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# **Tabs3<sup>®</sup> Trust Accounting Software**

*Version 15.3 Manual*

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Software Technology, Inc.  
1621 Cushman Drive  
Lincoln, NE 68512  
(402) 423-1440  
[www.Tabs3.com](http://www.Tabs3.com)

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# Table of Contents

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## Chapter 1 - Introduction & Getting Started . . . . . 1

Software Technology, Inc. . . . .	1
TAS Overview . . . . .	1
Computer Requirements . . . . .	1
Conventions Used in this Manual . . . . .	1
Conventions Used in the Program. . . . .	2
Installing the Software . . . . .	2
Starting TAS . . . . .	2
Logon Dialog Box. . . . .	3
Main Application Window . . . . .	3
Task Folders . . . . .	3
Toolbar . . . . .	4
Application Toolbar . . . . .	4
Status Bar . . . . .	4
Open Windows Maximized. . . . .	5
Active User List . . . . .	5
Resetting Users . . . . .	5
Exiting TAS . . . . .	6
Access Rights . . . . .	6
Multi-User Functionality . . . . .	6
Lock Out All Users . . . . .	7
Help Menu . . . . .	7
Log Files . . . . .	9
Backing Up . . . . .	9
Back Up Data Files . . . . .	10
Restore Data Files . . . . .	10
HotBackup and Restore HotBackup . . . . .	10
TAS Data Files . . . . .	11
TAS Menu Bar . . . . .	11

---

## Chapter 2 - Using & Setting Up TAS. . . . . 13

TAS Overview . . . . .	13
Trust Account Key Type & Decimal Places . . . . .	14
Trust ID Ranges . . . . .	14
Initial File Set-Up . . . . .	15
Attorney File . . . . .	15
Payee File . . . . .	16
Bank Account File . . . . .	16
Trust Account File . . . . .	16
Trust Transaction File. . . . .	16
Transferring Balances . . . . .	16
Verification of Initial File Setup . . . . .	17
Checklist for New Installations . . . . .	18
TAS System Flow . . . . .	19
Frequently Asked Questions . . . . .	19

---

**Chapter 3 - Data Entry . . . . . 21**

Toolbar Buttons . . . . .	21
Data Entry Keystrokes . . . . .	22
Text Editing Keystrokes . . . . .	22
General Windows Keystrokes . . . . .	22
Date Fields . . . . .	23
Calendar Window . . . . .	24
QuickDate Calculator Window . . . . .	25
Calculator . . . . .	25
Lookup Windows . . . . .	25
Data Entry Programs . . . . .	26
Miscellaneous Files . . . . .	26
Attorney File . . . . .	27
Payee File . . . . .	27
Bank Account File . . . . .	28
Trust Account . . . . .	29
Trust Transaction File . . . . .	30
Copy from List . . . . .	32
Deleting Records . . . . .	32

---

**Chapter 4 - Printing. . . . . 33**

Default Windows Printer . . . . .	33
Printer Setup . . . . .	33
Check Setup . . . . .	34
Advanced Printing Features . . . . .	36
Print Dialog Box . . . . .	37
Print Control Window . . . . .	39
Preview Window . . . . .	39
Drill-Down Capabilities . . . . .	41
DropBox Window . . . . .	41

---

**Chapter 5 - Checks . . . . . 43**

Printing Checks in TAS . . . . .	43
Print Checks . . . . .	43
Quick Print Checks . . . . .	44
Reprocessing Interrupted Check Runs . . . . .	44
Print Check Test Pattern . . . . .	44
Void Checks . . . . .	45
Bank Account Reconciliation . . . . .	45

---

**Chapter 6 - Reports. . . . . 47**

Overview . . . . .	47
Trust Accounts Tab . . . . .	47
Transactions Tab . . . . .	48
Options Tab . . . . .	48
Sort Tab . . . . .	49
Report Definitions . . . . .	49
Loading Report Definitions . . . . .	50
Saving Report Definitions . . . . .	50
Date Conventions Used in Report Definitions . . . . .	51
Attorney List . . . . .	51
Bank Account List . . . . .	51
Payee List . . . . .	52
Trust Account List . . . . .	52
Trust Transaction Entry List . . . . .	53
Trust Transaction Verification List . . . . .	53
Check Register By Check Number . . . . .	53

Check Register By Payee .....	54
Check Register By Trust Account.....	54
Client Trust Ledger.....	55
Voided Check List .....	55
1099 Report.....	55
1099 Forms .....	56

---

## **Chapter 7 - Integration .....** 57

Overview.....	57
Integration with Tabs3 (and GLS) .....	57
Setting Up Integration with Tabs3 (and GLS) .....	59
Integration with GLS (no Tabs3) .....	59
Setting Up GLS Integration (no Tabs3) .....	60
APS Integration.....	60
Setting Up APS Integration.....	61
Create APS 1099 Merge File .....	61

---

## **Chapter 8 - Maintenance & Utilities.....** 63

Overview.....	63
Import Transactions .....	63
Change Key Type .....	63
ReNUMBER Attorney.....	64
Rename Payee.....	64
ReNUMBER Trust Account .....	65
TAS Customization.....	65
Data File Integrity Check .....	66
Initialize TAS ODBC .....	66
Purge Trust Transactions .....	66
Reindex Files .....	67
Select Trust Transactions to Save/Purge.....	67
Diagnostic Utilities .....	68
Network Test.....	68
Network Settings.....	68

---

## **Appendixes .....** 69

---

### **APPENDIX A - Technical Support .....** 71

---

### **APPENDIX B - Glossary.....** 73

---

### **APPENDIX C - Forms.....** 79

TAS Attorney Setup Form .....	81
TAS Payee Setup Form.....	82
TAS Bank Account Setup Form .....	83
TAS Trust Account Setup Form .....	84

---

### **APPENDIX D - Startup Options .....** 85

Bypassing the User ID .....	85
Starting the Data File Integrity Check.....	85
Network Test.....	86
Starting TAS at a Specific Time .....	86
Force Logon .....	86

No DropBox .....	87
Adding Startup Options .....	87

---

**Sample Reports .....89**

Standard Program Tabs for Reports .....	90
Optional Report Footer .....	90
Attorney List .....	91
Bank Account List .....	91
Payee List .....	92
Criteria Page .....	93
Trust Transaction Entry List .....	93
Trust Account List .....	94
Transaction Verification List .....	97
Checks .....	98
Check Register By Check Number .....	99
Check Register By Payee .....	100
Check Register By Trust Account .....	101
Bank Account Reconciliation Report .....	103
Voided Check List .....	104
Client Trust Ledger .....	105
1099 Report & 1099 Form .....	107

---

**Index .....109**

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# Chapter 1

## Introduction & Getting Started

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### Software Technology, Inc.

Since 1979, Software Technology, Inc. has been developing, selling and supporting billing, practice management and financial software for law firms—from solos to 50+ attorney firms. Our software is backed by our professional staff, which has extensive experience in accounting, program development and customer support. We are committed to providing our customers with user-proven, reliable software.

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### TAS Overview

Tab3 Trust Accounting Software (TAS) was created as 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 individual trusts, or for individual trust checking accounts in 99 different bank accounts. TAS will help you keep the strict control you need over trust accounts.

---

### Computer Requirements

To use TAS, the following system hardware is required:

- Windows 7/Vista/XP.
- 17 MB of free hard disk space.
- 52 MB of free hard disk space for the System Configuration program. The System Configuration program must be installed in order to use TAS.
- Minimum 800 x 600 screen resolution. Recommended 1024 x 768 or higher.
- 32-bit color is recommended.
- A CD-ROM drive for installing the programs onto the hard disk.
- High speed wired network recommended for multi-user versions. Wireless networks are not recommended due to performance and reliability issues.

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### Conventions Used in this Manual

The term “click” or “clicking” means to select the specified item by clicking the primary mouse button once (usually the left mouse button). The term “double-click” means to select the specified item by clicking the primary mouse button twice. The term “right-click” means to select the specified item by clicking the secondary mouse button once (usually the right mouse button). If desired, the keyboard method can be used to select the specified item. Details regarding keystrokes can be found on page 22.

This manual shows button labels in **bold face** type.

Menu options and Task Folder options are shown in *bold face italics* separated by the “pipe” character. For example, *File | Open | Trust Account* is shown to indicate the order of the menu options selected to access the Trust Account data entry program. As an alternative, Task Folder options are also shown in *bold face italics*, but are noted as Task Folder options.

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## Conventions Used in the Program

The software uses a “Multiple Document Interface.” This interface allows multiple program windows to be open at the same time. For example, you can have a trust account window open, two trust transaction windows open and a client trust ledger window open all at the same time. All of these tasks can be accomplished without logging in as another user. Keep in mind that certain tasks require exclusive use of the software. Detailed information about these tasks can be found on page 6.

Windows can be repositioned and resized as well as minimized and maximized. However, certain dialog boxes are non-interruptible, thus allowing no other task in the program to be accessed until that dialog box is closed. The sizes and positions of the main application window and lookup windows are stored from session to session for each workstation.

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## Installing the Software

The software is provided on a CD and must be installed to a hard disk. Detailed installation instructions are provided on the CD.

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**Network Installation Note:** Separate server and workstation installation procedures are required when running the software in a networking environment. These procedures can be found in the installation instructions provided on the CD.

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## Starting TAS

The software can be started via a shortcut on the Windows desktop or via the Windows taskbar.

**Desktop Shortcut**                      During installation, if you elected to create icons on the desktop, you can double-click the TAS desktop icon.

**Windows Taskbar**                      TAS can be started via the Windows taskbar. Click the **Start** button, and then point to **Programs**. Point to the **Tabs3 & PracticeMaster** folder and then click **Trust Accounting**.

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**Note:** Startup options can be found in Appendix D on page 85.

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After starting TAS, the Logon dialog box will be displayed.

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**Note:** If TAS is being started for the first time, the TAS Customization window will automatically be opened. Details regarding Customization can be found on page 65.

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## Logon Dialog Box

The Logon dialog box is used to access the software. It is displayed the first time any system in a given session is started. A valid User ID must be entered as well as the associated password if one has been defined for the user. Users and passwords are defined using the User Configuration program in System Configuration.

**User ID** Enter a User ID as defined in System Configuration.

**Password** If a password has been assigned for the user whose User ID was entered, the user will be required to enter the password. The only password that will allow access for the specified User ID is the password defined for that user.

By default, the Logon dialog box is not shown when starting subsequent systems in the same session. For example, if a user starts Tabs3, PracticeMaster and GLS, the Logon dialog box will only be shown when starting the first system. Furthermore, when viewing the Active User List, the user will be shown as having all three systems open.

**Note:** If for some reason you want to log on as a different user, you can force the Logon dialog box to be displayed for subsequent system startups by holding down the SHIFT key when starting the software. Or, you can use the “/FORCELOGON” startup option when starting the subsequent system (*page 86*).

After entering the required information, the main application window will be displayed.

## Main Application Window

The main application window is the base window that is opened after starting TAS. The main application window can be minimized, maximized or resized. The size and position of the main application window is saved for each workstation for subsequent sessions.

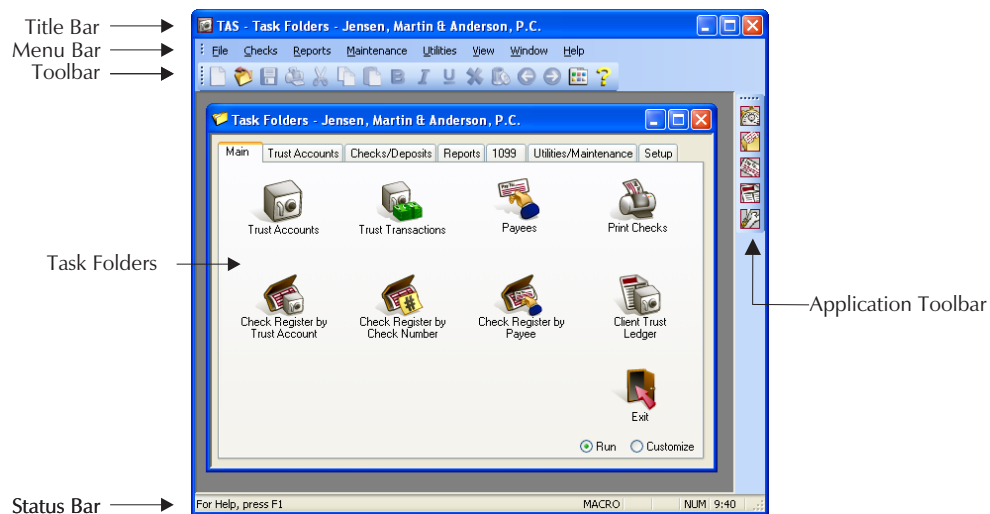


Fig. 1-1, Main Application Window

## Task Folders

Task folders show the most frequently used programs in TAS and are optionally displayed when TAS is started. Your firm's name is shown on the title bar of the Task Folders window. The graphical icons in the various task folders can be used to launch TAS programs instead of using the menu bar options.

The task folders are easily accessed by clicking the  button on the toolbar or by pressing Ctrl+T.

There are several task folders shown in the Task Folders window. You can click on the tab of the desired task folder to display its contents. The key combination Ctrl+PgDn or Ctrl+Tab can be used to move focus to the next tab. After selecting the desired tab, you can then select any of the programs in the task folder by clicking once on the desired program icon. Each of the programs shown in the task folders can also be accessed via the menu bar.

The **Main** task folder can be configured for each user to include the most frequently used programs. When the **Customize** option is selected, clicking a program icon will open the Main Task Folder Icon Customization window allowing you to customize the icons shown on the task folder. When the **Run** option is selected, clicking a program icon will execute that program. Configuration information is stored in the user profile so it travels with the user regardless of which workstation the user logs onto.

A check mark shown to the left of the **View | Task Folders** menu option indicates that the option is turned on. When the option is turned on, the Task Folders window will be displayed each time the software is started. Closing the Task Folders window closes the window for the current session only; it does not turn the option off for subsequent sessions. (See **Task Folders** in Help for detailed information on how to customize the task folders or reset the icons to the system defaults.)

## Toolbar

By default, the toolbar is turned on and is positioned below the menu bar. Complete details regarding the toolbar buttons can be found on page 21.

When the toolbar feature is turned on, a check mark will be displayed to the left of the **View | Toolbar** menu option. If desired, you can turn the toolbar off or move it elsewhere on the desktop by dragging it. The toolbar status and position is saved for subsequent sessions. (See **Toolbar** in Help for information on how to move the toolbar.)

## Application Toolbar

The application toolbar provides the ability to quickly start other Tabs3 and PracticeMaster software. Positioning the mouse over any application toolbar button will display the software associated with that button. By default, the application toolbar appears on the right side of the main application window, with the icons stacked vertically. When moved to the top or bottom of the main application window, the icons will change to a horizontal arrangement. Only those programs for which the user has access rights will be included on the toolbar (page 6).

When the application toolbar is turned on, a check mark will be displayed to the left of the **View | Application Toolbar** menu option. If desired, you can turn the application toolbar off or move it elsewhere on the desktop by dragging it. The status and location is saved for subsequent sessions. (See **Application Toolbar** in Help for information on how to move the toolbar.)

## Status Bar

The status bar is shown at the bottom of the main application window. It is used to display descriptions of menu selections and graphical buttons when the mouse pointer is positioned over a menu selection or button. Indicators on the far right tell whether CAPS Lock is on (CAP), Num Lock is on (NUM) and the current system time. Different messages may also be displayed on the status bar at various times.



Fig. 1-2, TAS Status Bar

When the status bar is turned on, a check mark will be displayed to the left of the **View | Status Bar** menu option. If desired, you can turn the status bar off. This information is saved for subsequent sessions.

## Open Windows Maximized

When this option is turned on, a check mark will be displayed to the left of the *View | Open Windows Maximized* menu option. This option determines how the various program windows within the main application window are opened. Select this option if you always want windows opened in a maximized state. Using this option allows only one window at a time to be shown in the main application window.

Turn this option off if you want to view multiple windows in the main application window at the same time. Typically, users with large monitors and high resolutions will keep this option turned off. When this option is turned off, new windows will be opened in a “windowed” state, allowing you to reposition them within the main application window and in many cases, resize them as well. This information is saved for subsequent sessions.

---

## Active User List

The Active User List shows the users who are currently accessing TAS as well as which tasks are being performed. An **All Systems** check box is shown when the logged in user is a manager. Managers can optionally view all users in all of the software as well as reset one or more users.

The User ID, User Name, and computer name of each user accessing the software is shown in the Active User List. Also shown is the software being accessed along with the task being performed. Before you make a backup or perform a function that requires exclusive control over the data files, the Active User List can be used to determine if any users are accessing the software. An asterisk is shown to the left of the User ID of the user accessing the Active User List.

**Detail** and **Summary** options determine whether or not individual tasks will be displayed. When **Detail** is selected, each task for every active user will be displayed in a separate row. When **Summary** is selected, a single row for each login user will be displayed per program.

The Active User List also allows you to reset users in TAS (see Resetting Users below).

## Resetting Users

All users should exit TAS properly so that the Active User List is correctly updated. If a user does not exit the software properly, then the user must be reset. When the Active User List is accessed by a user who is a Manager, a **Reset** button is displayed. Clicking the **Reset** button will reset the highlighted user(s) (with the exception of the user who is performing the reset). You will be asked to confirm that you want to reset the specified users.

---

**Caution:** If a user who is currently using TAS is reset, the user will automatically be removed from the software when attempting to access another program in TAS. Data integrity may be compromised if a currently active user is reset while accessing the software. Furthermore, resetting other active users may cause Fatal Errors to occur during program execution. In other words, **DO NOT** reset users unless you are absolutely sure the software is not being used. Users should always exit the software properly. The reset option should only be used when users are unable to exit the software properly due to problems with their computer such as lockups or power failures. Problems can occur if a user just leaves the software running and the user is reset.

---

**Network Caution:** Resetting a user resets the user in the software only. If you are running on a network, you may also need to reset the user on the network in order to close files that may have been left open on the network. Therefore, if you are running on a network and have reset a user, make sure the user who was reset does the following: 1) logs off the network; and 2) logs back on the network. Doing this ensures that any files that were left open by the network are closed, thus eliminating potential Fatal Errors in the software.

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**Single User Note:** If a non-manager user is locked out of the software as a result of networking or hardware issues, that same user can restart the software using the same User ID and password. A Duplicate User IDs message will be displayed and the user can simply be reset. However, if any other user (managers included) attempts to access the same system, the “Active user limit has been reached. Access Denied.” error message will be displayed. If the user who was locked out cannot access the software again or is not available, a manager can start the System Configuration program and reset all users via the Active User List.

---

**Note:** Information regarding all resets is written to a log file named RESET.LOG. This file includes the system the reset was performed in, the date and time that the system was reset, which user performed the reset, which user was reset and the system that the reset user was in. The RESET.LOG file can be accessed via the **View | Log Files | Reset Log** menus or can be accessed via any text editor such as Microsoft Notepad or WordPad.

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## Exiting TAS

To exit TAS, you can use any of the following methods:

- Click the **EXIT** icon on the Main Task Folder. (*Note: Your Main Task Folder may have been customized not to include the EXIT icon.*)
- From the **File** menu, click **Exit**.
- Click the **Close** button (last button on the right side of the title bar) or double-click the program icon shown on the left side of the title bar.
- Press Alt + F4.

---

## Access Rights

System security is implemented by defining access rights and passwords using the System Configuration program. System security consists of defining user records and access profiles, then assigning one or more access profiles to each user. Access rights are defined for each access profile level whereas passwords are optionally defined for each user. Members of the Manager access profile have access rights to all programs in the software.

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## Multi-User Functionality

The multi-user version of the software allows multiple users to simultaneously perform data entry, generate reports and view information. However, not all functions can be accessed at the same time. This is because different functions require different levels of control over the program’s data files. There are five levels of control that a function can have over the data files:

- |                      |   |
|----------------------|---|
| <b>Exclusive</b>     | An Exclusive function requires exclusive control of the specific system’s data files. Only one user will be allowed to access the program if such a function is started. For example, when using the Bank Account Reconciliation program in TAS, no other users are allowed to access any other TAS program.  |
| <b>Single Access</b> | A Single Access function can only be accessed by one user at a time. Other users can access other functions of the software. For example, when using the Print Checks program in TAS, no other users can access that program. However, other users will be able to use other TAS functions.   |
| <b>Multi-Access</b>  | A Multi-Access function can be accessed by multiple users simultaneously. Also, other Multi-Access functions can be accessed at the same time by other users. A single user can have more than one Multi-Access function open at the same time. For example, when one user is accessing the Trust Transactions program in TAS, other users can also access the Trust Transactions program at the same time. |

**Function that Prohibits Access to Other Functions**

This type of function restricts functions in other programs from being performed. For example, when accessing the Void Checks program in TAS, other users will not be allowed to access the Renumber GLS Accounts program in GLS if TAS and GLS are integrated.

**Super Exclusive**

A Super Exclusive function requires exclusive control of all systems' data files. Only one user will be allowed to access the system with a program that requires super exclusive control. For example, when using the Restore Data Files program in System Configuration, no other systems can be open.

Detailed lists of each program's functionality can be found in our Knowledge Base under the keyword "multi-user functionality" ([www.support.Tabs3.com](http://www.support.Tabs3.com)).

A Conflicting Activities window displays information regarding which users and activities are currently preventing a requested task from being started. When this window is displayed, other users will be prevented from starting tasks that would interfere with the one you are currently attempting to start. Detailed information can be found in our Knowledge Base under the keyword "conflicting activities" ([www.support.Tabs3.com](http://www.support.Tabs3.com)).

---

## Lock Out All Users

**Menu**

*File | Lock Out All Users*

The **Lock Out All Users** menu option allows any manager to lock all other users out of the Tabs3 and PracticeMaster software. This feature makes it easier for the manager to perform exclusive tasks.

This menu option is available in all Tabs3 and PracticeMaster software products. Only managers can access this menu option. When this menu option is selected, a Lock Out All Users window will be displayed indicating that you have locked out all users. As long as this window is open, the software is locked. The Active User List can be used to show the manager which users are still in the software.

When the software is locked, all other users will be prevented from starting any other Tabs3 or PracticeMaster software product. Users who are already using the software will be allowed to finish their current tasks but cannot start any new tasks.

The **Unlock** button can be used to close the Lock Out All Users window thus unlocking the software and allowing other users normal access to all Tabs3 and PracticeMaster software products. Alternatively, the manager can close the Lock Out All Users window or exit the software in which the lock was implemented to unlock the software.

---

## Help Menu

The Help Menu consists of the following menu selections:

**Help Topics**

The **Help Topics** menu selection displays the Help Topics window.

**What's New**

Selecting the **What's New** menu option will open your default Internet browser to the What's New page on our Web site, allowing you to view or download the What's New List(s) for the current software version.

**Tip of the Day**

The **Tip of the Day** menu selection displays a Tip of the Day window. When this option is selected, a Tip of the Day window will be displayed each time a user starts TAS. The Tip of the Day window contains a series of tips with "How To" and "Did You Know?" information that help familiarize you with TAS features. A new tip will be displayed each time TAS is started. The tips will be displayed sequentially. After the last available tip has been displayed, the tips

will be repeated starting at the beginning. Whether this option is turned on or off is saved in the user profile for each individual user.

## Reset Optional Messages

The **Reset Optional Messages** menu is used to set all optional messages back to the default setting. By default, the optional message settings are enabled. The optional message settings are stored in the user profile. An example of an optional message is the message that is displayed when printing checks asking if you want to print a check test pattern. Selecting the **Do not show again** check box in the message box turns the message off.

The **Reset Optional Messages** menu will only reset the TAS optional messages. Using the **Reset Profile** button in the User Configuration program in System Configuration will reset the entire user profile including the optional messages.

## Internet Resources

The **Internet Resources** menu consists of the following menu selections:

### Web Site

Our Web site can be found on the Internet at:  
***www.Tabs3.com***

Selecting the **Web Site** menu option will open your default Internet browser to the above Web page.

### Knowledge Base

The Knowledge Base includes information regarding Tabs3 and PracticeMaster software products and is provided for resellers, consultants, end-users and other third parties who work with Tabs3 and PracticeMaster software. It contains extensive information on Error Troubleshooting, Networking & Windows Issues, "How To" articles, product-related articles, and frequently asked questions. The Knowledge Base requires Internet access and can be found on the Internet at:  
***www.support.Tabs3.com***

Selecting the **Knowledge Base** menu option will open your default Internet browser to the above Web page.

### User Newsletter

Our user newsletter is an informative newsletter that helps you better utilize the features of Tabs3 and PracticeMaster software. In addition to feature articles and notices informing you of new software releases, the bulk of the newsletter consists of questions and answers about the software.

The newsletter is published on the Internet for maintenance users and can be accessed in the Newsletter Archive area on our Web site at:

***www.Tabs3.com/support/newsletters.html***

### Software Update

The **Software Update** menu option opens your default Internet browser to a page on our Web site. This page provides a link that allows you to download the most current compile of your version of the software.

### Submit Log Files

You can use the **Submit Log Files** menu option to provide log file information to Technical Support for troubleshooting purposes via the Internet. You will be required to enter an Incident ID before submitting information. Incident IDs are provided by a Technical Support Representative.

## Diagnostics

The **Diagnostics** menu consists of the following menu selections:

### Network Test

The Network Test diagnostic utility (*page 68*) tests basic network reliability for the current workstation.

**Network Settings** The Network Settings utility (*page 68*) allows the firm to configure network settings for the current workstation.

### About TAS

The **About TAS** menu selection displays pertinent information about TAS including the version number, serial number, User ID, current working directory, release date, firm name, whether the user has manager rights, active user limit, maximum attorney limit, Decimal Places and integration status.

The lower portion of the window includes information about the workstation including the total amount of computer memory, available physical memory, amount of free disk space, type of processor, Windows Version, Windows Directory, Internet Explorer version, screen resolution, color quality, redirector information, display driver information, and printer driver information.

The **Print** button displays a Print dialog box, allowing you to print a report of the information shown in the About TAS window.

### License Notice

The License Notice is a reminder that the software is protected by federal copyright law and is provided based on the provisions of a License Agreement that restrict usage and distribution of the software.

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## Log Files

The following log files are maintained in the software for troubleshooting purposes and can be accessed via the **View** menu by pointing to the **Log Files** menu option.

### Support Log

The Support Log tracks various activities performed in the software.

### Error Log

The Error Log tracks information on any errors that may have occurred while using the software.

### Reset Log

The Reset Log tracks information regarding when users are reset using the Active User List program.

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## Backing Up

To guard against loss of data, backup copies of your data should be made and stored in a safe location. It is your responsibility to establish adequate and frequent backup procedures. Your reseller or computer dealer can assist you with this task.

In addition to your regularly scheduled backups, there are a few programs in TAS that caution you to back up your data files. A temporary backup should be made prior to running one of these programs in the event the program is aborted abnormally (i.e., power failure, network problems, General Protection Faults, etc.). Do not ignore these warnings. These programs are:

- Change Key Type
- Renumber Attorney
- Rename Payees
- Purge Trust Transactions
- Renumber Trust Account
- Void Checks
- Import Transactions
- Reindex Files

---

**Caution:** Run the Data File Integrity Check program for all programs before backing up. This will ensure that the data being backed up is valid data.

---

**Client Server Version Note:** When using the Client Server Version of TAS, it is not necessary to make a backup before running the Void Checks program.

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## Back Up Data Files

**Menu Selections**                      *File | Back Up Data Files*

**Purpose**                                      To make a temporary backup of the data files before running programs where you are cautioned to make a temporary backup.

---

**Caution:** This backup procedure is a temporary backup and is not intended to replace your regular backup procedures. It is important to make sure that regular backups are kept off site in case of hardware failure, theft, flood, etc. Keep in mind that every time this program is run, the previous backup is overwritten.

---

**Integration Note:** All System Configuration, Tabs3, PracticeMaster, GLS, APS, and TAS data files are backed up when the Back Up Data Files program is run.

---

For your reference, the date and time of the last backup file, and the User ID used to create the backup file is displayed in the window. For complete information regarding this program, refer to “Back Up Data Files” in Help.

## Restore Data Files

**Menu Selections**                      *Files | Restore Data Files*

**Purpose**                                      To restore the last backup made using the Back Up Data Files program.

---

**Caution:** Restoring data files will overwrite your current data files. If you restore data files, run a Data File Integrity Check for all programs immediately after restoring to verify there are no errors.

---

**Integration Note:** Restoring data files will restore *ALL* System Configuration, Tabs3, PracticeMaster, GLS, APS, and TAS data files. Tasks performed in any Tabs3 and PracticeMaster software since the backup file was created will need to be redone.

---

For your reference, the date and time of the last backup file, and the User ID used to create the backup file is displayed in the window. For complete information regarding this program, refer to “Restore Data Files” in Help.

## HotBackup and Restore HotBackup

**Menu Selections**                      *File | HotBackup*  
*File | Restore HotBackup*

**Purpose**                                      To make a temporary backup of all data files before running a program where you are cautioned to make a temporary backup.

The **HotBackup** and **Restore HotBackup** features are available only in Client Server Versions (CSV) of the software. When using the Client Server Version of the software, the **HotBackup** and **Restore HotBackup** menu options replace the **Back Up Data Files** and **Restore Data Files** menu options. HotBackup allows you to create backups while other users are using the software, schedule automatic recurring backups, configure how many HotBackups you want to keep and where to keep them, and lets you send optional e-mail notifications to designated e-mail recipients when a HotBackup completes (or fails). Additional details on HotBackup can be found in the Help provided with the software.

## TAS Data Files

A detailed list of the data files can be found in Knowledge Base article R11237, “Version 15 Data File Names” ([www.support.Tabs3.com](http://www.support.Tabs3.com)).

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## TAS Menu Bar

### File

- Open
  - Trust Account
  - Transaction
  - Miscellaneous
    - Attorney
    - Payee
    - Bank Account
- Back Up Data Files / HotBackup
- Restore Data Files / Restore HotBackup
- Print Setup
- Print Check Test Pattern
- Fast Access Mode (Exclusive)
- Lock Out All Users
- Exit

### Checks

- Print Checks
- Check Registers
  - By Check Number
  - By Payee
  - By Trust Account
- Void Checks
- Bank Account Reconciliation

### Reports

- Client Trust Ledger
- Miscellaneous
  - Attorney List
  - Bank Account List
  - Payee List
- Trust Account List
- Voided Check List
- 1099 Information
  - 1099 Report
  - 1099 Forms
  - Create APS 1099 Merge File

### Maintenance

- Import Transactions
- Renumber
  - Change Key Type
  - Attorney
  - Rename Payee
  - Trust Account

### Utilities

- Customization
- Data File Integrity Check
- Initialize TAS ODBC
- Purge Transactions
- Reindex Files
- Select Trust Transactions to Save/Purge

### View

- Active User List
- Open Windows Maximized
- Log Files
  - Support Log
  - Error Log
  - Reset Log
- Status Bar
- Task Folders
- Toolbar
- Application Toolbar

### Window

- Cascade
- Tile Horizontally
- Tile Vertically
- Arrange Icons
- Minimize All
- Close All

### Help

- Help Topics
- What's New
- Tip of the Day
- Reset Optional Messages
- Internet Resources
  - Web Site
  - Knowledge Base
  - User Newsletter
  - Software Update
  - Submit Log Files
- Diagnostics
  - Network Test
  - Network Settings
- About TAS
- License Notice



# Chapter 2

## Using & Setting Up TAS

### TAS Overview

The following is a brief overview of using TAS. This overview is included to give you a brief understanding and “feel” for the order of events during a month.

#### Add a Trust Account Record

*File | Open | Trust Account*

Once a trust account record has been added to the trust account file, checks, deposits and EFTs (electronic funds transfers) can be added for that trust account.

#### Add Payees

*File | Open | Miscellaneous | Payee*

Add payee records to the payee file as required.

#### Enter Checks, Deposits & EFTs

*File | Open | Transaction*

Checks, deposits and EFTs can be added to TAS for a trust account. If you want TAS to print the check, enter “0” for the check number.

---

**Integration Note:** When an EFT or check is made out to a payee of “FIRM”, then GLS journal entry information and Tabs3 payment information is entered at this time as well as posted. However, if the check has a check number of “0”, the journal entries and Tabs3 payments are not posted until the check is printed using the Print Checks program.

---

#### Print Checks

*Checks | Print Checks*

*File | Open | Transaction*

Print checks as required. You can print batches of checks or you can use the Quick Print feature to print a check at the time of data entry.

#### Print Reports

*Checks | Check Registers | By Check Number*

*Checks | Check Registers | By Payee*

*Checks | Check Registers | By Trust Account*

*Reports | Client Trust Ledger*

Print reports as required.

#### Reconcile Bank Accounts

*Checks | Bank Account Reconciliation*

Reconcile the bank account statement.

#### Print 1099 Forms

*Reports | 1099 Information | 1099 Forms*

Print 1099 Forms as needed.

#### Data File Integrity Check

*Utilities | Data File Integrity Check*

The Data File Integrity Check program ensures that your data files contain no errors induced by hardware or power failures. It is recommended that the Data File Integrity Check be run prior to all backups. This will ensure that the data being backed up is valid data.

## Trust Account Key Type & Decimal Places

Trust IDs refer to Trust Accounts. The type of Trust ID that can be used in your TAS installation is determined by the **Key Type** and **Decimal Places** specified in TAS Customization. There are three varieties of Key Type:

- Numeric** The **Numeric** option allows for a maximum of 12 numeric characters in a Trust ID including the decimal. Only numbers will be allowed for Trust IDs when the **Numeric** option is selected. The number of digits following the decimal is determined by the **Decimal Places** field. TAS can automatically assign new Trust IDs when using the **Numeric** Key Type.
- Mixed** The **Mixed** option allows for a maximum of 12 alphanumeric characters in a Trust ID including the decimal. The characters to the left of the decimal point in the Trust ID can be any combination of letters and numbers. The characters to the right of the decimal must be numbers. The number of digits following the decimal is determined by the **Decimal Places** field. TAS cannot automatically assign new Trust IDs when using the **Mixed** Key Type; however, it can automatically assign new trust account files.
- Alpha** The **Alpha** option allows for a maximum of 12 alphanumeric characters in a Trust ID. Any combination of letters and numbers can be used before and after the decimal point as long as the overall number of characters does not exceed 12. The **Decimal Places** field is not available when using an **Alpha** Key Type. TAS cannot automatically assign new Trust IDs when using the **Alpha** Key Type.

The **Decimal Places** field is used to determine the number of digits in the file portion of the Trust ID (i.e., the number of digits to the right of the decimal point). The **Decimal Places** field can only be defined when using a Key Type of **Numeric** or **Mixed**.

### Trust ID Ranges

All Trust IDs can have a maximum of 12 characters including an optional decimal point. Typically the portion of the Trust ID to the left of the decimal represents the client and the portion to the right of the decimal represents an individual file for the trust account. The **Decimal Places** field determines the number of digits allowed to the right of the decimal in the Trust ID. The default **Decimal Places** is 2.

Once the **Decimal Places** and **Key Type** have been defined in TAS Customization, they can only be changed using the **Change Key Type** program (page 63).

---

**Note:** If you are integrating with Tabs3 and PracticeMaster, the **Key Type** and **Decimal Places** must be identical in TAS, Tabs3 and PracticeMaster.

---

The following table includes a few sample Trust IDs for some of the available **Key Types** and **Decimal Places**. Lines that show more than one sample Trust ID indicate multiple files for the same trust account. Keep in mind that all Trust IDs have a maximum of 12 characters including the optional decimal point.

Sample Trust ID Ranges		
Key Type	Decimal Places	Sample Trust ID
Numeric	2	0.01 ( <i>minimum</i> ) 300.00 6005.00, 6005.01, 6005.02 99999999.99 ( <i>maximum</i> )

Sample Trust ID Ranges		
Key Type	Decimal Places	Sample Trust ID
Numeric	5	0.00001 ( <i>minimum</i> ) 300.00000 6005.00000, 6005.00001, 6005.00002 999999.99999 ( <i>maximum</i> )
Numeric	0	1 ( <i>minimum</i> ) 300 6005 99999999999 ( <i>maximum</i> ) <i>(Note: Firms that have multiple files for a single trust account should not specify a value of 0 for the Decimal Places field.)</i>
Mixed	2	1.00 ( <i>minimum</i> ) 300.00 98CR25.00, 98CR25.01, 98CR25.02 Zelco.01, Zelco.02, Zelco.03 ZZZZZZZZ.99 ( <i>maximum</i> )
Mixed	5	1.00000 ( <i>minimum</i> ) 300.00000 98CR25.00000, 98CR25.00001, 98CR25.00002 Zelco.00001, Zelco.00002, Zelco.00003 ZZZZZZ.99999 ( <i>maximum</i> )
Alpha	n/a	1. ( <i>Minimum</i> ) 300. 98CR25.00000, 98CR25.00001, 98CR25.00002 Zelco.CR1, Zelco.CR2, Zelco.P11 ZZZZZZZZZZZZZZ ( <i>maximum</i> )

**Note:** When using the **Mixed** or **Alpha** Key Types, a period must be entered after the new Trust ID when adding a new trust account. This allows TAS to treat it as a new Trust ID instead of criteria for an alpha lookup.

## Initial File Set-Up

**Hint:** A comprehensive checklist for new installations can be found on page 18.

Prior to making any check, deposit or EFT transactions, you must create the following files. Appendix C contains forms that can be used for worksheets prior to performing data entry.

### Attorney File

**File | Open | Miscellaneous | Attorney**

Assign a number to all attorneys who are responsible for trust accounts. After the desired entries have been made, print an Attorney List for verification of the file (**Reports | Miscellaneous | Attorney List**).

**Integration Note:** The TAS attorney information is stored in a shared data file with the Tabs3 timekeeper information. As a result, adding, changing or deleting attorneys must be performed in the Tabs3 timekeeper file (or the PracticeMaster timekeeper file if PracticeMaster is being used without Tabs3).

## Payee File

### *File | Open | Miscellaneous | Payee*

Enter all payee names and addresses for whom trust account checks will be printed. Enter the Federal ID # if you will be providing the payee with a Form 1099-MISC. Payees can be added to this file at any time. After the desired entries have been made, print a Payee List to verify the information entered (*Reports | Miscellaneous | Payee List*).

---

**Tabs3/GLS Integration Note:** If you will be integrating with Tabs3 and/or GLS, be sure to enter a payee of "FIRM" (*page 28*).

---

## Bank Account File

### *File | Open | Miscellaneous | Bank Account*

Trust checks can be written from up to 99 different bank accounts. Each bank account can have multiple trust accounts with no limit to the number of trust accounts. Assign a number from 1 to 99 for each bank account that you want to use. The Current Balance field in the bank account file is typically not edited. This balance should be left at a zero balance when starting to use TAS. This is because this balance will be automatically updated when initial deposits for the trust accounts are entered. After the desired bank accounts have been set up, print a Bank Account List for verification of the file (*Reports | Miscellaneous | Bank Account List*).

## Trust Account File

### *File | Open | Trust Account*

A unique Trust ID must be assigned to each individual trust account. Each trust account must be assigned a bank account number. Each trust account may be assigned up to 99 different bank accounts if needed. After the desired entries have been made, print a Trust Account List to verify your entries (*Reports | Trust Account List*).

---

**Tabs3 Integration Note:** The TAS trust account information is stored in a shared file with Tabs3 client information. As a result, adding trust accounts in TAS adds the client information in Tabs3. Likewise, adding client information in Tabs3 will add trust account information in the TAS Trust Account Program.

---

## Trust Transaction File

### *File | Open | Transaction*

The Trust Transaction program is used to enter check, deposit and electronic funds transfer (EFT) transactions. When first starting to use TAS, this program can be used to enter a deposit for a trust account's balance. A discussion regarding how to transfer historical balances can be found beginning on page 16.

---

**Note:** Check or EFT trust transactions must be present for any amounts you want included on a 1099 form.

---

## Transferring Balances

Trust Accounting Software stores a balance for each trust account and a balance for each bank account. The bank account balance does not include any unpaid checks (i.e., check number = "0") whereas the trust account balance does include unpaid checks. If there are no unpaid checks, the sum total of all trust account balances for a single bank account will equal the bank account balance shown in the Bank Account file. The Current Balance field in the bank account file and the Current Trust Balance field in the trust account file are typically not edited. These balances are automatically updated whenever a deposit, check or EFT transaction is entered (*with the exception that unpaid check transactions do not update the bank account balance until the check is printed*).

When first starting to use TAS, trust account balances can be transferred using the following method.

## Enter an initial deposit

Use the Trust Transactions program to enter a deposit for the beginning balance. This deposit can represent 1) the original deposit used to open the trust account; or 2) it can represent the trust account's current balance.

**Original Deposit:** If you elect to enter the amount of the original deposit used to open the trust account, you must also enter trust transactions for all subsequent activity. This method gives you the most detail but also requires the most time for data entry.

**Current Balance:** If you elect to enter the current balance as the initial deposit instead of all history, you can enter the historical activity at a later time. If and when you decide to enter the historical activity, either delete the deposit transaction used to post the initial balance or enter a negative deposit for the same amount.

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**1099 Note:** Check or EFT transactions must be present for any amounts you want included in 1099 totals. These transactions can be entered at a later time (but prior to processing 1099 information).

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**Bank Account Reconciliation Note:** Keep in mind the Bank Account Reconciliation program when deciding how much history to enter. For example, let's say it is May 15 and you are just starting to use Trust Accounting Software. You've decided you do not want to enter all of the historical activity for all trust accounts at this time. However, you would like to start using the Bank Account Reconciliation program for the month of May. The bank account has been reconciled with the April bank statement. Therefore, instead of entering a deposit for the trust account's May 15 balance, enter a deposit for the April 30th balance (i.e., the closing balance from the April 30th bank statement). Then, enter trust transactions for all transactions that haven't cleared as of the April 30th balance.

---

**Note:** Although a balance can be entered in the trust account's Current Trust Balance field, we do not recommend using this method because it requires that corresponding changes be manually made to the bank account's Current Balance field. Furthermore, no audit trail will be shown for the beginning balance.

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## Verification of Initial File Setup

After the initial files have been created, the information entered should be verified for accuracy. Any discrepancies found should be corrected immediately.

### Attorney File

#### *Reports | Miscellaneous | Attorney List*

Print the Attorney List to verify the information entered in the Attorney File.

### Payee File

#### *Reports | Miscellaneous | Payee List*

Print the Payee List to verify the information entered in the Payee File.

### Bank Account File

#### *Reports | Miscellaneous | Bank Account List*

Print the Bank Account List to verify the information entered in the Bank Account File.

### Trust Account File

#### *Reports | Trust Account List*

To verify the accuracy of the trust account information, print a Detail Trust Account List. From the **Sort** tab, specify a Primary Report Order of Bank Account. After the report is printed, verify that the total trust account balance for each bank account matches the balance for that bank account on the Bank Account List. Verify that these totals match before continuing to use TAS.

## Checklist for New Installations

The following is a checklist of the steps that should be completed in order to get TAS up and running. Each step has a corresponding chapter or page number in the TAS or System Configuration manual. We recommend following these procedures to prepare your accounting and bookkeeping departments for the conversion to TAS. You can put a check mark in the “Completed” column as each step is performed.

Step #	Description	Chapter/Page #	Completed
1	Fill out and send in the Software Registration Cards that came with the software.	Included with software	
2	Familiarize key personnel with the TAS and System Configuration manuals. Review Chapter 1, “Introduction & Getting Started” in both manuals and also Chapter 2, “Using TAS” in the TAS manual.	System Config Chapter 1 TAS Chapters 1 & 2	
3	Familiarize key personnel with other available documentation. <ul style="list-style-type: none"> <li>• Knowledge Base Article R11106 - TAS Frequently Asked Questions</li> </ul>	TAS page 8	
4	Read the Installation Instructions Install the software: System Configuration and TAS.	Included on CD	
5	Start up System Configuration. Set up users and groups. Define firm information. Print the corresponding lists.	System Config Chapter 1 System Config Chapter 2 System Config Chapter 2 System Config Chapter 4	
6	Start up TAS.	TAS page 2	
7	Customize TAS.	TAS Help <i>(Customization)</i>	
8	Determine backup routine.	TAS page 9	
9	Set up the following files: Attorney File Payee File Bank Account File Trust Account File Trust Transaction File Print the corresponding lists.	TAS page 27 TAS page 27 TAS page 28 TAS page 29 TAS page 30 TAS page 17	
10	You are now ready to use TAS!		

## TAS System Flow

Daily/Weekly Functions	
Task Description	Help Index
Add payees as required.	payees: adding a payee
Add trust accounts as required.	trust accounts: adding a trust account
Enter new checks, deposits and electronic funds transfers. Print the verification lists.	trust transactions: adding a trust transaction verification lists
Make corrections to existing checks, deposits and electronic funds transfers if needed.	trust transactions: changing a trust transaction
Print Checks as required.	Print Checks
Void checks as required.	voiding checks: void checks
Print check registers and trust lists as needed.	Reports menu
Run the Data File Integrity Check program.	Data File Integrity Check
Back up the data files.	Back Up Data Files

Monthly/Annual Functions	
Task Description	Help Index
Reconcile each bank account.	reconciliation
Print check registers.	registers
If integrating with APS, create the APS 1099 Merge File. Print 1099 Report. Print 1099 Forms.	1099s: Create APS 1099 Merge File 1099s: 1099 Report 1099s: 1099 Forms
Use the Select Trust Transactions to Save/Purge program to designate which trust transactions should be purged (optional).	Select Trust Transactions to Save/Purge
Run the Data File Integrity Check program.	Data File Integrity Check
Back up the data files.	Back Up Data Files
Optionally purge trust transactions.	Purge Trust Transactions

## Frequently Asked Questions

Our Knowledge Base ([www.support.Tabs3.com](http://www.support.Tabs3.com)) contains extensive frequently asked questions in article R11106, "Frequently Asked Questions in Trust Accounting Software". When convenient, we recommend that you look at this information on the Internet and provide it to the appropriate personnel in your firm.



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# Chapter 3

## Data Entry














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### Toolbar Buttons

The following is a list of toolbar buttons found in TAS. Buttons that are dimmed on the toolbar indicate that they are not available in the current window.

	<b>New</b>	The <b>New</b> button or Ctrl+N allows you to enter a new record in a file by clearing the information shown in the data entry window. Also, when adding a record that has a numeric ID (e.g., trust account, bank account or attorney), the next available number is automatically assigned.
	<b>Close</b>	The <b>Close</b> button or the ESC key closes the current window. If changes have been made, you will be asked if you want to save the changes.
	<b>Save</b>	The <b>Save</b> button or Ctrl+S saves the changes made in the data entry window to the appropriate data files.
	<b>Print</b>	The <b>Print</b> button or Ctrl+P allows you to output a report regarding the current file to a printer, screen or disk file.
	<b>Cut</b>	The <b>Cut</b> button or Ctrl+X deletes the selected text and places it in the Windows Clipboard.
	<b>Copy</b>	The <b>Copy</b> button or Ctrl+C copies the selected text to the Windows Clipboard.
	<b>Paste</b>	The <b>Paste</b> button or Ctrl+V inserts the text from the Windows Clipboard at the current cursor position in the active window.
	<b>Bold</b>	The <b>Bold</b> button or Ctrl+B turns the bold attribute on or off for the selected text or at the cursor position.
	<b>Italic</b>	The <b>Italic</b> button or Ctrl+I turns the italic attribute on or off for the selected text or at the cursor position.
	<b>Underline</b>	The <b>Underline</b> button or Ctrl+U turns the underline attribute on or off for the selected text or at the cursor position.
	<b>Cancel</b>	The <b>Cancel</b> button cancels any changes and returns a record to its original state.
	<b>Delete</b>	The <b>Delete</b> button deletes the currently displayed record. You will be asked to confirm that you want to delete the record.
	<b>Prev</b>	The <b>Previous</b> button or F3 displays the previous record in a file.



**Next**

The **Next** button or F4 displays the next record in a file.



**Task Folders**

The **Task Folders** button or Ctrl+T displays the Task Folders window (*page 3*).



**Help**

The **Help** button or F1 displays Help for the current window.

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## Data Entry Keystrokes

### Text Editing Keystrokes

<b>Left-Arrow</b>	Moves the cursor left one character.
<b>Right-Arrow</b>	Moves the cursor right one character.
<b>Ctrl + Left-Arrow</b>	Moves the cursor left one word.
<b>Ctrl + Right-Arrow</b>	Moves the cursor right one word.
<b>Home</b>	Moves the cursor to the beginning of a field or line.
<b>End</b>	Moves the cursor to the end of a field or line.
<b>Ctrl + Home</b>	Moves the cursor to the beginning of a field.
<b>Ctrl + End</b>	Moves the cursor to the end of a field.
<b>Tab</b>	Moves the cursor to the next field.
<b>Enter</b>	Moves the cursor to the next field (data entry windows only).
<b>Shift + Tab</b>	Moves the cursor to the previous field.
<b>Shift + Enter</b>	Moves the cursor to the previous field (data entry windows only).
<b>Del</b>	Deletes the character to the right of the cursor or deletes selected text.
<b>Backspace</b>	Deletes the character to the left of the cursor or deletes selected text.
<b>Ctrl + Del</b>	Deletes all characters to the right of the cursor on the current line.

### General Windows Keystrokes

<b>Ctrl+F4</b>	Closes the current window (not the main application window).
<b>Alt+F4</b>	Closes the main application window.
<b>Ctrl+F6</b>	Switch to the next window within the main application window.
<b>Ctrl+Shift+F6</b>	Switches to the previous window within the main application window.
<b>Alt+Tab</b>	Switch to the next application in Windows.

<b>Ctrl+Tab</b> or <b>Ctrl+PgDn</b>	Move forward through program tabs in a window.
<b>Ctrl+Shift+Tab</b> or <b>Ctrl+PgUp</b>	Move backward through program tabs in a window.
<b>Alt + Down-Arrow</b>	Displays drop-down lists and lookup windows where applicable.

## Date Fields

The Date field allows for two optional separator characters (“/”, “\”, “-”, and “ ”) and eight numerical digits.

Dates can be entered using various formats, such as the following:

<b>MM/DD/YYYY</b>	<b>M/DD/YY</b>	<b>MM/DD</b>	<b>MDDYYYY</b>
<b>MM-DD-YYYY</b>	<b>MM-DD-YY</b>	<b>MM-DD</b>	<b>MDDYY</b>
<b>MM DD YYYY</b>	<b>MM DD YY</b>	<b>MM DD</b>	<b>MDD</b>
<b>MMDDYYYY</b>	<b>MMDDYY</b>	<b>MMDD</b>	<b>DD</b>

For example, to enter December 1, 2009, you could enter 12/01/09, 12/1/09, 12/1/2009, 12-01-09, 12-1-09, 120109, 12012009, 12 01 09, 12 1 09, 12 01 2009, 12/01, 12-01, 1201, 12 01, or 12 1. Leading zeros are not required when using the slash, dash or space separator.

Entering one or two digits will display the number(s) in the day segment, using the current system date to determine the current month and year. For example, with the date field highlighted, entering “7” when the current date is 12/01/2009 will change the date to “12/07/2009”. This feature is available only when the date field, or day segment of the date field, is entirely highlighted, or is cleared.

The allowable date range in the software is January 1, 0100 (01/01/0100) through December 31, 9999 (12/31/9999).

When entering two-digit years for any of the software, if the year is between “00” and “69”, the software will assume the year is in the 21st century (i.e., 2000 - 2069). If the year is between “70” and “99”, the software will assume the year is in the 20th century (i.e., 1970 - 1999).

Entering three, five, or seven digits will assume the month is one character (e.g., entering 121 will indicate January 21, not December 1). Entering four, six, or eight digits will assume the month is two characters.

Clicking the drop-down button or pressing Alt + Down-Arrow in any date field will display a Calendar window, allowing you to select the desired date.

The following keystrokes can be used in any date field. Right-clicking in a date field displays a shortcut menu that also lists the available options.

<b>T or D</b>	Pressing “T” (Today) or “D” (Date) in a date field will enter the computer’s system date (even if a date is already present in the field).
<b>Q or M</b>	Pressing “Q” (QuickDate) or “M” (Date Math) in a date field will display a QuickDate Calculator window allowing you to calculate a date.
<b>C</b>	For date fields that allow a value of “mm/dd/yyyy”, pressing “C” (Clear) will replace the current date with “mm/dd/yyyy”. If the date field is highlighted, pressing Del or Backspace will remove the current date and leave the date field blank.
<b>PgDn</b>	Pressing “PgDn” in a date field will decrease the current month value by one. For example, pressing “PgDn” when the date reads “12/01/2009” will change the date to “11/01/2009”.

- PgUp** Pressing “PgUp” in a date field will increase the current month value by one. For example, pressing “PgUp” when the date reads “11/01/2009” will change the date to “12/01/2009”.
- +** The “+” key can be used in the date field to increase the day of the month. For example, pressing “+” when the date reads “12/15/2009” will change the date to “12/16/2009”. Clicking the month, day, or year will highlight the selected segment. Pressing “+” when a segment is highlighted will increase the current value of that segment by one. For example, pressing “+” when “2009” is highlighted will increase the year to “2010”.
- The “-” key can be used in the date field to decrease the day of the month. For example, pressing “-” when the date reads “12/16/2009” will change the date to “12/15/2009”. Clicking the month, day, or year will highlight the selected segment. Pressing “-” when a segment is highlighted will decrease the current value of that segment by one. For example, pressing “-” when “2010” is highlighted will decrease the year to “2009”.
- Up-Arrow, >, or .** Pressing the Up-Arrow, “>”, or “.” (period) key in a date field will increase the current day value by one. For example, pressing the Up-Arrow, “>”, or “.” (period) key when the date reads “12/15/2009” will change the date to “12/16/2009”.
- Down-Arrow, <, or ,** Pressing the Down-Arrow, “<”, or “,” (comma) key in a date field will decrease the current day value by one. For example, pressing the Down-Arrow, “<”, or “,” (comma) key when the date reads “12/16/2009” will change the date to “12/15/2009”.

## Calendar Window

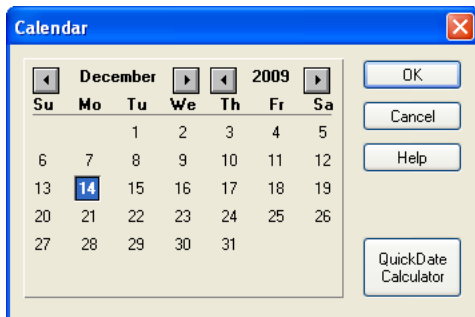


Fig. 3-1, Date Calendar Window

A Calendar window can be accessed by clicking the drop-down button when the cursor is in a Date field or by pressing Alt + Down-Arrow. An example of the Calendar window is displayed in Fig. 3-1.

The Calendar window can be used to select any date.

- Change Date** You can click the desired date or use the arrow keys to move the cursor to a different date.
- Change Month** You can click the arrows surrounding the month or use the PgUp and PgDn keys to scroll to previous and subsequent months.
- Change Year** You can click the arrows surrounding the year or use the Ctrl-PgUp and Ctrl-PgDn keys to scroll to previous and subsequent years.

The **OK** button will select the date where the cursor is located.

The **Cancel** button will close the Calendar window without selecting a date.

The **QuickDate Calculator** button will display a QuickDate Calculator window as shown in Fig. 3-2.

## QuickDate Calculator Window

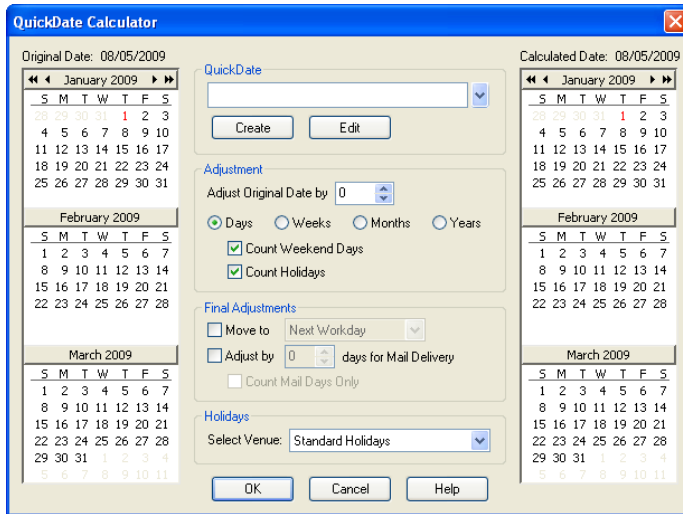


Fig. 3-2, QuickDate Calculator Window

The QuickDate Calculator window can be used to calculate a single past or future date based on a specific date. The settings used to calculate a date can be saved in folders and reused for subsequent date adjustments. Saved QuickDates are available in all software.

The QuickDate Calculator window is opened when “Q” (QuickDate Calculator) or “M” (Date Math) is pressed in a date field or by right-clicking in a date field and selecting the **QuickDate Calculator** menu option. An example of the QuickDate Calculator window is displayed in Fig. 3-2.

### Original Date Calendar

The Original Date Calendar is shown on the left side of the window and includes the date that is used as the basis for the calculation. The Original Date defaults to the date specified in the date field.

### Calculated Date Calendar

The Calculated Date Calendar is shown on the right side of the window and includes the calculated date based on the original date and the QuickDate settings. The Calculated Date will replace the Original Date in the date field when the QuickDate Calculator window is closed with the **OK** button.

### QuickDate

The **QuickDate** field is used to select a previously saved QuickDate formula. Clicking the drop-down arrow next to the **QuickDate** field displays a QuickDate Selector window.

## Calculator

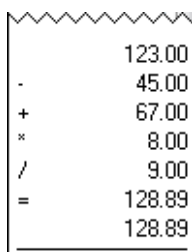



Fig. 3-3, Popup Calculator

When editing number or amount fields in Trust Accounting Software, a popup calculator is available. The popup calculator is opened when “M” (Math) or any mathematical operator (+, -, \*, /, or =) is pressed in a number field. When activated, the popup calculator is graphically displayed as calculator tape that extends above the field.

This feature is available in numeric fields, such as Amount and Check # fields. It is not available in date fields, nor fields that have a lookup button (such as Trust ID, Bank #, Reference #, etc.). An example of the Popup Calculator is displayed in Fig. 3-3.



## Lookup Windows

A lookup window is indicated by a  button. Clicking this button or pressing **Alt + Down-Arrow** will display a lookup window for the associated field. Lookup windows are used to select a specific record. Every other row is lightly shaded making it easy to read across the row. The colors in lookup windows cannot be changed.

While in a lookup window, you can use the PgUp, PgDn, Up-Arrow, Down-Arrow, Home and End keys to scroll through existing records (provided focus is on the list portion of the window). Scroll bars can also be used to scroll through the list of records. The **OK** button or the Enter key is used to select a highlighted record, and the **Cancel** button or the ESC key can be used to close the window. Double-clicking can also be used to select a record and close the window.

In the Trust ID Lookup window, a **Filter** button makes it easy to filter which Trust IDs should be shown in the window. You can filter Trust IDs based on specified text found anywhere in the trust account name or work description. You can filter all Trust IDs or just the files for the current Trust ID.

Lookup windows can be repositioned and resized but must be closed before switching to any other TAS task. The size and position of each lookup window is saved each time the lookup window is closed. Column widths in the lookup window can also be resized and are saved. To resize a column, move the mouse pointer between the desired column headings, then click and drag the right side of the column to the desired size.

In most lookup windows, you can change the sorting order of the records by clicking a column heading. An ascending  sort indicator will be shown in the column heading indicating the sorting order. Clicking the same column heading again will reverse the sort order and change the sort indicator to a descending  sort indicator. In most instances, the secondary sort is entry order.

**Incremental Searching** Incremental searching capabilities are available in all lookup windows based on the sorted column. After typing a letter or number when a lookup window is displayed, a small incremental search window will open allowing you to type more characters. As each character is typed, the next record in the sorted column that matches the character entered will be highlighted.

**Autofill** All fields with lookup windows have autofill capabilities. As you enter characters into a lookup field, the field will autofill based on the information entered. Also, a list of possible choices matching the characters entered will be displayed, allowing you to easily select the entry you want to complete the field.

---

## Data Entry Programs

Virtually all files in the software use the same data entry conventions. Each file discussed in this chapter includes information on how to access the file, the purpose of the file, a brief summary of the fields in that file, any other pertinent information and a screen shot of the window. In TAS, the data files are:

- ❑ **Miscellaneous Files (Initial Setup Files)**
  - Attorney File**
  - Payee File**
  - Bank Account File**
- ❑ **Trust Account File**
- ❑ **Trust Transaction File**

All of these files can be accessed via the **Open** menu selection or via the Task Folders.

The Help provided with the software has complete information regarding each field in each file and includes detailed procedures for adding, changing and deleting a record.

---

## Miscellaneous Files

<b>Menu Selections</b>	<i>File   Open   Miscellaneous</i>
<b>Task Folders</b>	<i>Setup</i>
<b>Purpose</b>	The Miscellaneous menu option includes program tabs for the three files that should be set up before using TAS on a regular basis. These files consist of the Attorney File, the Payee File and the Bank Account File.

## Attorney File

### Menu Selections

*File | Open | Miscellaneous | Attorney*

### Task Folders

*Setup | Attorneys*

### Help

*Attorney File*

### Purpose

Each trust account is assigned a responsible attorney. The information stored in this file can be used for sorting trust accounts by attorney when printing reports.

### Summary of Fields

Each attorney record is assigned a number, initials (3 characters) and a name (up to 35 characters).

---

**Tabs3 Integration Note:** The TAS attorney information is stored in a shared data file with the Tabs3 timekeeper information. As a result, adding timekeepers to Tabs3 adds them to the attorney file in TAS. Adding attorneys to TAS adds them to the timekeeper file in Tabs3. If an attorney is added in TAS, you will need to assign the Level and the Hourly Rate for that timekeeper on the **Timekeeper** tab in the Tabs3 program by selecting *File | Open | Miscellaneous*.

---

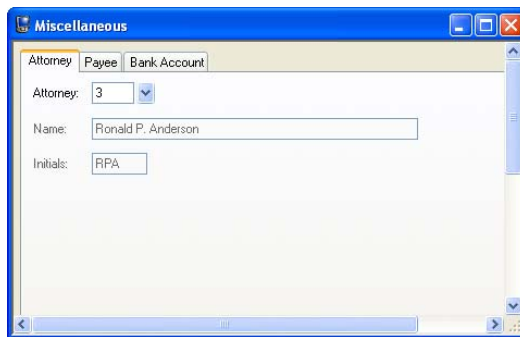
The screenshot shows a window titled "Miscellaneous" with three tabs: "Attorney", "Payee", and "Bank Account". The "Attorney" tab is selected. It contains the following fields: "Attorney:" with a dropdown menu showing "3"; "Name:" with a text box containing "Ronald P. Anderson"; and "Initials:" with a text box containing "RPA".

Fig. 3-4, Attorney File

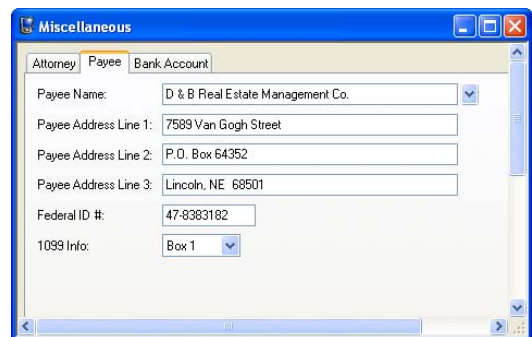
The screenshot shows a window titled "Miscellaneous" with three tabs: "Attorney", "Payee", and "Bank Account". The "Payee" tab is selected. It contains the following fields: "Payee Name:" with a dropdown menu showing "D & B Real Estate Management Co."; "Payee Address Line 1:" with a text box containing "7589 Van Gogh Street"; "Payee Address Line 2:" with a text box containing "P.O. Box 64352"; "Payee Address Line 3:" with a text box containing "Lincoln, NE 68501"; "Federal ID #:" with a text box containing "47-8383182"; and "1099 Info:" with a dropdown menu showing "Box 1".

Fig. 3-5, Payee File

## Payee File

### Menu Selections

*File | Open | Miscellaneous | Payee*

### Task Folders

*Setup | Payees*

### Help

*Payee File*

### Purpose

This program allows you to add, change or delete individual payee records. IRS 1099-MISC forms can be printed for payees in the payee file. When entering trust transactions (checks and electronic fund transfers), the operator can select a payee from the payee file or simply enter the payee name. By selecting payees that are in the payee file, the operator will save time by not having to enter the same payee name and address repeatedly.

Payees that do not exist in the payee file and are typed in when entering the trust transaction can be added to the Payee file by selecting the **Add Payee** check box. 1099 forms cannot be printed for payees who do not exist in the payee file. However, you can add the payee to the payee file later if you want to print a 1099 form with accurate amounts as long as you enter the Payee Name exactly as it was used for the trust transactions. A warning message will be displayed if a payee is added that has the same Federal ID number as an existing payee.

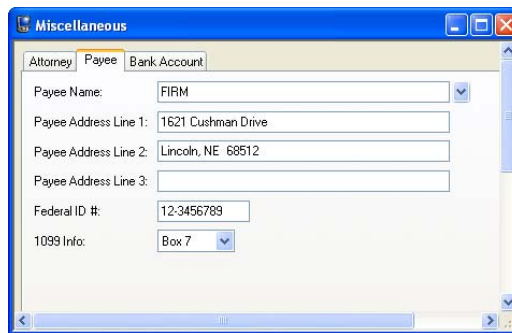
### Summary of Fields

Each payee is assigned a Name (up to 35 characters), three address lines (up to 35 characters each), a Federal ID number and a 1099 Information field that indicates which box the year-to-date amount paid should print in when 1099 Forms are generated.

## Special Payee of FIRM

Create a special payee with a name of FIRM and enter the firm's address. Then, when entering checks or EFTs, you can enter FIRM in the Payee field. When FIRM is used, TAS will automatically retrieve the firm's name from System Configuration and the firm's address from the payee file.

The payee of FIRM must be used when integrating with GLS and/or Tabs3. When entering a check or EFT with a payee of FIRM, GLS journal entries and Tabs3 payment transactions will be created and posted at the time the check/EFT is entered. However, if the check number is "0", then the GLS journal entries and Tabs3 payment transactions will be created and posted when the check is printed.

The image shows a screenshot of a software window titled "Miscellaneous". It has three tabs: "Attorney", "Payee", and "Bank Account". The "Payee" tab is selected. The form contains the following fields:

- Payee Name: FIRM (dropdown menu)
- Payee Address Line 1: 1621 Cushman Drive
- Payee Address Line 2: Lincoln, NE 68512
- Payee Address Line 3: (empty)
- Federal ID #: 12-3456789
- 1099 Info: Box 7 (dropdown menu)

Fig. 3-6, Payee File - Firm Payee

## Bank Account File

### Menu Selections

*File | Open | Miscellaneous | Bank Account*

### Task Folders

*Setup | Bank Accounts*

### Help

*Bank Account File*

### Purpose

This program allows you to add, change or delete individual bank accounts. If your firm handles all trust account activity through one bank account, then only one bank account will need to be set up. Each bank account can have multiple trust accounts.

### Summary of Fields

Up to 99 separate bank accounts can be defined. Each bank account is assigned a bank account number (1-99), a description (up to 30 characters), the last check number used for the account, and a current balance. You can specify whether a negative trust account balance is allowed.

If you are integrating with Tabs3 billing software, you have the ability to specify the labels used for the client's trust account balance on the Tabs3 billing statements as well as the Tabs3 payment transaction codes for payments to the FIRM. When integrating with Tabs3 and Tabs3 General Ledger Software (GLS), the GLS accounts that are posted to for payments to FIRM are defined in Tabs3 (Fig. 3-7a). However, in the event you are integrating with GLS but not Tabs3, you must define the GLS posting information in this program (Fig. 3-7b). All firms integrating with GLS can use the **GLS Accrual Information** button to open an Accrual Posting Information window allowing you to specify the GLS debit and credit account numbers, GLS journal number, and description for posting trust account balance information to GLS (Fig. 3-8).

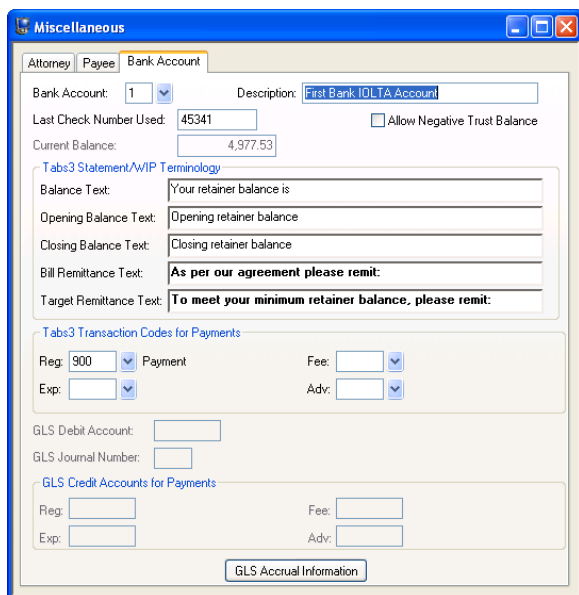


Fig. 3-7a, Bank Account File when Integrating with GLS and Tabs3

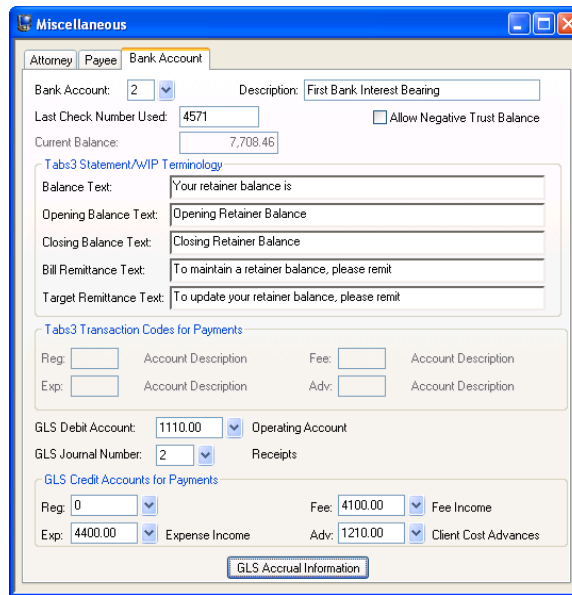


Fig. 3-7b, Bank Account File when Integrating with GLS but not Tabs3

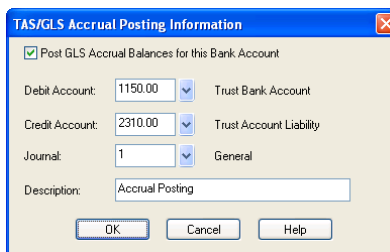


Fig. 3-8, TAS/GLS Accrual Posting Information Window

## Trust Account

**Menu Selections**

*File | Open | Trust Account*

**Task Folders**

*Trust Accounts | Trust Accounts*

**Help**

*Trust Account File*

**Purpose**

This program allows you to add, change or delete individual trust accounts. Each trust account is assigned a bank account. Unlimited trust accounts can be defined.

**Summary of Fields**

The Trust Account file consists of two program tabs—the **Address** tab and the **Balances** tab.

**Address Tab:** Each trust account is assigned a Trust ID, bank account number, name (50 characters), three address lines (35 characters each), city, state, zip, phone, contact name (25 characters) and work description (50 characters). A Name Search field is used to assign alphabetical sorting. If you want to generate IRS 1099-Misc Forms for a trust account's disbursements, a Federal ID number can be assigned. The Federal ID number can represent either the trust account or your law firm—whichever will be the payer on the 1099 form.

**Balances Tab:** The date the trust account was opened is shown on this tab along with the responsible attorney. The current trust balance which includes unpaid check transactions is also shown. An optional desired minimum balance may be specified which is used when printing lists of trust accounts whose balances are below their desired minimum balance.

If you are integrating with Tabs3 billing software, you can specify an amount to bill and a target balance. These amounts are used when billing statements are generated to determine if replenishment funds should be billed and if so, how much.

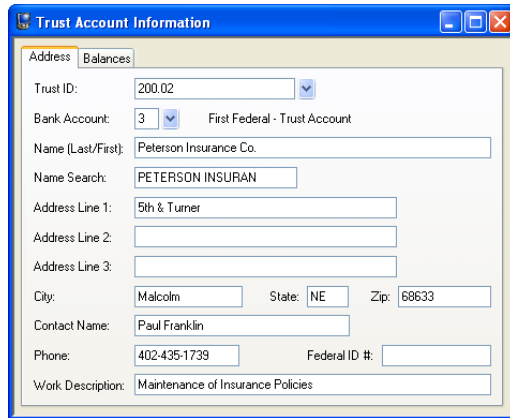


Fig. 3-9, Address Tab in the Trust Account File

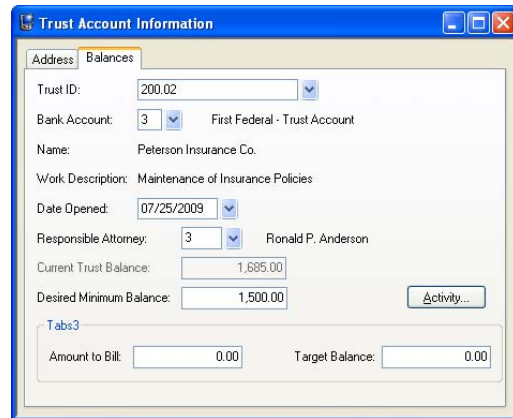


Fig. 3-10, Balances Tab in the Trust Account File

**Activity Button:**

The Activity button shows a snapshot of the trust account's activity including the amount and date of the last check, deposit and EFT as well as to-date totals.



Fig. 3-11, Trust Account Activity Window

## Trust Transaction File

**Menu Selections**

*File | Open | Transaction*


**Task Folders**

*Checks/Deposits | Trust Transactions*

**Help**

*Trust Transaction File*

**Purpose**

This program allows you to add new check, deposit, and EFT trust transactions and change or delete existing transactions. An EFT is an electronic funds transfer. A Quick Print feature lets you print a check for the transaction by clicking the  button on the data entry toolbar.


**Summary of Fields**


Unlimited trust transactions are allowed in TAS. After specifying the trust account and bank account numbers, the trust account's balance is shown in the window. This balance is correspondingly adjusted after specifying the type and amount of the transaction.


Each trust transaction has an associated reference number, which is used for editing purposes. The transaction type consists of check, credit card, deposit, EFT, or voided. Checks and EFTs reduce the trust account balance, whereas deposits and credit card transactions increase the trust account balances.


Negative check and negative credit card amounts are not allowed. Negative EFTs and negative deposits are allowed.

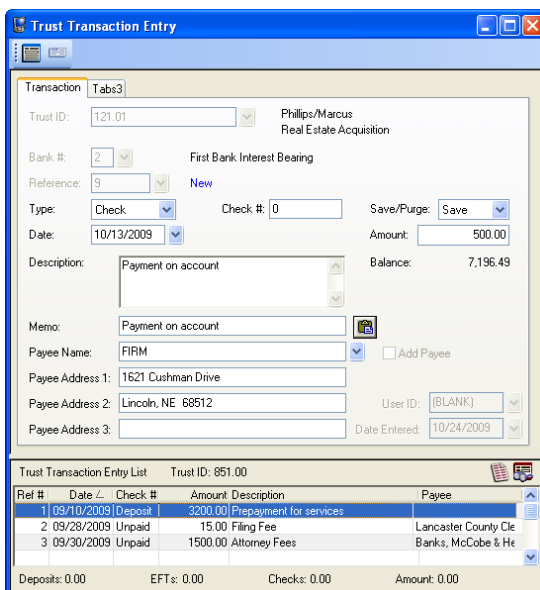
When entering checks, the next available check number can be specified using the F2 key. A check # of “0” (zero) indicates you will be using the Print Checks program or the Quick Print feature to print the check (page 43). The **Save/Purge** field determines whether the invoice is retained for historical purposes. Each transaction is assigned a date, an amount, an optional description of up to 180 characters, and an optional memo of up to 35 characters. The memo field can optionally print on a check to the left of the signature line. The date entered and User ID that entered the transaction is tracked. When entering checks or EFTs, a payee can be selected from the payee file or entered “on the fly.” A payee entered “on the fly” can optionally be added to the payee file by selecting the **Add Payee** check box.

The  button (**List**) or Alt+G can be used to toggle between displaying a Trust Transaction Entry List and removing the list from the data entry window. Double-clicking a record in the list automatically retrieves that record in the data entry window allowing you to review, edit or delete the record. Totals for various columns are shown at the bottom of the list. You can resize the list by moving the mouse pointer over the top edge of the list. The list includes all records entered for various filters.

The  button (**View Options**) at the top of the Entry List or Alt+O can be used to open the Trust Transaction Entry View Options window (Fig. 3-13). This window contains options for determining which records are shown the Trust Transaction Entry List.

The  button (**Print List**) at the top of the Entry List can be used to print the current Entry List to a printer, screen or disk file. Alternatively, pressing Ctrl+D will print the Trust Transaction Entry List directly to the DropBox as a PDF file, or pressing Ctrl+E will preview the Trust Transaction Entry List to the screen (page 53).

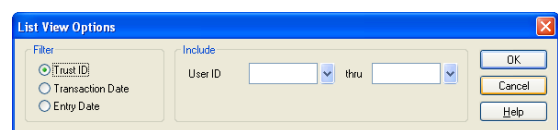
The  button (**Select Date**) at the top of the Entry List or Alt+L can be used to open a date selector window. The Select Date button is available when using a date Filter option.



The screenshot shows the 'Trust Transaction Entry' window. At the top, there's a 'Transaction' tab labeled 'Tab3'. Below this, there are several input fields: 'Trust ID' (121.01), 'Bank #' (2), 'Reference' (9), 'Type' (Check), 'Date' (10/13/2009), 'Amount' (500.00), 'Description' (Payment on account), and 'Memo' (Payment on account). There are also fields for 'Payee Name' (FIRM), 'Payee Address 1' (1621 Cushman Drive), 'Payee Address 2' (Lincoln, NE 68512), and 'Payee Address 3'. A 'User ID' dropdown is set to '(BLANK)' and 'Date Entered' is 10/24/2009. At the bottom, there is a 'Trust Transaction Entry List' table with columns: Ref #, Date, Check #, Amount, Description, and Payee. The table contains three rows of data. Below the table, there are summary statistics: Deposits: 0.00, EFTs: 0.00, Checks: 0.00, Amount: 0.00.

Ref #	Date	Check #	Amount	Description	Payee
1	09/10/2009	Deposit	3200.00	Prepayment for services	
2	09/28/2009	Unpaid	15.00	Filing Fee	Lancaster County Cle
3	09/30/2009	Unpaid	1500.00	Attorney Fees	Banks, McCobe & He

Fig. 3-12, Trust Transaction File



The screenshot shows the 'List View Options' dialog box. It has a 'Filter' section with three radio buttons: 'Trust ID' (selected), 'Transaction Date', and 'Entry Date'. There is an 'Include' section with 'User ID' dropdown and 'thru' dropdown. At the bottom right, there are 'OK', 'Cancel', and 'Help' buttons.

Fig. 3-13, Trust Transaction Entry List View Options

TAS has the ability to accept credit card deposit transactions. Complete details can be found in help or the Tabs3 Credit Card Guide in the /DOCS folder of your current working directory.

If integrating with General Ledger Software without Tabs3, journal entry information can be entered on the **GLS** tab (Fig. 3-14) when a check or EFT is entered with a payee of “FIRM”. The GLS information must be reviewed before the record can be saved. Journal entries will be posted to GLS when the check/EFT is saved. However, if the check number is “0”, then the journal entries will be created and posted when the check is printed.

If you are integrating with Tabs3, payment information can be entered on the **Tab3** tab (Fig. 3-15) when a check or EFT is entered with a payee of “FIRM”. The Tabs3 information must be reviewed before the record can be saved. Payment transactions will be posted to Tabs3 when the check/EFT is saved. However, if the check number is “0”, then the payment transactions will be created and posted when the check is printed. Additionally, if Tabs3 is integrated with GLS, Tabs3 will post GLS journal entries when the payment in Tabs3 is created according to the payment posting method and payment allocation in Tabs3.

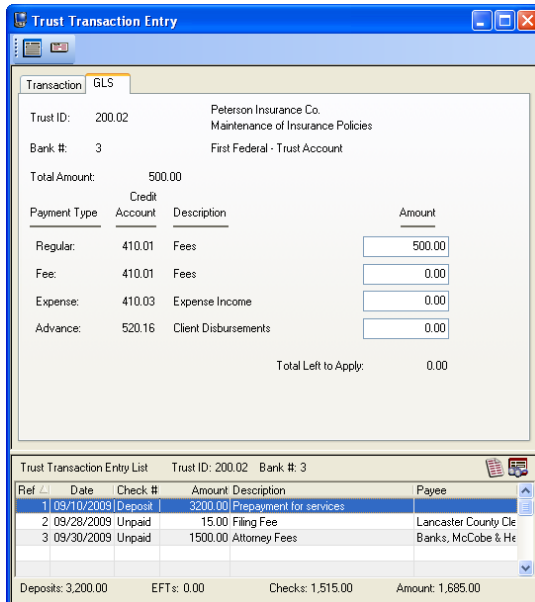


Fig. 3-14, GLS Tab of Trust Transaction File

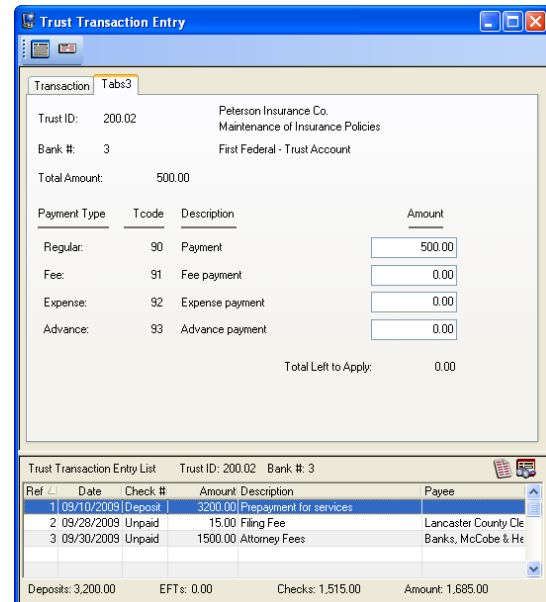




Fig. 3-15, Tab3 Tab of Trust Transaction File

## Copy from List

When selecting an item from a list, you can copy the selected item to the Windows clipboard using Ctrl+C or the  button.

- When pasting the selection into a word processing program, such as Microsoft Word, headings will be bolded and background colors (if selected) will be applied. Rich text field attributes such as **bold** and *italics* are retained. All data will be separated by tabs.
- When pasting into a spreadsheet program, such as Microsoft Excel, each column will be separated into cells. Rich text field attributes are not retained. Formulas and calculated fields are not included.
- When pasting into any other program, the text will be separated by tabs, but without any formatting.

If you want to copy multiple entries from the data entry list in the Trust Transaction Entry window, use the **Print List**  button (page 31) in the data entry list and save it to a file.

## Deleting Records

To delete a record, first open the desired file and display the record you want to delete. Then, click the  button or select the **Delete** menu option from the **Edit** menu. You will be asked to confirm that you want to delete the record.

**Caution:** Before deleting a record, refer to the appropriate “Deleting a \_\_\_\_\_” topic in Help so you are aware of any recommendations and consequences regarding the deletion of that information.

# Chapter 4

## Printing

### Default Windows Printer

The software can print to any installed Windows printer. Each time a report is generated, the Windows printer selected is saved as the default Windows report printer. Likewise, each time a check is generated, the Windows printer selected is saved as the default TAS check printer.

### Printer Setup

#### Menu Selections

*File | Print Setup*

The **Print Setup** menu option displays the Printer Setup window as shown in the following figures. The Printer Setup window can also be accessed by clicking the **Setup** button in the Print dialog box (page 17).

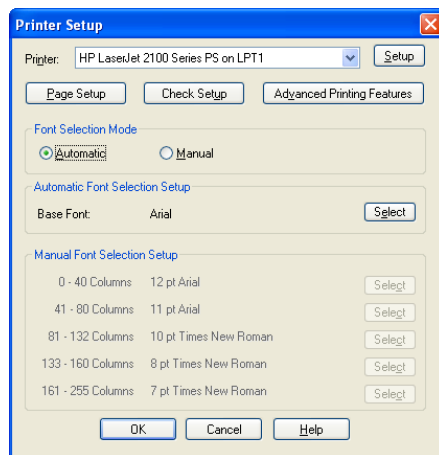


Fig. 4-1, Printer Setup Window with Automatic Font Selection

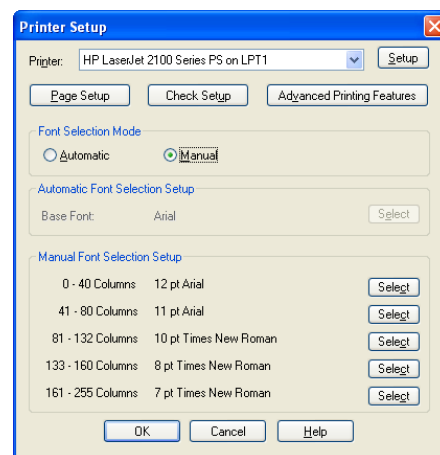


Fig. 4-2, Printer Setup Window with Manual Font Selection

This window can be used to configure the various Windows printers that will be used by the workstation. Configuration includes specifying the default fonts, page margins, and advanced printing features for each Windows printer that will be used.

**Note:** The same fonts are used for both printing and previewing. The software supports proportional fonts and fixed pitch fonts.

#### Setup

Clicking the **Setup** button in the Printer Setup window displays the standard Windows Print Setup dialog box for the specified Windows printer. Use this

dialog box to change the paper size, source, orientation and properties (or options) for the printer.

The options available in the Print Setup dialog box are determined by the version of Windows being used and the printer software driver installed.

## Page Setup

The Page Setup dialog box allows you to specify page margins for the selected printer. All margins are specified in inches.

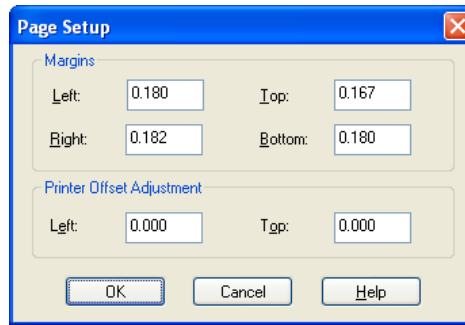


Fig. 4-3, Page Setup Window

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**Note:** Complete details regarding the various settings can be found in Help or the System Configuration manual.

---

## Check Setup

### Menu Selections

*File | Print Setup | Check Setup*

The Check Setup dialog box is accessed via the **Check Setup** button in the Printer Setup window in TAS. Although the Printer Setup window is accessible in all the software, the **Check Setup** button for TAS checks is only accessible via TAS.

Each Windows printer has its own settings for **Check Setup**. The selected Windows printer is shown on the title bar. To change the printer, you must return to the Printer Setup window.

---

**Note:** You can print a check test pattern by using the Print Check Test Pattern program (*page 44*). You will also be given the option to print a test pattern when printing checks.

---

### Spell Out Check Amount

The **Spell Out Check Amount** check box is used to determine whether the check amount is spelled out in words on the Pay line of the printed check.

Select the **Spell Out Check Amount** check box if you want the amount spelled out. For example, the amount of \*\*\$5,510.50 would also be printed out as:

\*\*\* FIVE THOUSAND FIVE HUNDRED TEN & 50/100 DOLLARS

Clear the **Spell Out Check Amount** check box if you do not want the amount spelled out. For example, the amount of \*\*\$5,510.50 would be printed; however, the Pay line would be left blank.

### Check Numbers Preprinted on Check

The **Check Numbers Preprinted on Check** check box tells TAS whether or not to use a check number when a test pattern is printed. Most firms use checks with preprinted check numbers.

Select the **Check Numbers Preprinted on Check** check box if check numbers are preprinted on your check forms. TAS will void a check number when a test pattern is printed.

Clear the **Check Numbers Preprinted on Check** check box if check numbers are not preprinted on your check forms. No check number will be used when a test pattern is printed.

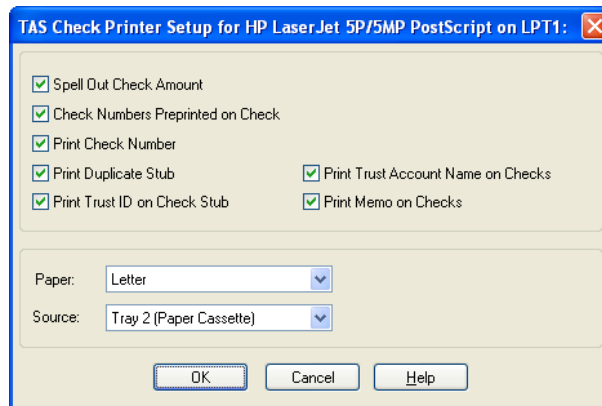


Fig. 4-4, TAS Check Printer Setup

### Print Check Number

The **Print Check Number** check box determines whether a check number will be printed on the check portion of the check form.

Select the **Print Check Number** check box if you want a check number to print on the check. The check number prints on the same line as the check date and check amount.

Clear the **Print Check Number** check box if you do not want a check number to print on the check portion of the check form. Some firms may prefer that a check number not print on the check form if a check number is preprinted on the form. However, most firms print a check number on the check even if a check number is preprinted on the checks.

---

**Note:** The Check Number prints on the check stub regardless of this option (unless the "Check Number Preprinted on Check" check box is cleared and the check printed is a test pattern).

---

### Print Duplicate Stub

The **Print Duplicate Stub** check box can be used when printing checks on laser check forms to print a copy of the check stub on the blank portion of the check form. Laser check forms (8 1/2" x 11") are divided into three sections. On TAS laser checks, the actual check prints in the top third of the form and the check stub prints in the middle third of the form. The bottom portion of the form can be left blank or you can print a duplicate check stub on that section of the check form.

Select the **Print Duplicate Stub** check box if you use laser check forms and you want the information on the check stub to be duplicated on the bottom third of the laser check form.

Clear the **Print Duplicate Stub** check box if you do not want the check stub information to print twice.

---

**Note:** Do not select this option if you print checks on continuous check forms.

---

### Print Trust ID on Check Stub

The **Print Trust ID on Check Stub** check box determines whether the assigned Trust ID will print on the check stub. The trust name always prints on the check stub.

Select the **Print Trust ID on Check Stub** check box if you want both the Trust ID and name to print on the check stub. The bank account number also prints on the stub of the check if you elect to print the Trust ID.

Clear the **Print Trust ID on Check Stub** check box if you want the trust name to print on the check stub without the Trust ID or the bank account number.

**Print Trust Account Name on Checks**

The **Print Trust Account Name on Checks** check box determines whether the trust account name will be printed on the check portion of the check form.

Select the **Print Trust Account Name on Checks** check box if you want the trust account name to print on the check. The trust account name prints below the address on the check.

Clear the **Print Trust Account Name on Checks** check box if you do not want the trust account name to print on the check portion of the check form.

**Print Memo on Checks**

The **Print Memo on Checks** check box determines whether the **Memo** field will be printed on the check portion of the check form.

Select the **Print Memo on Checks** check box if you want the information in the **Memo** field to print on the check. The **Memo** field prints to the left of the signature line on the check.

Clear the **Print Memo on Checks** check box if you do not want the information in the **Memo** field to print on the check portion of the check form.

**Paper**

The options available in the **Paper** field are determined by the Windows printer you are using. Use this field to specify the paper size that will be used for checks.

**Laser Check Forms** If you are using laser check forms, select standard letter size paper (8 ½ in. x 11 in.).

**Tractor Fed Check Forms** If you are using tractor fed check forms, you must select a paper size that is 8 ½ in. x 7 in. If your Windows printer does not have this paper size listed, you must define a custom paper size. (*See Custom Paper Size in the TAS Help for details on how to define a custom paper size.*)

**Source**

The options available for the **Source** field are determined by the Windows printer you are using. Use this field to specify the paper tray, sheet feeder or tractor feed that will be used for checks.

## Advanced Printing Features

The Advanced Printing Features window allows you to specify how you want the various advanced printing features for reports handled by the specified printer. Keep in mind that these settings affect the Preview window output as well as the printed output.

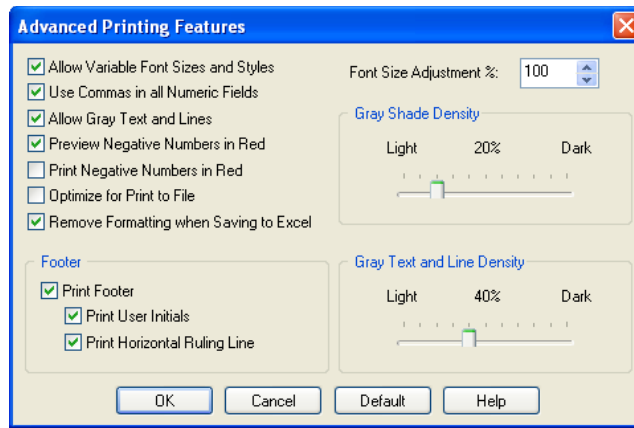


Fig. 4-5, Advanced Printing Features Window

**Note:** These settings apply to all reports in APS and all other Tabs3 and PracticeMaster software products with the following exceptions. These settings do not apply to Tabs3 statements, Tabs3 Report Writer, or GLS Report Writer. Complete details regarding the various features can be found in Help or the System Configuration manual.

## Print Dialog Box

The Print dialog box is displayed prior to printing any report, and allows you to choose the desired output device. The report's name will be displayed on the title bar of the dialog box. The default output option is the last output option selected by the workstation in any of the software.

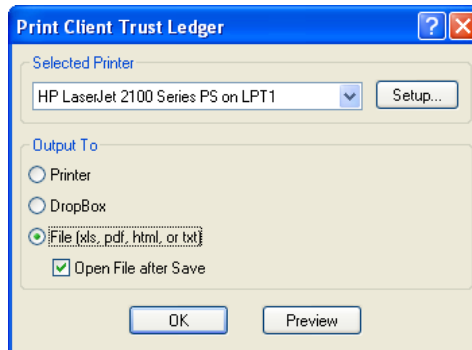


Fig. 4-6, Print Dialog Box

### Selected Printer

Displays the printer last used in the Tabs3 & PracticeMaster software by the workstation. If you want to select a different Windows printer, click the drop-down button to display the available Windows printers. The **Setup** button displays the Printer Setup window (*page 13*), allowing you to specify the font and other options for the selected printer.

### Printer

Allows you to print a report to the printer designated in the **Selected Printer** field.

### DropBox

Allows you to save any printed report or statement in Tabs3 & PracticeMaster software as a PDF file in the DropBox window (*page 41*). The settings of the printer designated in the **Selected Printer** field will be used. PDF files in the DropBox window can then be e-mailed, saved, dragged or copied to another location. The DropBox acts as a temporary holding location while the software is open until you decide what you want to do with a file.

## File

Allows you to save a report to a specified disk file in a PDF format, Excel format, HTML format, or ASCII text format. Saving a report allows you to display it or print it at a later time using other software such as a word processor, text editor, browser, or Microsoft® Excel®. You can also e-mail reports that have been saved as a file. The settings of the printer designated in the **Selected Printer** field will be used.

---

**Note:** We recommend setting up a separate printer that can be used when saving reports in TXT or HTML format to a disk file.

---

The standard Windows Print To File dialog box will be displayed allowing you to specify the file name and location. The **Save as type** field includes the following options:

**PDF Files (\*.pdf)** Select this file type if you want to save the file as a PDF file. All output is based on the selected printer's page size, margins, and font. (*Note: PDF files can also be created by using the DropBox option.*)

**Excel Files (\*.xlsx)** Select this file type if you want to save the file as an Excel file. Excel files can be viewed and edited in Microsoft Excel.

---

**Excel Files 97-2003 (\*.xls)** **Note:** You can simplify the output by selecting the **Remove Formatting when Saving to Excel** check box in the Advanced Printing Features window (*page 37*).

---

**Note:** When selecting the Excel File option from the Print dialog box, the generated file will be output without page breaks, page numbers, and continuation page headings, thereby making it easier to work with the file in Excel. However, this information is included when selecting to print to an Excel file from the Print Preview window.

---

**Text Files (\*.\*)** Select this file type if you want to save the file as a text file. All output is based on the selected printer's page size, margins, and font. This option can also be used to show all files present in the folder.

**HTML Files (\*.htm, \*.html)** Select this file type if you want to save the file as an HTML file. HTML files can be viewed in any Web browser and are easily attached to e-mails. Horizontal ruling lines are inserted between pages and at the end of the file.

The **Open File after Save** check box opens the saved file once it is created. When this check box is selected, the file will open in the default viewer for that file type immediately after it is saved. If this check box is cleared, the file will not open, but will be saved and can be opened at a later time.

Long file names are allowed.

---

**Note:** If the specified file already exists, you will be asked if you want to replace the existing file. Saving the information to a file that already exists will cause the original information saved in the file to be erased, with one exception. When saving an Excel file to the same file name, instead of overwriting the file, the new report will be saved to a new worksheet in the same Excel file. This makes it easy to save monthly reports to the same Excel file in different worksheets.

---

Once the desired output option has been selected, click **OK** or **Preview** to continue. The **Preview** button allows you to display a report in the Preview window (*page 38*) as it would appear if it were printed on the specified Windows printer.

---

**Note:** Keep in mind that changing the font for preview purposes also changes the font for printing purposes.

---

The Print Control window will be opened and the information will be sent to the desired output device.

---

## Print Control Window

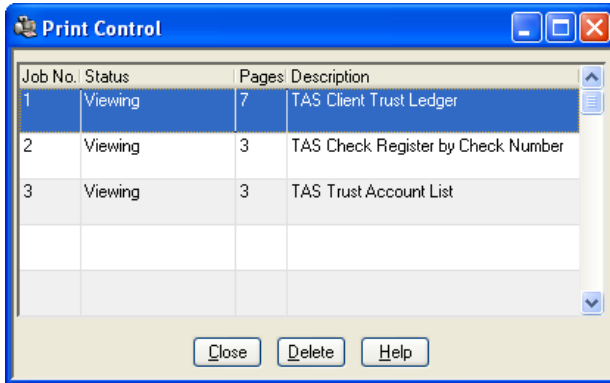


Fig. 4-7, Print Control Window

When first opened, the Print Control window is either hidden (*if the Open Windows Maximized option is turned on*) or immediately minimized. It shows all active print jobs for the workstation in the current software system (i.e., each software system has a separate Print Control window). Each print job shown includes a job number, status, number of pages and description.

---

**Printing Note:** Once a complete or partial print job has been sent to the printer, the software no longer has control over that print job (or portion thereof). If you want to cancel a print job that has already been sent to the printer, you will have to abort the print job at the printer level or Windows print queue level.

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## Preview Window



Fig. 4-8, Preview Window

The Preview window is displayed when the **Preview** option is specified in the Print dialog box (*page 17*). The Preview window allows you to display a report as it would appear if it were printed using the specified Windows printer. The same fonts used for printing are used for previewing as well.

While a report is being processed, the page number of each page being processed will be displayed in the lower left-hand corner of the Preview window (as well as in the Print Control window). The report name will be shown on the title bar of the Preview window. The report width can be seen by clicking the **Control** menu on the title bar of the Preview window and then selecting the **Report Info** menu option.

If no information is selected for the report, a blank Preview window is opened. The message "Nothing Printed" will be shown in the lower left-hand corner of the window, making it easy to see that no information was selected.

You can use the scroll bars to reposition the report in the Preview window. Various keystrokes are also available to reposition the report within the window when focus is on the body of the report. To place focus on the body of the report, click anywhere on it.

Multiple Preview windows can be open or minimized at the same time.

### Search

The **Search** button or Ctrl+F opens a search toolbar allowing you to search forward or backward for specified text.



Fig. 4-9, Search Toolbar

### Zoom Controls

The Zoom feature lets you control how large or small a report appears in the Preview window. You can enlarge the display to make the report easier to read, or reduce the display in order to view the entire report width. You can use the **Zoom** button to display the following window; or you can use the keyboard and scroll function of your mouse to zoom reports instantly.

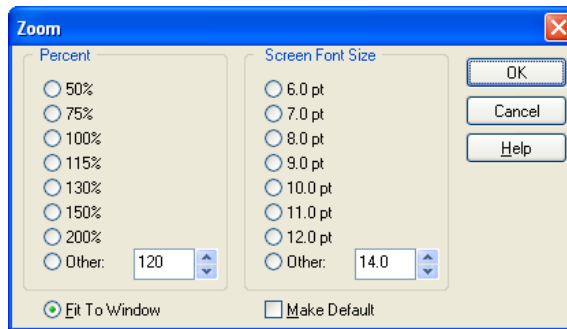


Fig. 4-10, Zoom Window

#### To enlarge the display in 5 percent increments

- Press the **Ctrl** key while scrolling up
- Press **Ctrl** + “=”
- Press **Ctrl** + “+” (on the number keypad)

#### To reduce the display by 5 percent increments

- Press the **Ctrl** key while scrolling down
- Press **Ctrl** + “-”

#### To toggle between 100 percent and Fit to Window

- Press **Ctrl** + “Double-click mouse wheel”
- Press **Ctrl** + “0” (zero)
- Press **Ctrl** + **Insert**

### Refresh

The **Refresh** button or the F5 key reprocesses the report and redisplay it in the same position within the Preview window. This feature is particularly useful after editing a transaction via the drill-down feature. Pressing **Refresh** will reprocess the report and reflect any edits made. (Note: This function is not available for all reports.)

## Drill-Down Capabilities

Many reports in the software have drill-down editing capabilities when displayed in a Preview window. When you mouse over a drill-down field, it will be highlighted in yellow. Clicking this field will open the appropriate data entry window for that field allowing you to edit the record. For example, if you preview a Check Register by Payee and want to edit a transaction, simply click on the transaction. After saving the change and closing the data entry window, you will be returned to the Preview window. Clicking the **Refresh** button (or pressing F5) will update the report to reflect the change you just made.




For a complete list of reports that have drill-down fields, refer to article R10646 “Drill-Down Features in the Software” in our Knowledge Base ([www.support.Tabs3.com](http://www.support.Tabs3.com)).

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## DropBox Window

Whenever a Print dialog is displayed in Tabs3/PracticeMaster software (*page 37*), you can select one of the following options: **Print**, **DropBox**, **File**, or **Preview**. Selecting the DropBox option from a Print dialog box automatically saves the report or statement as a PDF file in the DropBox window.

The DropBox window serves as a temporary holding area for Tabs3/PracticeMaster reports and statements that are output as PDF files via the DropBox output option. The DropBox window can also be used as a temporary holding area for any type of file on your computer, such as Word documents, text files, graphics files, video files, audio files, etc. Files in the DropBox can then be e-mailed, saved, as well as dragged or copied to another location.

The DropBox is automatically started after starting and logging into any Tabs3 or PracticeMaster software product. A  icon will be shown in the system tray of the taskbar. Clicking the  icon displays the DropBox window. Clicking the  in the title bar of the DropBox window will minimize the DropBox window as opposed to closing it.

The DropBox window will close when the last Tabs3 or PracticeMaster software product is closed. However, if files are present in the DropBox, a message will be displayed indicating that files are present in the DropBox and will be removed. You will be asked to confirm that you want to exit. This message box includes a **Do Not Show Again** check box, which when selected eliminates the message from being displayed for the user. The warning message can be reinstated by running the **Reset Optional Messages** program.

All files in the DropBox are deleted when the DropBox window is closed. If you want to retain files that are in the DropBox, make sure you move them or save them to another location before exiting the software.

By default, the DropBox window is opened in the lower right-hand corner of the screen. It can be moved to a different location if desired. The new location will be saved and used for subsequent sessions.



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# Chapter 5

## Checks

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**Note:** The Check Register By Check Number, Check Register By Payee and Check Register By Trust Account reports are discussed in the Reports chapter (Chapter 6).

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### Printing Checks in TAS

Once unpaid check transactions have been entered using the Trust Transactions data entry program, checks can be printed from TAS at any time. The Print Checks program allows you to specify ranges of trust accounts, bank accounts, responsible attorneys, open dates and transaction dates so that only the desired checks are printed. A Quick Print feature allows you to immediately print a check without leaving the Trust Transactions program. Test patterns can be optionally printed prior to printing checks.

TAS checks can be printed on forms from Nelco. These forms can be ordered via Nelco's Web site at: [www.NelcoSolutions.com](http://www.NelcoSolutions.com). A brochure and order form for Nelco checks has been included with this manual.

The information included on the TAS checks depends on the options selected in the TAS Check Printer Setup program (*page 34*). The Check Printer Setup program allows you to specify whether the check amount on the check should be spelled out, whether the check numbers are preprinted on the check, whether the check number should print on the check, whether a duplicate check stub should print, whether the Trust ID should be included on the check stub, whether the trust account name should print on the check, and whether the memo field should print on the check.

### Print Checks


<b>Menu Selections</b>	<i>Checks   Print Checks</i>
<b>Purpose</b>	The Print Checks program is used to print trust checks for selected trust accounts.
<b>Benefit</b>	This program allows you to print a batch of checks for the unpaid check transactions that have been entered using the Trust Transactions program.
<b>Frequency</b>	As needed.

---

**Important:** Checks are only processed when the **Print** option is selected in the Print dialog box. If the **Preview** or **File** option is selected, checks will be displayed or saved to a file but they will *not* be processed. The **DropBox** option is not available in the Print dialog box when printing checks. If displayed using the **Preview** option, you can drill down to individual trust transactions allowing you to edit data directly from the Preview window.

---

## Quick Print Checks

The Quick Print feature is available when using the Trust Transactions program allowing you to print a check without leaving the Trust Transactions program. When a check transaction is entered with an amount and a check number of 0 (zero), clicking the  button on the toolbar opens a Print dialog box allowing you to immediately print a check for the transaction. You will be asked to save the trust transaction before it can be printed.

## Reprocessing Interrupted Check Runs

If the Print Checks program or your printer is interrupted for any reason while checks are printing, it will be necessary to reprocess the checks that were interrupted. You must first determine where the processing was interrupted. For example, if the printer was interrupted during check #5009, depending on your printer buffer and hardware, processing of checks could have been completed through a different check number, such as #5015.

To determine where the processing was interrupted, print a Check Register By Check Number without a running balance for the bank account from which the checks were being printed. The last check number on the Check Register By Check Number will indicate the last processed check number. Using the previous example, check numbers 5009-5015 were processed, but due to the interruption, printed checks are not present.

If a check form is damaged by the printer and is unusable, you must void the check, reenter the check transaction and print another check for the transaction. For check forms that were not printed and are no longer present in the printer buffer, it may be easiest to write the checks manually using the check numbers assigned on the Check Register By Check Number. Otherwise, you must void each check, reenter the transactions and then reprint the checks. Furthermore, if you do not want to retain a record of the voided check numbers, you must delete each voided check transaction using the Trust Transactions program.

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**Tabs3 & GLS Integration Note:** If integrating with GLS, voiding a check creates reversing GLS journal entries. If integrating with Tabs3 and GLS, any payment transactions that were entered in Tabs3 due to payments to firm are deleted (unless they have been included on a final statement and updated), and Tabs3 will create reversing GLS journal entries.

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## Print Check Test Pattern

### Menu Selections

*File | Print Check Test Pattern*

### Purpose

The Print Check Test Pattern program is used to print a check test pattern without having to use the Print Checks program.

### Frequency

As needed.

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**Note:** If the **Check Numbers Preprinted on Check** check box in TAS Check Printer Setup is selected and you print a test pattern, the check number used for the test pattern will automatically be voided and will be included on the Check Register and Voided Check List. The voided check number will be printed on the test pattern.

The last check number printed is saved in the **Last Check #** field in the respective Bank Account file. This check number plus “1” is used as the default check number the next time you print checks or add a manual check for the same bank account.

---

## Void Checks

<b>Menu Selections</b>	<i>Checks   Void Checks</i>
<b>Purpose</b>	The Void Checks program allows you to void a single check or a range of checks.
<b>Benefit</b>	<p>This program will back out a paid check transaction. Voiding a check will change the Type field on the check transaction from <b>Check</b> to <b>Voided</b>.</p> <p>If you are integrating with GLS (without Tabs3), reversing General Ledger journal entries are automatically created and posted to GLS for checks with a payee of Firm. Complete details regarding journal entries posted can be found in TAS Help.</p> <p>If you are integrating with Tabs3 (and GLS), the associated work-in-process payment will be deleted in Tabs3, and Tabs3 will create the associated reversing GLS journal entries (provided a journal entry has not been modified, is not reconciled, cleared or part of a deposit).</p> <p>If the payment has already been run on a final statement and updated in Tabs3, the payment will not be affected and no GLS reversing journal entries will be created. Manual payment adjustments and/or GLS adjusting journal entries may be required.</p>
<b>Frequency</b>	As needed.

---

**Caution:** Make a backup before running this program. If this program is interrupted for any reason, you must restore from the backup. You will be given the opportunity to make a backup immediately after selecting this program.

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**Client Server Version Note:** When using the Client Server Version, you will not be asked to make a backup before running this process, nor is it necessary due to the Auto-Recovery feature.

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## Bank Account Reconciliation

<b>Menu Selections</b>	<i>Checks   Bank Account Reconciliation</i>
<b>Purpose</b>	The Bank Account Reconciliation program is used to reconcile your bank statement to your TAS account balance.
<b>Benefit</b>	Using this program ensures that all entries on your bank account statement are reflected in TAS.
<b>Frequency</b>	Monthly after you receive your bank statement.



# Chapter 6

## Reports

### Overview

The reports included with TAS are designed to meet the trust accounting needs of most law offices. Each report includes selection criteria to specify the information to include on the report. This gives firms the ability to include as much or as little detail as desired on a report.

The selection criteria are broken down into program tabs for most reports. Program tabs include the **Trust Accounts** tab, **Transactions** tab, **Options** tab and **Sort** tab. The program tabs provide a way to categorize the selection criteria so it is in a consistent format for each report, making it easy for the operator to select the desired options.

Each report discussed in this chapter includes how to access the report, a brief summary of the purpose and benefits of the report and how often the report is normally run. Also, a page number is given for the Sample Reports chapter which includes an example of the report with detailed explanations.

Detailed information regarding each of the options for each report can be found in TAS Help.

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**Note:** Reports can be run at any time without affecting the data files.

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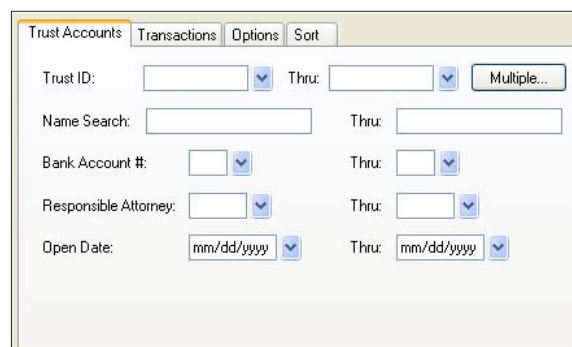
---

**Note:** The Create APS 1099 Merge File program found on the *Reports | 1099 Information* menu is discussed in the Integration chapter (Chapter 7).

---

### Trust Accounts Tab

The **Trust Accounts** tab allows you to select trust accounts by specifying ranges of Trust IDs, trust account names, bank accounts, responsible attorneys and open dates. This tab includes the same options for all reports that use it. The following is an example of the **Trust Accounts** tab.

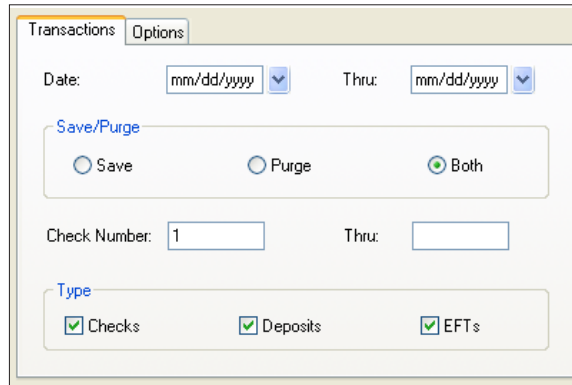


The screenshot shows a software window with four tabs: "Trust Accounts", "Transactions", "Options", and "Sort". The "Trust Accounts" tab is selected. It contains several search criteria, each with a dropdown menu and a "Thru:" field for range selection. The criteria are: Trust ID (with a "Multiple..." button), Name Search, Bank Account #, Responsible Attorney, and Open Date (with a date format "mm/dd/yyyy" shown). The "Thru:" fields for Trust ID, Bank Account #, Responsible Attorney, and Open Date also show the "mm/dd/yyyy" format.

Fig. 6-1, Trust Accounts Tab

## Transactions Tab

The **Transactions** tab allows you to select trust transactions by specifying ranges of transaction dates and check numbers. It allows you to select whether to include transactions set to save, purge or both. It also allows you to select the types of transactions to include (i.e., checks, deposits and/or EFTs). This tab includes the same options for all reports that use it; however, not all options on the **Transactions** tab are available for all reports. The following is an example of the **Transactions** tab.



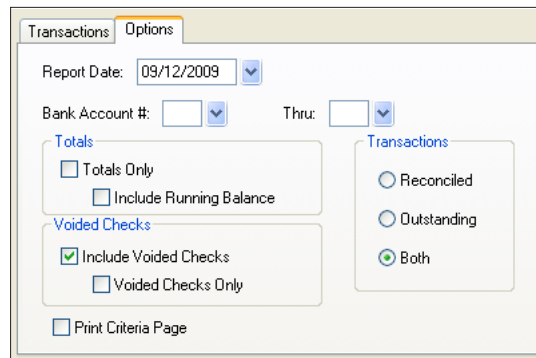
The screenshot shows the 'Transactions' tab of a software interface. It features two sub-tabs: 'Transactions' (selected) and 'Options'. The 'Transactions' sub-tab contains the following elements:

- Date:** A date range selector with 'Date:' and 'Thru:' labels, each followed by a dropdown menu showing 'mm/dd/yyyy'.
- Save/Purge:** A section with three radio buttons: 'Save', 'Purge', and 'Both'. The 'Both' option is selected.
- Check Number:** A text input field containing '1' and a 'Thru:' label followed by an empty text input field.
- Type:** A section with three checked checkboxes: 'Checks', 'Deposits', and 'EFTs'.

Fig. 6-2, Transactions Tab

## Options Tab

The **Options** tab allows you to select additional options available for the report. This tab is different for each report that uses it. The following is an example of the **Options** tab for the Check Register By Check Number report.



The screenshot shows the 'Options' tab of a software interface. It features two sub-tabs: 'Transactions' and 'Options' (selected). The 'Options' sub-tab contains the following elements:

- Report Date:** A dropdown menu showing '09/12/2009'.
- Bank Account #:** A dropdown menu and a 'Thru:' label followed by another dropdown menu.
- Totals:** A section with two checkboxes: 'Totals Only' and 'Include Running Balance', both of which are unchecked.
- Voiced Checks:** A section with two checkboxes: 'Include Voiced Checks' (checked) and 'Voiced Checks Only' (unchecked).
- Print Criteria Page:** A checkbox at the bottom, which is unchecked.
- Transactions:** A section with three radio buttons: 'Reconciled', 'Outstanding', and 'Both'. The 'Both' option is selected.

Fig. 6-3, Options Tab

## Sort Tab

The **Sort** tab allows you to select the order in which the information should appear on reports. With the exception of the Trust Account List, this tab shows the same options for all reports that use it; however, not all options on the **Sort** tab are available for all reports. The following is an example of the **Sort** tab.



Fig. 6-4, Sort Tab

---

## Report Definitions

TAS allows you to save all of the parameters specified for individual reports and check runs as report definitions. These report definitions can be retrieved at a later time as needed. This feature saves time when running reports on a regular basis by streamlining the process of selecting the options. You can also save your own report settings as the defaults for a report.

When saving a report definition, TAS also allows you to specify that the report definition should be used as the default for the report. The next time any user selects the report, the options from the report definition will be used by default.

Report definitions saved for one type of report can be used for other types of reports; however, only the parameters specified on the **Trust Accounts**, **Transactions** and **Sort** program tabs will be used. Parameters specified on the **Options** program tab apply only for the type of report for which the definition was originally saved.

The reports that allow you to create and use report definitions include two buttons in the report window: the **Load** button and the **Save** button.

### Load

The **Load** button can be used to retrieve a previously saved report definition for a report. The Report Definition List (Fig. 6-5) will be displayed, allowing you to select a report definition. This list can optionally include report definitions for the current report or all reports. Likewise, it can include report definitions for the current user or all users.

### Save

The **Save** button can be used to save the specified options as a report definition. The Save Report Definition window (Fig. 6-6) will be displayed, allowing you to specify a report definition name and description.

## Loading Report Definitions

After clicking the **Load** button in a report window, the Report Definition List window will be displayed. This window allows you to select a report definition to use. The following is an example of a Report Definition List window:

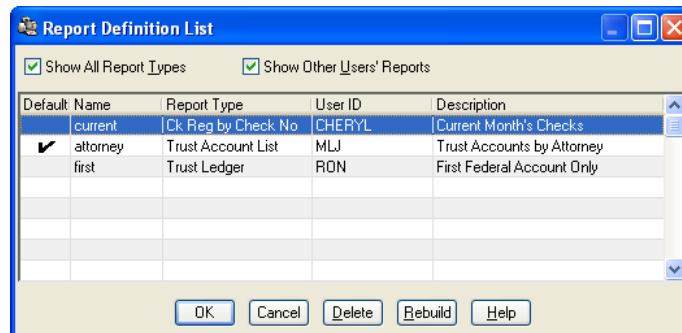


Fig. 6-5, Report Definition List

The following options are available in the Report Definition List window:

- Show All Report Types** This option determines whether the report definitions for all reports will be included in the Report Definition List instead of just the report definitions for the selected report. For example, if you are generating a Check Register By Check Number, the report definitions for all reports will be displayed in the Report Definition List—not just the report definitions for the Check Register By Check Number.
- Show Other Users' Reports** This option determines whether the report definitions that have been defined by other users will be included in the Report Definition List.
- Delete** The **Delete** button can be used to delete the highlighted report definition.
- Rebuild** The **Rebuild** button can be used to rebuild the table of contents file that stores the report definition information. The table of contents file (WTRREP.TOC) is updated to reflect the report definition files (\*.TRD) found in the TAS current working directory.

## Saving Report Definitions

After clicking the **Save** button in a report window, the Save Report Definition window will be displayed. The Save Report Definition window is used to save the options selected for the current report as a report definition. The following is an example of a Save Report Definition window:

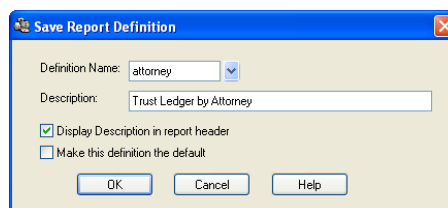


Fig. 6-6, Save Report Definition Window

The following fields are available in the Save Report Definition window:

- Definition Name** Definition name for the report definition. Maximum of eight characters. The Definition Name is displayed in the Report Definition List.
- Description** Description for the report definition. Maximum of 50 characters. The Description is displayed in the Report Definition List and can optionally be used

as an additional line in the report header when the **Display Description in Report Header** check box is selected.

**Display Description in report header**

This option determines whether you want the report definition **Description** to appear as a custom report header. When selected, the **Description** will print as the second line of the report header (i.e., under the first line of the report header, but above the third line with the firm name).

**Make this definition the default**

This option determines whether you want the report definition to be the default for the firm. If selected, the next time any user selects the report, the options from this report definition will be used by default.

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## Date Conventions Used in Report Definitions

When a report definition is saved, TAS treats date fields as follows:

- When the current system date is specified in a date field, TAS saves a variable rather than the actual date. This allows a report definition to always use the current date rather than you having to manually adjust dates each time a report definition is used.
- Likewise, TAS saves a variable in place of a date when the date specified is the first day of the current month, the last day of the current month, the first day of the current year or the last day of the current year.

TAS Help contains examples and additional details regarding date fields in report definitions.

---

## Attorney List

**Menu Selections**

*Reports | Miscellaneous | Attorney List*

**Purpose**

The Attorney List shows the information in the attorney file. This list can be printed in alphabetical or numerical order and includes each attorney's number, name and initials.

**Benefit**

This list can be used to verify the information entered for each attorney. This report has drill-down editing capabilities.

**Frequency**

As needed.

**Report Detail**

Page 91.

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## Bank Account List

**Menu Selections**

*Reports | Miscellaneous | Bank Account List*

**Purpose**

The Bank Account List shows the bank accounts that have been set up using the Bank Account program. This list includes the bank account number, description, balance, last check number used and whether the individual trust accounts for the bank account can have negative balances. The GLS accounts and Tabs3 payment transaction codes are also included if the firm is integrating with GLS and Tabs3.

<b>Benefit</b>	This list can be used to verify the information entered for each bank account and also provides a quick method to check the bank account balances. This report has drill-down editing capabilities.
<b>Frequency</b>	As needed.
<b>Report Detail</b>	Page 91.

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## Payee List

<b>Menu Selections</b>	<i>Reports   Miscellaneous   Payee List</i>
<b>Purpose</b>	The Payee List shows the payees that have been set up using the Payee program. This list includes the payee name, address, Federal ID # and 1099 box number for each payee. This list can optionally be printed in Federal ID # order.
<b>Benefit</b>	This list can be used to verify the information entered for each payee. It is particularly helpful to confirm payee information prior to printing 1099 forms. This report has drill-down editing capabilities.
<b>Frequency</b>	As needed.
<b>Report Detail</b>	Page 92.




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## Trust Account List

<b>Menu Selections</b>	<i>Reports   Trust Account List</i>
<b>Purpose</b>	The Trust Account List allows you to print a list of trust accounts that can be sorted and totaled by bank account, attorney or with no order. You can specify whether to print a current balance or the balance of a specified date; zero balance trust accounts can be omitted; you can select to print only trust accounts that have a balance below a desired minimum balance; and you can print the date of the last deposit, the last check date and check number, and last EFT date. The trust accounts can be printed in alphabetical or numerical order. Individual trust account balances can be printed or a “totals only” list can be printed.
<b>Benefit</b>	This list can be used to verify the information entered for each trust account. It provides a quick method to determine current trust account balances and to find which trust accounts are below their desired minimum balance. This report has drill-down editing capabilities.
<b>Frequency</b>	As needed.
<b>Report Detail</b>	Page 94-95.

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## Trust Transaction Entry List

<b>Menu Selections</b>	<i>File   Open   Transaction</i> Click the  button (or Alt+G) to toggle the Entry List. Click the  button at the top of the Entry List.
<b>Purpose</b>	The Trust Transaction Entry List is used to generate a list of transactions from the Entry List of the Trust Transactions program. The  button (or Alt+O) at the top of the Entry List can be used to specify the view options. The list will be sorted based on the sort column selected in the list.
<b>Benefit</b>	The Trust Transaction Entry List lets you easily print a list of trust transaction for a specific trust account, specific transaction date, or entry date. You can include transactions entered by a specific user or range of users. Entry lists have drill-down editing capabilities.
<b>Frequency</b>	As necessary.
<b>Report Detail</b>	Page 93.

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## Trust Transaction Verification List

<b>Menu Selections</b>	Upon exiting the Trust Transactions data entry program, the operator will be prompted to print a verification list.
<b>Purpose</b>	Verification lists are used to verify transactions that have been added, changed or deleted. Separate verification lists are maintained for each User ID. Verification lists are maintained until they are deleted by the user.
<b>Benefit</b>	Verification lists can serve as an audit trail for accounting purposes. They also allow data entry operators to check their work after each data entry session. Verification lists have drill-down editing capabilities.
<b>Frequency</b>	Usually after each data entry session, daily or weekly.
<b>Report Detail</b>	Page 96-97.

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## Check Register By Check Number

<b>Menu Selections</b>	<i>Checks   Check Registers   By Check Number</i>
<b>Purpose</b>	<p>The Check Register By Check Number prints a list of checks, deposits and EFTs in bank order for a specified date range for selected bank accounts.</p> <p>When the Check Register by Check Number is printed without a running balance, check transactions are printed in check number order for a selected range of dates, check numbers and bank accounts. Deposit and EFT transactions can optionally be included and are printed in a separate section following the checks section.</p> <p>When the Check Register by Check Number is printed with a running balance, check transactions are printed in date order for a selected range of dates, check</p>

numbers and bank accounts. Deposit and EFT transactions can optionally be included and are intermingled in date order with the check transactions.

<b>Benefit</b>	By specifying a beginning and ending check number of zero (i.e., only unpaid check transactions), this report can be used as a pre-check register prior to printing checks to determine which checks will be printed. This report can also be printed for reconciled transactions, outstanding transactions, transactions set to save or purge, or all transactions, therefore making it particularly helpful when reconciling your bank statement. When printed without a running balance, gaps in the check number sequence are denoted with asterisks, making it easy to spot missing check numbers. This report has drill-down editing capabilities.
<b>Frequency</b>	Usually after printing checks. Also annually and as needed.
<b>Report Detail</b>	Page 99.

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## Check Register By Payee

<b>Menu Selections</b>	<i>Checks   Check Registers   By Payee</i>
<b>Purpose</b>	The Check Register By Payee includes checks in alphabetical order by payee for a selected range of dates and check numbers. The report will also include EFTs and can include voided checks for the selected dates and payees.
<b>Benefit</b>	This report can provide a list of all checks or EFTs written to each payee in your system. This report can optionally include voided checks and include only transactions with no payee. This report has drill-down editing capabilities.
<b>Frequency</b>	Usually after printing checks. Also annually and as needed.
<b>Report Detail</b>	Page 100.

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## Check Register By Trust Account

<b>Menu Selections</b>	<i>Checks   Check Registers   By Trust Account</i>
<b>Purpose</b>	The Check Register By Trust Account includes trust activity by individual trust account for a selected range of trust accounts, bank accounts, dates and attorneys. Totals for each selected bank account are included at the end of the report. Voided checks are included as well as the payee for all checks and EFTs.
<b>Benefit</b>	This report can be printed by responsible attorney and provided to the attorneys as a record of trust activity for the accounts they are responsible for. This report can be printed for transactions set to save, purge or both and can optionally include trust accounts with no activity. This report has drill-down editing capabilities.
<b>Frequency</b>	Monthly and as needed.
<b>Report Detail</b>	Page 101-102.

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## Client Trust Ledger

<b>Menu Selections</b>	<i>Reports   Client Trust Ledger</i>
<b>Purpose</b>	The Client Trust Ledger includes trust activity by individual trust account for a selected range of trust accounts, bank accounts, dates and attorneys. Totals for each selected bank account are included at the end of the report.
<b>Benefit</b>	This report includes a running balance due for each trust account making it easy to find the balance as of a particular point in time. This report can be printed for transactions set to save, purge or both and can optionally include voided checks. This report has drill-down editing capabilities.
<b>Frequency</b>	Monthly and as needed.
<b>Report Detail</b>	Page 105.

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## Voided Check List

<b>Menu Selections</b>	<i>Reports   Voided Check List</i>
<b>Purpose</b>	The Voided Check List shows the checks that have been voided since the last time the Purge Trust Transactions program was run. It also includes checks that were voided automatically by TAS due to test patterns.
<b>Benefit</b>	This list provides an audit trail of voided checks in check number order that includes the date the check was voided.
<b>Frequency</b>	Annually and as needed.
<b>Report Detail</b>	Page 104.

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## 1099 Report

<b>Menu Selections</b>	<i>Reports   1099 Information   1099 Report</i>
<b>Purpose</b>	The 1099 Report shows accumulated paid amounts for each payee. Only payees who have been paid more than a user specified YTD amount will be included. The payer shown on the form can either be the trust account or the firm. This 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.
<b>Benefit</b>	This report allows you to verify 1099 information prior to printing 1099 forms. This report has drill-down editing capabilities.
<b>Frequency</b>	Prior to printing 1099 forms.
<b>Report Detail</b>	Page 107.

## 1099 Forms

### Menu Selections

*Reports | 1099 Information | 1099 Forms*

### Purpose

The 1099 forms printed from TAS include accumulated paid amounts for each payee. Only payees who have been paid more than a specified YTD amount will be included.

### Benefit

Printing 1099 forms fulfills IRS reporting requirements. Using TAS to print the forms eliminates manual preparation of forms and streamlines this mandatory annual chore.

### Frequency

Usually annually.

### Report Detail

Page 108.

# Chapter 7

## Integration

### Overview

TAS integrates with the following software:

- ❑ Tabs3 and PracticeMaster
- ❑ Tabs3 General Ledger Software (GLS)
- ❑ Tabs3 Accounts Payable Software (APS)

### Integration with Tabs3 (and GLS)

TAS integrates with Tabs3 billing software when installed in the same directory as Tabs3. Information that is used by TAS and Tabs3 is stored in shared data files. Integration between Tabs3 and TAS consists of the following:

- ❑ **The TAS trust account information and the Tabs3 client information is stored in a shared data file.**

After a client is added using Tabs3, the client information will automatically be available in the TAS Trust Accounts program. However, a bank account must be associated with the trust account before trust transactions can be entered. The Trust ID Lookup window in the TAS Trust Accounts program will show these clients with “TABS” in the bank account column. After a bank account has been associated with the trust account using the TAS Trust Accounts program, the trust account will then be available in all other Trust ID Lookup windows. Once a bank account has been associated with the trust account, you cannot delete the client in Tabs3; it must be deleted in TAS before it can be deleted in Tabs3.

When a trust account is added using TAS, the trust account will automatically appear as a client in Tabs3 and in PracticeMaster. Additional client information such as statement templates, billing rates and client notes can then be added in Tabs3.

- ❑ **The attorney information in TAS and the timekeeper information in Tabs3 is stored in a shared data file.**

Any changes made to the timekeeper file in Tabs3 will also be made to the attorney information in TAS. However, any additions, changes or deletions to the attorney file must be performed in the Tabs3 timekeeper file (*or the PracticeMaster timekeeper file if PracticeMaster is being used without Tabs3*).

- ❑ **TAS will automatically post payment entries to a Tabs3 client when a check or electronic funds transfer is added with a payee of FIRM.**

The Trust Transactions data entry program in TAS allows you to enter EFTs and checks using a payee of FIRM. When an EFT or check transaction is added with a payee of FIRM, a **Tabs3** program tab is available. This program tab allows you to specify the amount of the Tabs3 regular, fee, expense or advance payment(s) that should be created for the check/EFT. The payment transaction codes used are those that were specified for the TAS Bank Account. When a check with a check number greater than zero or an EFT is entered with a payee of FIRM, then payment transaction(s)

are created and posted to Tabs3 at the same time the transaction is added to the trust data file. When a check with a check number equal to zero (i.e., an unpaid check) is entered with a payee of FIRM, then the payment transactions are created and posted to Tabs3 when the check is printed using the TAS Print Checks program.

Like all Tabs3 payments, the payment is applied at the time of entry, provided there are amounts due.

❑ **Tabs3 will post GLS journal entries based on the settings in the GLS Integration Setup program and the payment allocation in Tabs3.**

When Tabs3 is configured to integrate with GLS, TAS payments to FIRM will post GLS journal entries based on the payment posting method and payment allocation defined in Tabs3. Journal entries will be posted to GLS as a Receipt with a Receipt Type of **Check** (for checks) or **Other** (for EFTs).

When an EFT or a check with a check number greater than zero is entered with a payee of FIRM, then GLS journal entries are created and posted to GLS when the transaction is added to the Tabs3 data file. When a check with a check number equal to zero is entered with a payee of FIRM, then GLS journal entries (and Tabs3 payment entries) are created and posted when the check is printed using the TAS Print Checks program.

❑ **When a check to FIRM is voided in TAS, the associated work-in-process payment will be deleted in Tabs3.**

When a check to FIRM is voided in TAS, the associated work-in-process payment will be deleted in Tabs3, and Tabs3 will create the associated reversing GLS journal entries. (provided a journal entry has not been modified, is not reconciled, cleared or part of a deposit).

If the payment has already been run on a final statement and updated in Tabs3, the payment will not be affected and no GLS reversing journal entries will be created. Manual payment adjustments and/or GLS adjusting journal entries may be required.

❑ **Tabs3 will include a client's trust account balance(s) on the Detail and Summary Work-In-Process Reports.**

When printing the Detail Work-In-Process Report and Summary Work-In-Process Report in Tabs3, a client's trust account balance(s) will be included on the report. When printing the reports, you have the option to include only clients with a trust account balance. You also have the ability to customize Tabs3 to include clients on these reports that have a trust account balance but no previous balance or work-in-process. This option is set on the **Other Systems** tab of Tabs3 Customization.

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**Note:** Trust accounts that have a balance of zero will not have information printed on work-in-process reports or statements.

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❑ **Tabs3 will print either detail or summary trust information at the end of a statement.**

Each Tabs3 client can be set up to include either detail, summary or no trust account information on their statement. The Trust Integration option is set on the **Statement Options** tab of the Client data entry program. If the Trust Integration option is set to **Detail**, then trust transactions that are dated after the client's last statement date through the current statement date will print at the end of the client's statement along with the client's prior and current trust account balance. If the trust integration option is set to **Summary**, then only the current trust account balance will be printed. You also have the ability to customize Tabs3 to print statements for clients with a trust account balance but no previous balance or work-in-process. This option is set on the **Other Systems** tab of Tabs3 Customization.

❑ **Tabs3 can print a message on a billing statement indicating that the client should remit an amount to replenish the trust account.**

If a client's trust account balance falls below the trust account's **Desired Minimum Balance**, you can bill the client either the amount shown in the **Amount to Bill** field *or* the difference between the **Current Trust Balance** and the **Target Balance**. These amounts are specified in TAS on the **Balances** tab of the Trust Account data entry program. The terminology used in the trust section of the

statement can be changed in TAS in the Bank Account data entry program in the Tabs3 Statement/WIP Terminology fields.

**Journal entries can be posted to GLS based on TAS bank account balances.**

The Post Tabs3/TAS Accrual Balances program in GLS can be used to post journal entries for TAS bank account balances to GLS. Each time the posting program is run, GLS journal entries are posted to the GLS accounts configured for the TAS bank account. The journal entry amounts are for the net change in position since the last posting.

## Setting Up Integration with Tabs3 (and GLS)

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**Note:** When integrating TAS and GLS without Tabs3, setting up of GLS is handled differently as explained in the following section.

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In order to set up the integration between Tabs3 and TAS, you must first select the **Integrate with Tabs3 Trust Accounting** option on the **Other Systems** tab of Tabs3 Customization. Also on the **Other Systems** tab, you can indicate whether you want clients with only a trust balance to have statements printed and whether these clients should be included on Work-In-Process Reports.

In TAS Customization, the **Integrate with Tabs3 (and GLS)** check box must be selected. The TAS Key Type and Decimal Places must be identical to the Tabs3 Key Type and Decimal Places (*page 65*).

In order for trust information to print on Tabs3 statements, a Tabs3 client must have its Trust Integration option set to **Summary** or **Detail** on the **Statement Options** tab in the Tabs3 Client Information program. The trust transactions that will appear on the statement for the Detail option are the transactions that have a date greater than the client's last statement date through the current Tabs3 statement date.

The client must have a trust account set up in TAS using the Trust Account data entry program.

In order for TAS to generate and automatically post a payment to Tabs3, payment transaction code numbers must be entered in the appropriate transaction code fields in the TAS Bank Account data entry program. Separate payment transaction codes can be entered for regular payments, fee payments, expense payments and advance payments (*page 28*).

In order for journal entries to be posted to GLS when TAS is integrated with Tabs3, GLS integration must be configured in Tabs3 via the GLS Integration Setup program.

In order for the Tabs3 billing statement to include a message indicating that an amount should be remitted to replenish the client's trust account, the trust account's **Amount to Bill** field or **Target Balance** field in the Trust Account data entry program must contain an amount greater than zero. Also, the trust account's **Current Trust Balance** must be less than the **Desired Minimum Balance**.

In order for the Post Tabs3/TAS Accrual Balances program in GLS to be able to post TAS bank account balances to GLS, the GLS debit account, credit account and journal number must be specified for each bank account for which you want balances posted. This information is configured in the TAS Bank Account data entry program via the **GLS Accrual Information** button (*page 28*).

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## Integration with GLS (no Tabs3)

TAS can be configured to integrate directly with General Ledger Software (GLS) when Tabs3 is not installed. When Tabs3 is installed, integration with GLS occurs via Tabs3. Integration between TAS and GLS without Tabs3 is handled differently and consists of the following:

**GLS journal entries are created when a check or electronic funds transfer is created with a payee of FIRM.**

The Trust Transactions data entry program in TAS allows you to enter EFTs and check transactions

using a payee of FIRM. When a transaction is added with a payee of FIRM, a **GLS** program tab will be available. This program tab allows you to allocate the amount of the check or EFT amongst the GLS credit accounts that were specified for the selected bank account. When the GLS journal entries are created, the debit entry will use the GLS debit account specified in the TAS Bank Account program and will be posted to GLS as a Receipt with a Receipt Type of **Check** (for Checks) or **Other** (for EFTs).

When an EFT or a check with a check number greater than zero is entered with a payee of FIRM, then GLS journal entries are created and posted to GLS when the transaction is added to the TAS data file. When a check with a check number equal to zero is entered with a payee of FIRM, then GLS journal entries are created and posted when the check is printed using the TAS Print Checks program.

- When a check to the FIRM is voided, reversing GLS journal entries are automatically created.**  
When a check with a payee of FIRM is voided using the Void Checks program in TAS, reversing journal entries will automatically be created in GLS.
  
- Journal entries can be posted to GLS based on TAS bank account balances.**  
The Post Tabs3/TAS Accrual Balances program in GLS can be used to post journal entries for TAS bank account balances to GLS. Each time the posting program is run, GLS journal entries are posted to the GLS accounts configured for the TAS bank account. The journal entry amounts are for the net change in position since the last posting.

## Setting Up GLS Integration (no Tabs3)

In order for integration between TAS and GLS to work, the **Integrate with GLS (no Tabs3)** check box in TAS Customization must be selected (*page 65*). (*Note: If TAS and Tabs3 are integrated, the settings in Tabs3 will be used instead of the GLS integration settings in TAS.*)

In order for TAS to generate and automatically post journal entries to GLS, the bank account that the check or EFT is being drawn from must have GLS account numbers entered in the GLS Debit Account and GLS Credit Account fields. Separate credit account numbers can be specified for regular payments, fee payments, expense payments and advance payments. A GLS journal number must also be entered in the GLS Journal Number field. These options are all specified in the Bank Account window (*page 28*).

In order for the Post Tabs3/TAS Accrual Balances program in GLS to be able to post TAS bank account balances to GLS, the GLS debit account, credit account and journal number must be specified for each bank account for which you want balances posted. This information is configured in the TAS Bank Account data entry program via the **GLS Accrual Information** button (*page 28*).

There are no options that must be set up in GLS in order to integrate GLS and TAS.

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## APS Integration

TAS integrates with Accounts Payable Software (APS). Integration with APS is optional. Using the Create APS 1099 Merge File program, TAS can create a merge file with 1099 information for payees. APS can then include this TAS 1099 information on the APS 1099 Report, 1099 Forms and in the 1099 Disk File generated through APS. This feature is particularly useful if you have common vendors and payees in both APS and TAS.

TAS allows you to specify whether each trust account should use the firm or the trust account as the payer on 1099 forms. This is determined by the Federal ID number entered for the trust account. The Federal ID # specified for each trust account should match the firm's Federal ID # if you want the firm to be designated as the payer for the trust account's 1099 information.

At year-end, the 1099 information for trust accounts that are set up to use the firm as the payer can be sent to a merge file using the Create APS 1099 Merge File program in TAS. After TAS determines which checks and EFTs should be included, it subtotals the amounts by payee and writes a record to the file for each payee. This

record includes the Payee Name, Address, Federal ID, Box Number and Total Amount Paid for the Reporting Year specified.

Before each 1099 is generated in APS, the merge file will be searched for a payee Federal ID number and 1099 box number that matches the vendor's Federal ID number and 1099 box number. If a match is found, the amount will be added to the APS total and the total amount will be compared to the APS Minimum YTD Amount specified. Any payees in the merge file who weren't combined with an APS vendor will have a 1099 generated provided the amount is greater than or equal to the APS Minimum YTD Amount specified.

When amounts are found in both TAS and APS, APS will use the name, address and box number specified in the APS vendor record. The name, address and box number in the merge file is used when a vendor with the same Federal ID number does not exist in APS. The paid information for the APS vendors is not affected if you include 1099 information from TAS.

## Setting Up APS Integration

As trust accounts are added, the Federal ID # specified for each trust account should match the firm's Federal ID # if you want the firm to be designated as the payer for the trust account's 1099 information. Before the Create APS 1099 Merge File program is run, you may want to print a 1099 Report to verify that the Federal ID numbers for the trust accounts that will use the firm as the payer match the firm's Federal ID #.

There are no other options in APS that must be set up in order to integrate APS and TAS. When the Create APS 1099 merge file is run, the merge file (T4AP1099.DAT) is written to the current working directory. Each time 1099 information is generated in APS, the software automatically checks the current working directory for the presence of the merge file.

## Create APS 1099 Merge File

<b>Menu Selections</b>	<i>Reports   1099 Information   Create APS 1099 Merge File</i>
<b>Purpose</b>	This program will generate a merge file that can be used by the 1099 programs in Accounts Payable Software. APS will combine amounts from the merge file with the APS information so that a single 1099 can be generated for common entities.
<b>Benefit</b>	By combining paid amounts with APS, there is no need to total the amounts paid for vendors and payees manually.
<b>Frequency</b>	Usually annually.



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# Chapter 8

## Maintenance & Utilities

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### Overview

The programs found on the Maintenance and Utilities menus include programs that are typically not used on a daily basis. These include a number of programs designed to save you time (*such as the Select Trust Transactions to Save/Purge program*) and utility programs (*such as the Renumber Trust Account and Data File Integrity Check programs*). You should familiarize yourself with the purposes of these programs so that you know they are available when a specific need arises.

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### Import Transactions

<b>Menu Selections</b>	<i>Maintenance   Import Transactions</i>
<b>Purpose</b>	The Import Transactions program allows you to import data into TAS that is in a specified ASCII text file named T4IMPORT.DAT.
<b>Benefit</b>	This program essentially allows you to import invoices from other software packages provided the data is in the specified format.
<b>Frequency</b>	As needed

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**Caution:** Make a backup before running this program. If this program is interrupted for any reason, you must restore from the backup. You will be given the opportunity to make a backup immediately after selecting this program.

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### Change Key Type

<b>Menu Selections</b>	<i>Maintenance   Renumber   Change Key Type</i>
<b>Purpose</b>	The Change Key Type program allows you to change the Trust Account Key Type and Decimal Places once it has been assigned in TAS Customization. Changing the Trust Account Key Type and/or Decimal Places will affect all trust accounts.
<b>Benefit</b>	This program is used to increase the Decimal Places thereby allowing for a larger range of file numbers in the Trust ID. This program is also used to change the Trust ID format so that alpha numeric characters (i.e., both letters and numbers) can be used in the client or file portion of the Trust ID.
<b>Frequency</b>	As needed.

---

**Caution:** Make a backup before running this program. If this program is interrupted for any reason, you must restore from the backup. You will be given the opportunity to make a backup immediately after selecting this program.

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**Integration Note:** Changing the Key Type or Decimal Places in TAS will automatically change the Key Type and Decimal Places in Tabs3 and PracticeMaster.

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**Tabs3 Integration Note:** If you plan to integrate a cost recovery system with Tabs3, you may need an updated interface program if you change the Key Type to Alpha or Mixed.

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## Renumber Attorney

<b>Menu Selections</b>	<i>Maintenance   Renumber   Attorney</i>
<b>Purpose</b>	The Renumber Attorney program gives you the ability to assign new numbers to existing attorneys. Information in the attorney file and trust account file is renumbered.
<b>Benefit</b>	Allows you to rearrange the order of your attorneys and optionally combine information for multiple attorneys. This program is commonly used as a result of personnel turnover.
<b>Frequency</b>	As needed.

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**Caution:** Make a backup before running this program. If this program is interrupted for any reason, you must restore from the backup. You will be given the opportunity to make a backup immediately after selecting this program.

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**Integration Note:** Renumbering an attorney in TAS will also renumber the timekeeper in Tabs3 and PracticeMaster.

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## Rename Payee

<b>Menu Selections</b>	<i>Maintenance   Renumber   Rename Payee</i>
<b>Purpose</b>	The Rename Payee program is used to change a payee's name. Payees for existing check and EFT transactions can optionally be renamed.
<b>Benefit</b>	Allows you to edit the name of a payee that already exists in the payee file. Payees are renamed in situations where a payee name was entered incorrectly or a payee's name changed.
<b>Frequency</b>	As needed.

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**Caution:** Make a backup before running this program. If this program is interrupted for any reason, you must restore from the backup. You will be given the opportunity to make a backup immediately after selecting this program.

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## Renumber Trust Account

<b>Menu Selections</b>	<i>Maintenance   Renumber   Trust Account</i>
<b>Purpose</b>	The Renumber Trust Account program gives you the ability to assign new Trust IDs and/or bank account numbers to existing trust accounts. All checks, deposits, EFTs and voided checks are affected.
<b>Benefit</b>	Allows you to move a trust account within your trust account numbering system.
<b>Frequency</b>	As needed.

---

**Caution:** Make a backup before running this program. If this program is interrupted for any reason, you must restore from the backup. You will be given the opportunity to make a backup immediately after selecting this program.

---

**Integration Note:** When integrating TAS with Tabs3 or PracticeMaster, you can renumber an existing trust account to a different bank account. However, renumbering a trust account to a *new* Trust ID must be performed using the Tabs3 Renumber Client program or the PracticeMaster Renumber Client program.

---

## TAS Customization

<b>Menu Selections</b>	<i>Utilities   Customization</i>
<b>Purpose</b>	TAS Customization is used to define various parameters to customize TAS for your firm. TAS Customization is automatically invoked the first time TAS is started.
<b>Benefit</b>	The options in TAS Customization affect checks, integration and the configuration of TAS. You should familiarize yourself with the information in TAS Customization so that you are aware of the options available to you.
<b>Frequency</b>	As needed.

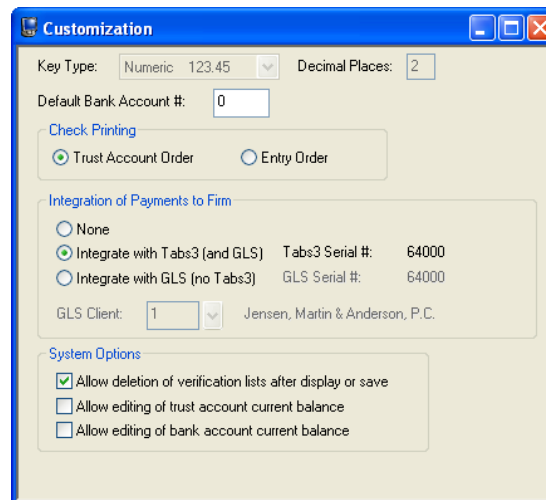


Fig. 8-1, TAS Customization

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## Data File Integrity Check

<b>Menu Selections</b>	<i>Utilities   Data File Integrity Check</i>
<b>Purpose</b>	This program is used to test TAS data files for valid information and structure.
<b>Benefit</b>	It ensures that there is no data corruption in the TAS data files.
<b>Frequency</b>	Weekly and prior to all backups. In addition, this program should be run if a hardware failure occurs while using TAS (i.e., power failure, power surge, etc.) to ensure the integrity of your data.

---

## Initialize TAS ODBC

<b>Menu Selections</b>	<i>Utilities   Initialize TAS ODBC</i>
<b>Purpose</b>	The Initialize TAS ODBC program is used to create a data dictionary file that is used by an ODBC driver. This data dictionary file is named TAS.DB. This program must be run prior to using the ODBC to ensure data accuracy.
<b>Benefit</b>	ODBC is an abbreviation for <b>Open Database Connectivity</b> . The ODBC standard was designed by Microsoft Corporation. Computer data files that are ODBC compliant are stored using a standard data file structure and can be accessed by various third-party software programs in conjunction with an ODBC driver. TAS data files are ODBC capable. This means that the information in the TAS data files can be accessed with an ODBC driver.
<b>Frequency</b>	This program is used by firms who want to export TAS data via an ODBC driver and use it with a third-party software program. This program is typically run only once.

---

**Note:** The ODBC driver is written by FairCom Corporation, the manufacturer of the C-tree file storage method used by TAS. Software Technology, Inc. provides limited technical support for ODBC drivers. All support for ODBC drivers is billable. Software Technology, Inc. cannot provide technical support for third-party software that uses ODBC drivers.

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## Purge Trust Transactions

<b>Menu Selections</b>	<i>Utilities   Purge Transactions</i>
<b>Purpose</b>	This program is used to purge transactions that have the <b>Save/Purge</b> field set to <b>purge</b> . Transactions will be removed from the data files if they meet <i>both</i> of the following conditions: <ul style="list-style-type: none"><li><input type="checkbox"/> The <b>Save/Purge</b> field on the transaction is set to <b>Purge</b>.</li><li><input type="checkbox"/> The <b>Date</b> on the transaction falls on or before the <b>Purge Date</b> specified when the Purge Trust Transactions program is run.</li></ul>
<b>Benefit</b>	It reduces the size of the data files and decreases processing times.
<b>Frequency</b>	Most firms retain their TAS data for as long as possible. Purging transactions is done annually or less often. (Factors to weigh when deciding if transactions should be purged include need for historical detail, IRS requirements, ABA recommendations, disk space available, time required to back up files and security.)

---

**Note:** Check transactions that have been purged cannot be voided.

---

**Caution:** Make a backup before running this program. If this program is interrupted for any reason, you must restore from the backup. You will be given the opportunity to make a backup immediately after selecting this program.

---

**Note:** If you want to maintain transactions for the Check Registers, Client Trust Ledger, 1099s, Voided Check List and Bank Reconciliation *do not* purge transactions.

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## Reindex Files

### Menu Selections

*Utilities | Reindex Files*

### Purpose

The Reindex Files program is used to recreate the index files used by TAS to locate the position of specific records within a data file. This program is typically used only after certain errors have been encountered by the Data File Integrity Check.

### Benefit

Allows you to resolve certain errors reported by the Data File Integrity Check program without having to restore from a backup. The ability to recreate index files gives you the capability of salvaging data if the index data files (i.e., \*.idx) are missing or become corrupted due to hardware failure.

### Frequency

As needed. You may want to consider running this program at year-end with the **Compact Select Files** check box selected to reset the transaction reference numbers.

---

**Caution:** Make a backup before running this program. If this program is interrupted for any reason, you must restore from a backup. You will be given the opportunity to make a backup immediately after selecting this program.

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## Select Trust Transactions to Save/Purge

### Menu Selections

*Utilities | Select Trust Transactions to Save/Purge*

### Purpose

The Select Trust Transactions to Save/Purge program is used to change the **Save/Purge** field for selected trust transactions. Trust transactions that have their **Save/Purge** field set to **Purge** will be deleted from the data files when the Purge Trust Transactions program is run (*provided the **Date** is on or before the **Purge Date** specified when the Purge Trust Transactions program is run*).

### Benefit

This program allows you to change the **Save/Purge** field for a range of transactions rather than changing each one individually.

### Frequency

Most firms retain their TAS data for as long as possible. Purging transactions is done annually or less often. This program is typically used just before purging transactions via the Purge Transactions program.

---

**Caution:** Purging transactions eliminates the ability to run complete Check Registers or Client Trust Ledgers with all transactions.

---

**Note:** The Select Trust Transactions to Save/Purge program *does not* purge entries from the trust transaction file. It only allows you to set the **Save/Purge** field for selected transactions. The purging occurs when the Purge Trust Transactions program is run.

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## Diagnostic Utilities

The network diagnostic utilities can be found in the Diagnostics group of the Help menu, and include programs to help configure network settings and test for basic network reliability on the local workstation. These utilities should only be used when directed by a network technician or Technical Support representative.

### Network Test

**Menu Selections**                      *Help | Diagnostics | Network Test*

**Help**                                      **Network Test**

**Purpose**                                  The Network Test program is designed to test for basic network reliability (i.e., reading and writing across the network) as well as provide a basic idea of read/write speed. It is recommended that the Network Test be run if the firm experiences network-related issues to help determine whether a hardware issue exists. This test will help determine your network's reliability. However, this is not a conclusive test, and other tests may need to be run.

---

**Note:** At least two workstations must select to start the Network Test before the test will begin. The test will more accurately assess your network as more computers join the test. Starting the Network Test will generate a significant amount of network traffic; therefore, we do not recommend running this test during peak working hours of the day.

---

### Network Settings

**Menu Selections**                      *Help | Diagnostics | Network Settings*

**Help**                                      **Network Settings**

**Purpose**                                  This window is designed to check current network settings, as well as allow the firm to configure network settings for the current workstation.

---

**Caution:** This program is used to make registry changes to the local workstation. Do not change network settings unless you have consulted with a network administrator. Improperly configuring your Network Settings might have detrimental effects, including speed issues, fatal errors, and possible data corruption.

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**Note:** Only managers can apply changes in the Network Settings window. All other users can open the Network Settings window and view the current settings, but cannot apply changes.

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# Appendixes

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	<b>Page #</b>
□ Appendix A Technical Support . . . . .	71
□ Appendix B Glossary . . . . .	73
□ Appendix C Forms . . . . .	79
□ Appendix D Startup Options . . . . .	85

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# Appendix A

## Technical Support

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We understand that customer support is an important part of customer satisfaction. When you purchase a Tabs3 or PracticeMaster product, you have our assurance of customer service and product support. Product support plays a key role in our customer service philosophy. Our Technical Support staff is dedicated to helping you get the most from the software by answering technical questions about the product and how it works.

When you invest in software that has been refined and upgraded over a period of years and field proven in thousands of installations, you will find that it doesn't require a lot of support—during installation, or in everyday operation. Nevertheless, before you invest you want to be sure that quality, reliable support is available if and when you need it.

With our software, you get the best support in the business. During working hours you can always get immediate assistance from qualified technicians who have been specifically trained to answer your questions.

**Technical Support**  
**Phone: (402) 419-2210**  
**Hours: 8:00 a.m. to 5:00 p.m. (Central Time)**  
**Monday through Friday**

As a new user, technical support is available at no charge during the first 60 days. After 60 days, if you have not signed up for a Maintenance Plan, there will be a charge for technical support.

If you have a question or problem concerning the software, we recommend the following steps:

1. Check the product documentation including the Help provided with the software. Often, you'll find the answer to your question there.
2. Refer to our Knowledge Base on the Internet. Our Knowledge Base contains extensive information on Error Troubleshooting, Networking & Windows Issues, "How To" Articles and Product-Related Articles. Our Knowledge Base can be launched from the **Help | Internet Resources | Knowledge Base** menu options or found at: [www.support.Tabs3.com](http://www.support.Tabs3.com)
3. Consult your reseller. If you can't find the answer in the product documentation, your reseller may be able to assist you.
4. Call our Technical Support Department. If you need to call Technical Support, do the following before calling:
  - a. Have the program's Serial Number, Version and Release Date available. This information is displayed by selecting **Help** from the menu bar and then choosing **About TAS** (Fig. A-1).
  - b. Be at your computer.
  - c. If you are receiving an error message, write down the complete error message and the steps you performed before the error occurred.
  - d. Determine if the problem occurs repeatedly after a particular series of steps or if it appears to be random. If the problem occurs repeatedly, be able to describe in detail the series of steps that generate the problem.

Having this information immediately available allows our Technical Support staff to evaluate and diagnose your situation more effectively and quickly.

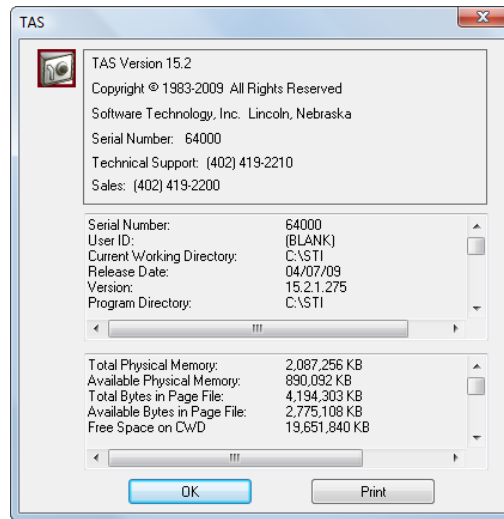


Fig. A-1, About TAS Window

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# Appendix B

## Glossary

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**1099-MISC** An IRS form that is filed annually for certain payees. Consult your accountant to determine if you have any payees who will need an IRS 1099-MISC Form. Besides printing 1099 Forms, TAS can print a 1099 Report that includes 1099 information and also create a file used by Accounts Payable Software so that information for common entities can be combined on APS 1099 Forms.

**access profile** Access profiles are used for specifying access rights to the software. Access profiles are defined using the Access Profile program in System Configuration. A user is granted the access rights of a specific access profile via the User Configuration program.

**access rights** Access rights can be assigned to grant permission to use particular functions. You must belong to an access profile that has access rights to the program you want to use before you will be allowed to access the program.

**account number format** See Trust ID format.

**Active User List** The Active User List shows the User ID, User Name, and computer name of all users who are accessing the software. For each user shown, the program being accessed will be displayed along with the function being accessed (*i.e.*, *User Configuration*, *Data File Integrity Check*, *etc.*). Additionally, if the Detail format is selected, each function being accessed will also be displayed.

**application toolbar** The application toolbar provides the ability to quickly start other Tabs3 and PracticeMaster software.

**APS** APS is an abbreviation for Accounts Payable Software. APS automates payables, keeps track of vendor discounts and recurring payables, accumulates amounts for IRS Form 1099, and allows computer check writing and manual checks from as many as 99 checking accounts. APS integrates with Tabs3, GLS and TAS.

**ASCII** ASCII is an acronym for American Standard Code for Information Interchange. An ASCII text file contains recognizable characters that can be found on

any keyboard and can be displayed on the screen or printed on a printer.

**attorney** See *responsible attorney*.

**back up** To back up is the process of making a copy of data files and/or program files to insure against loss of the originals. The copy of data files and/or program files is also called a backup. It is your responsibility to establish adequate and frequent backup procedures. Your reseller or computer dealer can assist you with this task.

**bank account #** Number assigned to each bank account you will be using to track trust accounts. Checks and reports can be printed by bank account number.

**byte** A bit (binary digit) is one piece of information. It takes eight bits to store one character; one character is one byte.

**Client Server Version (CSV)** The Client Server version (CSV) of Tabs3 and PracticeMaster software is designed specifically to meet the needs of firms with multiple users accessing the software at the same time. Although similar to standard multi-user Tabs3 and PracticeMaster software, CSV software offers additional features including Auto-Recovery, HotBackup, and Software Accelerators; all of which work together to enhance the overall usability, performance and reliability of the software. PracticeMaster Premier CSV software also includes eNote, an intra-office messaging feature.

**clipboard** An area of computer memory where text that has been cut or copied is temporarily stored. Text remains in the clipboard until you cut or copy any additional information to the clipboard or exit Windows.

**comma quote delimited file** A text file where each field of information is contained within quotes and separated from the next field by a comma. Records within the file are separated by hard carriage returns (*i.e.*, "forced" carriage returns).

**criteria page** A criteria page is an optional page that can be printed at the end of any report or check run. This separate page lists all of the options and criteria used for the generation of the report or checks.

**CSV** See *Client Server Version*.

**cursor** A cursor is used as a position indicator on the screen. The cursor appearance will vary depending on the action being performed. It may resemble a vertical bar, pointer or hourglass.

**Decimal Places** The Decimal Places determines the number of digits in the file portion of the Trust ID (i.e., the number of digits to the right of the decimal point). The Decimal Places field can only be defined when using a Key Type of **Numeric** or **Mixed**.

**default** A value that is automatically assigned to data entry fields and options. Defaults can be accepted or overridden.

**DropBox** When printing reports, you can select **Printer, DropBox, File** or **Preview**. Selecting the **DropBox** option saves the report as a PDF file in the DropBox, which is a temporary holding area from which you can e-mail the file, save it, or drag and copy it to another location.

**EFT** An abbreviation for Electronic Funds Transfer. An EFT transaction is similar to a check transaction except that no check number is entered.

**exclusive function** An exclusive function requires exclusive control of the specific system's data files. Only one user will be allowed to access the program if such a function is implemented.

**Federal ID #** The payee's Federal Identification Number or Social Security #. This number will be printed on IRS Form 1099-MISC.

**field** A data file consists of a group of records, such as a trust account record in the trust account data file. Each trust account record consists of a group of fields. Examples of fields in the trust account data file include Trust ID, work description and date opened.

**Firm Federal ID #** Your firm's Federal Identification Number. This number is entered using the Firm Information program in the System Configuration module. This number can be printed on IRS Form 1099-MISC when the payer is the firm.

**FIRM payee** The name of a special payee that is used to integrate with Tabs3 and GLS. When a check transaction or EFT is made out to the payee of FIRM, payment transactions can be posted to Tabs3 and journal entries can be posted to GLS.

**focus** In Windows, the mouse or keyboard can be used to select elements within a window. When using a mouse, the focus is always where the pointer is clicked. However, when using the keyboard, focus is shown in a variety of ways. Focus can be indicated by an insertion point, highlighting or a dotted box. Different keystrokes may behave differently depending on where the focus is in a window.

**GLS** GLS is an abbreviation for Tabs3 General Ledger Software. GLS lets you use your existing chart of accounts and select the financial statement formats you desire. It includes a Reconciliation program to help you balance GLS with your bank statement. Financial statements can be run for any period in the current year or the last two years. GLS has multiple client capability. GLS integrates with Tabs3, APS and TAS.

**GLS client** In GLS, a client is a business entity for which books are kept.

**group** A group is composed of various users. Groups are defined in System Configuration and are used primarily for calendaring and scheduling purposes in PracticeMaster.

**Help** represents the Help files that are provided with the software. It includes the detailed information about all programs within the software. Help is automatically installed when the software is installed. It can be accessed by:

- pressing F1
- selecting the **Help | Help Topics** menus
- clicking the **Help** toolbar button

**HotBackup** HotBackup is a feature unique to Client Server Version (CSV) software that allows all data files to be backed up while they are in use. In database terminology, data is considered "hot" when it is live and accessible to all users. Therefore, backing up data in this state is considered a "hot" backup.

**inactive client** A client whose **Inactive** check box is selected on the **Status** tab of the client data entry program in Tabs3.

**K (Kilobyte)** Abbreviation for kilobytes—one thousand bytes (actually 1,024). Used to refer to memory or disk storage space.

**long file names** Long file names allow up to 255 characters for a file name or folder. The software supports long file names. Long file names may be used in a path.

**lookup window** A lookup window is indicated by a down-arrow button. Lookup windows are used in various fields of the data entry programs for selecting specific records.

**main application window** The main application window is the base window that is opened after starting the software. Task Folders are optionally shown in the main application window. The main application window can be minimized, maximized and resized. The size and position of the main application window is saved in the STI.INI file for subsequent sessions.

**Manager Access Profile** The Manager access profile is an access profile that is predefined in the System Configuration program. The Manager access profile

allows access rights to *all* functions in *all* systems and cannot be edited or deleted. Users who are assigned the Manager access profile are considered system managers in Tabs3 and PracticeMaster software.

**multi-access function** A multi-access function can be accessed by multiple users simultaneously. Other multi-access functions can be accessed at the same time by other users. A single user can have more than one multi-access function open on the same computer.

**name search** A field in a trust account record. This field is used when printing reports and checks in alphabetical order. It is also used to access a trust account alphabetically when entering transactions. When a new trust account is added, the default for this field is the first sixteen characters of the trust account's Name field.

**ODBC** ODBC is an abbreviation for Open Database Connectivity. The ODBC standard was designed by Microsoft Corporation. Computer data files that are ODBC compliant are stored using a standard data file structure and can be accessed by various third-party software programs in conjunction with an ODBC driver. TAS data files are ODBC capable.

**path** A specific drive and directory where data files are to be stored. An example of a path is: C:\TABS3\

**payee** A business entity or person to whom a check or EFT is paid.

**PDF file** A PDF (Portable Document Format) file is a file format developed by Adobe Systems, Inc. that preserves the appearance and format of a document including fonts, margins, and bitmap images. PDF files are compact and can be viewed or printed by anybody who has the free Adobe® Reader® software. PDF files are independent of the environment and platform in which they are created. You can download a current version of Adobe Reader from the Internet at [www.adobe.com](http://www.adobe.com).

**PracticeMaster** PracticeMaster, sometimes abbreviated as PM, is a complete system designed to streamline and automate many of the client related functions which many firms currently perform on paper and with manual filing systems. It provides a convenient method of tracking all client information, with powerful calendaring, database, conflict of interest, reporting, document assembly features, and more.

**print job** Print jobs may consist of reports, lists, checks or forms that are being previewed, saved to a disk file or sent to a Windows printer.

**purge** The optional process of deleting specified trust transactions when the Purge Trust Transactions program is run.

**QuickDates** QuickDates are saved settings that are used to determine a calculated date based on an original

date. QuickDates are created using the QuickDate Calculator.

**reconciled** A reconciled transaction is one that has been reconciled by the Bank Account Reconciliation program. A reconciled transaction can be identified by the label "Reconciled" shown to the right of the Reference field in the Trust Transactions program. Check transactions that have been reconciled cannot be voided.

**record** A record consists of multiple fields of information. A data file consists of a group of records, such as a trust account record in the trust account data file. Each trust account record consists of fields such as Trust ID, work description and date opened.

**reference number** A reference number is automatically assigned to each trust transaction by the data entry program when a new trust transaction is added. The reference number is used for editing purposes. If you want to edit or delete a trust transaction, you must access it by the reference number.

**report definition** TAS allows you to save parameters specified for reports or check runs as a report definition. Report definitions can be retrieved at a later time as needed. This feature saves time when running reports on a regular basis by streamlining the process of selecting the report options. TAS also allows you to save your own report settings as the defaults for a report.

**responsible attorney** Each trust account is assigned a responsible attorney who is in charge of the trust account. The responsible attorney is selected from the timekeeper/attorney file. See also *timekeeper*.

**restore** The procedure used to restore backed up data files to a hard disk. The method of backing up and restoring will vary depending on hardware, software, manufacturer's recommendations and dealer recommendations. Tabs3, PracticeMaster, GLS, APS and TAS include a restore function for the temporary Backup Data Files function built into the software.

**save/purge** A field in each trust transaction that is used to determine if the trust transaction will be "saved" for future reference or "purged" (i.e., deleted) from the data files when the Purge Trust Transactions program is run. Transactions with Save in the Save/Purge field will be retained in the data files and can be retrieved by reports such as the Check Register By Check Number. Transactions that have Purge in the Save/Purge field will be deleted when the Purge Trust Transactions program is run, provided the date on the transaction falls on or before the Purge Date entered. The Select Trust Transactions to Save/Purge program can be used to globally change the Save/Purge field for selected transactions.

**secure client** A client whose **Secure Client** check box on the **Status** tab in the client data entry program of Tabs3 or PracticeMaster has been selected. A client can

be designated as a secure client if you want to restrict access to the client to specific users only. Any user who is a member of the manager access profile has access to all secure clients. Only managers can designate a client as a secure client and specify which users will have access to a secure client.

**shared data file** Shared data files are data files that are used by more than one Tabs3 or PracticeMaster software product.

**single access function** A single access function can only be accessed by one user at a time. Other users can access other functions of the software.

**STI.INI file** The STI.INI file is used by the software to store default window sizes, window positions and other settings. It is also used to store the default printer and font information. This file is maintained for each workstation.

**System Configuration** The System Configuration program is used to configure common elements including users and passwords, access profiles with access rights, groups, and firm information. This configuration information is used by Tabs3, GLS, TAS, APS, and PracticeMaster software. The System Configuration software is provided at no charge with the software.

**system date** The system date refers to your computer's system date. This date can be changed via the Windows Control Panel.

**system tray** The system tray is located on the Windows taskbar and contains small icons for access to various programs and functions such as volume control, system resources, e-mail, etc.

**Tabs3** Tabs3 is an acronym for the Time Accounting and Billing Software. In addition to allowing you to issue accurate and timely billing statements to clients, Tabs3 improves cash flow and tracking of attorney and staff productivity, prompts partners to bill on time and reduces unbilled work-in-process, measures and analyzes billable and non-billable time, minimizes unreported time, provides reports to analyze staff performance and reduces manual and clerical effort in the billing process.

**Tabs3 Financial Software** Tabs3 Financial Software refers collectively to the Tabs3 General Ledger Software (GLS), Tabs3 Accounts Payable Software (APS), and Tabs3 Trust Accounting Software (TAS).

**TAS** TAS is an abbreviation for the Tabs3 Trust Accounting Software. TAS is designed to help your firm keep track of the trusts you manage. Allows computer check writing from 9 different bank accounts as well as manually written checks. A bank account reconciliation program is included. IRS Form 1099 information can be printed in TAS or combined with APS 1099 information. TAS integrates with Tabs3, GLS and APS.

**timekeeper** Timekeeper is a generic label used by Tabs3 and PracticeMaster for personnel whose time is billed to clients. Timekeepers are set up using the Tabs3 or PracticeMaster software whereas users are set up using the System Configuration program. Each timekeeper is assigned a number and initials for data entry purposes. The "timekeeper" label can be changed in Tabs3 Customization. Timekeepers and users are not necessarily the same. For example, a firm that has 3 attorneys (or timekeepers) and 3 secretaries may have 3 timekeepers and 6 users. See also *responsible attorney*.

**TrueType fonts** TrueType fonts are scalable fonts that can be sized to any point size. The printed output of TrueType fonts is identical to what appears on the screen.

**Trust ID Format** The Trust ID represents a unique identifier used to store and retrieve information for a specific trust account. The Trust ID can use all numeric characters, all alphanumeric characters or mixed (alphanumeric characters for the client number and numeric characters for the file number). The type of Trust ID allowed is determined by the Key Type specified in TAS Customization. (*Tabs3 Note: The Trust ID is referred to as the Client ID in Tabs3.*)

**type** A field in the trust transaction record that determines whether the transaction is a check transaction, a deposit transaction or an electronic funds transfer transaction.

**UNC** Universal naming convention (UNC) is a standard method of naming files and other resources on a network. UNC names typically begin with the characters "\\\" such as \\SERVER\TABS3.

**unpaid check transactions** An unpaid check transaction is a check transaction that has been entered with a Check # of "0" (zero). TAS can print checks for these transactions using the Print Checks program. When a check is printed, the Check # is automatically changed to the check number shown on the check.

**User ID** The User ID is a unique eight-character identifier assigned to each user who will be using the software. A User ID must be entered to gain access to the software. User IDs and passwords are defined using User Configuration in the System Configuration program.

**user profile** The user profile is stored in the User ID record in System Configuration. The user profile includes various settings such as window sizes, Task Folder customization, default directories, optional message box settings, etc. Settings saved in the user profile are available to the user regardless of which workstation is being used whereas information saved in the STI.INI file is available for any user who uses the workstation. The user profile can be reset to the factory settings using the Reset Profile button in the User Configuration program in System Configuration.

**verification lists** Lists used to verify transactions that have been added, changed or deleted in TAS using the Trust Transactions program. Verification lists can serve as an audit trail for accounting purposes. Separate verification lists are maintained for each User ID.

**void** The process of backing out a paid check transaction. If TAS is integrated with GLS, reversing entries are automatically created in GLS. If TAS is integrated with Tabs3, you must manually make the adjustments in Tabs3.

**voided check** A voided check is a check transaction that has the word Voided in its Type field. Checks that are automatically voided for test patterns cannot be accessed via the Trust Transactions data entry programs but are included on the Check Register By Check Number.



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# Appendix C

## Forms

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The following is a list of forms that are included in this appendix:

- TAS Attorney Setup Form
- TAS Payee Setup Form
- TAS Bank Account Setup Form
- TAS Trust Account Setup Form





# TAS Payee Setup Form

Name	Address Information	Federal ID #	1099 Info

**1099 Info Options:** Box 1 - Rents  
 Box 3 - Prizes, awards, punitive damages, etc.  
 Box 6 - Medical and health care payments  
 Box 7 - Nonemployee Compensation  
 Box 14 - Gross proceeds paid to attorneys  
 No 1099

# TAS Bank Account Setup Form

Bank Account Information	
Bank Account Number:	Last Check Number Used:
Bank Account Description:	
Allow Negative Trust Balance:	Current Balance:
Tabs3 Statement/WIP Terminology	
Balance Text: <i>Your trust account #1 balance is</i>	
Opening Balance Text: <i>Opening Balance</i>	
Closing Balance Text: <i>Closing Balance</i>	
Bill Remittance Text: <i>Please remit</i>	
Target Remittance Text: <i>Please remit</i>	
Tabs3 Payment Transaction Code Information	
Regular Payment Tcode #:	Expense Payment Tcode #:
Fee Payment Tcode #:	Advance Payment Tcode #:
GLS Account Information for Payments to FIRM <small>(used only when integrating with GLS but not with Tabs3)</small>	
Debit Account #:	Journal Number:
Regular Payment Credit Account #:	
Fee Payment Credit Account #:	
Expense Payment Credit Account #:	
Advance Payment Credit Account #:	
GLS Accrual Information for TAS Bank Account Balances	
Post GLS Accrual Balances for this Bank Account? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Debit Account:	Credit Account:
Journal:	Description:

# TAS Trust Account Setup Form

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

New Account:	Change Account:	Delete Account:
--------------	-----------------	-----------------

Trust Account Information	
Trust ID:	
Bank Account #:	
*Name (Last/First):	
*Name Search:	
*Address Line 1:	
*Address Line 2:	
*Address Line 3:	
*City, State, Zip:	
*Contact Name:	
*Phone:	Federal ID #:
*Work Description:	
*Date Opened:	*Responsible Attorney:
Current Trust Balance:	Desired Minimum Balance:
Tabs3 Integration	
Amount to Bill:	Target Balance:

\* If TAS is integrated with Tabs3, these fields will default to the fields from the Tabs3 client file when a trust account is added.

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# Appendix D

## Startup Options

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There are several startup options available for TAS. Startup options are added to the icon or shortcut used to start TAS. If multiple users will be accessing TAS, the startup options will need to be changed for each user's icon or shortcut.

---

### Bypassing the User ID

As an option, the software lets you specify the User ID as a startup option. Using this option will automatically enter the User ID in the Logon dialog box that is displayed when the software is first started. If the User ID specified is for a user who has been set up with no password, then the Logon dialog box will be bypassed entirely and the main application window will be the first window displayed. However, if a password has been set up for the user, the User ID will be filled in and a password will be required.

The User ID must be a valid User ID in the User Configuration file. The User Configuration file is set up in System Configuration. An example of the startup option is as follows:

```
C:\Program Files\Tabs3\TAS.EXE ALICE
```

---

**Note:** A blank User ID can be specified with quotation marks similar to the following example: C:\Program Files\Tabs3\TAS.EXE ""

---

---

### Starting the Data File Integrity Check

As an option, the software allows a "/DFIC" startup parameter. This allows you to start TAS and automatically run the Data File Integrity Check program. This feature is particularly useful because the Data File Integrity Check can require a lot of time to complete. The "/DFIC" startup option along with the startup option to automatically start TAS at a specified time, can be used as part of a batch file to start a tape backup.

When this option is used and the Data File Integrity Check has completed, TAS will automatically be closed if no errors were encountered. If errors were encountered, a message will be displayed showing the number of errors. After clicking **OK** to clear this message, the Print dialog box will be displayed, allowing you to generate an Error Report showing information about the error(s).

---

**Note:** The normal "sign in" routine is used when TAS is started with the "/DFIC" option. If you have not specified a User ID on the command line, you will be required to enter the User ID. If password security has been defined, you will also be required to enter the password before the Data File Integrity Check will proceed.

---

**Note:** When using the "/DFIC" startup parameter, the Data File Integrity Check is automatically run with the "Read Only" check box cleared.

---

**Note:** The Tip of the Day window will not be displayed when using the /DFIC options.

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## Network Test

As an option, the software allows a “/NWTEST” startup parameter. This allows you to start TAS and automatically run the Network Test program. This feature is particularly useful because the Network Test needs to be run over an extended period of time. If the Network Test is run after business hours, the program may interfere with your backup schedule and prevent an external backup from being created successfully. The “/NWTEST” startup option, along with the startup option to automatically start TAS at a specified time, can be used to start the Network Test at a specified time.

At minimum, two workstations must start the test in order for the Network Test to run successfully. When this startup option is used and the Network Test is started, the Network Test will run until manually stopped using the Stop button in the Network Test window, or until the test encounters an error from which it cannot recover.

An example of the Network Test startup option follows:

```
C:\Program Files\Tabs3\TAS.EXE /NWTEST /T 11:30p
```

---

## Starting TAS at a Specific Time

As an option, the software allows a “/T” startup parameter. This allows you to start TAS at a specified time. This option can be used only in conjunction with the “/DFIC” or “/NWTEST” startup options.

When the software is started with the “/T” option, TAS is started and a Start Time Countdown window will be displayed. This window includes the time remaining until the task will be started, the current date and time, the specified start time and the task selected to be performed (Data File Integrity Check or Network Test).

An example of the startup option is as follows:

```
C:\Program Files\Tabs3\TAS.EXE /DFIC /T 11:30p
```

In this example, the software would be automatically start the Data File Integrity Check at 11:30 p.m.

---

**Note:** The normal “sign in” routine is used when TAS is started with the “/DFIC” option. If you have not specified a User ID on the command line, you will be required to enter the User ID. If password security has been defined, you will also be required to enter the password before the Data File Integrity Check will proceed.

---

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## Force Logon

By default, the Logon dialog box is not shown when starting subsequent systems in the same session. If you want the Logon dialog box to always be displayed when a system is started, you can use the “/FORCELOGON” startup parameter.

An example of the Force Logon startup option follows:

```
C:\Program Files\Tabs3\TAS.EXE /FORCELOGON
```

---

**Note:** Alternatively, you can force the Logon dialog box to be displayed for subsequent system startups by holding down the shift key when starting the subsequent system.

---

If a program is already running on the current computer and another instance of the same program is called, the current session will be called to the foreground. To start a second session, you must either set up the “/FORCELOGON” startup parameter or hold down the shift key while starting the subsequent program.

---

## No DropBox

By default, the DropBox window is always shown when a Tabs3/PracticeMaster application is started (*page 41*). If you want to suppress the DropBox window from being loaded on a workstation when a Tabs3/PracticeMaster application is started, you can use the “NO\_DROPBOX” startup parameter.

An example of the No DropBox startup option follows:

**C:\Program Files\Tabs3\TAS.EXE /NO\_DROPBOX**

---

## Adding Startup Options

► **To add a startup option**

1. Right-click the desktop icon (or menu) used to start TAS and select **Properties**.
2. From the Properties window, click the **Shortcut** tab. The startup option can be entered following the program file name in the **Target** field. An example of the **Target** field when using the User ID startup option is:

**C:\Program Files\Tabs3\TAS.EXE ALICE**

Multiple startup options can be specified in the **Target** field if desired. Options must be separated by a space. An example of the **Target** field when using the option to start the Data File Integrity Check at a specified time is:

**C:\Program Files\Tabs3\TAS.EXE ALICE /DFIC /T11:30p**

3. Click **OK**.



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# Sample Reports

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## Table of Contents

1099 Form ..... 108

1099 Report ..... 107

Attorney List..... 91

Bank Account List ..... 91

Bank Account Reconciliation Report ..... 103

Check ..... 98

Check List, Voided..... 104

Check Register By Check Number..... 99

Check Register By Payee ..... 100

Check Register By Trust Account ..... 101

Client Trust Ledger..... 105

Criteria Page..... 93

Detail Reconciliation Report ..... 103

Ledger, TAS Client Trust..... 105

Payee List..... 92

Reconciliation Report..... 103

TAS Client Trust Ledger ..... 105

TAS Transaction Verification List ..... 96

Trust 1099 Report..... 107

Trust Account List..... 94-95

Trust Ledger..... 105

Trust Transaction Entry List..... 93

Trust Transaction Verification List..... 96

Verification List ..... 96

Voided Check List ..... 104

Standard Trust Accounts Tab

Standard Transactions Tab

Standard Sort Tab

## Standard Program Tabs for Reports

The selection criteria for many reports are broken down into program tabs. Program tabs include the **Trust Accounts** tab, **Transactions** tab, **Options** tab and **Sort** tab. The program tabs classify the selection criteria in a consistent format, making it easy for the operator to select the desired options.

The information on the **Trust Accounts**, **Transactions** and **Sort** tabs is the same for all reports that use these tabs. The exception to this is the Trust Account List which has a unique **Sort** tab. Examples of the three standard program tabs are shown above. The information on the **Options** tab is unique for each report that uses it.

The following descriptions of each report include the program tabs that are used by the report. If the report uses the **Options** tab, then the parameters that can be selected on this unique program tab are listed.

## Optional Report Footer

The software can be configured to include an optional footer on the reports. The footer includes the day of the week, date, and time the report is printed. You can optionally include a horizontal ruling line and the initials of the User ID who prints the report.

The footer is configured at the printer level for each workstation in the Advanced Printing Options window (**File | Print Setup | Advanced Printing Options**).

The following is an example of a footer with the user initials and horizontal ruling line.

## Attorney List

The list shown below is an Attorney List. It shows the information in the attorney file. Each line of the report consists of the attorney number, initials and name. A Responsible Attorney is assigned to each trust account thereby allowing reports to be printed by attorney. The list can be sorted alphabetically by attorney initials or numerically by attorney number.

Date: 11/17/2009		<b>TAS Attorney List</b>	Page: 1
Burns, Jensen & Powers, P.C.			
<b>Attorney</b>			
1	RJB	Robert J. Burns	
2	MLJ	Michael L. Jensen	
3	PAM	Paula A. Madison	
4	DHB	Daniel H. Brady	
5	JPP	Julie P. Powers	

## Bank Account List

The Bank Account List shown below displays the information in the bank account file.

Example of information shown when integrating with GLS and Tabs3

Date: 11/14/2009		<b>TAS Bank Account List</b>	Page: 1
Jensen, Martin, Hilde & Anderson, P.C.			
<u>Bank Account</u>	<u>Description</u>	<u>Current Balance</u>	<u>Last Check #</u> <u>Allow Neg</u>
1	First Bank IOLTA Account	4977.53	45341 N
Tabs3 Statement/WIP Terminology Balance: Your retainer balance is Opening Balance: Opening retainer balance Closing Balance: Closing retainer balance Bill Remit Amount: <b>As per our agreement please remit:</b> Target Remit Amount: <b>To meet your minimum retainer balance, please remit:</b>			
Tabs3 Tcodes:		<u>Reg Pymt</u>	<u>Fee Pymt</u> <u>Exp Pymt</u> <u>Adv Pymt</u>
		900	
<b>GLS Accrual Information</b>			
	<u>Debit</u>	<u>Credit</u>	<u>Jrnl</u> <u>Description</u>
	1150.00	2310.00	1 Accrual Posting

Example of information shown when integrating with GLS without Tabs3

Date: 11/14/2009		<b>TAS Bank Account List</b>	Page: 1
Jensen, Martin, Hilde & Anderson, P.C.			
<u>Bank Account</u>	<u>Description</u>	<u>Current Balance</u>	<u>Last Check #</u> <u>Allow Neg</u>
1	First Bank IOLTA Account	4977.53	45341 N
Tabs3 Statement/WIP Terminology Balance: Your retainer balance is Opening Balance: Opening retainer balance Closing Balance: Closing retainer balance Bill Remit Amount: <b>As per our agreement please remit:</b> Target Remit Amount: <b>To meet your minimum retainer balance, please remit:</b>			
GLS Accounts:		<u>Debit</u>	<u>Reg Pymt</u> <u>Fee Pymt</u> <u>Exp Pymt</u> <u>Adv Pymt</u> <u>Jrnl</u>
		1110.00	4100.00 4400.00 1210.00 2
<b>GLS Accrual Information</b>			
	<u>Debit</u>	<u>Credit</u>	<u>Jrnl</u> <u>Description</u>
	1150.00	2310.00	1 Accrual Posting

## Definitions

<b>Bank Acct</b>	Bank account number defined in TAS. Up to 99 different bank accounts can be defined.
<b>Current Balance</b>	Current balance of all trust accounts in the bank account. The current balance does not include unpaid check transactions.
<b>Last Check #</b>	The last check number used. This field is used to determine the default check number when printing checks or adding a check that has already been printed. The default check number is determined by adding "1" to the number in this field.
<b>Allow Neg</b>	This field determines whether a negative balance is allowed for the individual trust accounts in the bank account.

**Note:** The following information prints only if you are integrating with Tabs3 General Ledger Software (GLS) and/or Tabs3.

<b>Debit GLS Account</b>	The Debit GLS Account represents the GLS account that is debited for the transaction (typically a GLS cash account).
<b>Jrnl</b>	GLS journal number. All GLS journal entries are posted to this GLS journal.
<b>Reg Pymt, Fee Pymt, Exp Pymt and Adv Pymt GLS Accounts</b>	These account numbers represent the GLS accounts that can be credited for the check or EFT to the payee of "FIRM".
<b>Reg Pymt, Fee Pymt, Exp Pymt and Adv Pymt Tabs3 Tcodes</b>	These Tabs3 transaction code numbers represent the Tabs3 payment transactions that can be posted for the check or EFT to the payee of "FIRM".

Date: 11/17/2009		<b>TAS Payee List</b>		Page: 1
Burns, Jensen & Powers, P.C.				
<u>Payee Name &amp; Address</u>	<u>Federal ID #</u>	<u>1099 Box</u>		
Cass County Treasurer 145 North 4th Plattsmouth, NE 68048		N		
Lancaster County Clerk 555 South 10th Street Lincoln, NE 68508		N		
Lancaster County Court 555 South 10th Street Lincoln, NE 68508		N		
Lancaster County Treasurer 555 South 10th Street Lincoln, NE 68508		N		
Firm 1621 Cushman Drive Lincoln, NE 68512	12-3456789	7		
Dawson/Charles L. 27550 Cottonwood Drive San Bernadino, CA 92408	231-90-8253	7		
Able/Paul 245 South 20th Street, Apt. #12 Lincoln, NE 68510	368-12-0987	1		
Smith/David P. 1000 'O' Street, Suite 420 Lincoln, NE 68510	401-98-8765	7		
Bryan/LGH East Medical Center 1600 South 48th Street Lincoln, NE 68506	47-5205856	6		
D & B Real Estate Management Co. 7589 Van Gogh Street P.O. Box 64352 Lincoln, NE 68501	47-8383182	1		
Banks, McCobe & Heins 2031 South 70th Street Suite 102 Lincoln, NE 68506	47-8462954	14		
Noble/Lori Medical Records Department 1823 South Street Lincoln, NE 68502	47-9382777	6		

## Payee List

The list shown above represents the information in the payee file. The payee file saves you time by allowing you not to have to enter the same payee name and address repeatedly. A special payee called "FIRM" allows General Ledger Software journal entries and Tabs3 payments to be created and posted automatically when integrating with GLS and Tabs3. When using "FIRM" as a payee, the firm's name is retrieved from the Firm Information file in System Configuration and is printed on checks and reports. You have the ability to select a beginning and ending payee when printing this list. You can optionally print the list in Federal ID # order.

## Definitions

- Federal ID #** This number represents the Federal ID Number or Social Security Number of the payee if an IRS Form 1099-MISC is desired for the payee.
- 1099 Box** Indicates whether the payee will have a 1099-MISC form printed and the box in which the information will print.
- "N" No form will be printed.
  - "1" The information will print in Box 1 (rents) on the 1099 form.
  - "3" The information will print in Box 3 (prizes, awards, etc.) on the 1099 Form.
  - "6" The information will print in Box 6 (medical and health care payments) on the 1099 Form.
  - "7" The information will print in Box 7 (nonemployee compensation) on the 1099 Form.
  - "14" The information will print in Box 14 (gross proceeds paid to attorneys) on the 1099 Form.

Date: 11/17/2009 **TAS Client Trust Ledger**  
Burns, Jensen & Powers, P.C. Page: 1

System Date: 11/17/2009      Time: 09:40 AM      User ID: MLJ

Trust Account Selection Criteria:  
 Trust Account Number: 200.03      Thru: 200.03  
 Name Search Key:                      Thru: Z  
 Bank Number: 2                      Thru: 2  
 Responsible Attorney: 1              Thru: 99  
 Open Date:                              mm/dd/yyyy      Thru: mm/dd/yyyy

Transaction Selection Criteria:  
 Date:                                      mm/dd/yy      Thru: mm/dd/yy  
 Save/Purge: Both

Client Trust Ledger Options:  
 Include Zero Balance Trusts: Yes  
 Include Only Active Trusts: No  
 Include Voided Checks: No  
 Print Subtotals Only: No  
 Start Account on New Page: Yes

Sort Options:  
 Trust Account Order: Numeric  
 Print Trust Subtotals: Yes  
 Sort by Responsible Attorney: Yes

## Criteria Page

The report shown above is an example of a Criteria Page. A Criteria Page is an optional page that can be printed at the end of most reports. This separate page lists all options and criteria used for generation of the report. The options listed on the Criteria Page are broken down by program tabs where applicable. The Criteria Page shown above is for a Client Trust Ledger.

Date: 11/14/2009 **Trust Entry List by Trust ID**  
Jensen, Martin & Anderson, P.C. Page: 1

**101.00 Williams/John**  
State v. Williams

Bank	Ref #	Date	Check #	Amount	Description	Payee
1	1	08/21/2009	Deposit	2,000.00	Initial Deposit -- Check 1011	
1	2	09/28/2009	45335	200.00	Payment of August Invoice	FIRM
1	3	10/15/2009	45336	723.40	Payment of September Invoice	FIRM
1	4	11/05/2009	Deposit	923.40	Retainer Payment Received, Thank You!	
			<b>Checks</b>	923.40		
			<b>Deposits</b>	2,923.40		
			<b>EFTs</b>	0.00		
			<b>Total</b>	2,000.00		

## Trust Transaction Entry List

The report shown above is an example of an Trust Transaction Entry List. This list can be printed from within the Trust Transactions data entry window. The contents of this list depends on the options specified in the associated View Options window. The sort order of the records is based on the sort column selected in the list.

Date: 11/17/2009	<b>TAS Trust Account List</b> Burns, Jensen & Powers, P.C.				Page: 1
<b>Bank Account: 1 First National Bank - Trust #1</b>					
<u>Trust</u>	<u>Name/Description</u>	<u>Attorney</u>	<u>Contact/Phone</u>	<u>Minimum Balance</u>	<u>Current Balance</u>
200.03-1	<b>Jefferson Insurance Co.</b> Re: Acquisition of Mid-State Insurance Last Deposit: 09/26/2009	001 RJB	Mike Johnson 402-464-2200 Check #: 1005 Last EFT: (none)	1,500.00	2,562.61
<b>First National Bank - Trust #1 Total:</b>					2,562.61

Date: 11/17/2009	<b>TAS Trust Account List</b> Burns, Jensen & Powers, P.C.				Page: 1
<b>Bank Account: 2 First National Bank - Trust #2</b>					
<u>Trust</u>	<u>Name/Description</u>	<u>Attorney</u>	<u>Contact/Phone</u>	<u>Minimum Balance</u>	<u>Current Balance</u>
100.00-2	<b>Dawson/Charles L.</b> Re: Estate Last Deposit: 10/09/2009	005 JPP	*Chuck Dawson 714-884-7525 Check #: 2017 Last EFT: 05/11/2009	0.00	50,996.43
450.00-2	<b>Able/Paul &amp; Mary</b> Re: Parent's Estate Last Deposit: 05/15/2009	001 RJB	Paul Able 402-322-1459 Check #: 2018 Last EFT: (none)	0.00	31,321.00
<b>First National Bank - Trust #2 Total:</b>					82,317.43

## Trust Account List

The Trust Account List can be printed in detail or summary format. You can elect to print totals only. Examples of trust account lists are shown above and on the following page. The program tabs for this report include the standard **Trust Account** tab (*page 90*) as well as the **Options** tab and a unique **Sort** tab. The **Options** tab allows you to select whether the report should be printed in detail or summary format; whether to print a current balance or the balance on a specified date; whether only trust accounts with balances below the desired minimum balance should be selected; whether zero balance trust accounts should be included; and whether to print the last transaction dates. The **Sort** tab allows you to select a primary and secondary order of bank account, attorney or none; print a "totals only" report; subtotal by trust account; and print trust accounts in alphabetical or numerical order.

The Trust Account List shown at the top of the following page is a detail list printed in alphabetical order with a primary sort order of bank account and no secondary sort order. The remaining Trust Account Lists on the following page are "totals only" reports with various sort orders selected. The two-page Trust Account List shown above is a summary list printed in numerical order using a primary sort of bank account and no secondary sort order. The "Totals Only" check box is cleared. Zero balance trust accounts are included. Last transaction dates are included.

## Definitions

<b>Trust #</b>	Trust ID. The bank account number is shown following the Trust ID and a dash character.
<b>Attorney</b>	The responsible attorney number and initials.
<b>Desired Minimum Bal</b>	You can select to include only trust accounts whose current balance is less than the desired minimum balance.
<b>Current Balance or mm/dd/yyyy Balance</b>	The trust account balances include unpaid check transactions. This balance can represent the current balance or the balance as of a certain date.
<b>Tabs3 Target Balance</b>	This field will be included on the detail report if you are integrating with Tabs3 and an amount greater than zero has been entered. This field will not be shown or used if the Tabs3 Amount to Bill field has an amount greater than zero. ( <i>Not shown on the sample report.</i> )
<b>Tabs3 Amt to Bill</b>	This field will be included on the detail report if you are integrating with Tabs3 and an amount greater than zero has been entered.
<b>Name Search</b>	The Name Search field is used for alphabetical sorting.
<b>Last Deposit, Last Check, Last Check #, Last EFT</b>	The date of the last deposit, last check date and check number, and last EFT date. This information is shown only if the <b>Print Last Transaction Dates</b> check box is selected. Although a trust balance can be printed as of a specified date, all trust transactions are used when determining the last transaction dates.

Date: 11/17/2009 **TAS Trust Account List** Burns, Jensen & Powers, P.C. Page: 1

350.00-3	<b>Carter/Arthur J.</b> Re: Business Consulting 4920 Everett Lincoln NE 68503 Contact: *Art Carter Desired Minimum Bal: 500.00 Name Search: CARTER/ARTHUR J.	002 MLJ Date Opened: 03/14/2009 Fed ID: 97-7654323 Phone: 402-438-8424 Current Balance: 2,139.75
200.03-3	<b>Jefferson Insurance Co.</b> Re: Acquisition of Mid-State Insurance American Charter Building 9th & West 'O' Streets Suite 220 Lincoln NE 68510-6330 Contact: Mike Johnson Desired Minimum Bal: 500.00 Tabs3 Amt to Bill: 500.00 Name Search: JEFFERSON INSURA	001 RJB Date Opened: 04/15/2009 Fed ID: 98-7654321 Phone: 402-464-2200 Current Balance: 3,185.00
400.00-3	<b>Lutz/Jody</b> Re: Manage trust account for Jody Rural Route #3 Box 57 Greenwood NE 68533 Contact: *Jody Lutz Desired Minimum Bal: 0.00 Name Search: LUTZ/JODY	005 JPP Date Opened: 03/04/2009 Fed ID: 12-3456789 Phone: 402-598-2354 Current Balance: 10,895.10
<b>First Federal - Trust Account Total:</b>		<b>16,219.85</b>

Detail Alphabetical List  
 Totals Only  
 Primary Order=Bank Account

Totals Only  
 Subtotal by Trust Account  
 Primary Order = None  
 Secondary Order = None

Date: 11/17/2009 **TAS Trust Account List** Burns, Jensen & Powers, P.C. Page: 1

Trust 100.00 Subtotal:	50,996.43
Trust 200.03 Subtotal:	5,747.61
Trust 350.00 Subtotal:	2,139.75
Trust 400.00 Subtotal:	10,895.10
Trust 450.00 Subtotal:	31,321.00
<b>Grand Total:</b>	<b>101,099.89</b>

Totals Only  
 Subtotal by Trust Account  
 Primary Order = Bank Account  
 Secondary Order = None

Date: 11/17/2009 **TAS Trust Account List** Burns, Jensen & Powers, P.C. Page: 1

Trust 200.03 Subtotal:	2,562.61
First National Bank - Trust #1 Total:	2,562.61
Trust 100.00 Subtotal:	50,996.43
Trust 450.00 Subtotal:	31,321.00
First National Bank - Trust #2 Total:	82,317.43
Trust 200.03 Subtotal:	3,185.00
Trust 350.00 Subtotal:	2,139.75
Trust 400.00 Subtotal:	10,895.10
First Federal - Trust Account Total:	16,219.85
<b>Grand Total:</b>	<b>101,099.89</b>

Totals Only  
 Subtotal by Trust Account  
 Primary Order = Attorney  
 Secondary Order = None

Date: 11/17/2009 **TAS Trust Account List** Burns, Jensen & Powers, P.C. Page: 1

Trust 200.03 Subtotal:	5,747.61
Trust 450.00 Subtotal:	31,321.00
Robert J. Burns Total:	37,068.61
Trust 350.00 Subtotal:	2,139.75
Michael L. Jensen Total:	2,139.75
Trust 100.00 Subtotal:	50,996.43
Trust 400.00 Subtotal:	10,895.10
Julie P. Powers Total:	61,891.53
<b>Grand Total:</b>	<b>101,099.89</b>

## TAS Transaction Entry Verification List

Burns, Jensen & Powers, P.C.  
User: MLJ Michael L. Jensen

Trust	Bank	Ref #	Type	Check #	Trans Date	Date Entered	S/P	Amount	Description	Payee	
100.00	2	5	Dep		08/30/2009	09/04/2009	S	25,000.00	Initial Deposit <i>Dawson/Charles L.</i>		
100.00	2	6	Chk	2011	09/07/2009	09/04/2009	S	1,200.00	Expense money for Dawson <i>Dawson/Charles L.</i>	Dawson/Charles L. 27550 Cottonwood Drive San Bernardino, CA 92408	
350.00	3	3	Dep		09/07/2009	09/04/2009	S	4,525.75	Sale of stocks <i>Carter/Arthur J.</i>		
350.00	3	4	EFT		09/18/2009	09/04/2009	S	441.75	Attorney fees <i>Carter/Arthur J.</i>	Burns, Jensen & Powers, P.C. 1621 Cushman Drive Lincoln, NE 68512	
450.00	2	1	Chk	2012	09/18/2009	09/04/2009	S	1,250.00	Accountant fees <i>Able/Paul &amp; Mary</i>	Banks, McCobe & Heins 2031 South 70th Street Suite 102 Lincoln, NE 68506	
100.00	2	7	Chk	2013	09/21/2009	09/04/2009	S	1,450.00	Real estate taxes <i>Dawson/Charles L.</i>	Lancaster County Treasurer 555 South 10th Street Lincoln, NE 68508	
100.00	2	8	Chk	0	09/28/2009	09/04/2009	D	0.00	Management fees <i>Dawson/Charles L.</i>	D & B Real Estate Management Co. 7589 Van Gogh Street P.O. Box 64352 Lincoln, NE 68501	
200.03	1	1	Chk	1023	10/09/2009	09/04/2009	S	25.00	Filing fee for petition <i>Jefferson Insurance Co.</i>	Lancaster County Clerk 555 South 10th Street Lincoln, NE 68508	
								<b>Checks:</b>	3,925.00		
								<b>Deposits:</b>	29,525.75		
								<b>EFTs:</b>	441.75		

Trust Checksum = 175003

**Changed Entries**

<b>New</b>										
350.00	3	3	Dep		09/07/2009	09/04/2009	S	4,525.75	Sale of stocks <i>Carter/Arthur J.</i>	
<b>Old</b>										
350.00	3	3	Dep		09/07/2009	09/04/2009	S	4,255.75		
<b>New</b>										
100.00	2	5	Dep		08/30/2009	09/04/2009	S	25,000.00	Initial Deposit <i>Dawson/Charles L.</i>	
<b>Old</b>										
100.00	2	5	Dep		08/30/2009	09/04/2009	S	52,000.00		

**Deleted Entries**

100.00	2	8	Chk	0	09/28/2009	09/04/2009	S	721.00	Management fees <i>Dawson/Charles L.</i>	D & B Real Estate Management Co. 7589 Van Gogh Street P.O. Box 64352 Lincoln, NE 68501
--------	---	---	-----	---	------------	------------	---	--------	---	---

Total Transaction Count = 11

(Description and definitions on page 97.)

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## Transaction Verification List

The TAS Transaction Verification List is a listing of all trust transactions (checks, electronic funds transfers and deposits) that have been added, changed or deleted since the last time the list was printed. This list is optional and is provided so you can verify the accuracy of the transactions that were entered. The list can be printed in either entry order or bank account order. Every user has their own verification list. The Transaction Verification List shown on the previous page was printed in entry order.

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## Definitions

<b>Date</b>	The date in the heading represents the date the verification list was printed.
<b>Trust</b>	Trust ID.
<b>Bank</b>	Bank account number.
<b>Ref #</b>	Reference number identifying the transaction for editing purposes.
<b>Type</b>	Indicates whether the transaction was a check, deposit or EFT. "Chk" = check transaction, "Dep" = deposit transaction and "EFT" = electronic funds transfer transaction.
<b>Check #</b>	Check number. If this field is blank, then the transaction is a deposit or EFT. If this field = "0", then the check is an unpaid check transaction ( <i>i.e., the transaction was entered with a check number of "0" indicating that the check will be printed later using the Print Checks program</i> ).
<b>Trans Date</b>	Date of the transaction.
<b>Date Entered</b>	Date the transaction was entered.
<b>S/P</b>	Save/Purge field. "S" = save the transaction. "P" <sup>1</sup> = purge the transaction when the Purge Trust Transactions program is run with the appropriate purge date. "D" = deleted transaction.
<b>Description</b>	The trust account description. The trust account name is printed underneath the description.
<b>Payee</b>	Name and address of the party being paid. Payees are included only on check and EFT transactions. If the check or EFT was made out to the payee of "FIRM", the firm's name is retrieved from the Firm Information file in System Configuration and is printed on the report.
<b>Trust Checksum</b>	Total of the Trust IDs (the decimal is not used in the addition, <i>i.e.</i> , 30000 + 30000 + 45000 etc.). The purpose of this number is to provide a cross-total for batched entries. By manually totaling the Trust IDs from the checks, deposits and EFTs entered, and comparing the total to the checksum, you can ensure that all trust transactions have been entered and assigned to the proper trust account.
<b>Changed Entries</b>	Any transactions that are edited will be listed under the Changed Entries section. The record under the "New" heading reflects the changes. The record under the "Old" heading reflects the record before the changes.
<b>Deleted Entries</b>	Any trust transactions that are deleted will be listed under the Deleted Entries section.
<b>Total Transaction Count</b>	Total number of transactions on the list including changes and deletions. Each changed transaction ( <i>i.e.</i> , both old and new) counts as one transaction.

<sup>1</sup> Not shown on the sample report.

**YOUR FIRM NAME HERE**  
1765 SHERIDAN DR. PH. 123-456-7890  
YOUR CITY, STATE 12345

**NATIONAL STATE BANK**  
DOWNTOWN OFFICE  
YOUR CITY, STATE 12345  
00-6789-0000

5047

DATE	NUMBER	AMOUNT
11/09/2009	5047	****\$249.00

PAY TO THE ORDER OF: **Lancaster County Treasurer**  
555 South 10th Street  
Lincoln, NE 68508  
Paul & Mary Able  
Annual property and wheel tax

\*\*\* TWO HUNDRED FORTY-NINE & 00/100 DOLLARS

**SAMPLE - VOID**  
FORM: 080918  
COMPATIBLE ENVELOPE: 91500/91508

⑈005047⑈ ⑆000067894⑆ 12345678⑈

DATE	TRUST NAME	PAY TO DESCRIPTION	AMOUNT
11/09/2009	Paul & Mary Able Account: 450.00-2	Annual property and wheel tax for estate vehicles.	249.00

CHECK DATE	CHECK NO.	CHECK AMOUNT
11/09/2009	5047	249.00

**YOUR FIRM NAME HERE**

Pay To: Lancaster County Treasurer

Date	Trust Name	Description	Amount
11/09/2009	Paul & Mary Able Account: 450.00-2	Annual property and wheel tax for estate vehicles.	249.00

Check Date	Check #	Check Amt
11/09/2009	5047	249.00

## Checks

TAS gives you the option to print checks using TAS or print checks outside of TAS. A Quick Print feature is available when using the Trust Transactions program allowing you to print a check without leaving the Trust Transactions program.

The check shown above was printed by TAS. Checks can be printed by a laser printer or a printer that uses continuous form checks. The program tabs for the Print Checks program include the standard **Trust Accounts** and **Transactions** tabs (page 90).

Before printing checks, you may be given the option to print unlimited test patterns. If a test pattern is printed and you are using checks with preprinted check numbers, the check number used for the test pattern(s) will automatically be voided.

Batches of checks can be printed in trust account order or entry order. The order is a system-wide setting that is specified in TAS Customization.

The check shown above was printed on a laser printer. The information on the check stub is duplicated on the third part of the laser check form (optional). The check number is printed on the check along with a spelled out amount. The Trust ID is printed on the check stub. These options are defined in the TAS Check Printer Setup window.

Settings for a TAS Check printer can be configured in the Print Setup program. The TAS Print Checks program was designed to print checks using a 12 point font (i.e., 10 characters per inch) on forms from Nelco.

The date used for the check is the trust transaction date.

**TAS Check Register by Check Number**  
Burns, Jensen & Powers, P.C.

**Bank Account: 2 First National Bank - Trust #2**

Check #	Date	Recon	Trust ID	Trust Name/Check Description	Payee	Deposits	Withdrawals	Balance
					Beginning Balance:			25.00
Deposit	08/25/2009		450.00	Able/Paul & Mary Retainer Deposit		3,500.00		3,525.00
Deposit	08/30/2009		100.00	Dawson/Charles L. Initial Deposit		52,000.00		55,525.00
Deposit	09/04/2009		200.03	Jefferson Insurance Co. Prepayment for services		1,500.00		57,025.00
Deposit	09/08/2009		100.00	Dawson/Charles L. Sale of stocks		4,255.75		61,280.75
2011	09/08/2009		100.00	Dawson/Charles L. Expense money for Dawson	Dawson/Charles L.		1,200.00	60,080.75
2012	09/18/2009		450.00	Able/Paul & Mary Accountant fees	Banks, McCobe & Heins		1,250.00	58,830.75
2013	09/19/2009	Y P			Check Test Pattern		Void	58,830.75
2014	09/22/2009		100.00	Dawson/Charles L. Real estate taxes	Lancaster County Treasurer		1,450.00	57,380.75
EFT	09/30/2009		100.00	Dawson/Charles L. Payment from trust	Burns, Jensen & Powers, P.C.		1,250.00	56,130.75
2015	09/29/2009		450.00	Able/Paul & Mary Quarterly attorney fee	Burns, Jensen & Powers, P.C.		525.00	55,605.75
2016	09/29/2009		200.03	Jefferson Insurance Co. Expert witness fee	Smith/David P.		625.00	54,980.75
					Total Calculated Balance:	61,255.75	6,300.00	54,980.75
					<b>Deposits for Bank Acct 2</b>	61,255.75		
					<b>EFTs for Bank Acct 2</b>	0.00	1,250.00	
					<b>Checks for Bank Acct 2</b>		5,050.00	

## Check Register By Check Number

The Check Register By Check Number prints a list of checks, deposits and EFTs in bank order for a specified date range for selected bank accounts.

When printed without a running balance, checks are printed in check number order. Deposits and EFTs are combined in one section following the checks and are printed in date order and then entry order. A separate total for checks, deposits and EFTs is printed for each bank account following the deposits and EFTs section.

When printed with a running balance, the transactions are printed in date order with deposits, EFTs and checks intermingled. Additionally, transactions with the same date are sorted by type (deposits, negative EFTs, positive EFTs, checks) and then by check number and entry order.

The program tabs for this report include the standard **Transactions** tab (*page 90*) as well as the **Options** tab. The **Options** tab allows you to specify a range of bank accounts; whether to include totals only or a running balance on the report; whether voided checks or only voided checks should be included; and whether outstanding transactions, reconciled transactions or both outstanding and reconciled transactions should be included. Unpaid check transactions are only included when the check number range uses a beginning check number of "0".

## Definitions

**Date (report heading)** Represents the Report Date entered when the report was printed. The date range of the report (if selected) is shown in the heading below the page number.

**Check #** Check number. This field can also show Deposit or EFT transactions.

**Date (column heading)** Date of the transaction.

**Recon** Reconciled during the Bank Account Reconciliation program. This field is left blank if the transaction has not been "tagged" as reconciled. "Y" indicates the transaction has been "tagged" as a reconciled transaction. "P" indicates the Save/Purge field is set to "Purge".

**Void** The word "Void" is printed in the Withdrawals column for checks that have been voided. Check numbers that have been voided as test patterns include the text "Check Test Pattern" in the "Payee" column.

**Balance** This column prints only if the **Include Running Balance** check box was selected.

\*\*\*<sup>1</sup> When the report is printed without a running balance, indicates the check number is out of sequence.

<sup>1</sup>Not shown on the sample report.

**TAS Check Register by Payee**

Burns, Jensen &amp; Powers, P.C.

<u>Payee</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Trust</u>	<u>Check Description</u>
Banks, McCobe & Heins	2012	09/18/2009	1,250.00	450.00	Accountant fees
<b>Banks, McCobe &amp; Heins Totals</b>		Checks:	1,250.00		
D & B Real Estate Management Co.	3015	09/28/2009	275.00	400.00	Management consultation fee
<b>D &amp; B Real Estate Management Co. Totals</b>		Checks:	275.00		
Dawson/Charles L.	2011	09/07/2009	1,200.00	100.00	Expense money for Dawson
<b>Dawson/Charles L. Totals</b>		Checks:	1,200.00		
Burns, Jensen & Powers, P.C.	EFT	09/18/2009	441.75	350.00	Attorney fees
	2015	09/28/2009	525.00	450.00	Quarterly attorney fee
	EFT	09/28/2009	1,250.00	100.00	Payment from trust
<b>Burns, Jensen &amp; Powers, P.C. Totals</b>		Checks:	525.00		
		EFTs:	1,691.75		
Lancaster County Clerk	1023	08/11/2009	25.00	200.03	Filing fee for petition
	1024	09/12/2009	Void	200.03	Annual property tax
<b>Lancaster County Clerk Totals</b>		Checks:	25.00		
Lancaster County Treasurer	2014	09/21/2009	1,450.00	100.00	Real estate taxes
<b>Lancaster County Treasurer Totals</b>		Checks:	1,450.00		
Smith/David P.	2016	09/28/2009	625.00	200.03	Expert witness fee
<b>Smith/David P. Totals</b>		Checks:	625.00		
<b>Grand Totals</b>		Checks:	5,350.00		
		EFTs:	1,691.75		

**Check Register By Payee**

The Check Register By Payee prints a check register by payee for a selected range of payees. Grand totals are included at the end of the report as well as totals by payee. The program tabs for this report include the standard **Trust Transactions** tab (*page 90*) as well as the **Options** tab. The **Options** tab allows you to specify a report date, a range of payees, whether to print a criteria page, include voided checks, and to start each payee on a new page. You also have the option to only include transactions with no Payee.

**Definitions**

- Date (report heading)** Represents the Report Date entered when the report was printed. The date range of the report (if selected) is shown in the heading below the page number.
- Payee** Payee name for the check and EFT transactions. If the check or EFT was written to a payee of "FIRM", then the firm's name from the Firm Information entered in the System Configuration is printed on the report.
- Check #** Check number. The text "EFT" prints in this field for EFT transaction. The text "Unpaid" prints in this field for the unpaid check transactions (i.e., transactions with a check number of "0").
- Date (column heading)** Date of the transaction.
- Trust** The Trust ID that the check or EFT was written from.
- Total Checks and EFTs** Total checks or EFTs in the transaction file within the reports date range for the payee.
- Grand Totals** The total checks or EFTs within the date range selected for all payees included on the report.
- Void** The word "Void" is printed left justified in the amount column for checks that have been voided.

**TAS Check Register by Trust Account**  
Burns, Jensen & Powers, P.C.

**Attorney: 1 to 99**

<u>Date</u>	<u>Check #</u>	<u>Ref #</u>	<u>Description</u>	<u>Amount</u>	<u>Payee</u>
<b>100.00-2 Dawson/Charles L. Estate</b>					
09/01/2009	Deposit	8	Initial Deposit	52,000.00	
09/07/2009	2011	9	Expense money for Dawson	1,200.00	Dawson/Charles L.
09/07/2009	Deposit	10	Sale of stocks	4,255.75	
09/10/2009	2012	15	Expense Money for Dawson	126.75	Dawson/Charles L.
09/17/2009	EFT	11	Attorney fees	441.75	Burns, Jensen & Powers, P.C.
09/17/2009	2013	16	Processing Fee	20.00	Lancaster County Treasurer
09/18/2009	2014	12	Accountant Fees	1,250.00	Banks, McCobe & Heins
09/21/2009	2015	13	Real estate taxes	1,450.00	Lancaster County Treasurer
09/28/2009	2016	14	Management Fees	Void	D & B Real Estate Management Co.
10/12/2009	2017	7	Attorney Fees	194.57	Burns, Jensen & Powers, P.C.
			Opening Balance:		\$47,656.25
			Total Deposits:	56,255.75CR	
			Total Checks:	4,241.32DB	
			Total EFTs:	441.75DB	
			Closing Balance:		\$99,228.93

**200.03-1 Jefferson Insurance Co.**  
Acquisition of Mid-State Insurance

09/26/2009	Deposit	1	Retainer Deposit.	3,500.00	
10/15/2009	1005	4	Attorney Fees	254.89	Burns, Jensen & Powers, P.C.
			Opening Balance:		\$317.50
			Total Deposits:	3,500.00CR	
			Total Checks:	254.89DB	
			Closing Balance:		\$3,562.61

**200.03-3 Jefferson Insurance Co.**  
Acquisition of Mid-State Insurance

10/30/2009	3023	2	Filing Fee.	15.00	Lancaster County Clerk
			Opening Balance:		\$3,200.00
			Total Checks:	15.00DB	
			Closing Balance:		\$3,185.00
	Trust	200.03 Totals	Opening Balance:		\$3,517.50
			Total Deposits:	3,500.00CR	
			Total Checks:	269.89DB	
			Closing Balance:		\$6,747.61
		Grand Totals:	Opening Balance:		\$51,173.75
			Total Deposits:	59,755.75CR	
			Total Checks:	4,511.21DB	
			Total EFTs:	441.75DB	
			Closing Balance:		\$105,976.54

<u>Bank Account</u>	<u>Opening Bal</u>	<u>Debits</u>	<u>Credits</u>	<u>Closing Bal</u>
1 First National Bank - Trust #1	317.50	254.89	3,500.00	3,562.61
2 First National Bank - Trust #2	47,656.25	4,683.07	56,255.75	99,228.93
3 First Federal - Trust Account	3,200.00	15.00		3,185.00

The Bank Account totals do not include unpaid check transactions.

## Check Register By Trust Account

The Check Register By Trust Account prints a check register by individual trust account for a selected range of trust accounts. Grand totals are included at the end of the report as well as totals by bank account. The program tabs for this report include the standard **Trust Accounts**, **Transactions** and **Sort** tabs (page 90) as well as the **Options** tab. The **Options** tab allows you to specify a report date, whether to print a criteria page and whether to include trust accounts with no activity.

(continued on the following page)

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## Definitions

<b>Date (report heading)</b>	Represents the Report Date entered when the report was printed. The date range of the report (if selected) is shown in the heading below the page number.
<b>Date (column heading)</b>	Date of the transaction.
<b>Check #</b>	Check number. The text "Deposit" prints in this field for deposit transactions. The text "EFT" prints in this field for EFT transactions. The text "Unpaid" prints in this field for unpaid check transactions (i.e., transactions with a check number of "0").
<b>Ref #</b>	Reference number identifying the transaction for editing purposes.
<b>Amount</b>	Amount of transaction.
<b>Payee</b>	Payee name for check and EFT transactions. If the transaction was entered with a payee of "FIRM", then the firm's name from the Firm Information entered in System Configuration is printed on the report.
<b>Void</b>	The word "Void" is printed left justified in the Amount column for checks that have been voided.
<b>Opening Balance</b>	A calculated amount: Closing Balance + Total Checks + EFTs – Total Deposits = Opening Balance.
<b>Total Deposits, Checks and EFTs</b>	Total deposits, checks or EFTs in the transaction file within the report's date range.
<b>Closing Balance</b>	A calculated figure. The trust account balance from the trust account is retrieved. This figure is used if no ending date is selected. If an ending date is selected, all deposits <i>after</i> the ending date are deducted from the trust account balance and all checks and EFTs <i>after</i> the ending date are added to the trust account balance.
<b>Grand Totals</b>	These figures are simply added for each trust account on the report. For example, the Grand Total Opening Balance = Opening Balance + Opening Balance + Opening Balance, etc.
<b>Bank Account Totals</b>	Totals of each bank account's trust accounts are also included on the report. The Bank Account totals do not include unpaid check transactions.
<b>Debits</b>	Total Checks + Total EFTs – Unpaid Checks for all trust accounts for each bank account on the report.
<b>Credits</b>	Total deposits for all trust accounts for each bank account on the report.

Date: 11/17/2009		<b>TAS Detail Reconciliation Report</b>			Page: 1	
		Burns, Jensen & Powers, P.C.				
Bank Account: 2 First National Bank - Trust #2		Reconciled Transactions				
Date	Check #	Trust	Name/Description	Payee	Amount	
				<b>Beginning Statement Balance:</b>	85,855.50	
09/07/2009	2011	100.00	Dawson/Charles L. Expense money for Dawson	Dawson/Charles L.	1,200.00	
09/18/2009	2012	450.00	Able/Paul & Mary Accountant fees	Banks, McCobe & Heins	1,250.00	
09/22/2009	2014	100.00	Dawson/Charles L. Real estate taxes	Lancaster County Treasurer	1,450.00	
09/28/2009	2015	450.00	Able/Paul & Mary Quarterly attorney fee	Burns, Jensen & Powers, P.C.	525.00	
09/28/2009	2016	200.03	Jefferson Insurance Co. Expert witness fee	Smith/David P.	625.00	
				(-) <b>Total Reconciled Checks</b>	5 Items:	5,050.00
08/30/2009	Deposit	100.00	Dawson/Charles L. Initial Deposit		52,000.00	
09/04/2009	Deposit	200.03	Jefferson Insurance Co. Prepayment for services		1,500.00	
09/07/2009	Deposit	100.00	Dawson/Charles L. Sale of stocks		4,255.75	
09/28/2009	EFT	100.00	Dawson/Charles L. Payment from trust	Burns, Jensen & Powers, P.C.	1,250.00	
The transaction cut-off date is 09/30/2009.				(+) <b>Total Reconciled Deposits</b>	3 Items:	57,755.75
				(-) <b>Total Reconciled EFTs</b>	1 Items:	1,250.00
				<b>Cleared Balance:</b>		137,311.25
				<b>Ending Statement Balance:</b>		137,311.25
				<b>Difference:</b>		<b>In Balance</b>

Date: 11/17/2009		<b>TAS Detail Reconciliation Report</b>			Page: 2	
		Burns, Jensen & Powers, P.C.				
Bank Account: 2 First National Bank - Trust #2		Outstanding Transactions				
Date	Check #	Trust	Name/Description	Payee	Amount	
				<b>Cleared Balance:</b>	137,311.25	
09/28/2009	2017	100.00	Dawson/Charles L. Management consultation fee	D & B Real Estate Management Co.	35.00	
The transaction cut-off date is 09/30/2009.				(-) <b>Total Outstanding Checks</b>	1 Items:	35.00
				(+) <b>Total Outstanding Deposits</b>	0 Items:	0.00
				(-) <b>Total Outstanding EFTs</b>	0 Items:	0.00
				<b>Calculated Bank Balance:</b>		137,276.25
				<b>Current Bank Balance:</b>		137,276.25
				<b>Discrepancy:</b>		0.00

## Bank Account Reconciliation Report

The Bank Account Reconciliation Report can be printed for outstanding transactions, reconciled transactions or both. You can select to include checks, deposits, EFTs or all transactions. You can print a detailed report with each transaction or a summary report with only the calculations. The calculations used by the Bank Account Reconciliation are included only when checks, deposits and EFTs are included as well as reconciled transactions.

The Bank Account Reconciliation Report shown above consists of two pages. The report shown is for both reconciled and outstanding transactions and includes checks, deposits and EFTs. The first page consists of reconciled transactions whereas the second page consists of outstanding transactions. Checks are printed in check order followed by a total. Deposits and EFTs are combined in one section and printed in date order followed by totals for both. Counts for reconciled checks, deposits and EFTs are shown as well as for outstanding checks, deposits and EFTs. The Current Bank Balance is compared to the Calculated Bank Balance to determine if any discrepancies exist. This information is included only when both reconciled and outstanding entries are included as well as checks, deposits and EFTs.

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## Definitions

<b>Date</b>	The system date when the report was printed.
<b>Beginning Statement Balance and Ending Statement Balance</b>	Entered by the operator at the beginning of the Bank Account Reconciliation.
<b>Cleared Balance</b>	Cleared Balance = Beginning Statement Balance – Total Reconciled Checks + Total Reconciled Deposits – Total Reconciled EFTs.
<b>Difference</b>	Difference = Cleared Balance – Ending Statement Balance. “In Balance” indicates the reconciliation can be finalized.
<b>Calculated Bank Balance</b>	Calculated Bank Balance = Cleared Balance – Total Outstanding Checks + Total Outstanding Deposits – Total Outstanding EFTs.
<b>Current Bank Balance</b>	Retrieved from the Bank Account file. If a Cut-Off Date was specified, the Current Bank Balance is adjusted as follows to exclude any transactions after the Cut-Off Date. Any deposits after the Cut-Off Date are subtracted and any paid checks or EFTs after the Cut-Off Date are added to the Current Bank Balance. Unpaid checks are not included in this figure.
<b>Discrepancy</b>	Discrepancy = Calculated Bank Balance – Current Bank Balance. This figure is used only for comparison purposes—the Reconciliation can still balance if the Discrepancy does not equal “0.00”.

<sup>1</sup>Not shown on the sample report.

## Voided Check List

The Voided Check List provides an audit trail of voided checks that includes the date the check was voided. Checks can be voided by using the Void Checks program or when a test pattern is printed before printing checks (provided the check printer is configured so that the check number is preprinted on checks).

This list only includes checks that have been voided since the last time transactions were purged when the Purge Trust Transactions program was run. If you want a list of all voided checks, print a Check Register By Check Number for voided checks only. The Voided Check List can be printed for a range of dates and bank accounts.

Date: 11/17/2009	<b>TAS Voided Check List</b>				Page: 1
	Burns, Jensen & Powers, P.C.				
<b>Bank Acct #:</b>	<b>1 First National Bank - Trust #1</b>				
<b>Check #</b>	<b>Trust</b>	<b>Void Date</b>	<b>User ID</b>	<b>Amount</b>	
1023	200.03	09/22/2009	MLJ	25.00	
1028	Pattern	09/05/2009	MLJ	0.00	
	<b>Bank Account Total:</b>			25.00	

## Definitions

<b>Date</b>	Report Date entered when the list was printed.
<b>Void Date</b>	The date specified in the <b>Void Date</b> field when the check was voided.
<b>User ID</b>	User ID of the operator who voided the check.
<b>Pattern</b>	Indicates the check number was automatically voided by TAS when a test pattern was printed.

Attorney: 1 Robert J. Burns

From 09/01/2009 Thru 09/30/2009

**100.00-2 Dawson/Charles L.**  
Estate

Date	Check #	Description	Amount	Balance	Payee
<b>Opening Balance:</b>				\$52,000.00	
09/07/2009	2011	Expense money for Dawson	1,200.00DB	50,800.00	Dawson/Charles L.
09/07/2009	Deposit	Sale of stocks	4,255.75CR	55,055.75	
09/21/2009	2014	Real estate taxes	1,450.00DB	53,605.75	Lancaster County Treasurer
09/27/2009	2017	Management consultation fee	35.00DB	53,570.75	D & B Real Estate Management Co.
09/28/2009	EFT	Payment from trust	1,250.00DB	52,320.75	Burns, Jensen & Powers, P.C.
<b>Total Deposits:</b>			4,255.75CR		
<b>Total Checks:</b>			2,685.00DB		
<b>Total EFTs:</b>			1,250.00DB		
<b>Closing Balance:</b>				\$52,320.75	

**200.03-1 Jefferson Insurance Co.**  
Acquisition of Mid-State Insurance

Date	Check #	Description	Amount	Balance	Payee
<b>Opening Balance:</b>				\$5,000.00	
09/05/2009	EFT	Attorney fees	250.00DB	4,750.00	Burns, Jensen & Powers, P.C.
09/12/2009	Void	Annual property tax	0.00CR	4,750.00	Lancaster County Clerk
<b>Total EFTs:</b>			250.00DB		
<b>Closing Balance:</b>				\$4,750.00	

**200.03-3 Jefferson Insurance Co.**  
Acquisition of Mid-State Insurance

Date	Check #	Description	Amount	Balance	Payee
<b>Opening Balance:</b>				\$500.00	
09/21/2009	Unpaid	Processing fee	25.00DB	475.00	Lancaster County Court
<b>Total Checks:</b>			25.00DB		
<b>Closing Balance:</b>				\$475.00	
<b>Opening Balance:</b>				\$5,500.00	
<b>Total Checks:</b>			25.00DB		
<b>Total EFTs:</b>			250.00DB		
<b>Closing Balance:</b>				\$5,225.00	
<b>Grand Totals:</b>				\$57,500.00	
<b>Opening Balance:</b>				\$57,500.00	
<b>Total Deposits:</b>			4,255.75CR		
<b>Total Checks:</b>			2,710.00DB		
<b>Total EFTs:</b>			1,500.00DB		
<b>Closing Balance:</b>				\$57,545.75	

Bank Account	Opening Balance	Debits	Credits	Closing Balance
1 First National Bank - Trust #1	5,000.00	250.00		4,750.00
2 First National Bank - Trust #2	52,000.00	3,935.00	4,255.75	52,320.75
3 First Federal - Trust Account	500.00			500.00

The Bank Account totals do not include unpaid check transactions.

**Client Trust Ledger**

The Client Trust Ledger shows all activity for selected trust accounts within a selected date range including a running balance. Voided checks are not included. The program tabs for this report include the standard **Trust Accounts**, **Transactions** and **Sort** tabs (page 90) as well as the **Options** tab. The **Options** tab allows you to exclude zero balance trusts, include only active trusts, print subtotals only, and to select whether each trust account should begin on a new page of the report. The Client Trust Ledger shown above includes detail transactions; whereas, the Client Trust Ledger shown on the following page includes subtotals only.

**Definitions**

**Date** Represents the Report Date entered when the report was printed. The date range of the report (if selected) is shown in the heading below the page number.

**Check #** Check number. The word "Deposit" prints in this field for deposit transactions. The word "EFT" prints in this field for EFT transactions. The word "Unpaid" prints for unpaid check transactions (i.e., transactions with a check number of "0").

(continued on the following page)

Attorney: 1 Robert J. Burns

From 09/01/2009 Thru 09/30/2009

**100.00-2 Dawson/Charles L.**  
Estate

<b>Opening Balance:</b>		\$52,000.00
<b>Total Deposits:</b>	4,255.75CR	
<b>Total Checks:</b>	2,685.00DB	
<b>Total EFTs:</b>	1,250.00DB	
<b>Closing Balance:</b>		\$52,320.75

**200.03-1 Jefferson Insurance Co.**  
Acquisition of Mid-State Insurance

<b>Opening Balance:</b>		\$5,000.00
<b>Total EFTs:</b>	250.00DB	
<b>Closing Balance:</b>		\$4,750.00

**200.03-3 Jefferson Insurance Co.**  
Acquisition of Mid-State Insurance

<b>Opening Balance:</b>		\$500.00
<b>Total Checks:</b>	25.00DB	
<b>Closing Balance:</b>		\$475.00

<b>Opening Balance:</b>		\$5,500.00
<b>Total Checks:</b>	25.00DB	
<b>Total EFTs:</b>	250.00DB	
<b>Closing Balance:</b>		\$5,225.00

<b>Grand Totals: Opening Balance:</b>		\$57,500.00
<b>Total Deposits:</b>	4,255.75CR	
<b>Total Checks:</b>	2,710.00DB	
<b>Total EFTs:</b>	1,500.00DB	
<b>Closing Balance:</b>		\$57,545.75

Bank Account	Opening Balance	Debits	Credits	Closing Balance
1 First National Bank - Trust #1	5,000.00	250.00		4,750.00
2 First National Bank - Trust #2	52,000.00	3,935.00	4,255.75	52,320.75
3 First Federal - Trust Account	500.00			500.00

The Bank Account totals do not include unpaid check transactions.

(continued from the previous page)

<b>Amount</b>	Transaction amount. CR indicates the amount is being credited (added) to the trust account and is shown for all deposit transactions. DB indicates the amount is being debited (deducted) from the trust account and is shown for all check and EFT transactions.
<b>Payee</b>	Payee name for check and EFT transactions. If the transaction was entered with a payee of "FIRM", then the firm's name from the Firm Information entered in System Configuration is printed on the report.
<b>Opening Balance</b>	A calculated amount: Closing Balance + Total Checks + Total EFTs – Total Deposits = Opening Balance.
<b>Total Deposits, Checks and EFTs</b>	Total deposits, checks or EFTs in the transaction file within the report's date range.
<b>Closing Balance</b>	A calculated figure. The trust account balance from the trust account is retrieved. This figure is used if no ending date is selected. If an ending date is selected, all deposits <i>after</i> the ending date are deducted from the trust account balance and all checks and EFTs <i>after</i> the ending date are added to the trust account balance.
<b>Grand Totals</b>	These figures are simply added for each trust account on the report. For example, the Grand Total Opening Balance = Opening Balance + Opening Balance + Opening Balance, etc.
<b>Bank Account Totals</b>	Totals of each bank account's trust accounts are also included on the report. The Bank Account totals do not include unpaid check transactions.
<b>Debits</b>	Total Checks + Total EFTs – Unpaid Checks for all trust accounts for each bank account on the report.
<b>Credits</b>	Total Deposits for all trust accounts for each bank account on the report.

Trust		Trust Name	Federal ID	Box	YTD Paid
Date: 11/17/2009 <span style="float: right;">Page: 1</span>					
<b>Trust 1099 Report</b> Burns, Jensen & Powers, P.C. Reporting Year: 2008					
Firm		Burns, Jensen & Powers, P.C.	12-3456789		
	Payee:	Banks, McCobe & Heins	47-8462954	7	1,250.00
	Payee:	D & B Real Estate Management Co.	47-8383182	1	721.00
		Total for Firm:			1,971.00
200.03		Jefferson Insurance Co.	98-7654321		
	Payee:	Burns, Jensen & Powers, P.C.	12-3456789	7	1,500.00
	Payee:	Smith/David P.	401-98-8765	7	625.00
		Total for 200.03:			2,125.00
350.00		Carter/Arthur J.	97-7654323		
	Payee:	Burns, Jensen & Powers, P.C.	12-3456789	7	835.00
		Total for 350.00:			835.00
450.00		Able/Paul & Mary	368-12-0987		
	Payee:	Burns, Jensen & Powers, P.C.	12-3456789	7	1,600.00
		Total for 450.00:			1,600.00
		<b>Grand Total:</b>			<b>6,531.00</b>

Summary 1099 Report

Trust	Trust Name	Federal ID	Box	YTD Paid
Date: 11/17/2009 <span style="float: right;">Page: 1</span>				
<b>Trust 1099 Report</b> Burns, Jensen & Powers, P.C. Reporting Year: 2008				
200.03	Jefferson Insurance Co.	98-7654321		
	Payee:	Burns, Jensen & Powers, P.C.	12-3456789	7
	Date	Check #	Description	
	09/03/2008	1245	Attorney fees	1,500.00
		Total for Firm:		1,500.00
	Payee:	Smith/David P.	401-98-8765	7
	Date	Check #	Description	
	09/20/2008	1249	Expert witness fee	625.00
		Total for Smith/David P.:		625.00
		Total for 200.03:		2,125.00
		<b>Grand Total:</b>		<b>2,125.00</b>

Detail 1099 Report

## 1099 Report & 1099 Form

The TAS 1099 programs offer you the ability to print a 1099 report, 1099 forms or create a merge file to be used to integrate with APS. The reports shown above are summary and detail Trust 1099 Reports, respectively. The Summary 1099 Report shows a total of all check and EFT transactions for each payee. The Detail 1099 Report lists multiple check and EFT transactions, for each payee, in date order. The following page shows examples of 1099-MISC forms.

The TAS 1099 Forms program was designed to print using a 12 point font (10 characters per inch). The paid information will print on the form in Box 1, Box 3, Box 6, Box 7 or Box 14 depending on the **1099 Info** option in the payee file. Unpaid checks (i.e., check transactions with a check number of zero) will not be included in the totals.

The program tabs for the 1099 Report and 1099 Forms programs include the standard **Trust Accounts** tab (*page 90*) as well as the **Options** tab. The **Options** tab includes a detail or summary report option, a payee range, a field to specify the reporting year and a minimum year-to-date amount paid. The **Options** tab for the 1099 Report program also allows you to specify whether each trust account should begin on a new page of the report. The **Options** tab for the 1099 Forms program also allows you to specify whether the trust account or the firm should be the payer on the 1099 forms.

TAS allows you to print 1099 forms using your firm or the trust account as the payer. If the Federal ID number for the trust account is the same as the Federal ID number specified for the firm in Firm Information of System Configuration, then the payer will be the law firm. The 1099 Report prints the 1099 information for the firm first.

## Definitions

<b>Date</b>	The Report Date entered when the report was printed.
<b>YTD Paid</b>	This amount is calculated based on the check and EFT transactions that have a date within the specified reporting year.
<b>Box</b>	Indicates the box on the 1099-MISC Form that the 1099 information will print in. This information is stored in the payee file. <ul style="list-style-type: none"> <li>"1" The information will print in Box 1 (rents) on the 1099 Form.</li> <li>"3" The information will print in Box 3 (prizes, awards, etc.) on the 1099 Form.</li> <li>"6" The information will print in Box 6 (medical and health care payments) on the 1099 Form.</li> <li>"7" The information will print in Box 7 (nonemployee compensation) on the 1099 Form.</li> <li>"14" The information will print in Box 14 (gross proceeds paid to attorneys) on the 1099 Form.</li> </ul>

9595       VOID       CORRECTED

PAYER'S name, street address, city, state, ZIP code, and telephone no. <b>Burns, Jensen &amp; Powers, P.C.</b> 1621 Cushman Drive Lincoln, NE 68510 Phone: 402-423-1440		1 Rents	OMB No. 1545-0115	<b>2008</b>	<b>Miscellaneous Income</b>
		\$ 47,521.00	Form 1099-MISC		
PAYER'S Federal identification number <b>12-3456789</b>		2 Royalties	4 Federal income tax withheld	<b>Copy A</b> For Internal Revenue Service Center File with Form 1096.	
		\$	\$		
RECIPIENT'S identification number <b>47-8383182</b>		3 Other income	6 Medical and health care payments	<b>For Privacy Act and Paperwork Reduction Act Notice, see the 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G.</b>	
		\$	\$		
RECIPIENT'S name <b>D &amp; B Real Estate Management Co.</b>		5 Fishing boat proceeds	8 Substitute payments in lieu of dividends or interest	<b>For Privacy Act and Paperwork Reduction Act Notice, see the 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G.</b>	
Street address (including apt. no.) <b>7589 Van Gogh Street</b> <b>P.O. Box 64352</b>		\$	\$		
City, state, and ZIP code <b>Lincoln NE 68501</b>		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	10 Crop insurance proceeds	<b>For Privacy Act and Paperwork Reduction Act Notice, see the 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G.</b>	
Account number (optional) _____ 2nd TIN not. <input type="checkbox"/>		\$	\$		
15a Section 409A deferrals	15b Section 409A income	11	12	<b>For Privacy Act and Paperwork Reduction Act Notice, see the 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G.</b>	
\$	\$	13 Excess golden parachute payments	14 Gross proceeds paid to an attorney		
16 State tax withheld \$		17 State/Payer's state no. \$		18 State income \$	

Form 1099-MISC      Department of the Treasury - Internal Revenue Service

**Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page**

9595       VOID       CORRECTED

PAYER'S name, street address, city, state, ZIP code, and telephone no. <b>Burns, Jensen &amp; Powers, P.C.</b> 1621 Cushman Drive Lincoln, NE 68510 Phone: 402-423-1440		1 Rents	OMB No. 1545-0115	<b>2008</b>	<b>Miscellaneous Income</b>
		\$	Form 1099-MISC		
PAYER'S Federal identification number <b>12-3456789</b>		2 Royalties	4 Federal income tax withheld	<b>Copy A</b> For Internal Revenue Service Center File with Form 1096.	
		\$	\$		
RECIPIENT'S identification number <b>47-8462954</b>		3 Other income	6 Medical and health care payments	<b>For Privacy Act and Paperwork Reduction Act Notice, see the 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G.</b>	
		\$	\$		
RECIPIENT'S name <b>Banks, McCobe &amp; Heins</b>		5 Fishing boat proceeds	8 Substitute payments in lieu of dividends or interest	<b>For Privacy Act and Paperwork Reduction Act Notice, see the 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G.</b>	
Street address (including apt. no.) <b>2031 South 70th Street</b> <b>Suite 102</b>		\$	\$		
City, state, and ZIP code <b>Lincoln NE 68506</b>		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	10 Crop insurance proceeds	<b>For Privacy Act and Paperwork Reduction Act Notice, see the 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G.</b>	
Account number (optional) _____ 2nd TIN not. <input type="checkbox"/>		\$	\$ 2,250.00		
15a Section 409A deferrals	15b Section 409A income	11	12	<b>For Privacy Act and Paperwork Reduction Act Notice, see the 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G.</b>	
\$	\$	13 Excess golden parachute payments	14 Gross proceeds paid to an attorney		
16 State tax withheld \$		17 State/Payer's state no. \$		18 State income \$	

Form 1099-MISC      Department of the Treasury - Internal Revenue Service

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(Description and definitions are on the previous page.)

# Index

## !

- 1099
  - boxes available on form . . . . . 92
  - Create APS 1099 Merge File . . . . . 61
  - Forms . . . . . 56, 107
  - Report . . . . . 55, 107
  - setting up payees . . . . . 27
  - setting up trust accounts . . . . . 29

## A

- About System Config . . . . . 8
- About TAS . . . . . 9, 72
- accelerators . . . . . 21
- access profile . . . . . 6, 73
- access rights . . . . . 6, 73
- Accounts Payable Software
  - See APS
- accrual integration . . . . . 28, 59 - 60
- active user limit
  - where to find . . . . . 9
- Active User List . . . . . 5, 73
- Advanced Printing Features . . . . . 36
- annual functions . . . . . 19
- application toolbar . . . . . 4
- APS
  - integration overview . . . . . 60
- ASCII . . . . . 73
- attorney
  - Attorney List . . . . . 51, 91
  - file . . . . . 27
  - initial file setup . . . . . 15
  - renumbering . . . . . 64
  - setup form . . . . . 81
- Attorney . . . . . 76
- Attorney List . . . . . 51, 91
- autofill . . . . . 26
- automatic font selection . . . . . 34

## B

- back up . . . . . 9, 73

- HotBackup . . . . . 10
- Back Up Data Files program . . . . . 10
- balances
  - transferring . . . . . 16
- bank account
  - Bank Account List . . . . . 51, 91
  - file . . . . . 28
  - initial file setup . . . . . 16
  - reconciliation . . . . . 45
  - setup form . . . . . 83
- Bank Account List . . . . . 51, 91
- Bank Account Reconciliation . . . . . 45
- Bank Account Reconciliation Report . . . . . 103
- base font . . . . . 34
- bottom margin . . . . . 34
- buttons (toolbar) . . . . . 21
- byte . . . . . 73

## C

- calculator . . . . . 25
- calendar window . . . . . 24
- Change Key Type . . . . . 63
- check number
  - printing on check . . . . . 35
  - zero . . . . . 31
- Check Printer Setup . . . . . 34
- Check Register by Check Number . . . . . 53, 99
- Check Register b
  - y Payee . . . . . 54, 100
- Check Register by Trust Account . . . . . 54, 101
- checklist for new installations . . . . . 18
- checks
  - check amount on checks . . . . . 34
  - check number printing on checks . . . . . 35
  - check stub . . . . . 35 - 36
  - configuring check printers . . . . . 34
  - ordering check forms . . . . . 43
  - printing . . . . . 43
  - quick print . . . . . 44
  - reconciliation . . . . . 45
  - reprocessing interrupted batches . . . . . 44
  - sample check . . . . . 98
  - specifying paper source . . . . . 36
  - specifying paper type . . . . . 36
  - test pattern . . . . . 44
  - voiding . . . . . 45

Can't find your topic? Try the TAS Help Index or the System Configuration Help Index.

Client Trust Ledger	55, 105
clipboard	21, 73
comma delimited file	73
command line options	85
commas on reports	36
configuration	65
conventions	
manual	1
program	2
Create APS 1099 Merge File	61
credit card	
<i>See trust transactions</i>	
criteria page	93
current working directory	9
custom paper size	36
customer support	71
customization	65

## D

daily functions	19
data entry	26
Data File Integrity Check	10, 66
data files	11
date fields	23
date range allowed	23
Decimal Places	9, 14
default printer	33
deleting records	32
deposits	
<i>See trust transactions</i>	
Diagnostics	68
disk file	37 - 38
disk storage space requirements	1
displaying a report	39
drill-down capabilities	41
DropBox	37, 41
duplicate check stub	35 - 36, 98

## E

EFT	
definition	74
<i>See trust transaction</i>	
error log	9
Excel	32
file type	38
exclusive function	6
exiting the software	6

## F

FAQs	19
Federal ID #	
definition	74

payee	27
file	
data files	11
saving a report to a file	37 - 38
File Reorganization	
<i>See Reindex Files</i>	
firm name	3
FIRM Payee	28, 74
folder	2
Font Selection Mode	34
fonts	
base font	34
Font Selection Mode	34
used for reports	34
footer on reports	36, 90
forms	
attorney setup	81
bank account setup	83
payee setup	82
trust account setup	84
frequently asked questions	19

## G

General Ledger Software	
<i>See GLS</i>	
glossary	73
GLS	
configuration	65
definition of	74
integration overview	59
gray text and shading on reports	36

## H

hard disk space storage requirements	1
hardware requirements	1
Help	74
Help Topics	7
historical information	16
HotBackup	10
HTML	
saving a report as HTML	38
saving output as	37

## I

icons	21
Import Transactions	63
inactive client	74
Incident ID	8
initial file setup	15
Initialize TAS ODBC	66
installing	
checklist for new installations	18

TAS.....	2
integration	
APS.....	60
GLS.....	59
overview.....	57
setting up.....	59
Tabs3.....	57

## K

Key Type.....	14
changing.....	63
keystrokes	
text editing.....	22
Windows.....	22
Knowledge Base.....	8

## L

laser printers	
check forms.....	36
duplicate stub option.....	35 - 36
last check # used.....	28
lawyer	
<i>See</i> attorney	
Ledger	
<i>See</i> Client Trust Ledger	
left margin.....	34
License Notice.....	9
Lock Out All Users.....	7
log files	
Submit Log Files.....	8
Log Files.....	9
logging into the software.....	3
Logon dialog box.....	3
Lookup windows.....	25

## M

main application window.....	3
Maintenance Plan.....	71
manager.....	9
Manager access profile	
resetting.....	5
manual font selection.....	34
margins.....	34
maximized windows.....	5
maximum attorney limit.....	9
MDI.....	2
memory.....	9, 72
menu	
TAS.....	11
Microsoft Excel.....	32
Microsoft Word.....	32

miscellaneous files.....	26
mouse	
conventions used in manual.....	1
multi-access function.....	6
multi-user version.....	6
multiple document interface.....	2

## N

Name Search.....	29
negative balance.....	28
network.....	2
Network Settings.....	68
Network Test.....	68
newsletter.....	8

## O

ODBC.....	66
offset adjustment.....	34
open windows maximized.....	5
orientation (paper).....	34

## P

Page Setup.....	34
paper size.....	34
password.....	3, 6
payee	
definition.....	75
file.....	27
FIRM.....	28, 74
initial file setup.....	16
Payee List.....	52, 92
renaming.....	64
setup form.....	82
Payee List.....	52, 92
PDF file.....	38, 41, 75
PM	
<i>See</i> PracticeMaster	
popup calculator.....	25
PracticeMaster.....	75
preferences	
open windows maximized.....	5
print setup.....	33
status bar.....	4
Task Folders.....	3
toolbar.....	4
preprinted check numbers.....	34
preview	
option.....	37 - 38
Preview Window.....	39
Print Check Test Pattern.....	44
Print Checks.....	43

*Can't find your topic? Try the TAS Help Index or the System Configuration Help Index.*

Print Control Window	39
Print Dialog Box	
previewing a report	37 - 38
printing a report	37
saving a report to a disk file	37 - 38
Print Setup	33
Printer Offset Adjustment	34
Printer Setup	33
printers	
check printers	34
default printer	33
where to configure	33
printing	
a report	37
Print Control Window	39
Print Dialog Box	37
print job	75
print queue	39
print setup	33
program directory	72
purge transactions	67
Purge Trust Transactions	66

Bank Account Reconciliation Report	103
Check Register by Check Number	53, 99
Check Register by Payee	54, 100
Check Register by Trust Account	54, 101
Client Trust Ledger	55, 105
Criteria Page	93
Payee List	52, 92
standard program tabs	47 - 49, 90
Trust Account List	52, 94 - 95
Verification List	53, 96 - 97
Voided Check List	55, 104
requirements	1
reset log	9
Reset Optional Messages	8
resetting users	5
resolution	1
responsible attorney	75
restore	73
Restore Data Files program	10
Restore HotBackup	10
right margin	34
rights	6, 73

## Q

queue	
print	39
Quick Print	44
QuickDate Calculator window	25
QuickDates	75
quitting the software	6

## R

rebuild table of contents (report definitions)	50
reconciled	75
reconciliation	17, 45
red negative numbers on reports	36
Redirector	9
reference number	30, 75, 97
registers	
by check number	53
by payee	54, 100
by trust account	54
Reindex Files	67
release date	9
Rename Payee	64
Renumber Attorney	64
Renumber Trust Account	65
report definitions	49
report printer	
<i>See Printer Setup</i>	
report width	34
Reports	
1099 Forms	56, 107
1099 Report	55, 107
Attorney List	51, 91
Bank Account List	51, 91

## S

save/purge field	31
saving a report to a file	37 - 38
screen resolution	1, 9
searching	
Preview Window	40
second session	3
secure client	29
security	6
Select Trust Transactions to Save/Purge	67
serial number	9
where to find	72
Setup	
printer	33
single access function	6
software update	8
spell out check amount	34
starting TAS	2
startup options	
adding	87
bypassing the User ID	85
starting TAS at a specific time	86
starting the Data File Integrity Check	85
status bar	4
STI.INI file	5
stub (check)	35 - 36
Submit Log Files	8
support	71
support log	9
System Configuration	76
system date	23
system requirements	1
system security	6
system time	4
system tray	76

## T

table of contents (report definitions)	
rebuild . . . . .	50
Tab3 . . . . .	76
configuration . . . . .	65
integration . . . . .	57
Tab3 Financial Software . . . . .	76
TAS	
Customization . . . . .	65
data files . . . . .	11
menu . . . . .	11
overview . . . . .	1, 13
TAS Customization . . . . .	65
Task Folders . . . . .	3
technical support . . . . .	71
Test Pattern . . . . .	43 - 44
text editing keystrokes . . . . .	22
time . . . . .	4
timekeeper	
<i>See</i> attorney	
Timekeeper . . . . .	73
Tip of the Day . . . . .	7
toolbar . . . . .	4
toolbar buttons . . . . .	21
top margin . . . . .	34
tractor feed check forms . . . . .	36
transferring initial balances . . . . .	16
troubleshooting . . . . .	33
TrueType fonts . . . . .	76
trust account	
balances . . . . .	30
file . . . . .	29
format of ID . . . . .	14
initial setup . . . . .	16
renumbering . . . . .	65
setup form . . . . .	84
Trust Account List . . . . .	52, 94 - 95
Trust Account List . . . . .	52, 94 - 95
Trust ID Format	
definition . . . . .	76
overview . . . . .	14
Trust Ledger	
<i>See</i> Client Trust Ledger	
trust transaction . . . . .	30
credit card . . . . .	30
entry list . . . . .	53, 93
file . . . . .	30
importing . . . . .	63
purging . . . . .	66
TXT file	
saving a report as TXT . . . . .	38

## U

User ID . . . . .	3, 72, 76
User Newsletter . . . . .	8
users	
resetting . . . . .	5
<i>See</i> User ID	

## V

vendor	
<i>See</i> payee	
verification list . . . . .	53, 77, 96 - 97
version number . . . . .	9, 72
viewing a report . . . . .	37, 39
Vista . . . . .	1
Void Checks . . . . .	45
Voided Check List . . . . .	55, 104

## W

Web site . . . . .	8
weekly functions . . . . .	19
width, report . . . . .	34
Windows Directory . . . . .	9, 72
Windows printer . . . . .	37
Windows Version . . . . .	9, 72
working directory . . . . .	9

## X

XLSX (XLS) . . . . .	38
saving a report as XLSX (XLS) . . . . .	38

## Y

year-end procedures . . . . .	19
yearly functions . . . . .	19

## Z

zoom . . . . .	40
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