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Accounts Payable Report Pack

Tabs3 Billing

PracticeMaster

Trust Accounting

Accounts Payable

General Ledger

Accounts Payable Report Pack

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Purposes & Benefits of AP Reports

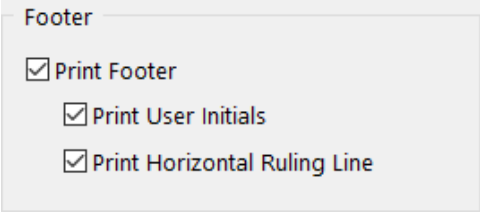
The following table shows the various reports in AP including their purposes and benefits.

Purposes & Benefits of AP Reports			
Report	**Purpose**	**Benefit**	**When to Run**
1099 Forms	Fulfills IRS reporting requirements.	Eliminates manual preparation of forms. Streamlines mandatory annual reporting. Includes payees merged from Trust.	Annually and as needed.
1099 Report	Verify 1099 information before printing forms or preparing disk file. Provides a list of vendors who have been paid more than a specified amount YTD.	Helps eliminate manual preparation of forms. Includes payees merged from Trust.	Annually and as needed.
Aged Unpaid Invoice Report	Prints a list of aged payables sorted by vendor. A detail, summary or totals only report can be run. Option to include invoices set to hold, pay or both.	Easily pinpoint older unpaid invoices and review invoices on hold. This report is designed to be used as a forecasting tool to project cash flow requirements for user definable aging periods.	Before printing checks.
Bank Account List	Shows the bank accounts that have been set up using the Bank Account window. Bank account numbers, descriptions, the last check number used and the GL cash account and accounts payable account used for integration are shown.	Used to verify the information entered for each bank account.	As needed.
Cash Requirements Report *	Provides a list of unpaid invoices in due date order with daily totals. If integrating with GL, the beginning cash account balance is retrieved from GL and a running daily balance is printed as well as GL journal entry information. A detail, summary or totals only report can be run. Tabs3 Billing information can be shown in a detail report.	Easily determine daily cash requirements. Also determine total cash required for batch of checks before payment.	Before printing checks.
Check Register *	Provides a list of checks and EFTs in check number order. Optionally include posted checks, unposted checks or both. Voided checks are included. Optionally include GL information and/or Tabs3 Billing information.	Provides a complete list of checks in check number order, as well as electronic funds transfers. Easy to spot missing check numbers.	Usually after printing checks. Also annually and as needed.

Purposes & Benefits of AP Reports			
Report	**Purpose**	**Benefit**	**When to Run**
Invoice by Vendor List *	Prints a list of invoices in vendor order. Optionally include paid invoices, unpaid invoices or both. When printing unpaid invoices, you can select posted, unposted or both.	Easily print a list of partially paid invoices. Optionally include GL information and/or Tabs3 Billing information.	As needed.
Invoice by Voucher List *	Prints a list of invoices in voucher order. Optionally include paid invoices, unpaid invoices or both.	Particularly useful for finding missing voucher numbers. Optionally include GL information and/or Tabs3 Billing information.	As needed.
Invoice Data Entry Lists	Data Entry lists are used to provide transactions that can be accessed using one of the data entry windows. Separate entry lists can be printed according to date, User ID or attorney.	Provides the ability to instantly print the items in your data entry list without leaving the data entry window.	As needed.
Paid Invoices by Vendor Report	Includes a list of paid invoices for selected vendors. Option to include posted checks and EFTs, unposted checks and EFTs, or both. Optionally specify check date range and whether or not to include descriptions.	Quickly review detail purchase and payment history with vendor.	As needed.
Recurring Entry List	Shows the recurring entries that have been defined using the Recurring Entry utility. GL information will be included if you are integrated with GL.	Determine if recurring entries are on hold and which recurring entries will be posted when the Post Recurring Entries utility is run.	Before posting recurring entries and as needed.
Pre-Check Register *	Prints a list of unpaid invoices in vendor order with totals.	Easily see total check amounts for vendors with multiple invoices before checks are printed. Optionally includes GL and/or Tabs3 Billing information.	As needed.
Vendor Analysis Report	Provides amounts paid and discounts taken for each vendor. Select MTD, YTD or TD period.	Concise report makes it easy to review total amounts paid to vendors.	As needed.
Vendor Labels	Used to print mailing labels based on the vendor information.	Labels can be used on envelopes for special mailings. The label information can optionally be saved to a file for use with a third-party labels application.	As needed.

Purposes & Benefits of AP Reports			
Report	**Purpose**	**Benefit**	**When to Run**
Vendor List	Shows information about each vendor that has been defined. The list can be printed in either a detail or summary format.	Easily review which vendors offer a discount for early payment. It can also be used to review address information and Federal ID numbers.	As needed.
Verification Lists: **Invoice** **Manual Check**	Used to verify invoices, manual checks, and EFTs that have been added, changed or deleted. GL information will be included if you are integrated with GL. Separate verification lists are maintained for each User ID. Verification lists are maintained until they are deleted by the user.	Allows you to check your work after each data entry session.	Usually after each data entry session, daily or weekly.
Voided Check List	Includes checks and EFTs that have been voided.	Provides an audit trail of voided checks and EFTs in check number order that includes the date they were voided.	Annually and as needed.
*** Optionally includes Tabs3 Billing and/or GL information. In addition to detail GL journal entry information shown on the report, a summary page is provided that lists the total per GL account number per GL journal along with a grand total.**			

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.

MLJ	*Monday 08/26/2024 9:51 am*

Criteria Page

Date: 08/26/2024 **Summary Cash Requirements Report** Page: 1
Jensen, Martin & Anderson, P.C.

System Date: 08/26/2024 Time: 08:50 AM User ID: DANIEL

Vendor Selection Criteria:
- Vendor Number: 0 Thru: 999999999
- Name Search Key: Thru: Z

Invoice Selection Criteria:

Bank Acct:	1	Thru:	99
Invoice Date:	mm/dd/yyyy	Thru:	mm/dd/yyyy
Due Date:	mm/dd/yyyy	Thru:	08/23/2024
Voucher:		Thru:	Z

Cash Requirements Report Options:
- Report Type: Summary
- Print in Bank Account Order?: Yes
- Print General Ledger Information?: Yes
- Print Tabs3 Information?: No
- Print Description?: No

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 of the options and criteria used for generation of the report. The options listed on the Criteria Page are broken down by report tabs where applicable. The Criteria Page shown above is for a Summary Cash Requirements Report.

Bank Account List

Date: 08/26/2024 — **AP Bank Account List** — Page: 1

Jensen, Martin & Anderson, P.C.

Bank Account	Description	Last Check	Cash Acct	A/P Acct
1	First Bank	25653	1110.00	2280.00
2 *Inactive*	E.F. Hutton ARA Account	22068	1120.00	2280.00

Menu ***Reports | Miscellaneous | Bank Account List***

The list shown above is a Bank Account List. This list shows the information in the bank account file.

Definitions for Bank Account List

Date — The date the list was printed.

Bank Account — The bank account number defined in AP. Up to 99 different bank accounts can be assigned.

Inactive — If the bank account is marked as inactive, "Inactive" will be displayed in red.

Last Check — The last check number used. This field is used to determine the default check number when adding a manual check, printing checks, or reprinting a check. The default check number is determined by adding "1" to the number in this field.

Cash Acct — The GL cash account that represents this bank account. This column will only be printed if you are integrating with Tabs3 General Ledger.

A/P Acct — The GL accounts payable account that represents the account you want unpaid invoices posted to. This column will only be printed if you are integrating with Tabs3 General Ledger and is optional.

Recurring Entry List

Date: 08/26/2024

AP Recurring Entry List
Jensen, Martin & Anderson, P.C.

Page: 1

Ref #	Vendor #	Bank	H/P	Last Post	Due Day	Amount	G/L Acct	Jr	G/L Amount
4	250	1	P	07/31/2024	01	7,500.00	8010.00	03	7,500.00
	Monthly Rent (Including Electric, Gas & Garbage)								
	D & B Real Estate Management Company								
5	700	1	P	07/31/2024	15	750.00	8200.00	03	750.00
	Monthly Cleaning Charges (Bi-Weekly Service)								
	Clean All Janitorial Services								

Menu ***Reports | Miscellaneous | Recurring Entry List***

The Recurring Entry List shows the information in the recurring entry file. Recurring entries are printed in numerical vendor order.

Definitions for Recurring Entry List

Date The date the list was printed.

Ref # A reference number identifying the recurring entry for editing purposes.

Vendor # The vendor number the recurring entry will be paid to.

Bank The bank account the recurring entry will be paid from.

H/P Status field. Status indicator of the transaction. "H"[1] = Hold, "P" = Pay. Recurring entries that are "on hold" will not be posted to the invoice file when the Post Recurring Entries utility is run.

Last Post The Posting Date from the last time the recurring entry was posted. If the recurring entry has never been posted, the Last Post date will be "mm/dd/yyyy".

Due Day Used to determine the day of the invoice's Due Date. The month and year of the recurring entry's Due Date is taken from the posting date you enter when running the Post Recurring Entries utility. A Due Day of "00" indicates the posting date will be used as the invoice's Due Date.

Amount Invoice amount for the invoice created from the recurring entry.

G/L Acct GL account number(s) to which the invoice entry will be posted. This column will be printed only if you are integrated with Tabs3 General Ledger.

Jr GL journal number to which the invoice entry will be posted. This column will be printed only if you are integrated with Tabs3 General Ledger.

G/L Amount GL amount. Unlimited GL journal entries can be entered for each recurring entry.

Description The description of the recurring entry prints below each recurring entry. The vendor name prints immediately below the recurring entry description.

[1] Not shown on the sample report.

Summary Vendor List

Date: 08/26/2024 — **Summary Numerical Vendor List** — Page: 1
Jensen, Martin & Anderson, P.C.

Vendor	Name	Phone #	Due Days	Discount %	Discount Days
(200)	United Parcel Service				
201	Fed Ex	800.622.1147			
202	Software Technology, LLC	402-419-2200	5		
203	Clerk of the County Court				
204	Clerk of the District Court				
205	Business Week				
225 *	Jackson/Wylinda				
240	NELCO	800-266-4669	30	2.00	10
242	Office Supply Megastore		30	1.50	5
250 *	D & B Real Estate Management Company	402-222-5543			
400	Sprint Local & Long Distance		20		
700 *	Clean All Janitorial Services		30		
999M	Miscellaneous Vendor				

Menu ***Reports | Vendors | Vendor List***

The report shown above is a summary Vendor List. The report tabs for this report include the standard **Vendor** tab as well as the **Options** tab. The **Options** tab allows you to select whether the report should be printed in detail or summary format. The list shown above is printed in summary format in numerical vendor order.

Definitions for Summary Vendor List

Date — The Report Date entered when the list was run.

Vendor — Vendor number. An "M" following the Vendor Number indicates the vendor is set up as a "Miscellaneous Vendor". Inactive vendors are indicated by parentheses around the vendor number.

***** — An "*" following the vendor number indicates the vendor is set up to accrue 1099 information.

Due Days — The number of days from the invoice date that the vendor allows to pay the invoice. This information is used to calculate the invoice's default Due Date when adding new invoices.

Discount % — The discount percentage the vendor offers for early payment. If the value is zero, no percentage will print in this column.

Discount Days — The number of days the vendor allows you to take the discount in. If the Discount % and Discount Days are both zero, no information will print in this column.

Detail Vendor List

Date: 08/26/2024

Detail Numerical Vendor List

Jensen, Martin & Anderson, P.C.

Page: 1

Vendor	Name/Address	Contact/Phone/Email
200	**United Parcel Service** 55 Glenlake Parkway, NE Atlanta GA 30328 **Name Search:** UPS **Vendor Acct #:** 21-332424-2	Hector Mundelez **1099 Info:** None
201	**Fed Ex** 3965 Airways, Module G Memphis TN 38116 **Name Search:** FEDEX **Vendor Acct #:** 3345-3324-3	Yolanda Bonner 1.800.622.1147 **1099 Info:** None
202	**Software Technology, LLC** 1621 Cushman Drive Lincoln NE 68512 **Name Search:** TABS3 **Due Days:** 5 **Vendor Acct #:** T340000	Accounts Payable 402-419-2200 sales@tabs3.com **1099 Info:** None
203	**Clerk of the County Court** 11237 Main Avenue Chicago IL 60665 **Name Search:** COUNTY COOK	*One Check/Invoice* **1099 Info:** None
204	**Clerk of the District Court** City/County Building 1st Floor 555 South 10th Street Lincoln NE 68508 **Name Search:** COUNTY LANCASTER	*One Check/Invoice* **1099 Info:** None
225 *	**Jackson/Wylinda** Suite 257 3423 Crooked Creek Road Atlanta GA 33432 **Name Search:** JACKSON/WYLINDA	**1099 Info:** NEC Box 1 **Fed ID #:** 43-4332521

Menu *Reports | Vendors | Vendor List*

The report shown above is a detail Vendor List and is printed in detail format in numerical order. The report tabs for this report include the standard **Vendor** tab as well as the **Options** tab. The **Options** tab allows you to select whether the report should be printed in detail or summary format.

Definitions for Detail Vendor List

Date — The Report Date entered when the list was run.

Vendor — Vendor number. An "M" following the Vendor Number indicates the vendor is set up as a "Miscellaneous Vendor". Inactive vendors are indicated by parentheses around the vendor number.

***** — An "*" following the vendor number indicates the vendor is set up to accrue 1099 information.

One Check/Invoice — Indicates the vendor is set up to print one check for each invoice instead of combining multiple invoices on one check. This "label" prints only if the vendor is set up to print one check per invoice.

1099 Box — Indicates whether the vendor will have a 1099 Form printed and which box the information will print in.
"N" = No form will be printed.
"MISC Box 1" = The information will print in Box 1 (rents) on Form 1099-MISC.
"MISC Box 3" = The information will print in Box 3 (prizes, awards, etc.) on Form 1099-MISC.
"MISC Box 6" = The information will print in Box 6 (medical and health care payments) on Form 1099-MISC.
"MISC Box 10" = The information will print in Box 10 (gross proceeds paid to attorneys) on Form 1099-MISC.
"NEC Box 1" = The information will print in Box 1 (nonemployee compensation) on Form 1099-NEC.

Due Days — The number of days from the invoice date that the vendor allows to pay the invoice. This information is used to calculate the invoice's default Due Date when adding new invoices.

Disc — The discount percentage the vendor offers for early payment. If the value is zero, this field does not print on the list.

Disc Days — Discount days. The number of days the vendor allows you to take the discount in. If the value is zero, this field does not print on the list.

Grace Period — The number of days beyond the Discount Date that you want to take the discount. If the value is zero, this field does not print on the list.

Vendor Acct # — The account number you have with the vendor. An "*" in the first character position of this field indicates the number will not be included on checks and 1099 Forms. If an "*" is not in the first character position of this field, the Vendor Account # will print on checks on the same line as the vendor name to the far right and also in the Account Number box on 1099 Forms.

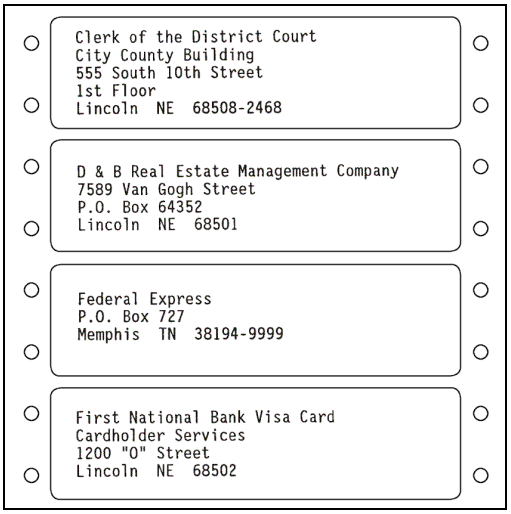
Fed ID# — Federal ID number. The Federal ID # does not print on the list if no Federal ID # was entered for the vendor.

Vendor Labels

Menu ***Vendor | Vendors | Vendor Labels***

The Vendor Labels utility prints labels based on the AP vendor information. You can select which vendors to print labels for based on the information in specified fields in the vendor file. For example, you can select to print labels for vendors whose names start with A thru L. You can select to sort the labels so they print in a specified order, such as zip code order or alphabetical order by vendor name.

The output options include One-across Labels, Two-across Labels, Avery Laser Labels, Comma Quote Delimited Export File, WordPerfect Mail Merge Export File, or Microsoft Word Mail Merge Export File.



Invoice/Manual Check Entry List

Date: 08/26/2024 — **Invoice/Manual Check Entry List by Entry Date** — Page: 1
Jensen, Martin & Anderson, P.C.

Entry Date: **08/26/2024**

Vendor #/Name	Ref #	Invoice #	Check #	Inv/Chk Amount	Description
225 Jackson/Wylinda	2		25653	750.00	Holiday Party
203 Clerk of the County Court	2		EFT	225.00	Documentation Fee, Filing Fee, and Sheriff Service Fee
200 United Parcel Service	3	3243387	INVOICE	75.00	Overnight document delivery
Total				1,050.00	

Date: 08/26/2024 — **Invoice/Manual Check Entry List by Invoice/Check Date** — Page: 1
Jensen, Martin & Anderson, P.C.

Invoice/Check Date: **07/21/2024**

Vendor #/Name	Ref #	Invoice #	Check #	Inv/Chk Amount	Description
250 D & B Real Estate Management Company	2		25649	7,500.00	Monthly Rent (Including Electric, Gas & Garbage)
225 Jackson/Wylinda	1		25648	1,500.00	Catering/Firm Retreat
200 United Parcel Service	2	3243387	25647	75.00	Overnight document delivery
Total				9,075.00	

Date: 08/26/2024 — **Invoice/Manual Check Entry List by Vendor** — Page: 1
Jensen, Martin & Anderson, P.C.

202 Software Technology, LLC

Ref #	Invoice #	Check #	Inv/Chk Date	Inv/Chk Amount	Description
1	312205	25650	08/21/2024	490.00	Software Maintenance Agreement Tabs3 Billing
2	312206	25650	08/21/2024	239.00	Software Maintenance Agreement Tabs3 General Ledger
3	312207	25650	08/21/2024	239.00	Software Maintenance Agreement Tabs3 Accounts Payable
4	312208	25650	08/21/2024	239.00	Software Maintenance Agreement Tabs3 Trust Accounting
5	312209	25650	08/21/2024	800.00	Software Maintenance Agreement PracticeMaster (9 Users)
6	312210	25650	08/21/2024	105.00	Software Maintenance Agreement Tabs3 Taskbill
7	320559	INVOICE	08/21/2024	205.00	Purchase Tabs3 Device Interface Program
			Total	2,317.00	

Menu ***File | Open | Invoice/Manual Checks |*** ***Toggle List |*** ***Print List***

The reports shown above are examples of an Invoice/Manual Check Entry List. This list can be printed from within the Invoice/Manual Check 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.

Verification Lists

Date: 08/26/2024 — Page: 1

AP Invoice/Manual Check Verification List
Jensen, Martin & Anderson, P.C.
User: DAN Daniel H. Brady

Ref Num	Vendor Number	Voucher Number	Invoice Number	Entry Date	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date	Take Disc	Bank Acct	H/P
2	203	200.01PAM		08/14/2024	08/11/2024	09/11/2024	225.00				1	P
Documentation Fee, Filing Fee, and Sheriff Service Fee												
Name:	*Clerk of the County Court*											
GLS Acct:	1210.00	Client Cost Advances			Journal:	3	Amt:	225.00				
1	242		8009A	08/14/2024	08/11/2024	09/11/2024	3,028.00	45.42	08/16/2024	Y	1	P
Laser printer rental												
Name:	*Office Supply Megastore*											
GLS Acct:	8060.00	Office Equipment Lease			Journal:	1	Amt:	3,028.00				
2	242		8107A	08/14/2024	08/11/2024	09/11/2024	55.00	0.83	08/16/2024	Y	1	P
Office supplies												
Name:	*Office Supply Megastore*											
GLS Acct:	8040.00	Office Supplies			Journal:	1	Amt:	55.00				
2	204			08/14/2024	07/26/2024	08/26/2024	60.00				1	P
Filing fee for client 101.00												
Name:	*Clerk of the District Court*											
GLS Acct:	1210.00	Client Cost Advances			Journal:	3	Amt:	60.00				
1	205		5070	08/14/2024	08/14/2024	08/24/2024	39.95				1	P
Check:	25655	Amount:	39.95	Date:	07/14/2024							
Business Week annual subscription, Aug 20 through Jul 21												
Name:	*Business Week*											
GLS Acct:	8110.00	Books			Journal:	1	Amt:	39.95				

Invoices
Total Amount: 3,368.00 Total Discount: 46.25

Manual Checks
Total Amount: 39.95 Total Discount: 0.00 Total Paid: 39.95

Vendor Checksum = 1,096

Changed Entries

New

7	202		320559	08/04/2024	08/14/2024	08/20/2024	205.00				1	P
Purchase Tabs3 Device Interface Program												
Name:	*Software Technology, LLC*											
GLS Acct:	1442.00	Software			Journal:	3	Amt:	205.00				

Old

7	202		320559	08/04/2024	08/14/2024	08/20/2024	150.00				1	P
Name:	*Software Technology, Inc.*											

New

1	242		8009A	08/14/2024	08/11/2024	09/11/2024	3,028.00	45.42	08/15/2024	Y	1	P
Laser printer rental												
Name:	*Office Supply Megastore*											
GLS Acct:	8060.00	Office Equipment Lease			Journal:	1	Amt:	3,028.00				

Old

1	242		8009A	08/14/2024	08/11/2024	09/11/2024	3,028.00	45.42	08/15/2024	Y	1	P
Name:	*Office Supply Megastore*											

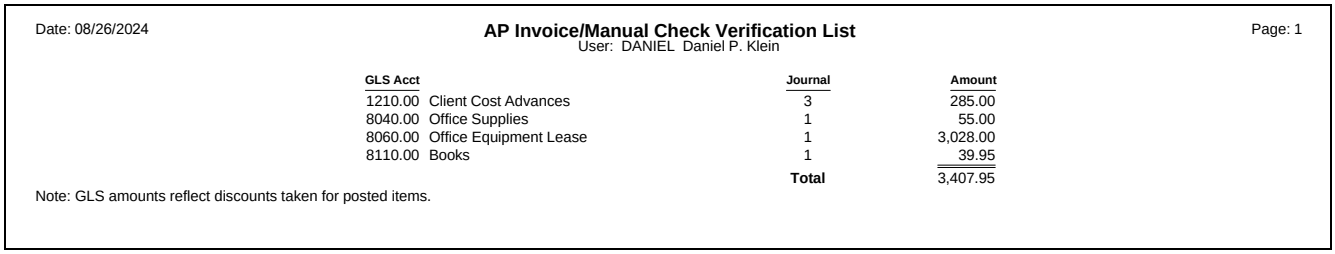
Total Transaction Count = 7

Menu ***File | Open | Invoice/Manual Checks | Esc***

The report shown on pages 14 and 15 is an example of the Invoice/Manual Check Verification List. Manual checks and EFTs include an additional line that shows the Check #, the Check Amount, and the Check Date. Separate totals are included for invoices, manual checks, and EFTs. Pages 14 and 15 portray a two-page Invoice/Manual Check Verification List. The first page

consists of the invoice, manual check, and EFT detail with GL journal entry information and changes and deletions. The second page consists of a summary of the GL Totals.

Separate verification lists are maintained for each User ID. The User ID is shown in the report heading.



Date: 08/26/2024 **AP Invoice/Manual Check Verification List** Page: 1
User: DANIEL Daniel P. Klein

GLS Acct		Journal	Amount
1210.00	Client Cost Advances	3	285.00
8040.00	Office Supplies	1	55.00
8060.00	Office Equipment Lease	1	3,028.00
8110.00	Books	1	39.95
		Total	3,407.95

Note: GLS amounts reflect discounts taken for posted items.

Definitions for Verification Lists

Date Indicates the date the list was printed.

Ref Num Reference number identifying the entry for editing purposes.

AUTO (In the Voucher # column.) Indicates the invoice was posted from a recurring entry.

Disc Amount Amount of discount. This value will be printed only if the Discount Amount is greater than zero.

Disc Date Date discount must be taken by. This date will be printed only if a Discount Date is entered.

Take Disc "Y" (Yes) or "N" (No) for taking the discount. This field will be printed only if a Discount Amount is entered.

Bank Acct AP bank account number that the invoice or manual check is paid from.

H/P Status field. Status indicator of the transaction. "H" = Hold[1], "P" = Pay, "D" = Deleted, "*" = Posted[1].

Amount to Pay[1] Amount to Pay shown on the invoice. This field will only be displayed if the Amount to Pay does not equal the invoice amount.

Name Vendor name.

GLS Acct GL account number that will be posted to once the transaction has been paid and posted. This information will be printed only if you are integrated with Tabs3 General Ledger.

Journal GL journal number that the journal entry will be posted to. This information will be printed only if you are integrated with Tabs3 General Ledger.

Amt Dollar amount to be posted to the GL account number. Amount reflects discount for posted items. This information will be printed only if you are integrated with Tabs3 General Ledger.

GLS Subtotal Subtotal of all GL amounts for each invoice or manual check. This line will be printed if you are integrated with Tabs3 General Ledger and there is more than one debit journal entry entered for the invoice, manual check, or EFT.

Total Amount Separate Total Amounts are shown for invoices and manual checks.

Total Discount Separate Total Discounts are shown for invoices and manual checks. All discounts on the list are included in the totals regardless of whether a discount is to be taken or not.

Total Paid Total Paid is shown in the Manual Check and EFT totals only. This figure represents the total amount paid. (Total Amount minus discounts taken.)

Total to Pay[1] Total of all Invoice Amounts that will be paid. Uses Amount to Pay rather than Invoice Amount for invoices that have an Amount to Pay that is less than the Invoice Amount.

Vendor Checksum Total of the vendor numbers (the decimal is not used in the addition). The purpose of this number is to provide a cross-total for batched entries. By manually totaling the vendor numbers from the

	invoices entered and comparing the total to the checksum, you can ensure that all transactions have been entered and assigned to the proper vendor.
Changed Entries and Deleted Entries	Any entries that are edited or deleted will be listed under the Changed Entries or Deleted Entries sections. For changed entries, the original entry will be shown under the "Old" heading, and the changes will be reflected under the "New" heading. When an invoice or manual check is deleted, the Invoice Amount is automatically changed to zero and the Status field is changed to "D".
Total Transaction Count	Total number of transactions on the list including changes and deletions. Each changed transaction (i.e., both old and new) counts as one transaction.

[1] Not shown on sample report.

Invoice by Vendor List

Date: 08/26/2024 — **Invoice by Vendor List** — Jensen, Martin & Anderson, P.C. — Page: 1

Voucher #	Invoice #	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date		Net Amount	1099	Ref #	Description		Codes
200 United Parcel Service													
200.01MLJ	3243387	032224	062224	75.00			P	75.00		1	Overnight document delivery	*	1
	3243387	032324	062324	75.00			P	75.00		3	Postage	*	1
	3243387	072224	072224	75.00			P	75.00		2	Overnight document delivery	*	1
Vendor Totals				225.00	0.00			225.00					
202 Software Technology, LLC													
	312205	081624	082124	490.00			P	490.00		1	Software Maintenance Agreement Tabs3	*	1
	312206	081624	082124	239.00			P	239.00		2	Software Maintenance Agreement Tabs3 General Ledger	*	1
	312207	081624	082124	239.00			P	239.00		3	Software Maintenance Agreement Tabs3 Accounts Payable	*	1
	312208	081624	082124	239.00			P	239.00		4	Software Maintenance Agreement Tabs3 Trust Accounting	*	1
	312209	081624	082124	800.00			P	800.00		5	Software Maintenance Agreement PracticeMaster (9 Users)	*	1
	312210	081624	082124	105.00			P	105.00		6	Software Maintenance Agreement Tabs3 Taskbill	*	1
	320559	082124	082624	205.00				205.00		7	Purchase Tabs3 Device Interface Program		1
Vendor Totals				2,317.00	0.00			2,317.00					
203 Clerk of the County Court													
200.01PAM		042224	042224	225.00			P	225.00		1	Documentation Fee, Filing Fee, and Sheriff Service Fee	*	1
Vendor Totals				225.00	0.00			225.00					
204 Clerk of the District Court													
		032324	032324	75.00			P	75.00		2	Filing fee	*	1
		051624	051624	75.00			P	75.00		3	Filing fee	*	1
850.00 RON		081624	081624	150.00				150.00		1	Petition for Dissolution of Marriage Filing Fee		1
Vendor Totals				300.00	0.00			300.00					
225 Jackson/Wylinda													
		122023	122023	750.00			P	750.00	Y	2	Holiday Party	*	1
		072224	072224	1,500.00			P	1,500.00	Y	1	Catering/Firm Retreat	*	1
Vendor Totals				2,250.00	0.00			2,250.00					
240 NELCO													
5065	2094756	072224	082224	129.85			P	129.85		1	Check order for Trust and AP Checks	*	1
Vendor Totals				129.85	0.00			129.85					
250 D & B Real Estate Management Company													
AUTO		071824	071824	7,500.00			P	7,500.00	Y	1	Monthly Rent (Including Electric, Gas & Garbage)	*	1
AUTO		072224	072224	7,500.00			P	7,500.00	Y	2	Monthly Rent (Including Electric, Gas & Garbage)	*	1
5074	KEY	080924	080924	10.00				10.00	N	3	Duplicate Key for building		1
Vendor Totals				15,010.00	0.00			15,010.00					
300 Thomson Reuters Payment Center													
		042124	042124	4.00			P	4.00		3	Online Legal Research	*	1
		052024	052024	75.00			P	75.00		1	Online Legal Research	*	1
		062124	062124	40.00			P	40.00		4	Online Legal Research	*	1
		072524	072524	4.00			P	4.00		2	Online Legal Research	*	1
		072624	072624	50.00			P	50.00		5	Online Legal Research	*	1
		072624	072624	50.00			P	50.00		6	Online Legal Research	*	1
		072624	072624	50.00			P	50.00		7	Online Legal Research	*	1
		072624	072624	50.00			P	50.00		8	Online Legal Research	*	1
Vendor Totals				323.00	0.00			323.00					
325 Professional Messenger Services													
		061724	061724	20.00			P	20.00	Y	2	Courier Fee	*	1
		062024	062024	25.00			P	25.00	Y	4	Courier Fee	*	1
		082124	082124	47.50			P	47.50	Y	1	Courier Fee	*	1
		082124	082124	35.00			P	35.00	Y	3	Courier Fee	*	1
Vendor Totals				127.50	0.00			127.50					
400 Sprint Local & Long Distance													
	402310760011	081624	082124	68.96				68.96		1	November Cell Phone Charges		1
Vendor Totals				68.96	0.00			68.96					
700 Clean All Janitorial Services													
AUTO		071824	072124	750.00			P	750.00	Y	1	Monthly Cleaning Charges (Bi-Weekly Service)	*	1
AUTO		072224	082124	750.00				750.00	Y	2	Monthly Cleaning Charges (Bi-Weekly Service)		1
Vendor Totals				1,500.00	0.00			1,500.00					
Grand Totals				22,476.31	0.00			22,476.31					

Menu ***Reports | Invoices | Invoice by Vendor List***

The reports shown on pages 17 and 19 are examples of the Invoice by Vendor List. The report tabs for this report include the standard **Vendor** and **Invoices** tabs as well as the **Options** tab. The **Options** tab includes parameters that enable you to include paid invoices, unpaid invoices or both. If you select to include only unpaid invoices, you will have the option to include posted unpaid invoices, unposted unpaid invoices or both as well as the option to include invoices set to Hold, Pay or both. A list showing only partial payment invoices can be printed. A list of invoices with the **Exclude from 1099 Reporting** check box selected or cleared can be printed.

You also have the option to include GL amounts. If you include GL amounts, the GL accounts, journals, amounts and the unpaid posting date for posted unpaid invoices will be included for each invoice. GL amounts are prorated if discounts are taken. Additionally, a summary page is included at the end of the list that shows totals for each account for each journal.

You have the option to include Tabs3 Billing cost information. When included, the Tabs3 Billing client ID, client name, client work description, date, tcode number and transaction type ("A" for Advance or "E" for Expense), amount, paid status (Paid or Unpaid), and reference number are shown on the report for each cost transaction associated with the invoice.

Invoices, manual checks, and EFTs are sorted first by vendor and then by invoice number. Multiple invoices with the same vendor and invoice numbers are additionally sorted by date and then by reference number. Invoices for miscellaneous vendors are listed under the same miscellaneous vendor number; however, multiple invoices for the same miscellaneous vendor are sorted by the name entered on the Address tab of the invoice/manual checks data entry window. Inactive vendors are indicated by parentheses around the vendor number[1].

The Discount Date on the invoice will be used as the Due Date if the Discount Date plus the number of Grace Period Days in the vendor file is on or before the Report Date. Otherwise, the Due Date on the invoice will be used.

The report shown on page 17 excludes the GL information but includes both paid and unpaid invoices. The report shown on page 19 is for unpaid invoices only and includes Tabs3 Billing cost and GL information.

Definitions for Invoice by Vendor List

Date — The Report Date entered when the report was run.

AUTO — (In the Voucher # column.) Indicates the invoice was posted from a recurring entry.

Inv Amount — Total invoice amount. The remaining amount due and an "H" will print below the Vendor total if the Amount to Pay is less than the full Invoice Amount[1].

Disc Date — The date the discount must be taken by. A "Y" following the Discount Date indicates that the discount will be taken[1]. *(Note: Discounts will only be taken if the Discount Date on the invoice plus the number of Grace Period Days from the vendor file is on or before the Report Date. If a discount is taken and the GL amounts for the invoice equal the Net Amount of the invoice, the GL amounts will be prorated on the report to equal the discount amount.)*

P — A "P" following the Discount Date indicates the invoice is paid.

Net Amount — Equivalent to Invoice Amount minus Discount Amount if the invoice included a Discount Amount. *(Note: If a discount is not taken, then the Net Amount will be equal to the Invoice Amount.)* If the invoice included an Amount to Pay that was less than the full Invoice Amount, the Amount to Pay will be shown as the Net Amount and an "*" will be shown to the right of the Net Amount[1].

1099 — A "N" in the 1099 column indicates the vendor is set up to print a 1099, but the invoice has the **Exclude from 1099 Reporting** check box selected. A "Y" indicates the vendor is set up to print a 1099 and the invoice has that check box cleared. A blank 1099 column indicates the vendor is not set up to print a 1099.

Codes — There are two columns of information under this heading.

The first column is the **Status** field. If **Hold** was specified, then an "H"[1] will be printed under this heading. By default, the "P" for **Pay** will not be printed. An "*" will print if the invoice is paid and posted.

The second column, which prints for all entries, indicates the **AP Bank Account #** the invoice is to be paid from.

Original Amount — Original invoice amount. This figure will only be shown for invoices that have been partially paid.

Last Paid by Check # — Last Check number used to pay the invoice. This figure will only be shown for invoices that have been partially paid.

Unpaid Post Date[1] — The date the unpaid invoice was posted to GL. This date will only be included with posted unpaid invoices when GL amounts are included on the list.

Definitions for Invoice by Vendor List – Vendor Totals

Amt — Total of invoice amounts (including invoices on "Hold").

Hold Total of invoices on "Hold" plus the remaining amount for partial invoices (i.e., Invoice Amount minus Amount to Pay).

Disc Total of all Discount Amounts that will be taken excluding invoices on "Hold."

Net Total Net Amounts (Net = Amt minus Hold minus Disc).

Definitions for Invoice by Vendor List – GLS Summary Page

The summary page includes amounts for invoices on hold, discounts and the Amount to Pay on partial invoices. The GLS Total may not match the Grand Totals for the report because of invoices on hold.

GLS Total Amount Net + Invoices on Hold (i.e., "H" in the Codes column—not the amount in the Hold total) = GLS Total.

[1] Not shown on either sample report.

Date: 08/26/2024 **Invoice by Vendor List** Page: 1
Jensen, Martin & Anderson, P.C.

Voucher #	Invoice #	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date	Net Amount	1099	Ref #	Description		Codes
202	**Software Technology, LLC**											
	312205	081624	082124	490.00		P	490.00		1	Software Maintenance Agreement Tabs3	*	1
	GLS Acct:	8080.00	Software Maintenance			Journal:	3	Amt:	490.00			
	312206	081624	082124	239.00		P	239.00		2	Software Maintenance Agreement Tabs3 General Ledger	*	1
	GLS Acct:	8080.00	Software Maintenance			Journal:	3	Amt:	239.00			
	312207	081624	082124	239.00		P	239.00		3	Software Maintenance Agreement Tabs3 Accounts Payable	*	1
	GLS Acct:	8080.00	Software Maintenance			Journal:	3	Amt:	239.00			
	312208	081624	082124	239.00		P	239.00		4	Software Maintenance Agreement Tabs3 Trust Accounting	*	1
	GLS Acct:	8080.00	Software Maintenance			Journal:	3	Amt:	239.00			
	312209	081624	082124	800.00		P	800.00		5	Software Maintenance Agreement PracticeMaster (9 Users)	*	1
	GLS Acct:	8080.00	Software Maintenance			Journal:	3	Amt:	800.00			
	312210	081624	082124	105.00		P	105.00		6	Software Maintenance Agreement Tabs3 Taskbill	*	1
	GLS Acct:	1442.00	Software			Journal:	3	Amt:	105.00			
Vendor Totals				2,112.00	0.00		2,112.00					
300	**Thomson Reuters Payment Center**											
		072524	072524	4.00		P	4.00		2	Online Legal Research	*	1
	GLS Acct:	1210.00	Advanced Client Costs			Journal:	3	Amt:	4.00			
	Client:		101.00	Williams/John State v. Williams					07/25/2024	TCode: 106 A Paid	4.00	Arch
		072624	072624	50.00		P	50.00		5	Online Legal Research	*	1
	GLS Acct:	1210.00	Advanced Client Costs			Journal:	3	Amt:	50.00			
	Client:		200.02	Peterson Insurance Co. Maintenance of Insurance Policies					07/26/2024	TCode: 106 A Paid	50.00	Arch
		072624	072624	50.00		P	50.00		6	Online Legal Research	*	1
	GLS Acct:	1210.00	Advanced Client Costs			Journal:	3	Amt:	50.00			
	Client:		200.02	Peterson Insurance Co. Maintenance of Insurance Policies					07/26/2024	TCode: 106 A Paid	50.00	Arch
		072624	072624	50.00		P	50.00		7	Online Legal Research	*	1
	GLS Acct:	1210.00	Advanced Client Costs			Journal:	3	Amt:	50.00			
	Client:		200.02	Peterson Insurance Co. Maintenance of Insurance Policies					07/26/2024	TCode: 106 A Paid	50.00	Arch
		072624	072624	50.00		P	50.00		8	Online Legal Research	*	1
	GLS Acct:	1210.00	Advanced Client Costs			Journal:	3	Amt:	50.00			
	Client:		200.02	Peterson Insurance Co. Maintenance of Insurance Policies					07/26/2024	TCode: 106 A Paid	50.00	Arch
Vendor Totals				204.00	0.00		204.00					
400	**Sprint Local & Long Distance**											
	402310760011	081624	082124	68.96		P	68.96		1	November Cell Phone Charges		1
	GLS Acct:	8090.00	Telephone			Journal:	3	Amt:	68.96			
Vendor Totals				68.96	0.00		68.96					
Grand Totals				2,384.96	0.00		2,384.96					

Date: 08/26/2024 **Invoice by Vendor List GLS Totals** Page: 1
Jensen, Martin & Anderson, P.C.

GLS Acct		Journal	Amount
1210.00	Advanced Client Costs	3	204.00
1442.00	Software	3	105.00
8080.00	Software Maintenance	3	2,007.00
8090.00	Telephone	3	68.96
		Total	2,384.96

Invoice by Voucher List

Date: 08/26/2024 — **Invoice by Voucher List** — Jensen, Martin & Anderson, P.C. — Page: 1

Vendor #	Name	Voucher #	Invoice #	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date		Hold	Bank Acct	Ref #
200	United Parcel Service		3243387	072224	072224	75.00			P	U	1	2
	Overnight document delivery				Net:	75.00						
200	United Parcel Service		3243387	032324	032324	75.00			P	U	1	3
	Postage				Net:	75.00						
202	Software Technology, LLC		312205	081624	082124	490.00			P	U	1	1
	Software Maintenance Agreement Tabs3				Net:	490.00						
202	Software Technology, LLC		312206	081624	082124	239.00			P	U	1	2
	Software Maintenance Agreement Tabs3 General Ledger				Net:	239.00						
202	Software Technology, LLC		312207	081624	082124	239.00			P	U	1	3
	Software Maintenance Agreement Tabs3 Accounts Payable				Net:	239.00						
202	Software Technology, LLC		312208	081624	082124	239.00			P	U	1	4
	Software Maintenance Agreement Tabs3 Trust Accounting				Net:	239.00						
202	Software Technology, LLC		312209	081624	082124	800.00			P	U	1	5
	Software Maintenance Agreement PracticeMaster (9 Users)				Net:	800.00						
202	Software Technology, LLC		312210	081624	082124	105.00			P	U	1	6
	Software Maintenance Agreement Tabs3 Taskbill				Net:	105.00						
202	Software Technology, LLC		320559	082322	081824	205.00					1	7
	Purchase Tabs3 Device Interface Program				Net:	205.00						
204	Clerk of the District Court			082124	082124	75.00			P	U	1	2
	Filing fee				Net:	75.00						
204	Clerk of the District Court			051624	051624	75.00			P	U	1	3
	Filing fee				Net:	75.00						
225	Jackson/Wylinda			072224	072224	1,500.00			P	U	1	1
	Catering/Firm Retreat				Net:	1,500.00						
225	Jackson/Wylinda			082724	082124	750.00			P	U	1	2
	Holiday Party				Net:	750.00						
325	Professional Messenger Services			082224	072224	47.50			P	U	1	1
	Courier Fee				Net:	47.50						
325	Professional Messenger Services			061724	061724	20.00			P	U	1	2
	Courier Fee				Net:	20.00						
325	Professional Messenger Services			072224	072224	35.00			P	U	1	3
	Courier Fee				Net:	35.00						
325	Professional Messenger Services			062024	062024	25.00			P	U	1	4
	Courier Fee				Net:	25.00						
400	Sprint Local & Long Distance		402310760011	081624	082124	68.96			P		1	1
	November Cell Phone Charges				Net:	68.96						
200	United Parcel Service	200.01MLJ	3243387	032224	032224	75.00			P	U	1	1
	Overnight document delivery				Net:	75.00						
203	Clerk of the County Court	200.01PAM		042224	042224	225.00			P	U	1	1
	Documentation Fee, Filing Fee, and Sheriff Service Fee				Net:	225.00						
240	NELCO	5065	2094756	072224	072224	129.85		072524	P	U	1	1
	Check order for Trust and AP Checks				Net:	129.85						
250	D & B Real Estate Management Company	5074	KEY	080924	080924	10.00					1	3
	Duplicate Key for building				Net:	10.00						
204	Clerk of the District Court	850.00 RON		081624	081624	150.00					1	1
	Petition for Dissolution of Marriage Filing Fee				Net:	150.00						
250	D & B Real Estate Management Company	AUTO		071824	071824	7,500.00			P	U	1	1
	Monthly Rent (Including Electric, Gas & Garbage)				Net:	7,500.00						
250	D & B Real Estate Management Company	AUTO		072224	072224	7,500.00			P	U	1	2
	Monthly Rent (Including Electric, Gas & Garbage)				Net:	7,500.00						
700	Clean All Janitorial Services	AUTO		071824	072124	750.00			P	U	1	1
	Monthly Cleaning Charges (Bi-Weekly Service)				Net:	750.00						
700	Clean All Janitorial Services	AUTO		072224	082224	750.00					1	2
	Monthly Cleaning Charges (Bi-Weekly Service)				Net:	750.00						

Grand Totals Amt: 22,153.31 Hold: 0.00 Disc: 0.00 Net: 22,153.31

Menu ***Reports | Invoices | Invoice by Voucher List***

The report shown above, on the following page, and on page 23 are examples of the Invoice by Voucher List. The report tabs for this report include the standard **Vendor** and **Invoices** tabs as well as the **Options** tab. The **Options** tab includes parameters that enable you to include paid invoices, unpaid invoices or both. If you select to include only unpaid invoices, you will have the option to include posted unpaid invoices, unposted unpaid invoices or both as well as the option to include invoices set to

Hold, Pay or both. A list showing only partial payment invoices can be printed. Invoices, manual checks, and EFTs are sorted first by voucher. Multiple invoices, manual checks, or EFTs for the same voucher number are further sorted by vendor number and then by reference #. Inactive vendors are indicated by parentheses around the vendor number[1].

You also have the option to include GL amounts. If you include GL amounts, the GL accounts, journals, amounts and the unpaid posting date for posted unpaid invoices will be included for each invoice. GL amounts are prorated if discounts are taken on the report. Additionally, a summary page is included at the end of the list that shows totals for each account for each journal.

You have the option to include Tabs3 Billing cost information. When included, the Tabs3 Billing client ID, client name, client work description, date, tcode number and transaction type ("A" for Advance or "E" for Expense), amount, paid status (Paid or Unpaid), and reference number are shown on the report for each cost transaction associated with the invoice.

The report shown on page 23 includes Tabs3 Billing cost and GL information whereas the report shown above excludes the Tabs3 Billing cost and GL information.

The Discount Date on the invoice will be used as the Due Date if the Discount Date plus the number of Grace Period Days in the vendor file is on or before the Report Date. Otherwise, the Due Date on the invoice will be used.

Definitions for Invoice by Voucher List

Date — The Report Date entered when the report was run.

AUTO — (In the Voucher # column.) Indicates the invoice was posted from a recurring entry.

Disc Date — The date the discount must be taken by. A "Y"[1] following the Discount Date indicates that the discount will be taken. *(Note: Discounts will only be taken if the Discount Date on the invoice plus the number of Grace Period Days from the vendor file is on or before the Report Date. If a discount is taken and the GL Amounts for the invoice equal the Net Amount of the invoice, the GL amounts will be prorated on the report to equal the discount amount.)* A "P" following the Discount Date indicates the invoice is paid.

Net — Equivalent to Invoice Amount minus Discount Amount if the invoice included a Discount Amount. *(Note: If a discount is not taken, then the Net Amount will be equal to the Invoice Amount.)* If the invoice included an Amount to Pay that was less than the full Invoice Amount, the Amount to Pay will be shown as the Net Amount and an "*"[1] will be shown to the right of the Net Amount.

Hold — Hold/Pay status. An "H" (Hold) indicates the invoice is on "Hold"[1]. The "P" (Pay) does not print by default. A "U" indicates the invoice is posted[1].

Ref # — Reference number identifying the transaction for editing purposes.

[1] Not shown on the sample reports.

Definitions for Invoice by Voucher List – Grand Totals

Amt — Total of all Invoice Amounts on the list.

Hold — Total of invoices on "Hold" plus the remaining amount for partial invoices (i.e., Invoice Amount minus Amount to Pay).

Disc — Total of all Discount Amounts that will be taken excluding invoices on "Hold".

Net — Total Net Amounts (Net = Amt minus Hold minus Disc).

Definitions for Invoice by Voucher List – GLS Summary Page

The summary page includes amounts for invoices on hold, discounts and the Amount to Pay on partial invoices. The GLS Total may not match the Grand Totals for the report because of invoices on hold.

GLS Total Amount — Net + Invoices on Hold (i.e., "H" in the Codes column—not the amount in the Hold total) = GLS Total.

Date: 08/26/2024 — **Invoice by Voucher List** — Page: 1
Jensen, Martin & Anderson, P.C.

Vendor #	Name	Voucher #	Invoice #	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date		Hold	Bank Acct	Ref #
200	United Parcel Service		3243387	072224	072224	75.00			P	U	1	2
	Overnight document delivery				Net:	75.00						
	GLS Acct: 1210.00 Advanced Client Costs			Journal: 3	Amt:	75.00						
	Client: 121.01 Phillips/Marcus Real Estate Acquisition				07/22/2024	TCode: 102 A Paid					75.00	Arch
225	Jackson/Wylinda			072224	072224	1,500.00			P	U	1	1
	Catering/Firm Retreat				Net:	1,500.00						
	GLS Acct: 8200.00 Professional Services			Journal: 3	Amt:	1,500.00						
325	Professional Messenger Services			072224	072224	47.50			P	U	1	1
	Courier Fee				Net:	47.50						
	GLS Acct: 1210.00 Advanced Client Costs			Journal: 3	Amt:	47.50						
	Client: 101.00 Williams/John State v. Williams				07/22/2024	TCode: 102 A Paid					47.50	Arch
325	Professional Messenger Services			072224	072224	35.00			P	U	1	3
	Courier Fee				Net:	35.00						
	GLS Acct: 1210.00 Advanced Client Costs			Journal: 3	Amt:	35.00						
	Client: 121.01 Phillips/Marcus Real Estate Acquisition				07/22/2024	TCode: 102 A Paid					35.00	Arch
240	NELCO	5065	2094756	072224	082124	129.85		072524	P	U	1	1
	Check order for Trust and AP Checks				Net:	129.85						
	GLS Acct: 8040.00 Office Supplies			Journal: 3	Amt:	129.85						
250	D & B Real Estate Management Company	AUTO		072224	072224	7,500.00			P	U	1	2
	Monthly Rent (Including Electric, Gas & Garbage)				Net:	7,500.00						
	GLS Acct: 8010.00 Office Rent			Journal: 3	Amt:	7,500.00						
700	Clean All Janitorial Services	AUTO		072224	082124	750.00					1	2
	Monthly Cleaning Charges (Bi-Weekly Service)				Net:	750.00						
	GLS Acct: 8200.00 Professional Services			Journal: 3	Amt:	750.00						

Grand Totals Amt: 10,037.35 Hold: 0.00 Disc: 0.00 Net: 10,037.35

Date: 08/26/2024 — **Invoice by Voucher List GLS Totals** — Page: 1
Jensen, Martin & Anderson, P.C.

GLS Acct		Journal	Amount
1210.00	Advanced Client Costs	3	157.50
8010.00	Office Rent	3	7,500.00
8040.00	Office Supplies	3	129.85
8200.00	Professional Services	3	2,250.00
		Total	10,037.35

Aged Unpaid Invoice Report

Date: 08/26/2024 — **Detail Aged Unpaid Invoice Report** — Page: 1
Jensen, Martin & Anderson, P.C.

Ref #	Invoice #	Description	+29	+28-15	+14-8	+7-0	-1-7	-8+	Total
(200) United Parcel Service									
3	3243387	Overnight document delivery			75.00				75.00
202 Software Technology, LLC									
7	320559	Purchase Tabs3 Device Interface Program					205.00		205.00
204 Clerk of the District Court									
1		Petition for Dissolution of Marriage Filing Fee					150.00		150.00
250 D & B Real Estate Management Company									
3	KEY	Duplicate Key for building						10.00	10.00
400 Sprint Local & Long Distance									
1	402310760011	August Cell Phone Charges				68.96			68.96
700 Clean All Janitorial Services									
2		Monthly Cleaning Charges (Bi-Weekly Service)				750.00			750.00
		Total	0.00	0.00	75.00	818.96	355.00	10.00	1,258.96

Menu ***Reports | Invoices | Aged Unpaid Invoice Report***

Aged Unpaid Invoice Reports are shown on page 23 and 24 . This report is designed to be used as a forecasting report for budgeting purposes. The Aged Unpaid Invoice Report is an aging report of unpaid invoices by vendor. By default, the aging is divided into 30 day intervals that range from not due for 90 days or more to past due 31 days or more. However, you can configure the aging periods as desired using AP Customization. The aging is determined by comparing the Due Date of each invoice and the Report Date. *(Note: The Discount Date on the invoice will be used as the Due Date if the Discount Date plus the number of Grace Period Days in the vendor file is on or before the Report Date.)*

The reports shown below represent summary and total reports that use the default aging categories. The report shown on page 23 represents a detail report with customized aging periods. All three examples portray the same data.

The report tabs for this report include the standard **Vendor** and **Invoices** tabs as well as the **Options** tab. The **Options** tab includes parameters that enable you to include invoices set to hold, pay or both; print a detail, summary or "totals only" report; and the ability to print the report in bank account order. When printing a detail report, you can optionally have each vendor's information begin on a new page of the report. The invoices are sorted by bank account if specified and then by vendor order and reference number order. Inactive vendors are indicated by parentheses around the vendor number[1].

Definitions for Aged Unpaid Invoice Report

Date — The date the report was printed. This date is used to determine the aging of each invoice.

Ref # — Reference number identifying the transaction for editing purposes.

(H) — Printed after the invoice description. Indicates the invoice is on "hold"[1].

Amount — Net Amount of the invoice. On partial invoices, the Amount to Pay will be shown as the amount on this report.

***** — An "*" printed to the right of the total on a detail list indicates the invoice is a partial invoice (the Amount to Pay is shown rather than the full invoice amount)[1].

Date: 08/26/2024 — **Summary Aged Unpaid Invoice Report** — Jensen, Martin & Anderson, P.C. — Page: 1

Vendor #	Name	+91	+90-61	+60-31	+30-0	-1-30	-31+	Total
(200)	United Parcel Service				75.00			75.00
202	Software Technology, Inc.					205.00		205.00
204	Clerk of the District Court					150.00		150.00
250	D & B Real Estate Management Company					10.00		10.00
400	Sprint Local & Long Distance				68.96			68.96
700	Clean All Janitorial Services				750.00			750.00
	Total	0.00	0.00	0.00	893.96	365.00	0.00	1,258.96

Date: 08/26/2024 — **Total Aged Unpaid Invoice Report** — Jensen, Martin & Anderson, P.C. — Page: 1

	+91	+90-61	+60-31	+30-0	-1-30	-31+	Total
Total	0.00	0.00	0.00	893.96	365.00	0.00	1,258.96

[1] Not shown on the sample report.

Cash Requirements Report

Date: 08/26/2024 — **Detail Cash Requirements Report** — Page: 1
Jensen, Martin & Anderson, P.C.

Bank Account: 1 First Bank

Vendor #	Name	Voucher #	Invoice #	Inv Date	Due Date	Invoice Amount	Disc Amount	Disc Date	Net Amount	Ref #
						Beginning First Bank Balance:			258,675.71	
250	D & B Real Estate Management Company	5074	KEY	080924	080924	10.00			10.00	3
	GLS Acct: 5400.00 Contract Labor		Journal:	3 Amt:	10.00					
	Thu 08/09/2024 Amt: 10.00 Hold: 0.00 Disc: 0.00 Net Amt: 10.00									
						First Bank Balance:			258,665.71	
204	Clerk of the District Court	850.00 RON		081624	081624	150.00			150.00	1
	GLS Acct: 1210.00 Advanced Client Costs		Journal:	3 Amt:	150.00					
	Client: 850.00 White/Kelly Divorce				08/16/2024	TCode: 109 A Paid			150.00	Arch
	Thu 08/16/2024 Amt: 150.00 Hold: 0.00 Disc: 0.00 Net Amt: 150.00									
						First Bank Balance:			258,515.71	
202	Software Technology, LLC		320559	082124	082124	205.00			205.00	7
	GLS Acct: 1442.00 Software		Journal:	3 Amt:	205.00					
	Tue 08/21/2024 Amt: 205.00 Hold: 0.00 Disc: 0.00 Net Amt: 205.00									
						First Bank Balance:			258,310.71	
999M	St. Elizabeth Hospital 555 S. 70th St. Lincoln NE 68510			082024	082024	85.00			85.00	1
	GLS Acct: 1210.00 Advanced Client Costs		Journal:	3 Amt:	85.00					
	Client: 102.00 Gilbert/Andrew C. Auto Accident				08/20/2024	TCode: 104 A Unpaid			85.00	8
	Mon 08/20/2024 Amt: 85.00 Hold: 0.00 Disc: 0.00 Net Amt: 85.00									
						First Bank Balance:			258,225.71	
700	Clean All Janitorial Services	AUTO		082124	082124	750.00			750.00	2
	GLS Acct: 8200.00 Professional Services		Journal:	3 Amt:	750.00					
	Tue 08/21/2024 Amt: 750.00 Hold: 0.00 Disc: 0.00 Net Amt: 750.00									
						First Bank Balance:			257,475.71	
	Bank Acct 1: Amt: 1,200.00 Hold: 0.00 Disc: 0.00 Net Amt: 1,200.00									
						Ending First Bank Balance:			257,475.71	

Menu ***Checks | Check Preparation | Cash Requirements Report***

The Cash Requirements Report allows you to print a list of unpaid invoices in Due Date order with daily totals. The report shown above is an example of a detail report. The reports shown on the following page are examples of a summary report and a "totals only" report. The report tabs for this report include the standard **Vendor** and **Invoices** tabs as well as the **Options** tab. The **Options** tab includes parameters that enable you to print a detail, summary or "totals only" report; include GL information; and print the information in bank account order. When printing a detail report, you have the option of including the description for each invoice. If you print the report for more than one bank account in bank account order, each bank account will start on a new page.

If you include GL amounts, detail GL journal entries for each invoice are included on the Detail Report and a summary page is included at the end of the report that shows totals for each account for each journal. The summary page will not include amounts for invoices on hold but will include discounts and the Amount to Pay on partial invoices. The Summary Report shown on the following page includes an example of the summary page of GL information.

If you are integrated with GL, a **Print bank account balance on Cash Requirements Report** option can be selected on the **General Ledger** tab of AP Customization. When this option is enabled, the beginning and ending bank account balance is included on the report along with a running balance for each day on the report. The total report shown below portrays this optional integration feature. In addition, if the balance was adjusted due to unposted paid transactions, a message will be shown at the bottom of the report indicating how much the balance was reduced (Bank Account) or increased (Credit Card Account).

You have the option to include Tabs3 cost information. When included, the Tabs3 client ID, client name, client work description, tcode number and transaction type ("A" for Advance or "E" for Expense), amount, paid status (Paid or Unpaid), and reference number are shown on the report for each cost transaction associated with the invoice.

The invoice entries will print in due date order (or discount date if applicable). The Discount Date on the invoice will be used as the Due Date if the Discount Date plus the number of Grace Period Days in the vendor file is on or before the Report Date.

Multiple invoices with the same Due Date are sorted in vendor order. If there are multiple invoices for the same vendor with the same Due Date, then those invoices are sorted in Reference # order. A daily subtotal line will be printed for each Due Date showing the total amount of invoices on "Hold," invoices due, discount amount and net amount subtotals for that day.

Date: 08/26/2024 **Summary Cash Requirements Report** Page: 1
Jensen, Martin & Anderson, P.C.

Bank Account: 1 First Bank

							Beginning First Bank Balance:	258,675.71
Tue 08/06/2024	Amt:	10.00	Hold:	0.00	Disc:	0.00	Net Amt:	10.00
							First Bank Balance:	258,665.71
Tue 08/13/2024	Amt:	150.00	Hold:	0.00	Disc:	0.00	Net Amt:	150.00
							First Bank Balance:	258,515.71
Thu 08/15/2024	Amt:	205.00	Hold:	0.00	Disc:	0.00	Net Amt:	205.00
							First Bank Balance:	258,310.71
Fri 08/16/2024	Amt:	85.00	Hold:	0.00	Disc:	0.00	Net Amt:	85.00
							First Bank Balance:	258,225.71
Mon 08/19/2024	Amt:	750.00	Hold:	0.00	Disc:	0.00	Net Amt:	750.00
							First Bank Balance:	257,475.71
Bank Acct 1:	Amt:	1,200.00	Hold:	0.00	Disc:	0.00	Net Amt:	1,200.00
							Ending First Bank Balance:	257,475.71

Summary Cash Requirements Report

Date: 08/26/2024 **Summary Cash Requirements Report GLS Totals** Page: 1
Jensen, Martin & Anderson, P.C.

Bank Account: 1 First Bank

GLS Acct		Journal	Amount
1210.00	Advanced Client Costs	3	235.00
1442.00	Software	3	205.00
5400.00	Contract Labor	3	10.00
8200.00	Professional Services	3	750.00
		Total	1,200.00

GLS Summary Page for Cash Requirements Report

Date: 08/26/2024 **Total Cash Requirements Report** Page: 1
Jensen, Martin & Anderson, P.C.

							Beginning First Bank Balance:	258,675.71
Bank Acct 1:	Amt:	1,200.00	Hold:	0.00	Disc:	0.00	Net Amt:	1,200.00
							Ending First Bank Balance:	257,475.71

Total Cash Requirements Report

Definitions for Cash Requirements Report

Date

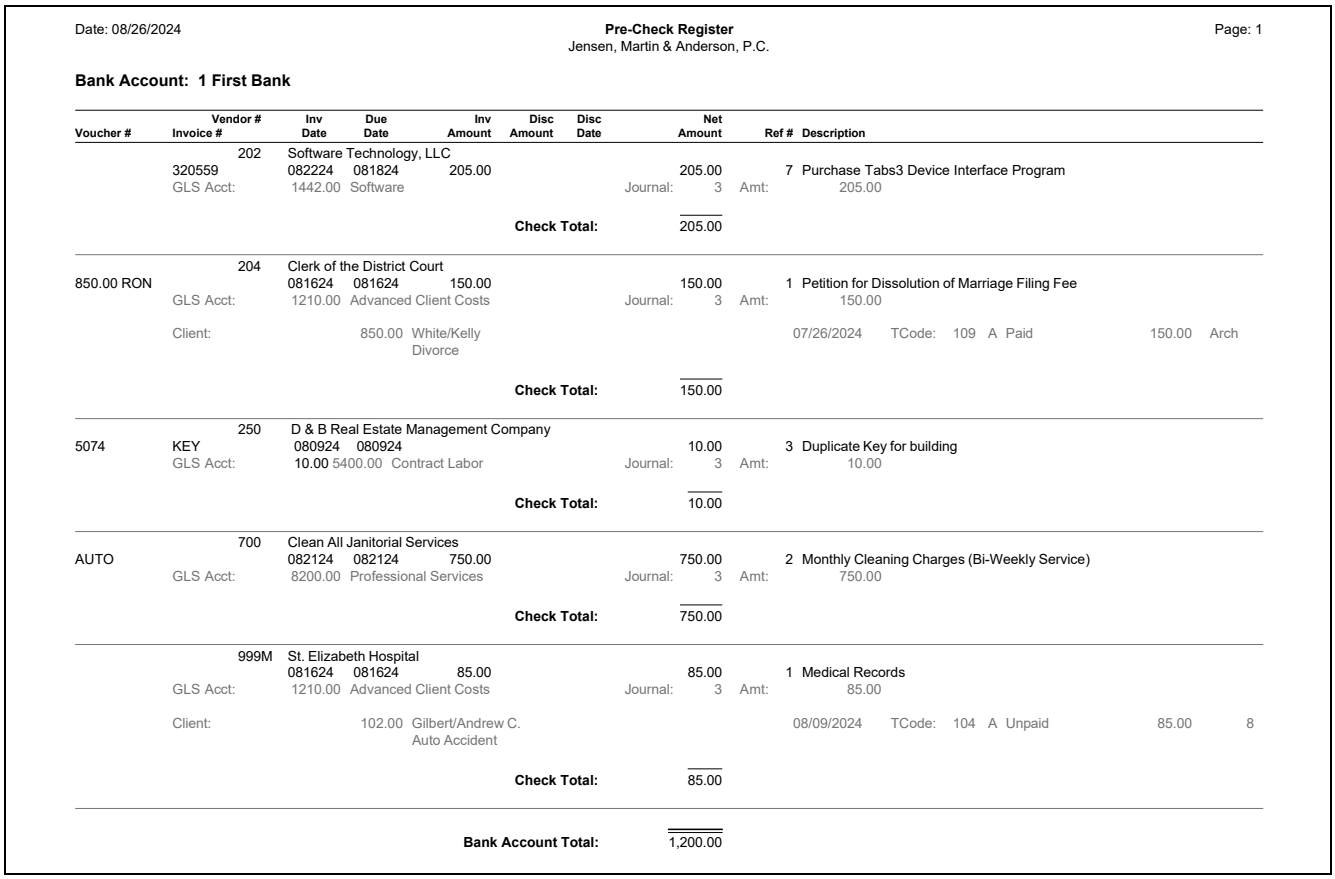
Vendor #	The Report Date entered when the report was run. Inactive vendors are indicated by parentheses around the vendor number[1].
AUTO	(In the Voucher # column.) Indicates the invoice was posted from a recurring entry.
Inv Date	Invoice Date.
Invoice Amount	Invoice Amount.
Disc Amount	Discount Amount.
Disc Date	The date the discount must be taken by. A "Y" following the Discount Date indicates that the discount will be taken[1]. *(Note: Discounts will only be taken if the Discount Date on the invoice plus the number of Grace Period Days from the vendor file is on or before the Report Date. If a discount is taken and the GL amounts for the invoice equal the Net Amount of the invoice, the GL amounts will be prorated on the report to equal the discount amount.)*
Net Amount	Invoice Amount minus Discount Amount if applicable. An "H" after the Net Amount indicates that the invoice is on "Hold"[1]. If the invoice included an Amount to Pay that was less than the full Invoice Amount, the Amount to Pay will be shown as the Net Amount and an "*" will be shown to the right of the Net Amount[1].
Beginning Balance	The Beginning Balance is taken from the GL current month's balance in the GL Chart of Accounts for the specified cash account, minus any unposted transactions. This field will be printed only if you are integrated with Tabs3 General Ledger. The Report Date, Beginning Due Date and Ending Due Date specified for the Cash Requirements Report do not affect the Beginning Bank Balance.
Balance	The Balance field is a running balance that is calculated by subtracting the current transactions and all preceding transactions on the report from the Beginning Balance. This field will be printed only if you are integrated with Tabs3 General Ledger.
Ending Balance	The daily and Ending Bank Account Balances are calculated by deducting daily totals from the Beginning Bank Account Balance. This field will be printed only if you are integrated with Tabs3 General Ledger.
GLS Acct	GL account number(s) and description(s) to which the invoice entry will be posted. This column will be printed only if you are integrated with Tabs3 General Ledger, and selected the **Print GLS Information** check box.
Journal	GL journal number to which the invoice entry will be posted. This column will be printed only if you are integrated with Tabs3 General Ledger, and selected the **Print GLS Information** check box.
Amt	Amount of the journal entry to which the invoice entry will be posted. This column will be printed only if you are integrated with Tabs3 General Ledger, and selected the **Print GLS Information** check box.

Definitions for Cash Requirements Report – Vendor Totals

Amt	Total of invoice amounts (including invoices on "Hold").
Hold	Total of invoices on "Hold" for the Vendor plus the remaining amount for partial invoices (i.e., Invoice Amount minus Amount to Pay).
Disc	Total of all Discount Amounts that will be taken excluding invoices on "Hold."
Net Amt	Total Net Amounts (Net = Amt minus Hold minus Disc).

[1] Not shown on the sample report.

Pre-Check Register



Date: 08/26/2024 — **Pre-Check Register** — Jensen, Martin & Anderson, P.C. — Page: 1

Bank Account: 1 First Bank

Voucher #	Vendor # / Invoice #	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date	Net Amount	Ref #	Description
	202	Software Technology, LLC							
	320559	082224	081824	205.00			205.00	7	Purchase Tabs3 Device Interface Program
	GLS Acct:	1442.00	Software			Journal:	3	Amt:	205.00
					Check Total:		205.00		
	204	Clerk of the District Court							
850.00 RON		081624	081624	150.00			150.00	1	Petition for Dissolution of Marriage Filing Fee
	GLS Acct:	1210.00	Advanced Client Costs			Journal:	3	Amt:	150.00
	Client:	850.00	White/Kelly Divorce				07/26/2024	TCode: 109 A Paid	150.00 Arch
					Check Total:		150.00		
	250	D & B Real Estate Management Company							
5074	KEY	080924	080924				10.00	3	Duplicate Key for building
	GLS Acct:	10.00	5400.00	Contract Labor		Journal:	3	Amt:	10.00
					Check Total:		10.00		
	700	Clean All Janitorial Services							
AUTO		082124	082124	750.00			750.00	2	Monthly Cleaning Charges (Bi-Weekly Service)
	GLS Acct:	8200.00	Professional Services			Journal:	3	Amt:	750.00
					Check Total:		750.00		
	999M	St. Elizabeth Hospital							
		081624	081624	85.00			85.00	1	Medical Records
	GLS Acct:	1210.00	Advanced Client Costs			Journal:	3	Amt:	85.00
	Client:	102.00	Gilbert/Andrew C. Auto Accident				08/09/2024	TCode: 104 A Unpaid	85.00 8
					Check Total:		85.00		
					Bank Account Total:		1,200.00		

Menu ***Checks | Check Preparation | Pre-Check Register Report***

The Pre-Check Register allows you to print a report of unpaid invoices for each bank account in vendor order with totals. The report tabs for this report include the standard **Vendor** and **Invoices** tabs as well as the **Options** tab. The **Options** tab includes parameters that enable you to include GL amounts.

If you include GL amounts, detail GL journal entries for each invoice are included and a summary page is included at the end of the report that shows totals for each account for each journal.

You have the option to include Tabs3 Billing cost information. When included, the Tabs3 Billing client ID, client name, client work description, date, tcode number and transaction type ("A" for Advance or "E" for Expense), amount, paid status (Paid or Unpaid), and reference number are shown on the report for each cost transaction associated with the invoice.

Invoices that are marked with a "Hold" status are not included on the report. The Discount Date on the invoice will be used as the Due Date if the Discount Date plus the number of Grace Period Days in the vendor file is on or before the Report Date. Otherwise, the Due Date on the invoice will be used.

Each bank account will start on a new page. Multiple invoices for a vendor will print in Due Date order and then Reference # order.

Definitions for Pre-Check Register

Date — The Report Date entered when the report was run.

Vendor # — Inactive vendors are indicated by parentheses around the vendor number[1].

AUTO — Indicates the invoice was posted from a recurring entry.

Disc Date — The date the discount must be taken by. A "Y" following the Discount Date indicates that the discount will be taken. *(Note: Discounts will only be taken if the Discount Date on the invoice plus the number of Grace Period Days from the vendor file is on or before the Report Date. If a discount is*

	taken and the GL Amounts for the invoice equal the Net Amount of the invoice, the GL amounts will be prorated on the report to equal the discount amount.)
Net Amount	Equivalent to Invoice Amount minus Discount Amount if the invoice included a Discount Amount. *(Note: If a discount is not taken, then the Net Amount will be equal to the Invoice Amount.)* If the invoice included an Amount to Pay that was less than the full Invoice Amount, the Amount to Pay will be shown as the Net Amount and an "*" will be shown to the right of the Net Amount.
Check Total	Total of all net invoice amounts for that vendor.
Bank Account Total	Grand total of the Check Totals for that bank account.

[1] Not shown on the sample report.

AP Checks

YOUR COMPANY NAME HERE
123 MAIN STREET ANYWHERE, US

3112

DATE	DESCRIPTION	INVOICE #	CHECK AMOUNT	CHECK DEDUCTION	CHECK NET AMOUNT
	204 Clerk of the District Court				
08/20/2024	Petition for Dissolution of Marriage Filing Fee		150.00		150.00

CHECK DATE	CONTROL NUMBER	TOTALS ▶	Gross:	150.00	Ded:	0.00	Net:	150.00
08/20/2024	3112							

YOUR COMPANY NAME HERE
www.yourcompany.com
123 MAIN STREET
ANYWHERE US 12345
(555) 555-5555

YOUR FINANCIAL INSTITUTION
ANYWHERE, US
12-34/5678

3112

DATE 08/20/2024 CHECK AMOUNT ****$150.00

*** ONE HUNDRED FIFTY & 00/100 DOLLARS

PAY TO THE ORDER OF: Clerk of the District Court
City/County Building
1st Floor
555 South 10th Street
Lincoln NE 68508

YOUR COMPANY NAME HERE
VOID AFTER 60 DAYS

AUTHORIZED SIGNATURE

Security features included. Details on back.

⑈003112⑈ ⑆000000000⑆0000000⑈

YOUR COMPANY NAME HERE
123 MAIN STREET ANYWHERE, US

3112

Vendor: 204 Clerk of the District Court

Date	Description	Invoice #	Amount	Disc	Net Amt
08/20/2024	Petition for Dissolution of Marriage Filing Fee		150.00		150.00

Check Date	Check #	Gross Amt	Disc Amt	Net Amt
08/20/2024	3112	150.00	0.00	150.00

NELCO [L1445HB] 1868213

Nelco Check Layout L1445

Menu ***Checks | Print Checks***

The checks shown on page 30, page 32, and page 33 were printed by AP. The report tabs for the Print Checks utility include the standard **Vendor** and **Invoices** tabs as well as the **Options** tab. The **Options** tab allows you to specify the desired check date.

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

If the **Take Discount** check box on an invoice is selected and the **Discount Date** plus the number of **Grace Period Days** in the vendor file is on or before the **Check Date**, the discount will be taken and the **Discount Date** on the invoice will be used as the **Due Date**.

The Nelco check layout on which each check is printed is defined for each bank account. You can select L1445 or L1572. If using the alternate check style L1572A, select L1572.

The check shown on page 30 is printed on the Nelco Check Layout L1445. It includes the check number, vendor number and spelled out check amount. The check shown on page 32 is printed on the Nelco Check Layout L1572. It includes the vendor number, spelled out check amount, and Memo field. For both images, the information from the check stub is duplicated on the third part of the laser check form. These options are defined in the Check Setup window of the Printer Setup utility.

The optional vendor account number is included on the check if there is not an "*" in the first position of the "Vendor Account #" field in the vendor file. You can specify whether or not you want **One Check Per Invoice** at the vendor level. The sample checks shown contain multiple invoices. Up to 12 invoices can print on a check stub depending on the number of description lines. When the number of invoices (or invoice description lines) exceeds 12 lines, then the first check is automatically voided and the remaining invoices (or description lines) are printed on the following check form along with the check.

The Print Checks utility was designed to print checks using a 12 point font (10 characters per inch) on forms from Nelco.

Unposted checks can be easily voided or reprinted by using the Void/Reprint Unposted Checks utility. Posted checks can be easily voided by using the Void Posted Checks utility.

Checks are sorted first by bank account, then vendor, then invoice date, and then entry order.

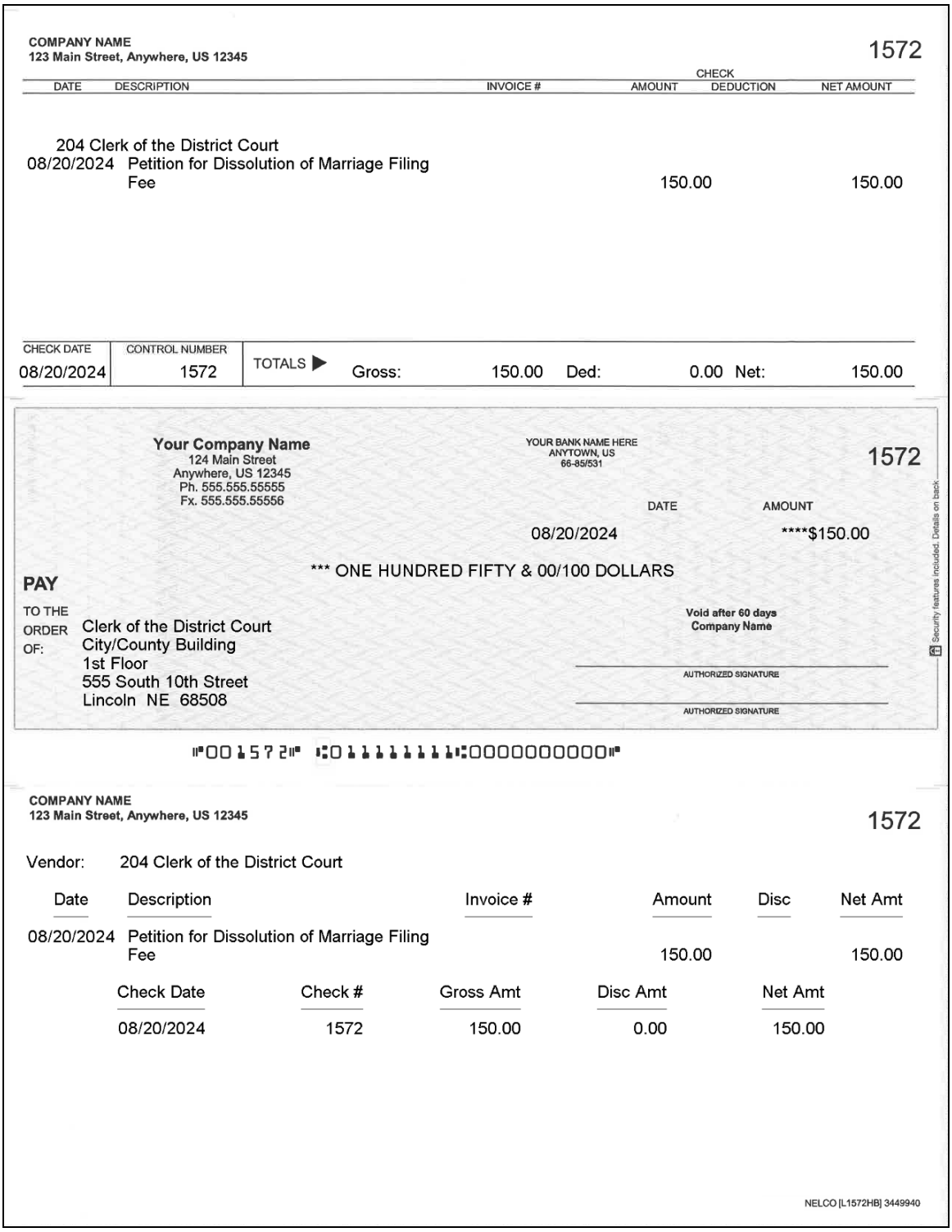
Definitions for AP Checks

Date (check stub) Invoice Date.

Date (check form) Check Date.

Description The entire description prints on the check stub (up to 60 characters per invoice).

Memo The entire Memo field prints on the check form, if the Nelco Check Layout L1572 is selected for the bank account. If multiple invoices are included on a single check and the Memo fields are not identical, the Memo field will not print on the check form.



COMPANY NAME
123 Main Street, Anywhere, US 12345

1572

DATE	DESCRIPTION	INVOICE #	CHECK AMOUNT	CHECK DEDUCTION	CHECK NET AMOUNT
	204 Clerk of the District Court				
08/20/2024	Petition for Dissolution of Marriage Filing Fee		150.00		150.00

CHECK DATE	CONTROL NUMBER							
08/20/2024	1572	TOTALS ▶	Gross:	150.00	Ded:	0.00	Net:	150.00

Your Company Name
124 Main Street
Anywhere, US 12345
Ph. 555.555.55555
Fx. 555.555.55556

YOUR BANK NAME HERE
ANYTOWN, US
66-85/531

1572

DATE: 08/20/2024
AMOUNT: ****$150.00

*** ONE HUNDRED FIFTY & 00/100 DOLLARS

PAY

TO THE ORDER OF:
Clerk of the District Court
City/County Building
1st Floor
555 South 10th Street
Lincoln NE 68508

Void after 60 days
Company Name

AUTHORIZED SIGNATURE

AUTHORIZED SIGNATURE

Security features included. Details on back.

⑈001572⑈ ⑆0111111111⑆0000000000⑈

COMPANY NAME
123 Main Street, Anywhere, US 12345

1572

Vendor: 204 Clerk of the District Court

Date	Description	Invoice #	Amount	Disc	Net Amt
08/20/2024	Petition for Dissolution of Marriage Filing Fee		150.00		150.00

Check Date	Check #	Gross Amt	Disc Amt	Net Amt
08/20/2024	1572	150.00	0.00	150.00

NELCO [L1572HB] 3449940

Nelco Check Layout L1572

YOUR COMPANY NAME HERE
123 Main Street

13826

DATE	DESCRIPTION	INVOICE #	CHECK AMOUNT	DEDUCTION	NET AMOUNT
08/20/2024	204 Clerk of the District Court Petition for Dissolution of Marriage Filing Fee		150.00		150.00

CHECK DATE	CONTROL NUMBER	TOTALS ▶	Gross:	150.00	Ded:	0.00	Net:	150.00
08/20/2024	13826							

YOUR COMPANY NAME HERE
www.yourcompany.com
123 Main Street
Anywhere, US 12345
Phone: (555) 555-5551
Fax: (555) 555-5552

YOUR BANK NAME HERE
ANYTOWN , US
66-85/531

DATE: 08/20/2024
AMOUNT: ****$150.00

*** ONE HUNDRED FIFTY & 00/100 DOLLARS

PAY

TO THE ORDER OF:
Clerk of the District Court
City/County Building
1st Floor
555 South 10th Street
Lincoln NE 68508

Void after 60 days
Company Name

AUTHORIZED SIGNATURE

AUTHORIZED SIGNATURE

Security features included. Details on back.

⑈013826⑈ ⑆011111111⑆0000000000⑈

YOUR COMPANY NAME HERE
123 Main Street

13826

Vendor: 204 Clerk of the District Court

Date	Description	Invoice #	Amount	Disc	Net Amt
08/20/2024	Petition for Dissolution of Marriage Filing Fee		150.00		150.00

Check Date	Check #	Gross Amt	Disc Amt	Net Amt
08/20/2024	13826	150.00	0.00	150.00

NELCO [L1572AHB] 3271113

Nelco Check Layout L1572A

Check Register

Date: 08/26/2024 — **Posted and Unposted Check Register** — Page: 1
Jensen, Martin & Anderson, P.C.

Bank Account: 1 First Bank

Vendor #	Name	Voucher #	Invoice #	Inv Date	Inv Amount	Date Paid	Amount Paid	Check Number		Ref #
203	Clerk of the County Court									
	Documentation Fee, Filing Fee, and Sheriff Service Fee	200.01PAM		042224	225.00	042224	225.00	24995	M	1
200	United Parcel Service									
	Overnight document delivery	200.01MLJ	3243387	032224	75.00	032224	75.00	25002	M	1
250	D & B Real Estate Management Company									
	Monthly Rent (Including Electric, Gas & Garbage)	AUTO		071824	7,500.00	072224	7,500.00	25645		1
700	Clean All Janitorial Services									
	Monthly Cleaning Charges (Bi-Weekly Service)	AUTO		071824	750.00	072224	750.00	25646		1
200	United Parcel Service									
	Overnight document delivery		3243387	072224	75.00	072624	75.00	25647		2
225	Jackson/Wylinda									
	Catering/Firm Retreat			072224	1,500.00	072624	1,500.00	25648		1
250	D & B Real Estate Management Company									
	Monthly Rent (Including Electric, Gas & Garbage)	AUTO		072224	7,500.00	072624	7,500.00	25649		2
202	Software Technology, LLC									
	Software Maintenance Agreement Tabs3		312205	081624	490.00	081924	490.00	25650		1
	Software Maintenance Agreement Tabs3 General Ledger		312206	081624	239.00	081924	239.00			2
	Software Maintenance Agreement Tabs3 Accounts Payable		312207	081624	239.00	081924	239.00			3
	Software Maintenance Agreement Tabs3 Trust Accounting		312208	081624	239.00	081924	239.00			4
	Software Maintenance Agreement PracticeMaster (9 Users)		312209	081624	800.00	081924	800.00			5
	Software Maintenance Agreement Tabs3 Taskbill		312210	081624	105.00	081924	105.00			6
		Check Totals:			2,112.00		2,112.00			
240	NELCO									
	Check order for Trust and AP Checks	5065	2094756	072224	129.85	081924	129.85	25651		1
400	Sprint Local & Long Distance									
	November Cell Phone Charges		402310760011	081624	68.96	081624	**VOID**	25652	M	2
225	Wylinda Jackson									
	Holiday Party			122023	750.00	122023	750.00	25653	M	2
200	United Parcel Service									
	Postage		3243387	032324	75.00	032324	75.00	25654		3
204	Clerk of the District Court									
	Filing fee			032324	75.00	032324	75.00	25655		2
204	Clerk of the District Court									
	Filing fee			051624	75.00	051624	75.00	25657		3
325	Professional Messenger Services									
	Courier Fee			061724	20.00	061724	20.00	25659		2
325	Professional Messenger Services									
	Courier Fee			062024	25.00	062024	25.00	25660		4
325	Professional Messenger Services									
	Courier Fee			072224	47.50	072224	47.50	25663		1
	Courier Fee			072224	35.00	072224	35.00			3
		Check Totals:			82.50		82.50			
400	Sprint Local & Long Distance									
	November Cell Phone Charges		402310760011	081624	68.96	082124	68.96	EFT	U	1
		Bank Account Totals:			21,038.31		21,038.31			

Voided checks/EFTs are NOT included in the totals.

Menu ***Checks | Check Register***

The Check Register allows you to print a report of posted checks, unposted checks or both posted and unposted checks. Voided checks (including those voided by AP for test patterns and overflow descriptions) within the specified date range are optionally included in the report and are indicated by the text "**VOID**" in the Amount Paid field. The report tabs for this report include the standard **Vendor** and **Invoices** tabs as well as the **Options** tab. The **Options** tab includes parameters that let you specify a range of check numbers, whether or not to include the description, GL amounts and voided checks. You can include voided checks only if desired. You can specify to include or exclude printed checks, manual checks, or EFTs. You can also specify to include posted checks and EFTs, unposted checks and EFTs, or both. Inactive vendors are indicated by parentheses around the vendor number[1].

If you include GL amounts, detail GL journal entries for each invoice are included, and a summary page is included at the end of the report that shows totals for each account for each journal. The report shown above represents the same information as the

report shown on the following page with the exception that the report on the following page includes Tabs3 Billing cost and GL information.

You have the option to include Tabs3 Billing cost information. When included, the Tabs3 Billing client ID, client name, client work description, date, tcode number and transaction type ("A" for Advance or "E" for Expense), amount, paid status (Paid or Unpaid), and reference number are shown on the report for each cost transaction associated with the invoice.

The information on the Check Register is sorted by check number. If there are multiple checks with the same check number, the checks are sorted by date paid and reference number.

Each bank account starts printing on a new page.

Definitions for Check Register

Date The Report Date entered when the report was run.

Name If the check was automatically voided by AP, "Automatically Voided Check" will be shown in the Name column.

AUTO (In the Voucher # field.) Indicates the invoice was posted from a recurring entry.

Amount Paid "**VOID**" indicates the check is voided.

Inv Amount The amount of the invoice paid by the check. If a partial invoice was paid, the Amount Paid will be shown as the invoice amount.

Check Number An "M" following the check number indicates the check is a manual check. A "U" following the check number indicates the check is unposted. A check number of "EFT" indicates the invoice is an electronic funds transfer.

Ref # Reference number identifying the transaction for editing purposes.

Definitions for Check Register – Bank Account Totals

Invoice Amount Total of all invoice amounts for all vendors on the report.

Amount Paid Total of all checks on the report.

[1] Not shown on the sample reports.

Date: 08/26/2024 **Posted and Unposted Check Register** Page: 1
Jensen, Martin & Anderson, P.C.

Bank Account: 1 First Bank

Vendor #	Name	Voucher #	Invoice #	Inv Date	Inv Amount	Date Paid	Amount Paid	Check Number	Ref #
250	D & B Real Estate Management Company								
	Monthly Rent (Including Electric, Gas & Garbage)	AUTO		051824	7,500.00	072224	7,500.00	25645	1
	GLS Acct: 8010.00 Office Rent	Journal: 3	Amt: 7,500.00						
700	Clean All Janitorial Services								
	Monthly Cleaning Charges (Bi-Weekly Service)	AUTO		071824	750.00	072224	750.00	25646	1
	GLS Acct: 8200.00 Professional Services	Journal: 3	Amt: 750.00						
200	United Parcel Service								
	Overnight document delivery		3243387	072224	75.00	082124	75.00	25647	2
	GLS Acct: 1210.00 Advanced Client Costs	Journal: 3	Amt: 75.00						
	Client: 121.01 Phillips/Marcus Real Estate Acquisition			08/21/2024	TCode: 102 A Paid		75.00	Arch	
225	Jackson/Wylinda								
	Catering/Firm Retreat			082124	1,500.00	082124	1,500.00	25648	1
	GLS Acct: 8200.00 Professional Services	Journal: 3	Amt: 1,500.00						
250	D & B Real Estate Management Company								
	Monthly Rent (Including Electric, Gas & Garbage)	AUTO		072224	7,500.00	072624	7,500.00	25649	2
	GLS Acct: 8010.00 Office Rent	Journal: 3	Amt: 7,500.00						
202	Software Technology, LLC								
	Software Maintenance Agreement Tabs3		312205	081624	490.00	081924	490.00	25650	1
	GLS Acct: 8080.00 Software Maintenance	Journal: 3	Amt: 490.00						
	Software Maintenance Agreement Tabs3 General Ledger		312206	081624	239.00	081924	239.00		2
	GLS Acct: 8080.00 Software Maintenance	Journal: 3	Amt: 239.00						
	Software Maintenance Agreement Tabs3 Accounts Payable		312207	081624	239.00	081924	239.00		3
	GLS Acct: 8080.00 Software Maintenance	Journal: 3	Amt: 239.00						
	Software Maintenance Agreement Tabs3 Trust Accounting		312208	081624	239.00	081924	239.00		4
	GLS Acct: 8080.00 Software Maintenance	Journal: 3	Amt: 239.00						
	Software Maintenance Agreement PracticeMaster (9 Users)		312209	081624	800.00	081924	800.00		5
	GLS Acct: 8080.00 Software Maintenance	Journal: 3	Amt: 800.00						
	Software Maintenance Agreement Tabs3 Taskbill		312210	081624	105.00	081924	105.00		6
	GLS Acct: 1442.00 Software	Journal: 3	Amt: 105.00						
		Check Totals:			2,112.00		2,112.00		
240	NELCO								
	Check order for Trust and AP Checks	5065	2094756	072224	129.85	071924	129.85	25651	1
	GLS Acct: 8040.00 Office Supplies	Journal: 3	Amt: 129.85						
400	Sprint Local & Long Distance								
	November Cell Phone Charges		402310760011	081624	68.96	081624	**VOID**	25652 M	2
325	Professional Messenger Services								
	Courier Fee			072224	47.50	072224	47.50	25663	1
	GLS Acct: 1210.00 Advanced Client Costs	Journal: 3	Amt: 47.50						
	Client: 101.00 Williams/John State v. Williams			07/22/2024	TCode: 102 A Paid		47.50	Arch	
	Courier Fee			082124	35.00	082322	35.00		3
	GLS Acct: 1210.00 Advanced Client Costs	Journal: 3	Amt: 35.00						
	Client: 121.01 Phillips/Marcus Real Estate Acquisition			08/21/2024	TCode: 102 A Paid		35.00	Arch	
		Check Totals:			82.50		82.50		
400	Sprint Local & Long Distance								
	November Cell Phone Charges		402310760011	081624	68.96	082124	68.96	EFT U	1
	GLS Acct: 8090.00 Telephone	Journal: 3	Amt: 68.96						
		Bank Account Totals:			19,718.31		19,718.31		

Voided checks/EFTs are NOT included in the totals.

Date: 08/26/2024 **Posted and Unposted Check Register GLS Totals** Page: 1
Jensen, Martin & Anderson, P.C.

Bank Account: 1 First Bank

GLS Acct	Journal	Amount
1210.00 Advanced Client Costs	3	157.50
1442.00 Software	3	105.00
8010.00 Office Rent	3	15,000.00
8040.00 Office Supplies	3	129.85
8080.00 Software Maintenance	3	2,007.00
8090.00 Telephone	3	68.96
8200.00 Professional Services	3	2,250.00
	Total	19,718.31

Voided Check List

Date: 08/26/2024 **AP Voided Check List** Page: 1
Jensen, Martin & Anderson, P.C.

Bank Account: 1 First Bank

Check #	Vendor #	Date	User ID	Invoice #	Amount
25647	200	08/14/2024	DANIEL	3243387	75.00
25652	400	08/20/2024	DANIEL	402310760011	68.96
				Bank Acct Total:	143.96

Menu ***Checks | Voided Checks | Voided Check List***

The Voided Check List offers an audit trail of voided checks and EFTs in check number order. This list includes both posted and unposted voided checks. Checks automatically voided by AP for test patterns and overflow descriptions will also be included on this list. This list can include a range of bank accounts and void dates. If multiple bank accounts are included on the report, each bank account will begin on a new page.

Tip: A Check Register can be printed that includes voided checks only.

Definitions for Voided Check List

Date (Heading) The Report Date entered when the report was run.

Check # A check number of "EFT" indicates the invoice is an electronic funds transfer.

Vendor # The vendor number shown on the check. If the check was automatically voided by AP because it was used for a test pattern or overflow descriptions, "Auto Void" will be shown in the Vendor # column.

Date If the check was an unposted check when it was voided, the date shown will be the system date when the check was voided. If the check was a posted check when it was voided, the date shown will be the Void Date.

User ID User ID of the user who voided the check.

Vendor Analysis Report

Date: 08/26/2024

Accounts Payable TD Vendor Analysis Report
Jensen, Martin & Anderson, P.C.

Page: 1

Vendor #	Name	Fed ID #	MTD Paid	MTD Disc	YTD Paid	YTD Disc	TD Paid	TD Disc
200	United Parcel Service		0.00	0.00	150.00	0.00	150.00	0.00
202	Software Technology, LLC		2,112.00	0.00	2,112.00	0.00	2,112.00	0.00
203	Clerk of the County Court		0.00	0.00	225.00	0.00	225.00	0.00
225	Jackson/Wylinda	43-433252	0.00	0.00	1,500.00	0.00	2,250.00	0.00
240	NELCO		129.85	0.00	129.85	0.00	129.85	0.00
250	D & B Real Estate Management Company	47-8383182	0.00	0.00	15,000.00	0.00	15,000.00	0.00
700	Clean All Janitorial Services	47-2531234	0.00	0.00	750.00	0.00	750.00	0.00
Totals:			2,241.85	0.00	19,866.85	0.00	20,616.85	0.00

Menu ***Reports | Vendors | Vendor Analysis Report***

The Vendor Analysis Report shows the cumulative paid posted amounts and discount amounts by vendor for month-to-date, year-to-date and to-date time frames. The report tabs for this report include the standard **Vendor** tab as well as the **Options** tab. The **Options** tab allows you to select whether you want vendors who were paid month-to-date, year-to-date or to-date to be included on the report. The Vendor Analysis Report shown above includes vendors who were paid to-date. Inactive vendors are indicated by parentheses around the vendor number[1].

Definitions for Vendor Analysis Report

Date The Report Date entered when the report was run.

Paid Amounts paid in the current month, current year or since inception.

Disc Amount of the discount taken in the current month, current year or since inception.

[1] Not shown on the sample report.

Paid Invoices by Vendor Report

Date: 08/26/2024 — **Paid Invoices by Vendor Report** — Jensen, Martin & Anderson, P.C. — Page: 1

Vendor #	Name	Voucher #	Invoice #	Inv Date	Inv Amount	Date Paid	Amount Paid	Check Number		Ref #
(200)	**United Parcel Service**									
	Overnight document delivery	200.01MLJ	3243387	042424	75.00	042424	75.00	25002-1	M	1
	Overnight document delivery		3243387	072424	75.00	082124	75.00	25647-1		2
	Vendor Totals				150.00		150.00			
202	**Software Technology, LLC**									
	Software Maintenance Agreement Tabs3		312205	081824	490.00	082124	490.00	25650-1		1
	Software Maintenance Agreement Tabs3 General Ledger		312206	081824	239.00	082124	239.00	25650-1		2
	Software Maintenance Agreement Tabs3 Accounts Payable		312207	081824	239.00	082124	239.00	25650-1		3
	Software Maintenance Agreement Tabs3 Trust Accounting		312208	081824	239.00	082124	239.00	25650-1		4
	Software Maintenance Agreement PracticeMaster (9 Users)		312209	081824	800.00	082124	800.00	25650-1		5
	Software Maintenance Agreement Tabs3 Taskbill		312210	081824	105.00	082124	105.00	25650-1		6
	Vendor Totals				2,112.00		2,112.00			
203	**Clerk of the County Court**									
	Documentation Fee, Filing Fee, and Sheriff Service Fee	200.01PAM		042424	225.00	042424	225.00	24995-1	M	1
	Documentation Fee, Filing Fee, and Sheriff Service Fee	101.00MLJ		082424	225.00	082124	225.00	25654-1	M U	2
	Vendor Totals				450.00		450.00			
225	**Jackson/Wylinda**									
	Catering/Firm Retreat			071724	1,500.00	072124	1,500.00	25648-1		1
	Holiday Party			122323	750.00	122323	750.00	25653-1	M	2
	Vendor Totals				2,250.00		2,250.00			
240	**NELCO**									
	Check order for Trust and AP Checks	5065	2094756	072424	129.85	082124	129.85	25651-1		1
	Vendor Totals				129.85		129.85			
250	**D & B Real Estate Management Company**									
	Monthly Rent (Including Electric, Gas & Garbage)	AUTO		071324	7,500.00	072524	7,500.00	25645-1		1
	Monthly Rent (Including Electric, Gas & Garbage)	AUTO		072424	7,500.00	072124	7,500.00	25649-1		2
	Vendor Totals				15,000.00		15,000.00			
700	**Clean All Janitorial Services**									
	Monthly Cleaning Charges (Bi-Weekly Service)	AUTO		071324	750.00	072424	750.00	25646-1		1
	Vendor Totals				750.00		750.00			
	Grand Totals				20,841.85		20,841.85			

Menu ***Reports | Invoices | Paid Invoices by Vendor Report***

The Paid Invoices by Vendor Report allows you to print a report of paid invoices that are posted, unposted or both in vendor order. Invoices, manual checks, and EFTs are included. The report tabs for this report include the standard **Vendor** and **Invoices** tabs as well as the **Options** tab. The **Options** tab includes parameters that enable you to the include the invoice description and include posted checks and EFTs, unposted checks and EFTs, or both. The information on the report is sorted by vendor, invoice number and then check number. Multiple invoices with the same vendor, invoice number and check number are additionally sorted by invoice/manual check and reference number. Inactive vendors are indicated by parentheses around the vendor number[1].

Definitions for Paid Invoices by Vendor Report

Date — The Report Date entered when the report was run.

Inv Amount — The amount of the invoice paid by the check. If a partial invoice was paid, the Amount Paid will be shown as the invoice amount.

Check Number — The single digit following the dash in the Check Number represents the bank account the check or EFT was written from. An "M" following the check number and bank account number indicates the check is a manual check. A "U" following the check number and bank account number indicates the check is unposted. A check number of "EFT" indicates the invoice is an electronic funds transfer[1].

Ref # — Reference number identifying the transaction for editing purposes.

AUTO — (In the Voucher # column.) Indicates the invoice was posted from a recurring entry.

Definitions for Paid Invoices by Vendor Report – Grand Totals

Invoice Amount Total of all invoice amounts for all vendors on the report.

Amount Paid Total amount paid for all vendors on the report.

[1] Not shown on the sample report.

1099 Report & 1099 Form

Date: 01/21/2024

Accounts Payable 1099 Report
Jensen, Martin & Anderson, P.C.

Page: 1

Vendor #	Name	Federal ID	YTD Paid	Box
225	Wylinda Jackson Suite 257 3423 Crooked Creek Road Lincoln, NE 68512	43-4332521	1,500.00	NEC Box 1
250	D & B Real Estate Management Company 7589 Van Gogh Street P.O. Box 64352 Lincoln, NE 68512	47-8383182	15,000.00	MISC Box 1
700	Clean All Janitorial Services Rural Route 1 P.O. Box 21 Lincoln, NE 68512	47-2531234	750.00	NEC Box 1
		Grand Total:	17,250.00	
		Total for MISC Box 1 - Rents:	15,000.00	
		Total for NEC Box 1 - Nonemployee Compensation:	2,250.00	

Menu ***Reports | 1099 Information | 1099 Report***
Reports | 1099 Information | 1099 Forms

You have the ability to print a 1099 report, 1099 forms, or generate a file on disk that can be used for filing 1099 forms electronically with the IRS. The report shown above is an Accounts Payable 1099 Report. The following page shows examples of 1099 forms.

The report tabs for the 1099 Report, 1099 Forms, and Create 1099 Disk File utilities include the standard **Vendor** tab as well as the **Options** tab. The **Options** tab includes a field to specify a minimum year-to-date amount paid and a tax year. All checks and EFTs that should be included in 1099 figures must be posted. The **Options** tab for the Create 1099 Disk File utility also allows you to specify a Payer Name Control, a Transmitter Control Code and whether you are creating a test file. Checks or EFTs that have not been posted will not be included on the report. Additionally, invoices whose **Exclude from 1099 Reporting** check box is selected will not be included on the report.

The 1099 Report and 1099 Form shown include 1099 information from Tabs3 Trust Accounting (Trust). Trust allows you to specify whether each trust account should use the firm or the trust account as the payer on 1099 forms. The 1099 information for trust accounts that are set up to use the firm as the payer can be included in AP 1099 utilities to combine the Trust amounts with AP amounts for common entities. Any trust accounts with a foreign address will show an asterisk (*) next to their name[1].

The 1099 Report can optionally include the address of the vendor and/or payee. If selected, the Address Line 1, Address Line 2, Address Line 3, City, State, and Zip fields will print below the Name.

The AP 1099 Forms utility 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, or Box 10 of Form 1099-MISC, or Box 1 of Form 1099-NEC, depending on the 1099 Info option in the vendor file. The Vendor Account # will print on the 1099 Form unless there is an "*" in the first character position of that field in the vendor file. The third street address line for the vendor is not used. The Name, Address Line 1, Address Line 2, City and State fields will be truncated to properly fit on the 1099 Form. If the Country is outside of the United States, it will be printed below the City, State, and Zip. If specified in System Configuration, the Firm's State ID # will print in Box 17 of Form 1099-MISC or Box 6 of Form 1099-NEC[1].

Definitions for 1099 Report & 1099 Form

Date — The Report Date entered when the report was run.

Vendor # — The vendor's number. "Trust" will print for payees from Trust for which there is no associated vendor in AP (i.e., there is no AP vendor with the same Federal ID #). On the 1099 Report, inactive vendors are indicated by parentheses around the vendor number[1].

YTD Paid — The amount to the right of the Federal ID # is calculated based on the total amount from paid and posted invoices for the year specified. If 1099 information from Trust is included on the report, the text "Trust Amount:" will print with the amount of the 1099 information from Trust and a total. The total amount shown will be the amount that prints on the 1099 Form. *(Note: This amount is calculated and is not retrieved from the YTD Vendor Totals.)*

Box — Indicates the box on the 1099-MISC or 1099-NEC form that the 1099 information will print in. This information is stored in the payee file. *(Note: The minimum year-to-date amount specified does not apply to NEC Box 1. Payers who have their 1099 Info field set to NEC Box 1 and have an amount greater than zero are always included on the report, regardless of the minimum year-to-date amount specified.)*

"None" ***No form will be printed.***
"MISC 1" ***The information will print in Box 1 (rents) on Form 1099-MISC.***
"MISC 3" ***The information will print in Box 3 (prizes, awards, etc.) on Form 1099-MISC.***
"MISC 6" ***The information will print in Box 6 (medical and health care payments) on Form 1099-MISC.***
"MISC 10" ***The information will print in Box 10 (gross proceeds paid to attorneys) on Form 1099-MISC.***
"NEC 1" ***The information will print in Box 1 (nonemployee compensation) on Form 1099-NEC.***

[1] Not shown on the sample report.

9595 ☐ VOID ☐ CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.	1 Rents	OMB No. 1545-0115	Miscellaneous Information
Jensen, Martin & Anderson, P.C. 1621 Cushman Dr Lincoln, NE 68512 Phone: 402-419-2200	$ 15000.00	Form 1099-MISC (Rev. January 2022)	
	2 Royalties $	For calendar year 2023	
	3 Other income $	4 Federal income tax withheld $	Copy A For Internal Revenue Service Center
PAYER'S TIN / RECIPIENT'S TIN	5 Fishing boat proceeds $	6 Medical and health care payments $	File with Form 1096.
RECIPIENT'S name D & B Real Estate Management Company	7 Payer made direct sales totaling $5,000 or more of consumer products to recipient for resale ☐	8 Substitute payments in lieu of dividends or interest $	For Privacy Act and Paperwork Reduction Act Notice, see the current General Instructions for Certain Information Returns.
Street address (including apt. no.) 7589 Van Gogh Street P.O. Box 64352	9 Crop insurance proceeds $	10 Gross proceeds paid to an attorney $	
City or town, state or province, country, and ZIP or foreign postal code Lincoln, NE 68501	11 Fish purchased for resale $	12 Section 409A deferrals $	
13 FATCA filing requirement ☐	14 Excess golden parachute payments $	15 Nonqualified deferred compensation $	
Account number (see instructions) / 2nd TIN not. ☐	16 State tax withheld $ $	17 State/Payer's state no.	18 State income $ $

Form 1099-MISC (Rev. 1-2022) 0000/1034 Department of the Treasury - Internal Revenue Service

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9595 ☐ VOID ☐ CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.	1 Rents	OMB No. 1545-0115	Miscellaneous Information
	$	Form 1099-MISC (Rev. January 2022)	
	2 Royalties $	For calendar year	
	3 Other income $	4 Federal income tax withheld $	Copy A For Internal Revenue Service Center
PAYER'S TIN / RECIPIENT'S TIN	5 Fishing boat proceeds $	6 Medical and health care payments $	File with Form 1096.
RECIPIENT'S name	7 Payer made direct sales totaling $5,000 or more of consumer products to recipient for resale ☐	8 Substitute payments in lieu of dividends or interest $	For Privacy Act and Paperwork Reduction Act Notice, see the current General Instructions for Certain Information Returns.
Street address (including apt. no.)	9 Crop insurance proceeds $	10 Gross proceeds paid to an attorney $	
City or town, state or province, country, and ZIP or foreign postal code	11 Fish purchased for resale $	12 Section 409A deferrals $	
13 FATCA filing requirement ☐	14 Excess golden parachute payments $	15 Nonqualified deferred compensation $	
Account number (see instructions) / 2nd TIN not. ☐	16 State tax withheld $ $	17 State/Payer's state no.	18 State income $ $

Form 1099-MISC (Rev. 1-2022) 0000/1034 Department of the Treasury - Internal Revenue Service

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BMISFED NTF 2585052

Form 1099-MISC

7171 ☐ VOID ☐ CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		OMB No. 1545-0116 Form **1099-NEC** (Rev. January 2022) For calendar year 2023	**Nonemployee Compensation**
Jensen, Martin & Anderson, P.C. 1621 Cushman Dr Lincoln, NE 68512 Phone: 402-419-2200			
PAYER'S TIN	RECIPIENT'S TIN: 43-433252	1 Nonemployee compensation: $ 1500.00	**Copy A** For Internal Revenue Service Center **File with Form 1096.**
RECIPIENT'S name: Wylinda Jackson		2 Payer made direct sales totaling $5,000 or more of consumer products to recipient for resale ☐	For Privacy Act and Paperwork Reduction Act Notice, see the current General Instructions for Certain Information Returns.
Street address (including apt. no.): 3423 Crooked Creek Road		3	
City or town, state or province, country, and ZIP or foreign postal code: Atlanta, GA 33432		4 Federal income tax withheld: $	
Account number (see instructions)	2nd TIN not. ☐	5 State tax withheld: $ / $	6 State/Payer's state no.	7 State income: $ / $

Form **1099-NEC** (Rev. 1-2022) 0000/1034 Department of the Treasury - Internal Revenue Service

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7171 ☐ VOID ☐ CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		OMB No. 1545-0116 Form **1099-NEC** (Rev. January 2022) For calendar year 2023	**Nonemployee Compensation**
Jensen, Martin & Anderson, P.C. 1621 Cushman Dr Lincoln, NE 68512 Phone: 402-419-2200			
PAYER'S TIN	RECIPIENT'S TIN: 43-433252	1 Nonemployee compensation: $ 750.00	**Copy A** For Internal Revenue Service Center **File with Form 1096.**
RECIPIENT'S name: Clean All Janitorial Services		2 Payer made direct sales totaling $5,000 or more of consumer products to recipient for resale ☐	For Privacy Act and Paperwork Reduction Act Notice, see the current General Instructions for Certain Information Returns.
Street address (including apt. no.): P.O. Box 21		3	
City or town, state or province, country, and ZIP or foreign postal code: Waverly, NE 68498		4 Federal income tax withheld: $	
Account number (see instructions)	2nd TIN not. ☐	5 State tax withheld: $ / $	6 State/Payer's state no.	7 State income: $ / $

Form **1099-NEC** (Rev. 1-2022) 0000/1034 Department of the Treasury - Internal Revenue Service

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PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		OMB No. 1545-0116 Form **1099-NEC** (Rev. January 2022) For calendar year	**Nonemployee Compensation**
PAYER'S TIN	RECIPIENT'S TIN	1 Nonemployee compensation: $	**Copy A** For Internal Revenue Service Center **File with Form 1096.**
RECIPIENT'S name		2 Payer made direct sales totaling $5,000 or more of consumer products to recipient for resale ☐	For Privacy Act and Paperwork Reduction Act Notice, see the current General Instructions for Certain Information Returns.
Street address (including apt. no.)		3	
City or town, state or province, country, and ZIP or foreign postal code		4 Federal income tax withheld: $	
Account number (see instructions)	2nd TIN not. ☐	5 State tax withheld: $ / $	6 State/Payer's state no.	7 State income: $ / $

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