transaction Entry List

Trust ID: 121.01 Bank #: 2

Ref #	Date	Check #	Amount	Description	Payee
3	06/17/2024	Deposit	12.17	Interest Earned for August	
4	06/20/2024	4545	167.50	Payment of August Invoice	FIRM
6	07/22/2024	4546	Voided	Payment of September Invoice	FIRM
7	07/22/2024	Unpaid	1437.43	Payment of September Invoice	FIRM
5	07/25/2024	EFT	443.75	Real Estate Taxes	D & B Real Estate Mana

Deposits: 10,012.17

Credit Cards: 0.00

EFTs: 443.75

Checks: 1,871.93

Amount: 7,696.49

Figure 6, Trust Transaction Entry - **Transaction** tab



# Trust Transaction Entry

## Trust Transactions Tab

Five types of trust transactions can be entered using the Trust Transactions window. The **Transaction** tab is used to enter detailed information regarding each trust transaction.

**More Info:** Many of the fields in the Trust Transaction Entry window are self-explanatory. Those fields that require additional explanation are described below. The Trust help includes detailed descriptions of all fields used in the Trust Transaction Entry window.

### Reference

The **Reference** field is used as a placeholder to identify individual transactions. This unique number can be used to retrieve transactions for editing purposes.

### Type

The **Type** field is used to classify a transaction using one of five categories:

- **Check** - The **Check** transaction type is used to enter check transactions. If you select **Check**, you will be asked to enter a **Check #** and **Payee**. Check transactions reduce the trust account balance. Negative check transactions are not allowed.
- **EFT** - Select **EFT** to enter an electronic funds transfer transaction. If you select EFT, you can enter a Payee. Positive EFT transactions reduce the trust account balance. Negative EFT transactions are allowed, and will increase the trust account balance.
- **Deposit** - Select **Deposit** to enter a deposit transaction. Positive deposit transactions increase the trust account balance. Negative deposits are allowed, and will decrease the trust account balance.
- **Visa - XXXX / MC - XXXX / Disc - XXXX / Amex - XXXX / DC - XXXX / JCB - XXXX -**

These types indicate existing Tabs3Pay payment methods for the selected trust account. Select one of these options to enter a deposit transaction using the selected Tabs3Pay payment method. Tabs3Pay transactions increase the trust account balance. Negative amounts are not allowed.

**More Info:** Detailed information regarding Tabs3Pay can be found in the ***Tabs3Pay Guide***.

- **Visa - XXXX / MC - XXXX / Disc - XXXX / Amex - XXXX** - These types indicate existing LawPay payment methods for the selected trust account. Select one of these options to enter a deposit transaction using the selected LawPay payment method. LawPay transactions increase the trust account balance. Negative amounts are not allowed.

**More Info:** Detailed information regarding LawPay integration can be found in the ***LawPay Integration Guide***.

- **Credit Card** - Select **Credit Card** to enter a deposit transaction via a credit card or eCheck when configured to integrate with LexCharge (formerly ProPay). Credit card transactions increase the trust account balance. Negative amounts are not allowed.

**More Info:** Detailed information regarding LexCharge integration can be found in the ***LexCharge Integration Guide***.

- **Voided** - Select **Voided** to enter a voided transaction. When a voided transaction is entered, it does not affect the bank account or the trust account balances. It will be saved with an amount of 0.00. This option is

selected automatically if a check is voided using the Trust Void Checks utility (page 24).

## Status



The **Status** field is used to indicate the status of the selected transaction.

- **Cleared** - A status of Cleared indicates that the transaction has been cleared in the Reconciliation window. Each journal entry or deposit with a check mark in the "Clr" (Cleared) column in the Reconciliation window is considered Cleared. The Cleared status is changed to Reconciled when the reconciliation is finalized.
- **Outstanding** - A status of Outstanding indicates that the transaction has not yet been cleared or reconciled using the Reconciliation window.
- **Reconciled** - A status of Reconciled indicates that the transaction has been reconciled using the Reconciliation window.

## Payee Information

The Payee Information section is used to specify the contact to whom the check is being sent. You can specify a new payee without leaving the Trust Transactions window, or specify a one-time payee that does not need to be saved as a payee. Generally, a payee is created when the contact will be used more than once.

### ► To add a new trust transaction

1. In the Quick Launch, search for and select "Trust Transaction Entry."
2. Click the **Trust ID** button and select the desired trust account.
3. Click  to enter a new transaction.
4. Enter the desired information for the trust transaction.
5. Click  to save the new trust transaction.

**More Info:** Additional steps are required for firms who are configured to enable credit card processing for payments. Detailed information can be found in the [Tab3Pay Guide](#), [LawPay Integration Guide](#), and [LexCharge Integration Guide](#).

## Print Receipt

Trust allows you to print receipts for deposit transactions. When saving a new deposit or opening a previously saved deposit, click the **Print Check/Receipt** button (Figure 7) or press Ctrl+Shift+P. A Trust Deposit Receipt including information included in the deposit transaction will be generated (Figure 8).

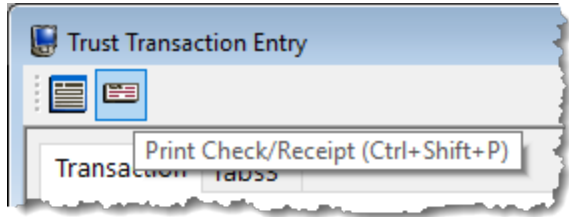


Figure 7, Print Receipt icon

Date: 08/26/2024		<b>Trust Deposit Receipt</b>		Page: 1	
		Jensen, Martin & Anderson, P.C.			
Trust ID:	101.00-01 Williams/John				
	State v. Williams				
Receipt Type:	Deposit	Received By:	DAN		
Reference:	4	Date:	08/26/2024		
<hr/>					
Description:	Retainer Payment Received				
<hr/>					
<b>Amount:</b>					<b>1,923.40</b>

Figure 8, Trust Deposit Receipt

## Tab3 Tab

If integrating with Tab3 Billing, a **Tab3** tab will also be available. This tab is used to enter payment amounts that are posted to Tab3 Billing upon saving the transactions. This tab is only accessible when entering a transaction type of **Check** or **EFT** with the **This is a payment to our firm** check box selected.

Trust Transaction Entry

Transaction

Tab3

Trust ID:

121.01

Phillips/Marcus  
Real Estate Acquisition

Bank #:

2

First Bank Interest Bearing

Total Amount:

1,437.43

Payment Type	Tcode	Description	Amount
Regular:	900	Payment	1,437.43
Fee:			0.00
Expense:			0.00
Advance:			0.00
Total Left to Apply:			0.00

Trust Transaction Entry List

Trust ID: 121.01 Bank #: 2

Ref #	Date	Check #	Amount	Description	Payee
3	06/17/2024	Deposit	12.17	Interest Earned for August	
4	06/20/2024	4545	167.50	Payment of August Invoice	FIRM
6	07/22/2024	4546	Voided	Payment of September Invoice	FIRM
7	07/22/2024	Unpaid	1437.43	Payment of September Invoice	FIRM
5	07/25/2024	EFT	443.75	Real Estate Taxes	D & B Real Estate Mana

Deposits: 10,012.17

Credit Cards: 0.00

EFTs: 443.75

Checks: 1,871.93

Amount: 7,696.49

Figure 9, Trust Transaction Entry - **Tab3** tab

The amount of the check/EFT transaction will be displayed in the **Total Amount** field. When an amount is entered in the **Amount** field for one of the Tab3 Billing transaction codes, the **Total Left to Apply** field will be adjusted accordingly. Once the entire check/EFT transaction is fully distributed amongst the desired Tab3 Billing transaction codes, the **Total Left to Apply** amount will be 0.00.

## Trust Deposit Requests

Tab3 Billing allows you to request an online payment via an email, either along with an emailed statement or using the **Request Trust Deposit** action in the Tab3 Billing Matter Manager. This email can optionally include a Trust Request Link that opens a Tab3Pay® page where the client can make an electronic payment.

**Note:** To include a Trust Request Link to allow an online payment of a trust amount, a Tab3Pay merchant account must be configured for both Tab3 Billing and Trust.

Figure 10, Request Trust Deposit window

Trust Request Links, whether generated with an email statement or using the Request Trust Deposit feature, are shown on the Trust Requests list in the Tab3 Billing Matter Manager.

The screenshot shows the 'Matter Manager' window for 'John Williams' (101.00 | State v. Williams). The interface includes a header with contact information and a sidebar with navigation tabs. The main content area displays three financial summary cards: Accounts Receivable (\$2,994.40), Work-in-Process (\$1,062.50), and Trust Balance (\$0.00). Below these is a table for 'Recent Activity' under the 'Trust Requests' tab.

Date	Amount
08/28/2024	\$3,000.00

Figure 11, Tabs3 Billing Matter Manager - Trust Requests tab

Once the client has made a payment using the Trust Request Link, the deposit can be imported into Trust using the Import Online Payments window in Tabs3 Billing.

## ***Printing and Voiding Checks***


The Print Checks window is used to print trust checks for specified trust accounts. Only trust transactions with a check number of 0 are printed; checks with a check number other than zero are considered manual checks and will not be printed. Checks can be individually printed from the Trust Transactions window, or in batches from the Print Checks window.

### **Printing from the Trust Transactions Window**

**Quick Launch:**     *Trust Transaction Entry*

**Home:**             *All Actions | Checks/Deposits | Trust Transaction Entry*

**Menu:**             *File | Open | Transaction*

You can print a check directly from the **Trust Transactions window** using the **Quick Print** function. Simply select an unpaid check transaction and click  **Print Check/Receipt** to display the printer prompt.



Trust Transaction Entry

Print Check/Receipt (Ctrl+Shift+P)

Trust ID: 121.01 Phillips/Marcus  
Real Estate Acquisition

Bank #: 2 First Bank Interest Bearing

Reference: 7

Type: Check Check #: 0

Date: 07/22/2024 Amount: 1,437.43

Description: Payment of June Invoice Balance: 7,696.49

Memo: Payment of June Invoice

Payee Name: FIRM ☐ Add Payee

Payee Address 1: 1621 Cushman Drive Status: Outstanding

Payee Address 2: Lincoln, NE 68512 User ID: (BLANK)

Payee Address 3: Date Entered: 07/22/2024

Trust Transaction Entry List Trust ID: 121.01 Bank #: 2

Ref #	Date	Check #	Amount	Description	Payee
3	06/17/2024	Deposit	12.17	Interest Earned for May	
4	06/28/2024	4545	167.50	Payment of May Invoice	FIRM
6	07/22/2024	4546	Voided	Payment of June Invoice	FIRM
7	07/22/2024	Unpaid	1437.43	Payment of June Invoice	FIRM
5	07/26/2024	EFT	443.75	Real Estate Taxes	D & B Real Estate Mana

Deposits: 10,012.17 Credit Cards: 0.00 EFTs: 443.75 Checks: 1,871.93 Amount: 7,696.49

Figure 12, Trust Transactions **Quick Print** option

## Printing from the Print Checks Window

**Quick Launch:** [Print Checks](#)

**Home:** [All Actions](#) | [Checks/Deposits](#) | [Print Checks](#)

**Menu:** [Checks](#) | [Print Checks](#)

The Print Checks window consists of two tabs: the **Trust Accounts** tab and the **Transactions** tab.

The **Trust Accounts** tab allows you to select trust accounts by specifying ranges of trust accounts, bank accounts, responsible attorneys and open dates.

The screenshot shows the 'Print Trust Checks' window with the 'Trust Accounts' tab selected. The window has a title bar with standard Windows controls. Below the title bar, there are two tabs: 'Trust Accounts' (active) and 'Transactions'. The 'Trust Accounts' tab contains several input fields: 'Trust ID:' with a dropdown menu, 'Thru:' with a dropdown menu, and a 'Multiple...' button; 'Name Search:' with a text box and 'Thru:' with a text box; 'Bank Account #:' with a dropdown menu and 'Thru:' with a dropdown menu; 'Responsible Attorney:' with a dropdown menu and 'Thru:' with a dropdown menu; and 'Open Date:' with a date picker (mm/dd/yyyy) and 'Thru:' with a date picker (mm/dd/yyyy). On the right side of the window, there are five buttons: 'OK', 'Cancel', 'Load', and 'Save'.

Figure 13, Trust Print Trust Checks - **Trust Accounts** tab

The **Transactions** tab allows you to select trust transactions by specifying ranges of dates.

The screenshot shows the 'Print Trust Checks' window with the 'Transactions' tab selected. The window has a title bar with standard Windows controls. Below the title bar, there are two tabs: 'Trust Accounts' and 'Transactions' (active). The 'Transactions' tab contains several input fields: 'Date:' with a date picker (mm/dd/yyyy) and 'Thru:' with a date picker (mm/dd/yyyy); 'Check Number:' with a text box and 'Thru:' with a text box; and a 'Type' section with three checkboxes: 'Checks', 'Deposits', and 'EFTs'. On the right side of the window, there are five buttons: 'OK', 'Cancel', 'Load', and 'Save'.

Figure 14, Trust Print Trust Checks - **Transactions** tab

**More Info:** Detailed information on the Print Checks window can be found in Trust Help.

**Tip:** You can use the Positive Pay Export utility to generate a list of valid checks for your bank's fraud prevention program after you print checks. See Knowledge Base Article [R11833](#), "Exporting Checks Using Positive Pay," for more information.

## Void Checks

**Quick Launch:** [Void a Check](#)  
**Home:** [All Actions](#) | [Checks/Deposits](#) | [Void a Check](#)  
**Menu:** [Checks](#) | [Void Checks](#)

Manual checks and checks that have already been printed cannot be deleted but instead must be voided. This process is performed using the Void Checks window. Voiding a check updates the bank account balance as well as the balance of the trust account to which the check was written.

Figure 15, Trust Void Checks window

## Combine Trust Transactions

**Quick Launch:** [Combine Trust Transactions](#)  
**Home:** [All Actions](#) | [Checks/Deposits](#) | [Combine Trust Transactions](#)  
**Menu:** [File](#) | [Open](#) | [Combine Trust Transactions](#)

The **Combine Trust Transactions window** is used to combine one or more check, EFT, or deposit transactions into a single combined transaction. This simplifies the process of bank account reconciliation by providing a single line item in Trust to match against a transaction on your bank statement. You can create combined trust transactions before funds are taken to the bank, or after the bank statement is received.

In Figure 16, the firm has received a deposit from a client for two separate trust accounts. Each deposit has been recorded in Trust as a separate transaction. Once the deposit transactions are entered using the Trust Transactions window, the **Select Transactions** button (Figure 16) is used to open the Select Trust Transactions to Combine window (Figure 17) to select which receipts are to be included in the deposit.

Combine Trust Transactions

Ref #: 4  
Bank #: 1 First Bank IOLTA Account  
Date: 08/16/2024 Friday  
Type: Deposits  
Check #: 0  
Total Amount: 1,600.00 Status: Outstanding  
Description: Client 850.00 & 850.01 (White, deposit)

Select Transactions...  
Print Summary

Selected Transactions:

✓	Trust ID	Bank #	Date	Amount	Description
✓	850.00	1	08/16/2024	1000.00	Deposit to replenish retainer.
✓	850.01	1	08/16/2024	600.00	Initial Deposit

Figure 16, Combine Trust Transactions window

Select Trust Transactions to Combine

Optional Filter  
Trust ID: Thru: Date: mm/dd/yyyy Thru: mm/dd/yyyy Attorney: Thru:

OK  
Cancel  
Help

✓	Trust ID	Bank #	Date	Amount	Description
	101.00	1	08/12/2024	1633.58	Retainer Payment Received, Thank You!
✓	850.00	1	08/12/2024	1000.00	Deposit to replenish retainer.
✓	850.01	1	08/12/2024	600.00	Initial Deposit

Total Amount Selected: 1,600.00

Figure 17, Select Trust Transactions to Combine window

The following fields are shown in the **Combine Trust Transactions** window (Figure 16):

### Ref #

The **Ref #** field acts as a unique identifier for the currently selected combined transaction. Pressing Enter will create a new combined transaction with the next available number.

### Type

The **Type** field is used to specify the type of transactions being combined. Transactions with different transaction types cannot be combined. There are three types available to combine.

- **Checks** - Select the **Checks** option if you want to combine multiple unpaid checks into a single check transaction. Combining multiple check transactions allows you to create a single check for a payee that is paid from multiple trust accounts.
- **Deposits** - Select the **Deposits** option if you want to combine multiple deposits into a single deposit transaction.
- **EFTs** - Select the **EFTs** option if you want to combine multiple EFTs into a single EFT transaction.

**Check #**

The **Check #** field is used to assign a check number to a combined trust check. Combined checks are saved as a manual check transaction in Trust and cannot be printed using the Quick Print or Print Checks windows. This field is only available when the **Type** field is set to **Checks**.

**Total Amount**

The **Total Amount** is a calculation based on the total of all transactions in the Selected Transactions area of the window that have a check mark. The amount cannot be edited.

**Status**

The **Status** field is used to indicate the status of the selected transaction.

- **Cleared** - A status of **Cleared** indicates that the transaction has been cleared in the Reconciliation window. Each journal entry or deposit with a check mark in the "Clr" (Cleared) column in the Reconciliation window is considered **Cleared**. The **Cleared** status is changed to Reconciled when the reconciliation is finalized.
- **Outstanding** - A status of **Outstanding** indicates that the transaction has not yet been cleared or reconciled using the Reconciliation window.

- **Reconciled** - A status of **Reconciled** indicates that the transaction has been reconciled using the Reconciliation window.

### Check Mark (✓)

The **Check Mark** indicates that a transaction has been selected to be included in the combined transaction and counted as part of the **Total Amount**.

The **Print Summary** button in the Combine Trust Transactions window (Figure 16) can be used to print a **Trust Combined Transaction Summary** (Figure 18).

Date: 09/26/2024

Trust Combined Transaction Summary

Jensen, Martin & Anderson, P.C.

Page: 1

Bank Account:

First Bank IOLTA Account

Bank Description:

First Bank IOLTA Account

Account #:

6027-2913-8561

Deposit Date:

08/27/2024

Description:


Client 850.00 & 850.01 (White, deposit)

Date	Trust ID	Description	Amount
08/26/2024	850.00	Deposit to replenish retainer	1,000.00
08/27/2024	850.01	Initial Deposit	600.00
			Total Amount (2 items):
			1,600.00


Depositor's Signature:

Figure 18, Combined Transaction Summary

### ► To add a new combined trust transaction

1. In the Quick Launch, search for and select "Combine Trust Transactions."
2. Click .
  - a. Select the desired **Bank #**.
  - b. Select the **Type** of transactions you want to combine.
  - c. If combining checks, enter a check number in the **Check #** field.
3. Click the **Select Transactions** button to open the **Select Trust Transactions to Combine** window.
  - a. Select the transactions you want to combine.
  - b. Click **OK**.
4. Enter a **Description** for the combined transaction.
5. Optionally, click the **Print Summary** button to generate a Combined Transaction

Summary.

6. Click  to save the combined trust transaction.





Description	Date	Amount	Type	Check #	Reference
DEPOSIT	07/15/2024	1,000.00	Deposit		980409111

Figure 20, Confirm Bank Transactions **Unmatched** tab

Source	Description	Date	Amount	Type	Check #	Trust ID	Payee
Bank 6	CHECK 45338 Blood Testing - Direct Payment	07/15/2024	251.23	Check	45338	980370001	Bryan/LGH East Medical
Bank 6	CHECK 45339 Payment for Auditing Fees	08/09/2024	125.00	Check	45339	980643001	Lancaster County Treas
Bank 7	DEPOSIT Retainer Payment Received, Thank You	07/17/2024	1,633.58	Deposit		980312001	
Bank 3	DEPOSIT Deposit to replenish retainer.	07/17/2024	1,000.00	Deposit		980216089	

Figure 21, Confirm Bank Transactions **Matched** tab

# Reconciliation

**Menu:** [Checks | Reconciliation](#)  
**Home:** [All Actions | Checks/Deposits | Reconciliation](#)  
**Quick Launch:** [Reconciliation](#)

Tab3 Trust Accounting's Reconciliation window makes it easy to reconcile bank statements against activity within Trust. When starting the Reconciliation window, the Reconciliation Settings window is displayed. From the Reconciliation Settings window, you can:

- Select the bank account to reconcile
- Confirm the beginning balance automatically calculated by Trust
- Enter the ending balance from your bank statement
- Enter interest and service charge information from your bank statement

Reconciliation Settings

Bank Account: 1 First Bank IOLTA Account

☒ Show Trust Account Information for each Trust Transaction

Statement Information

Statement Date: 07/31/2024

Beginning Balance: 4,923.40

Ending Balance: 5,931.00

Adjustments

Interest: 0.00 Trust ID:

Interest Date: mm/dd/yyyy Bank:

Service Charge: 19.00 Trust ID: 1.00 Administrative

Service Charge Date: 07/31/2024 Bank: 1 First Bank IOLTA Account

OK Cancel

Figure 22, Reconciliation Settings window

Once you have entered your Reconciliation Settings (Figure 22), the **Reconciliation** window (Figure 23) will be displayed. This window includes a list of outstanding journal entries and deposits, a section for tracking cleared totals, and a section for tracking reconciliation balances.

Reconciliation - 6027-2913-8451 First Bank IOLTA Account - 08/31/2024

Checks, EFTs, and Other Withdrawals

Clr	Date	Check #	Amount	Description
✓	07/21/2024	45336	723.40	Payment of June Invoice 101.00-1 Williams/John - State v.
	07/22/2024	EFT	990.00	Payment 850.00-1 White/Kelly - Divorce
	07/22/2024	EFT	1,076.60	Payment 101.00-1 Williams/John - State v.
✓	07/25/2024	45337	1,382.35	Payment of July Invoice 101.00-1 Williams/John - State v.
✓	07/25/2024	EFT	3.22	Interest transferred to IOLTA 1.00-1 Administrative Account - F
	08/09/2024	45338	251.23	Blood Testing - Direct Payment 101.00-1 Williams/John - State v.
	08/09/2024	45339	125.00	Payment for Auditing Fees 1.00-1 Administrative Account - F
	08/19/2024	45340	125.00	Payment of August Statement 850.00-1 White/Kelly - Divorce

Receipts and Other Deposits

Clr	Date	Type	Amount	Description
✓	07/18/2024	Deposit	3.22	Interest Deposited 1.00-1 Administrative Account - F
✓	07/21/2024	Deposit	1,000.00	Initial Deposit - Check 2322 850.00-1 White/Kelly - Divorce
✓	07/25/2024	Deposit	1,923.40	Retainer Payment Received 101.00-1 Williams/John - State v.
✓	08/11/2024	Deposit	1,000.00	Deposit to replenish retainer. 850.00-1 White/Kelly - Divorce
✓	08/11/2024	Deposit	1,633.58	Retainer Payment Received, Than 101.00-1 Williams/John - State v.
✓	08/12/2024	Deposit	600.00	Initial Deposit 850.01-1 White/Kelly - Last Will &

Cleared Withdrawals

2 Checks	2,105.75
1 EFTs	3.22
1 <a href="#">Service Charge</a>	19.00
<b>4 Total Withdrawals</b>	<b>2,127.97</b>

Cleared Deposits

6 Deposits	6,160.20
0 <a href="#">Interest</a>	0.00
<b>6 Total Deposits</b>	<b>6,160.20</b>

Reconciliation Balances

Statement Beginning Balance:	2,000.00
Cleared Withdrawals:	-2,127.97
Cleared Deposits:	6,160.20
Cleared Balance:	6,032.23
<a href="#">Statement Ending Balance:</a>	5,931.00
Difference:	101.23

Settings

Postpone

Finalize

Figure 23, Trust Reconciliation

Once the reconciliation is in balance, click **Finalize**. Reconciliations cannot be finalized unless they are in balance. You can print a Reconciliation Report for your records. Trust also stores Reconciliation Reports as PDFs for later viewing.

**More Info:** Detailed information regarding the reconciliation process can be found in Trust Help.

Date: 08/05/2024		Trust Detail Reconciliation Report Jensen, Martin & Anderson, P.C.			Page: 1
Bank Account #:	6027-2913-8451	First Bank IOLTA Account			
Trust Bank:	1	As of the Period Ending July 31, 2024			
Cleared Checks					
Date	Check #	Trust ID	Name/Description	Payee	Amount
07/18/2024	45336	101.00	John Williams Payment of July Invoice	Jensen, Martin & Anderson, P.C.	-723.40
07/22/2024	45338	101.00	John Williams Blood Testing - Direct Payment	Bryan/LGH East Medical Center	-251.23
07/22/2024	45339	1.00	Administrative Account Payment for Auditing Fees	Lancaster County Treasurer	-125.00
(-) Total Cleared Checks				3 Items	-1,099.63
Cleared EFTs					
Date		Trust ID	Name/Description	Payee	Amount
07/19/2024		101.00	John Williams Payment	Jensen, Martin & Anderson, P.C.	-1,076.60
07/22/2024		1.00	Administrative Account Interest transferred to IOLTA	IOLTA Interest	-3.22
07/26/2024		1.00	Administrative Account Service Charge		-11.75
(-) Total Cleared EFTs				3 Items	-1,091.57
Cleared Deposits					
Date		Trust ID	Name/Description	Payee	Amount
07/15/2024		1.00	Administrative Account Interest Deposited		3.22
07/18/2024		850.00	Kelly Ann White Initial Deposit - Check 2322		1,000.00
07/22/2024		101.00	John Williams Retainer Payment Received		1,923.40
07/29/2024		101.00	John Williams Retainer Payment Received, Thank You!		1,633.58
07/30/2024			Client 850.00 & 850.01 (White, deposit) Combined Transaction		1,600.00
(+) Total Cleared Deposits				5 Items	6,160.20
Reconciliation Balances					
			Statement Beginning Balance		2,000.00
			Cleared Withdrawals	6 Items	-2,191.20
			Cleared Deposits	5 Items	6,160.20
			Cleared Balance		5,969.00
			Statement Ending Balance		5,969.00
			Difference		In Balance

Date: 08/05/2024		Trust Detail Reconciliation Report		Page: 2	
Bank Account #: 6027-2913-8451		Jensen, Martin & Anderson, P.C.			
Trust Bank: 1				First Bank IOLTA Account Thru: 07/31/2024	
Outstanding Checks					
Date	Check #	Trust ID	Name/Description	Payee	Amount
07/22/2024	45337	101.00	John Williams Payment of July Invoice	Jensen, Martin & Anderson, P.C.	-1,382.35
07/31/2024	45340	850.00	Kelly Ann White Payment of July Statement	Jensen, Martin & Anderson, P.C.	-125.00
(-) Total Outstanding Checks				2 items	-1,507.35
Outstanding EFTs					
Date	Trust ID	Name/Description	Payee	Amount	
07/22/2022	850.00	Kelly Ann White Payment	Jensen, Martin & Anderson, P.C.	-990.00	
(-) Total Outstanding EFTs				1 item	-990.00
(+) Total Outstanding Deposits				0 items	0.00
Total Voided Checks				0 items	0.00
Account Balances as of 08/31/2022					
Statement Ending Balance					5,969.00
Total Outstanding Items				3 items	-2,497.35
Calculated Balance					3,471.65
Total Unpaid Items				1 item	-885.00
Adjusted Bank Account Balance					2,586.65

Date: 08/31/2022

Trust Detail Reconciliation Report  
Jensen, Martin & Anderson, P.C.

Page: 1

Bank Account#:

6027-2913-8561

TrustBank:

1

First Bank IOLTA Account

As of the Period Ending

August 31, 2022

Cleared Checks

Date	Check #	Trust ID	Name/Description	Payee	Amount
07/21/2022	45336	101.00	John Williams Payment of July Invoice	Jensen, Martin & Anderson, P.C.	-723.40
07/25/2022	45338	101.00	John Williams Blood Testing - Direct Payment	Bryan/LGH East Medical Center	-251.23
07/25/2022	45339	1.00	Administrative Account Payment of Auditing Fees	Lancaster County Treasurer	-125.00
(-) Total Cleared Checks				3 items	-1,099.63

Cleared EFTs

Date	Trust ID	Name/Description	Payee	Amount
07/22/2022	101.00	John Williams Payment	Jensen, Martin & Anderson, P.C.	-1,076.60
07/25/2022	1.00	Administrative Account Interest transferred to IOLTA	IOLTA Interest	-3.22
07/25/2022	1.00	Administrative Account Service Charge		-11.75
(-) Total Cleared EFTs			3 items	-1091.57

Cleared Deposits

Date	Trust ID	Name/Description	Payee	Amount
07/18/2022	1.00	Administrative Account Payment		3.22
07/21/2022	850.00	Administrative Account Interest transferred to IOLTA		1,000.00
07/25/2022	101.00	Administrative Account Service Charge		1,923.40
08/11/2022	101.00	John Williams		1,633.58
08/12/2022		Client 850.00 & 850.01 (White, deposit) Combined Transaction		1,600.00
(-) Total Cleared Deposits			5 items	6,160.20

Reconciliation Balances

Statement Beginning Balance		2,000.00
Cleared Withdrawals	6 items	-2,191.20
Cleared Deposits	5 items	6,160.20
Cleared Balance		5,969.00
Statement Ending Balance		5,969.00
Difference		In Balance

Figure 24,

Trust also includes an Undo Reconciliation window, which allows you to reverse a reconciliation in order to make any necessary changes.

Undo Reconciliation?×

Bank Account:

1

▼

First Bank IOLTA Account

Statement Date:

06/30/2024

▼

Reconciliation Details

Bank Name:	First Bank IOLTA Account
Statement Beginning Balance:	2,200.00
Cleared Total:	-200.00
Statement Ending Balance:	2,000.00

Undoing this reconciliation will delete the reconciliation record, and all trust transactions included on the reconciliation will be available for reconciliation.

Note that all cleared transactions will be retained. You will need to reconcile your previous statement again.

OK

Cancel

Figure 25, Undo Reconciliation

## Three-Way Reconciliation Report

In some states, multiple forms of proof that trust bank accounts are in balance may be required. Trust provides this proof via the Three-Way Reconciliation Report. The Three-Way Reconciliation Report compares the following figures and provides a warning if a discrepancy is encountered.

- The total of all Client Trust Ledger balances
- The ending Statement Balance of the latest Reconciliation (plus all outstanding deposits and minus all outstanding checks)
- The ending Check Register balance

Date: 08/05/2024	Trust Three-Way Reconciliation Report		Page: 1
	Jensen, Martin & Anderson, P.C.		
	First Bank IOLTA Account		
	As of the Period Ending		
	July 31, 2024		
Bank Account #:	6027-2913-8451		
Trust Bank:	1		
Client Trust Ledger			
	Trust ID	Trust Account Name/Description	Amount
	1.00	Administrative Account	63.25
		For tracking all Firm and interest adjustments	
	101.00	John Williams	1,923.40
		State v. Williams	
	850.00	Kelly Ann White	0.00
		Divorce	
	850.01	Kelly Ann White	600.00
		Last Will & Testament	
	Client Trust Ledger Balances		2,586.65
Reconciliation Statement Ending Balance			5,969.00
	Add	All Outstanding Deposits	0.00
	Less	All Outstanding EFTs	-990.00
	Less	All Outstanding Checks	-1,507.35
	Less	All Unpaid Transactions	-885.00
	Adjusted Bank Account Balance		2,586.65
Check Register			
	Check Register Balance		2,586.65

Figure 26, Three-Way Reconciliation Report

# 1099 Report

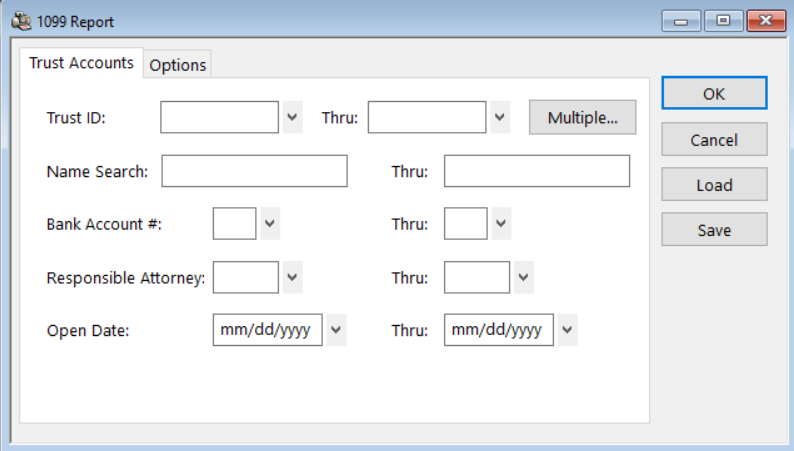
**Menu:** [Reports | 1099 Information | 1099 Report](#)

**Home:** [All Actions | 1099 | 1099 Report](#)

**Quick Launch:** [1099 Report](#)

Trust allows you to generate IRS Forms 1099-MISC and 1099-NEC on behalf of your trust accounts. 1099s are written to the payee, whereas the payer can be either the trust account or the firm. The payer is determined by the Federal ID number entered for the trust account. If the trust account's Federal ID number matches the firm's Federal ID number, the firm will be the payer. If the trust account's Federal ID Number does not match the firm's Federal ID number, then the trust account will be the payer. The **1099 Report** is used to verify 1099 information before printing 1099 Forms.

The **Trust Accounts** tab allows you to select trust accounts by specifying ranges of trust accounts, bank accounts, responsible attorneys and open dates.



The screenshot shows a window titled "1099 Report" with two tabs: "Trust Accounts" (selected) and "Options". The "Trust Accounts" tab contains several search criteria, each with a "Thru:" field and a "Multiple..." button. The criteria are:

- Trust ID: [dropdown] Thru: [dropdown] Multiple...
- Name Search: [text box] Thru: [text box]
- Bank Account #: [dropdown] Thru: [dropdown]
- Responsible Attorney: [dropdown] Thru: [dropdown]
- Open Date: [mm/dd/yyyy dropdown] Thru: [mm/dd/yyyy dropdown]

On the right side of the dialog, there are four buttons: "OK", "Cancel", "Load", and "Save".

Figure 27, Trust 1099 Report - **Trust Accounts** tab



The **Options** tab allows you to select the **Reporting Year** for which you are filing, a range of payees for whom to run the report, and a **Minimum YTD Amount to Print**.

The screenshot shows a window titled "1099 Report" with two tabs: "Trust Accounts" and "Options". The "Options" tab is active. The form contains the following elements:

- Report Date:** A dropdown menu showing "11/25/2024".
- Reporting Year:** A text box containing "2024".
- Payee:** A dropdown menu.
- Thru:** A dropdown menu.
- Type:** Two radio buttons labeled "Detail" and "Summary". The "Summary" radio button is selected.
- Minimum YTD Amount to Print:** A text box containing "600".
- Checkboxes:**
  - ☐ Start Each Trust Account on a New Page
  - ☐ Print Criteria Page
- Buttons:** On the right side, there are four buttons: "OK" (highlighted with a blue border), "Cancel", "Load", and "Save".


Figure 28, Trust 1099 Report - **Options** tab


# Check Requests


**Menu:** [Checks | Check Requestss](#)  
**Home:** [All Actions | Checks | Check Requests](#)  
**Quick Launch:** [Check Requests](#)

## Check Requests

Check requests are a feature of the Platinum edition of Tabs3 Software that allows adding and reviewing of requests for reimbursement using PracticeMaster, and then the creation of trust transactions based on those requests in Tabs3 Trust Accounting (or invoices in Tabs3 Accounts Payable). From the Quick Launch, search for and select "Check Requests." The Check Requests window has three page views:

- A list of check requests without an associated trust transaction are shown on the **Inbox** page view. Hover over a check request and click the  icon to start a new trust transaction.
- Check requests with an associated trust transaction that has not yet been paid are shown on the **Unpaid** page view.
- Check requests with an associated trust transaction that has been paid are shown on the **Completed** page view.

Click on a row to review the check request, or click the  icon to open the attachment.




Requested By	Due Date	Date	Amount	Pay To	Description	Reimbursable
Michael L. Jens...	08/25/2023	08/21/2023	\$25.00	Michael L. Jensen	Mailing charges	120.00
Michael L. Jens...	08/31/2023	08/21/2023	\$50.00	Michael L. Jensen	Filing fee	121.01
Ronald Anders...	08/31/2023	08/21/2023	\$25.00	Michael L. Jensen	Filing fee	850.01
Michael L. Jens...	08/31/2023	08/21/2023	\$75.00	Michael L. Jensen	Court Filing Fee	121.01 

Figure 29, Inbox page view of the Check Requests window

Requested By	Due Date	Date	Amount	Pay To	Description	Reimbursable
Michael L. Jens...	08/15/2023	08/15/2023	\$100.00	Michael L. Jensen	Court fee	121.01

Figure 30, Unpaid page view of the Check Requests window

Requested By	Due Date	Date	Amount	Pay To	Description	Reimbursable
Michael L. Jens...	08/15/2023	08/15/2023	\$100.00	Michael L. Jensen	Court fee	121.01

Figure 31, Completed page view of the Check Requests window

The screenshot shows a web application window titled "Michael L. Jensen Check Request". At the top, there are two buttons: "Create Invoice" (green) and "Deny" (red). Below these, a "Next Steps" section instructs the user to "Create a Trust Transaction to **complete** this request." The main content area is divided into two columns. The left column, titled "Request Details", contains a blue "Approved" button and the following information: Requested By: Michael L. Jensen, Due Date: 08/31/2023, Amount: \$50.00, Pay To: Michael L. Jensen, Reimbursable: 121.01 | Marcus Phillips | Real Estate Acquisition, Description: Filing fee, Internal Notes: (empty), and Account: Trust. The right column is a dark grey sidebar with a receipt icon and the text "No receipt attached." Below the "Request Details" section is a "History" section showing: "Automatically **approved** by Michael L. Jensen on 08/21/2023" and "Requested by Michael L. Jensen on 08/21/2023".

Figure 32, Check Request details

The fields for a check request that are not self-explanatory are explained below.

### Requested By

The **Requested By** field shows the user who created the check request.

### Pay To

The **Pay To** field shows a contact to which a check should be sent. This contact may not always be a payee in AP; if a trust transaction is created for this check request, a payee must be selected or created.



**Reimbursable**

The **Reimbursable** field shows what client matter in Tab3 Billing or Trust should be billed for this check. If a trust transaction is created for this check request, this determines the trust account that the transaction will be created for.

**Attachment**

The **Attachment** icon links an electronic copy of an invoice or receipt to a check request, allowing it to easily be stored and accessed.

► **To create a new trust transaction for a check request**

1. In the Quick Launch, search for and select "Check Requests."
2. On the **Inbox** page view, locate the check request.
3. Hover over the check request and click  to start a new trust transaction.
4. Enter the desired information for the trust transaction.
5. Click  to save the new trust transaction.

**Note:** Creating and reviewing check requests is performed in PracticeMaster. Additional information regarding integration can be found in Trust Help and the *Integration Guide*.

## ***Additional Resources***

With its intuitive data entry system and streamlined features, Tabs3 Trust Accounting makes it easy to keep close track of all of your firm's trust information. This section includes additional resources and information on the features discussed in this guide.

### **Help**

The Help contains detailed information on all features of the software. The Help is accessible by pressing F1 from anywhere within the software; doing so will load the Help information for the particular feature being accessed.

### **Knowledge Base**

Tabs3 Software's extensive Knowledge Base is available 24 hours a day, 7 days a week. You can access the Knowledge Base in the Quick Launch by searching for and selecting "Knowledge Base," or from your web browser at:

**[support.Tabs3.com](http://support.Tabs3.com)**

### **Training Videos**

Training videos are multimedia resources that walk you through Trust Accounting features. In the Quick Launch, search for and select "Training Videos" to access the training video libraries. The training videos can also be accessed at:

**[Tabs3.com/videos](http://Tabs3.com/videos)**

### **Report Pack**

The Trust Accounting Report Pack makes it easy to familiarize yourself with the various reports available and the criteria used to create them.

All guides and report packs are available on our website at:

[Tabs3.com/support/docs.html](https://tabs3.com/support/docs.html)

## Tabs3 Support

Tabs3 Software provides some of the best support in the industry. Service to our customers is extremely important to us—so much so that our motto is:

***Reliable software. Trusted service.***

Support is provided at no charge with an active subscription and is available from 8:00 a.m. to 5:00 p.m. Central Time, Monday through Friday. If you have any questions, please feel free to call our Support staff at (402) 419-2210.

Email support is also available for all firms with an active subscription. Our support team responds to emails during office hours. Our goal is to respond to your question within one business day. Please keep in mind that time-sensitive and complex issues are better handled over the phone. To request email support, visit [Tabs3.com/support](https://tabs3.com/support).

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