

Trust Accounting Sample Reports



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Version 17 (January 2014)

Tabs3 Trust Accounting Software

Sample Reports

Purposes & Benefits of TAS Reports

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

PURPOSES & BENEFITS OF TAS REPORTS			
Report	Purpose	Benefit	When to Run
Bank Account List	Provides a list of bank accounts including their current balance and last check number used. Also includes GLS account numbers and Tabs3 transaction codes for integration purposes.	Quick access to bank account balance.	As needed.
Payee List	Provides a list of payees and addresses in alphabetical order.	Easy to review address information, Federal ID numbers and which 1099 box is set up for the payee.	As needed.
Trust Account List	Provides a list of trust accounts with their respective balances and grand totals in detail or summary format. Flexible subtotaling options allow subtotaling by bank account or attorney or both. Use current balances or specify balances as of a selected date.	A “totals only” report can be printed. Zero balance trusts can be excluded and a list of trust accounts whose balances fall below the desired minimum balance can be printed. Optionally include dates of last deposit, check and EFT.	As needed.
Transaction Entry List	The Transaction Entry Lists is used to provide trust transactions that can be accessed using the transaction entry program. Separate entry lists can be printed according to your View Options.	Provides the ability to instantly print the items in your Transaction Entry List without leaving the transaction entry window.	As needed.
Transaction Verification List	Provides a paper audit trail of all trust transactions entered from all sources in bank account or entry order. Changes and deletions are also included. Separate lists are maintained for each User ID.	Allows the data entry operator to check his/her work after each data entry session.	Usually after each data entry session. TAS can be configured to not allow deletion of the verification lists unless they have been printed.
Reconciliation Report	Shows reconciled trust transactions, unreconciled trust transactions or both in a summary or detail format. Option to include checks, deposits, EFTs or all trust transactions.	Provides a paper listing of all trust transactions reconciled during the current reconciliation. A useful tool for determining where discrepancies reside when not in balance.	As needed.
Voided Check List	Includes checks that have been voided since the last time transactions were purged.	Provides an audit trail of voided checks that includes the date the check was voided.	As needed and before running the Purge Transactions program.

PURPOSES & BENEFITS OF TAS REPORTS			
Report	Purpose	Benefit	When to Run
Check Register by Trust Account	Includes activity by individual trust account for a range of trust accounts. Transactions are printed in date order. Voided checks are included.	Easily review activity for trust accounts. Includes reference numbers for editing purposes.	As needed.
Check Register by Check Number	Provides a listing of checks, deposits and EFTs for a specified date range. Include or exclude voided checks.	Provides a complete list of checks in check number order with an optional running balance. Easy to spot missing check numbers.	Annually and as needed.
Check Register by Payee	Provides a listing of all checks and EFTs for specified Payees. Include or exclude voided checks.	Easily determine if checks or EFTs have been written to a payee and what Trust account it was from.	As needed.
Client Trust Ledger	Includes activity by trust account for a range of trust accounts. Transactions are printed in date order. Voided checks are not included. Optionally exclude zero balance trusts or no activity trusts.	Includes a running balance after each transaction. This report can be given to the client as a record of all activity on the account.	As needed.
1099 Report	Verify 1099 information before printing forms or preparing APS merge file. Provides a list of trust accounts who have paid payees more than a specified amount in a calendar year. Optionally include detailed information for each disbursement.	Easily determine if Federal ID numbers are entered and verify which 1099 box is set up for the payee.	Annually and as needed.
1099 Form	Fulfills IRS reporting requirements.	Eliminates manual preparation of forms. Streamlines mandatory annual chore.	Annually and as needed.

Sample Reports

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Standard **Trust Accounts** Tab

Standard **Transactions** Tab

Standard **Sort** Tab

Standard Program Tabs for Reports

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

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

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

Optional Report Footer

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

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

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

Attorney List

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

Date: 11/17/2014		TAS Attorney List	Page: 1
Burns, Jensen & Powers, P.C.			
<u>Attorney</u>			
1	RJB	Robert J. Burns	
2	MLJ	Michael L. Jensen	
3	PAM	Paula A. Madison	
4	DHB	Daniel H. Brady	
5	JPP	Julie P. Powers	

Bank Account List

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

Example of information shown when integrating with GLS and Tabs3

Date: 11/14/2014		TAS Bank Account List	Page: 1									
Jensen, Martin, Hilde & Anderson, P.C.												
<u>Bank Account</u>	<u>Description</u>	<u>Current Balance</u>	<u>Last Check #</u>	<u>Allow Neg</u>								
1	First Bank IOLTA Account	4977.53	45341	N								
Tabs3 Statement/WIP Terminology Balance: Your retainer balance is Opening Balance: Opening retainer balance Closing Balance: Closing retainer balance Bill Remit Amount: As per our agreement please remit: Target Remit Amount: To meet your minimum retainer balance, please remit:												
Tabs3 Tcodes: <table style="float: right; margin-left: 20px;"> <tr> <td><u>Reg Pymt</u></td> <td><u>Fee Pymt</u></td> <td><u>Exp Pymt</u></td> <td><u>Adv Pymt</u></td> </tr> <tr> <td>900</td> <td></td> <td></td> <td></td> </tr> </table>		<u>Reg Pymt</u>	<u>Fee Pymt</u>	<u>Exp Pymt</u>	<u>Adv Pymt</u>	900						
<u>Reg Pymt</u>	<u>Fee Pymt</u>	<u>Exp Pymt</u>	<u>Adv Pymt</u>									
900												
GLS Accrual Information												
	<u>Debit</u>	<u>Credit</u>	<u>Jrnl</u>	<u>Description</u>								
	1150.00	2310.00	1	Accrual Posting								

Example of information shown when integrating with GLS without Tabs3

Date: 11/14/2014		TAS Bank Account List	Page: 1													
Jensen, Martin, Hilde & Anderson, P.C.																
<u>Bank Account</u>	<u>Description</u>	<u>Current Balance</u>	<u>Last Check #</u>	<u>Allow Neg</u>												
1	First Bank IOLTA Account	4977.53	45341	N												
Tabs3 Statement/WIP Terminology Balance: Your retainer balance is Opening Balance: Opening retainer balance Closing Balance: Closing retainer balance Bill Remit Amount: As per our agreement please remit: Target Remit Amount: To meet your minimum retainer balance, please remit:																
GLS Accounts: <table style="float: right; margin-left: 20px;"> <tr> <td><u>Debit</u></td> <td><u>Reg Pymt</u></td> <td><u>Fee Pymt</u></td> <td><u>Exp Pymt</u></td> <td><u>Adv Pymt</u></td> <td><u>Jrnl</u></td> </tr> <tr> <td>1110.00</td> <td>4100.00</td> <td>4400.00</td> <td>1210.00</td> <td>2</td> <td></td> </tr> </table>		<u>Debit</u>	<u>Reg Pymt</u>	<u>Fee Pymt</u>	<u>Exp Pymt</u>	<u>Adv Pymt</u>	<u>Jrnl</u>	1110.00	4100.00	4400.00	1210.00	2				
<u>Debit</u>	<u>Reg Pymt</u>	<u>Fee Pymt</u>	<u>Exp Pymt</u>	<u>Adv Pymt</u>	<u>Jrnl</u>											
1110.00	4100.00	4400.00	1210.00	2												
GLS Accrual Information																
	<u>Debit</u>	<u>Credit</u>	<u>Jrnl</u>	<u>Description</u>												
	1150.00	2310.00	1	Accrual Posting												

Definitions

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

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

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

Date: 11/17/2014		TAS Payee List		Page: 1
		Burns, Jensen & Powers, P.C.		
<u>Payee Name & Address</u>	<u>Federal ID #</u>	<u>1099 Box</u>		
Cass County Treasurer 145 North 4th Plattsmouth, NE 68048		N		
Lancaster County Clerk 555 South 10th Street Lincoln, NE 68508		N		
Lancaster County Court 555 South 10th Street Lincoln, NE 68508		N		
Lancaster County Treasurer 555 South 10th Street Lincoln, NE 68508		N		
Firm 1621 Cushman Drive Lincoln, NE 68512	12-3456789	7		
Dawson/Charles L. 27550 Cottonwood Drive San Bernadino, CA 92408	231-90-8253	7		
Able/Paul 245 South 20th Street, Apt. #12 Lincoln, NE 68510	368-12-0987	1		
Smith/David P. 1000 'O' Street, Suite 420 Lincoln, NE 68510	401-98-8765	7		
Bryan/LGH East Medical Center 1600 South 48th Street Lincoln, NE 68506	47-5205856	6		
D & B Real Estate Management Co. 7589 Van Gogh Street P.O. Box 64352 Lincoln, NE 68501	47-8383182	1		
Banks, McCobe & Heins 2031 South 70th Street Suite 102 Lincoln, NE 68506	47-8462954	14		
Noble/Lori Medical Records Department 1823 South Street Lincoln, NE 68502	47-9382777	6		

Payee List

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

Definitions

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

Date: 11/17/2014 **TAS Client Trust Ledger**
Burns, Jensen & Powers, P.C. Page: 1

System Date: 11/17/2014 Time: 09:40 AM User ID: MLJ

Trust Account Selection Criteria:

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

Transaction Selection Criteria:

Date:	mm/dd/yy	Thru:	mm/dd/yy
Save/Purge:	Both		

Client Trust Ledger Options:

- Include Zero Balance Trusts: Yes
- Include Only Active Trusts: No
- Include Voided Checks: No
- Print Subtotals Only: No
- Start Account on New Page: Yes

Sort Options:

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

Criteria Page

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

Date: 11/14/2014 **Trust Entry List by Trust ID**
Jensen, Martin & Anderson, P.C. Page: 1

101.00 Williams/John
State v. Williams

Bank	Ref #	Date	Check #	Amount	Description	Payee
1	1	08/22/2014	Deposit	2,000.00	Initial Deposit -- Check 1011	
1	2	09/29/2014	45335	200.00	Payment of August Invoice	FIRM
1	3	10/14/2014	45336	723.40	Payment of September Invoice	FIRM
1	4	11/04/2014	Deposit	923.40	Retainer Payment Received, Thank You!	
		Checks		923.40		
		Deposits		2,923.40		
		EFTs		0.00		
		Total		2,000.00		

Trust Transaction Entry List

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

Date: 11/17/2014	TAS Trust Account List Burns, Jensen & Powers, P.C.				Page: 1
Bank Account: 1 First National Bank - Trust #1					
<u>Trust</u>	<u>Name/Description</u>	<u>Attorney</u>	<u>Contact/Phone</u>	<u>Minimum Balance</u>	<u>Current Balance</u>
200.03-1	Jefferson Insurance Co. Re: Acquisition of Mid-State Insurance Last Deposit: 09/26/2014	001 RJB	Mike Johnson 402-464-2200 Check #: 1005 Last EFT: (none)	1,500.00	2,562.61
First National Bank - Trust #1 Total:					2,562.61

Date: 11/17/2014	TAS Trust Account List Burns, Jensen & Powers, P.C.				Page: 1
Bank Account: 2 First National Bank - Trust #2					
<u>Trust</u>	<u>Name/Description</u>	<u>Attorney</u>	<u>Contact/Phone</u>	<u>Minimum Balance</u>	<u>Current Balance</u>
100.00-2	Dawson/Charles L. Re: Estate Last Deposit: 10/10/2014	005 JPP	Chuck Dawson 714-884-7525 Check #: 2017 Last EFT: 05/12/2014	0.00	50,996.43
450.00-2	Able/Paul & Mary Re: Parent's Estate Last Deposit: 05/15/2014	001 RJB	Paul Able 402-322-1459 Check #: 2018 Last EFT: (none)	0.00	31,321.00
First National Bank - Trust #2 Total:					82,317.43

Trust Account List

The Trust Account List can be printed in detail or summary format. You can elect to print totals only. Examples of trust account lists are shown above and on the following page. The program tabs for this report include the standard **Trust Account** tab (*page 4*) as well as the **Options** tab and a unique **Sort** tab. The **Options** tab allows you to select whether the report should be printed in detail or summary format; whether to print a current balance or the balance on a specified date; whether only trust accounts with balances below the desired minimum balance should be selected; whether zero balance trust accounts should be included; and whether to print the last transaction dates. The **Sort** tab allows you to select a primary and secondary order of bank account, attorney or none; print a "totals only" report; subtotal by trust account; and print trust accounts in alphabetical or numerical order.

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

Definitions

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

Date: 11/17/2014 **TAS Trust Account List** Burns, Jensen & Powers, P.C. Page: 1

350.00-3	Carter/Arthur J. Re: Business Consulting 4920 Everett Lincoln NE 68503 Contact: Art Carter Desired Minimum Bal: 500.00 Name Search: CARTER/ARTHUR J.	002 MLJ	Date Opened: 03/14/2014 Fed ID: 97-7654323 Business: 402-438-8424 Current Balance: 2,139.75
200.03-3	Jefferson Insurance Co. Re: Acquisition of Mid-State Insurance American Charter Building 9th & West 'O' Streets Suite 220 Lincoln NE 68510-6330 Contact: Mike Johnson Desired Minimum Bal: 500.00 Tabs3 Amt to Bill: 500.00 Name Search: JEFFERSON INSURA	001 RJB	Date Opened: 04/15/2014 Fed ID: 98-7654321 Business: 402-464-2200 Current Balance: 3,185.00
400.00-3	Lutz/Jody Re: Manage trust account for Jody Rural Route #3 Box 57 Greenwood NE 68533 Contact: Jody Lutz Desired Minimum Bal: 0.00 Name Search: LUTZ/JODY	005 JPP	Date Opened: 03/04/2014 Fed ID: 12-3456789 Mobile: 402-598-2354 Current Balance: 10,895.10
First Federal - Trust Account Total:			16,219.85

Detail Alphabetical List
 Totals Only
 Primary Order=Bank Account

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

Date: 11/17/2014 **TAS Trust Account List** Burns, Jensen & Powers, P.C. Page: 1

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

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

Date: 11/17/2014 **TAS Trust Account List** Burns, Jensen & Powers, P.C. Page: 1

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

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

Date: 11/17/2014 **TAS Trust Account List** Burns, Jensen & Powers, P.C. Page: 1

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

TAS Transaction Entry Verification List

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

Trust	Bank	Ref #	Type	Check #	Trans Date	Date Entered	S/P	Amount	Description	Payee	
100.00	2	5	Dep		08/29/2014	09/05/2014	S	25,000.00	Initial Deposit <i>Dawson/Charles L.</i>		
100.00	2	6	Chk	2011	09/05/2014	09/05/2014	S	1,200.00	Expense money for Dawson <i>Dawson/Charles L.</i>	Dawson/Charles L. 27550 Cottonwood Drive San Bernardino, CA 92408	
350.00	3	3	Dep		09/05/2014	09/05/2014	S	4,525.75	Sale of stocks <i>Carter/Arthur J.</i>		
350.00	3	4	EFT		09/19/2014	09/19/2014	S	441.75	Attorney fees <i>Carter/Arthur J.</i>	Burns, Jensen & Powers, P.C. 1621 Cushman Drive Lincoln, NE 68512	
450.00	2	1	Chk	2012	09/19/2014	09/19/2014	S	1,250.00	Accountant fees <i>Able/Paul & Mary</i>	Banks, McCobe & Heins 2031 South 70th Street Suite 102 Lincoln, NE 68506	
100.00	2	7	Chk	2013	09/22/2014	09/22/2014	S	1,450.00	Real estate taxes <i>Dawson/Charles L.</i>	Lancaster County Treasurer 555 South 10th Street Lincoln, NE 68508	
100.00	2	8	Chk	0	09/29/2014	09/29/2014	D	0.00	Management fees <i>Dawson/Charles L.</i>	D & B Real Estate Management Co. 7589 Van Gogh Street P.O. Box 64352 Lincoln, NE 68501	
200.03	1	1	Chk	1023	10/10/2014	10/10/2014	S	25.00	Filing fee for petition <i>Jefferson Insurance Co.</i>	Lancaster County Clerk 555 South 10th Street Lincoln, NE 68508	
								Checks:	3,925.00		
								Deposits:	29,525.75		
								EFTs:	441.75		

Trust Checksum = 175003

Changed Entries

New										
350.00	3	3	Dep		09/05/2014	09/05/2014	S	4,525.75	Sale of stocks <i>Carter/Arthur J.</i>	
Old										
350.00	3	3	Dep		09/05/2014	09/05/2014	S	4,255.75		
New										
100.00	2	5	Dep		08/29/2014	08/29/2014	S	25,000.00	Initial Deposit <i>Dawson/Charles L.</i>	
Old										
100.00	2	5	Dep		08/30/2014	09/05/2014	S	52,000.00		

Deleted Entries

100.00	2	8	Chk	0	09/29/2014	09/29/2014	S	721.00	Management fees <i>Dawson/Charles L.</i>	D & B Real Estate Management Co. 7589 Van Gogh Street P.O. Box 64352 Lincoln, NE 68501
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Total Transaction Count = 11

(Description and definitions on page 11.)

Transaction Verification List

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

Definitions

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

¹ Not shown on the sample report.

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

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

DATE: 11/09/2014
NUMBER: 5047
AMOUNT: ****\$249.00

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

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

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

⑈005047⑈ ⑆000067894⑆ 12345678⑈

DATE	TRUST NAME	PAY TO DESCRIPTION	AMOUNT
11/09/2014	Paul & Mary Able Account: 450.00-2	Annual property and wheel tax for estate vehicles.	249.00

CHECK DATE	CHECK NO.	CHECK AMOUNT
11/09/2014	5047	249.00

YOUR FIRM NAME HERE

Pay To: Lancaster County Treasurer

Date	Trust Name	Description	Amount
11/09/2014	Paul & Mary Able Account: 450.00-2	Annual property and wheel tax for estate vehicles.	249.00

Check Date	Check #	Check Amt
11/09/2014	5047	249.00

Checks

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

The check shown above was printed by TAS. Checks can be printed by a laser printer or a printer that uses continuous form checks. The program tabs for the Print Checks program include the standard **Trust Accounts** and **Transactions** tabs (page 4).

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

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

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

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

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

Bank Account: 2 First National Bank - Trust #2

Check #	Date	Recon	Trust ID	Trust Name/Check Description	Payee	Deposits	Withdrawals	Balance
					Beginning Balance:			25.00
Deposit	08/25/2014		450.00	Able/Paul & Mary Retainer Deposit		3,500.00		3,525.00
Deposit	08/29/2014		100.00	Dawson/Charles L. Initial Deposit		52,000.00		55,525.00
Deposit	09/05/2014		200.03	Jefferson Insurance Co. Prepayment for services		1,500.00		57,025.00
Deposit	09/08/2014		100.00	Dawson/Charles L. Sale of stocks		4,255.75		61,280.75
2011	09/08/2014		100.00	Dawson/Charles L. Expense money for Dawson	Dawson/Charles L.		1,200.00	60,080.75
2012	09/19/2014		450.00	Able/Paul & Mary Accountant fees	Banks, McCobe & Heins		1,250.00	58,830.75
2013	09/19/2014	Y P			Check Test Pattern		Void	58,830.75
2014	09/22/2014		100.00	Dawson/Charles L. Real estate taxes	Lancaster County Treasurer		1,450.00	57,380.75
EFT	09/30/2014		100.00	Dawson/Charles L. Payment from trust	Burns, Jensen & Powers, P.C.		1,250.00	56,130.75
2015	09/29/2014		450.00	Able/Paul & Mary Quarterly attorney fee	Burns, Jensen & Powers, P.C.		525.00	55,605.75
2016	09/29/2014		200.03	Jefferson Insurance Co. Expert witness fee	Smith/David P.		625.00	54,980.75
					Total Calculated Balance:	61,255.75	6,300.00	54,980.75
					Deposits for Bank Acct 2	61,255.75		
					EFTs for Bank Acct 2	0.00	1,250.00	
					Checks for Bank Acct 2		5,050.00	

Check Register By Check Number

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

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

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

The program tabs for this report include the standard **Transactions** tab (*page 4*) as well as the **Options** tab. The **Options** tab allows you to specify a range of bank accounts; whether to include totals only or a running balance on the report; whether voided checks or only voided checks should be included; and whether outstanding transactions, reconciled transactions or both outstanding and reconciled transactions should be included. Unpaid check transactions are only included when the check number range uses a beginning check number of "0".

Definitions

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

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

Date (column heading) Date of the transaction.

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

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

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

Total Calculated Balance A calculated amount. This calculation will differ depending on whether unpaid checks are included on the report. (*Unpaid check transactions are checks with a check number of 0.*)

When including unpaid checks: Bank Account Balance + Total Paid Checks + Total EFTs – Total Deposits – Total Unpaid Checks before the cutoff date = Total Calculated Balance. The Bank Account Balance is retrieved from the Bank Account file. The Total Paid Checks, Total EFTs, and Total Deposits are those transactions with a transaction date after the ending date specified.

When excluding unpaid checks: Bank Account Balance + Total Paid Checks + Total EFTs – Total Deposits = Total

Calculated Balance. The Bank Account Balance is retrieved from the Bank Account file. The Total Paid Checks, Total EFTs, and Total Deposits are those transactions with a transaction date after the ending date specified.

Beginning Balance

A calculated amount. Total Calculated Balance – Total Deposits + Total Checks + Total EFTs = Beginning Balance. The Total Checks, Total EFTs, and Total Deposits are those transactions with a transaction date within the transaction date range specified.

***¹

When the report is printed without a running balance, the asterisks indicate the check number is out of sequence.

Date: 11/17/2014		TAS Check Register by Payee			Page: 1	
Burns, Jensen & Powers, P.C.						
<u>Payee</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Trust</u>	<u>Check Description</u>	
Banks, McCobe & Heins	2012	09/19/2014	1,250.00	450.00	Accountant fees	
Banks, McCobe & Heins Totals			Checks:	1,250.00		
D & B Real Estate Management Co.	3015	09/29/2014	275.00	400.00	Management consultation fee	
D & B Real Estate Management Co. Totals			Checks:	275.00		
Dawson/Charles L.	2011	09/08/2014	1,200.00	100.00	Expense money for Dawson	
Dawson/Charles L. Totals			Checks:	1,200.00		
Burns, Jensen & Powers, P.C.	EFT	09/19/2014	441.75	350.00	Attorney fees	
	2015	09/29/2014	525.00	450.00	Quarterly attorney fee	
	EFT	09/29/2014	1,250.00	100.00	Payment from trust	
Burns, Jensen & Powers, P.C. Totals			Checks:	525.00		
			EFTs:	1,691.75		
Lancaster County Clerk	1023	08/11/2014	25.00	200.03	Filing fee for petition	
	1024	09/12/2014	Void	200.03	Annual property tax	
Lancaster County Clerk Totals			Checks:	25.00		
Lancaster County Treasurer	2014	09/22/2014	1,450.00	100.00	Real estate taxes	
Lancaster County Treasurer Totals			Checks:	1,450.00		
Smith/David P.	2016	09/29/2014	625.00	200.03	Expert witness fee	
Smith/David P. Totals			Checks:	625.00		
Grand Totals			Checks:	5,350.00		
			EFTs:	1,691.75		

Check Register By Payee

The Check Register By Payee prints a check register by payee for a selected range of payees. Grand totals are included at the end of the report as well as totals by payee. The program tabs for this report include the standard **Trust Transactions** tab (page 4) as well as the **Options** tab. The **Options** tab allows you to specify a report date, a range of payees, whether to print a criteria page, include voided checks, and to start each payee on a new page. You also have the option to only include transactions with no Payee.

Definitions

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

TAS Check Register by Trust Account
Jensen, Martin & Anderson, P.C.

Attorney: 1 to 99

From 10/01/14 Thru 10/31/14

<u>Date</u>	<u>Check #</u>	<u>Ref #</u>	<u>Description</u>	<u>Amount</u>	<u>Payee</u>
1.00-1 Administrative Account					
For tracking all Firm and interest adjustments					
10/06/2014	Deposit	4	Interest Deposited	3.22	
10/27/2014	EFT	5	Interest transferred to IOLTA	3.22	IOLTA Interest
			Opening Balance:		\$200.00
			Total Deposits:	3.22CR	
			Total EFTs:	3.22DB	
			Closing Balance:		\$200.00
<hr/>					
101.00-1 Williams/John					
State v. Williams					
10/16/2014	45336	3	Payment of September Invoice	723.40	Jensen, Martin & Anderson, P.C.
10/27/2014	Deposit	4	Retainer Payment Received	1,923.40	
10/27/2014	45337	5	Payment of October Invoice	1,382.35	Jensen, Martin & Anderson, P.C.
			Opening Balance:		\$1,800.00
			Total Deposits:	1,923.40CR	
			Total Checks:	2,105.75DB	
			Closing Balance:		\$1,617.65
<hr/>					
850.00-1 White/Kelly					
Divorce					
10/09/2014	Deposit	1	Initial Deposit - Check 2322	1,000.00	
			Opening Balance:		\$0.00
			Total Deposits:	1,000.00CR	
			Closing Balance:		\$1,000.00
			Grand Totals: Opening Balance:		\$2,000.00
			Total Deposits:	2,926.62CR	
			Total Checks:	2,105.75DB	
			Total EFTs:	3.22DB	
			Closing Balance:		\$2,817.65
<hr/>					
Bank Account			Opening Bal	Debits	Credits
1 First Bank IOLTA Account			2,000.00	2,108.97	2,926.62
					2,817.65

The Bank Account totals do not include unpaid check transactions.

Check Register By Trust Account

The Check Register By Trust Account prints a check register by individual trust account for a selected range of trust accounts. Grand totals are included at the end of the report as well as totals by bank account. The program tabs for this report include the standard **Trust Accounts**, **Transactions** and **Sort** tabs (*page 4*) as well as the **Options** tab. The **Options** tab allows you to specify a report date, whether to print a criteria page and whether to include trust accounts with no activity.

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Definitions

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

Date: 11/17/2014		TAS Detail Reconciliation Report			Page: 1	
		Burns, Jensen & Powers, P.C.				
Bank Account: 2 First National Bank - Trust #2		Reconciled Transactions				
Date	Check #	Trust	Name/Description	Payee	Amount	
				Beginning Statement Balance:	85,855.50	
09/08/2014	2011	100.00	Dawson/Charles L. Expense money for Dawson	Dawson/Charles L.	1,200.00	
09/19/2014	2012	450.00	Able/Paul & Mary Accountant fees	Banks, McCobe & Heins	1,250.00	
09/23/2014	2014	100.00	Dawson/Charles L. Real estate taxes	Lancaster County Treasurer	1,450.00	
09/29/2014	2015	450.00	Able/Paul & Mary Quarterly attorney fee	Burns, Jensen & Powers, P.C.	525.00	
09/29/2014	2016	200.03	Jefferson Insurance Co. Expert witness fee	Smith/David P.	625.00	
				(-) Total Reconciled Checks	5 Items:	5,050.00
08/29/2014	Deposit	100.00	Dawson/Charles L. Initial Deposit		52,000.00	
09/05/2014	Deposit	200.03	Jefferson Insurance Co. Prepayment for services		1,500.00	
09/08/2014	Deposit	100.00	Dawson/Charles L. Sale of stocks		4,255.75	
09/29/2014	EFT	100.00	Dawson/Charles L. Payment from trust	Burns, Jensen & Powers, P.C.	1,250.00	
The transaction cut-off date is 09/30/2014.				(+) Total Reconciled Deposits	3 Items:	57,755.75
				(-) Total Reconciled EFTs	1 Items:	1,250.00
				Cleared Balance:		137,311.25
				Ending Statement Balance:		137,311.25
				Difference:		In Balance

Date: 11/17/2014		TAS Detail Reconciliation Report			Page: 2	
		Burns, Jensen & Powers, P.C.				
Bank Account: 2 First National Bank - Trust #2		Outstanding Transactions				
Date	Check #	Trust	Name/Description	Payee	Amount	
				Cleared Balance:	137,311.25	
09/29/2014	2017	100.00	Dawson/Charles L. Management consultation fee	D & B Real Estate Management Co.	35.00	
The transaction cut-off date is 09/30/2014.				(-) Total Outstanding Checks	1 Items:	35.00
				(+) Total Outstanding Deposits	0 Items:	0.00
				(-) Total Outstanding EFTs	0 Items:	0.00
				Calculated Bank Balance:		137,276.25
				Current Bank Balance:		137,276.25
				Discrepancy:		0.00

Bank Account Reconciliation Report

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

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

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Definitions

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

¹Not shown on the sample report.

Voided Check List

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

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

Date: 11/17/2014	TAS Voided Check List				Page: 1
	Burns, Jensen & Powers, P.C.				
Bank Acct #:	1 First National Bank - Trust #1				
		Void			
Check #	Trust	Date	User ID		Amount
1023	200.03	09/22/2014	MLJ		25.00
1028	Pattern	09/05/2014	MLJ		0.00
	Bank Account Total:				25.00

Definitions

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

Attorney: 1 Robert J. Burns

From 09/01/2014 Thru 09/30/2014

100.00-2 Dawson/Charles L.
Estate

Date	Check #	Description	Amount	Balance	Payee
		Opening Balance:		\$52,000.00	
09/05/2014	2011	Expense money for Dawson	1,200.00DB	50,800.00	Dawson/Charles L.
09/05/2014	Deposit	Sale of stocks	4,255.75CR	55,055.75	
09/22/2014	2014	Real estate taxes	1,450.00DB	53,605.75	Lancaster County Treasurer
09/26/2014	2017	Management consultation fee	35.00DB	53,570.75	D & B Real Estate Management Co.
09/29/2014	EFT	Payment from trust	1,250.00DB	52,320.75	Burns, Jensen & Powers, P.C.
		Total Deposits:	4,255.75CR		
		Total Checks:	2,685.00DB		
		Total EFTs:	1,250.00DB		
		Closing Balance:		\$52,320.75	

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

Date	Check #	Description	Amount	Balance	Payee
		Opening Balance:		\$5,000.00	
09/04/2014	EFT	Attorney fees	250.00DB	4,750.00	Burns, Jensen & Powers, P.C.
09/12/2014	Void	Annual property tax	0.00CR	4,750.00	Lancaster County Clerk
		Total EFTs:	250.00DB		
		Closing Balance:		\$4,750.00	

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

Date	Check #	Description	Amount	Balance	Payee
		Opening Balance:		\$500.00	
09/22/2014	Unpaid	Processing fee	25.00DB	475.00	Lancaster County Court
		Total Checks:	25.00DB		
		Closing Balance:		\$475.00	
		Opening Balance:		\$5,500.00	
		Total Checks:	25.00DB		
		Total EFTs:	250.00DB		
		Closing Balance:		\$5,225.00	
		Grand Totals: Opening Balance:		\$57,500.00	
		Total Deposits:	4,255.75CR		
		Total Checks:	2,710.00DB		
		Total EFTs:	1,500.00DB		
		Closing Balance:		\$57,545.75	

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

The Bank Account totals do not include unpaid check transactions.

Client Trust Ledger

The Client Trust Ledger shows all activity for selected trust accounts within a selected date range including a running balance. The program tabs for this report include the standard **Trust Accounts**, **Transactions** and **Sort** tabs (*page 4*) as well as the **Options** tab. The **Options** tab allows you to include zero balance trusts, include voided checks, include only active trusts, print subtotals only, and to select whether each trust account should begin on a new page of the report. The Client Trust Ledger shown above includes detail transactions; whereas, the Client Trust Ledger shown on the following page includes subtotals only.

Definitions

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

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

(continued on the following page)

Attorney: 1 Robert J. Burns

From 09/01/2014 Thru 09/30/2014

100.00-2 Dawson/Charles L.

Estate

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

200.03-1 Jefferson Insurance Co.

Acquisition of Mid-State Insurance

Opening Balance:		\$5,000.00
Total EFTs:	250.00DB	
Closing Balance:		\$4,750.00

200.03-3 Jefferson Insurance Co.

Acquisition of Mid-State Insurance

Opening Balance:		\$500.00
Total Checks:	25.00DB	
Closing Balance:		\$475.00

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

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

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

The Bank Account totals do not include unpaid check transactions.

(continued from the previous page)

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

Trust 1099 Report				
Date: 11/17/2014		Jensen, Martin & Anderson, P.C. Reporting Year: 2014		Page: 1
Trust	Trust Name	Federal ID	Box	YTD Paid
Firm	Jensen, Martin & Anderson, P.C.	12-3456789		
Payee:	Banks, McCobe & Heins	47-8462954	14	1,004.13
Payee:	St. John's Hospital	47-9382777	6	1,250.00
Total for Firm:				2,254.13
Grand Total:				2,254.13

Summary 1099 Report

Trust 1099 Report				
Date: 11/17/2014		Jensen, Martin & Anderson, P.C. Reporting Year: 2014		Page: 1
Trust	Trust Name	Federal ID	Box	YTD Paid
Firm	Jensen, Martin & Anderson, P.C.	12-3456789		
Payee:	Banks, McCobe & Heins	47-8462954	14	
	Date	Check #	Description	
	11/17/2014	12534	Payment of debt collectino	1,004.13
Total for Banks, McCobe & Heins:				1,004.13
Payee:	St. John's Hospital	47-9382777	6	
	Date	Check #	Description	
	10/28/2014	2001	Purchase medical supplies and new clothing for Brienne	1,250.00
Total for St. John's Hospital:				1,250.00
Total for Firm:				2,254.13
Grand Total:				2,254.13

Detail 1099 Report

1099 Report & 1099 Form

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

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

The program tabs for the 1099 Report and 1099 Forms programs include the standard **Trust Accounts** tab (*page 4*) as well as the **Options** tab. The **Options** tab includes a detail or summary report option, a payee range, a field to specify the reporting year and a minimum year-to-date amount paid. The **Options** tab for the 1099 Report program also allows you to specify whether each trust account should begin on a new page of the report. The **Options** tab for the 1099 Forms program also allows you to specify whether the trust account or the firm should be the payer on the 1099 forms.

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

Definitions

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

9595 VOID CORRECTED

<small>PAYER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone no.</small> Jensen, Martin & Anderson, P.C. 1621 Cushman Drive Lincoln, NE 68512 Phone: 402-419-2200		1 Rents	OMB No. 1545-0115 <div style="font-size: 2em; font-weight: bold;">2013</div> Form 1099-MISC		Miscellaneous Income
		2 Royalties			
<small>PAYER'S federal identification number</small> 12-3456789		<small>RECIPIENT'S identification number</small> 47-8462954		3 Other income	4 Federal income tax withheld
				5 Fishing boat proceeds	6 Medical and health care payments
<small>RECIPIENT'S name</small> Banks, McCobe & Heins		7 Nonemployee compensation	8 Substitute payments in lieu of dividends or interest		Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2013 General Instructions for Certain Information Returns.
<small>Street address (including apt. no.)</small> 2031 South 70th Street Suite 102		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	10 Crop insurance proceeds		
<small>City or town, province or state, country, and ZIP or foreign postal code</small> Lincoln, NE 60506		11 Foreign tax paid	12 Foreign country or U.S. possession		
<small>Account number (see instructions)</small>	<small>2nd TIN not</small> <input type="checkbox"/>	13 Excess golden parachute payments	14 Gross proceeds paid to an attorney		
15a Section 409A deferrals	15b Section 409A income	16 State tax withheld	17 State/Payer's state no.	18 State income	
\$	\$	\$	\$	\$	

Form 1099-MISC 38-2099803
 Department of the Treasury - Internal Revenue Service

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DETACH BEFORE MAILING

9595 VOID CORRECTED

<small>PAYER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone no.</small> Jensen, Martin & Anderson, P.C. 1621 Cushman Drive Lincoln, NE 68512 Phone: 402-419-2200		1 Rents	OMB No. 1545-0115 <div style="font-size: 2em; font-weight: bold;">2013</div> Form 1099-MISC		Miscellaneous Income
		2 Royalties			
<small>PAYER'S federal identification number</small> 12-3456789		<small>RECIPIENT'S identification number</small> 47-9382777		3 Other income	4 Federal income tax withheld
				5 Fishing boat proceeds	6 Medical and health care payments
<small>RECIPIENT'S name</small> St. John's Hospital		7 Nonemployee compensation	8 Substitute payments in lieu of dividends or interest		Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2013 General Instructions for Certain Information Returns.
<small>Street address (including apt. no.)</small> Medical Records Department 1823 South Street		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	10 Crop insurance proceeds		
<small>City or town, province or state, country, and ZIP or foreign postal code</small> Lincoln, NE 68502		11 Foreign tax paid	12 Foreign country or U.S. possession		
<small>Account number (see instructions)</small>	<small>2nd TIN not</small> <input type="checkbox"/>	13 Excess golden parachute payments	14 Gross proceeds paid to an attorney		
15a Section 409A deferrals	15b Section 409A income	16 State tax withheld	17 State/Payer's state no.	18 State income	
\$	\$	\$	\$	\$	

Form 1099-MISC 38-2099803
 Department of the Treasury - Internal Revenue Service

BMISFED NTF 257377A

(Description and definitions are on the previous page.)