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Tabs3 Billing Report Pack

Tabs3 Billing

PracticeMaster

Trust Accounting

Accounts Payable

General Ledger

TABS3.COM

Tabs3 Billing Report Pack

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List of Reports in Alphabetical Order

Purposes & Benefits of Tabs3 Billing Reports

The following table shows the various reports in Tabs3 Billing including their purposes and benefits.

Note: If you are trying to choose between multiple reports that contain similar information, Knowledge Base Article **R11697**, "Tabs3 Billing Report Finder," can help you narrow it down to exactly the report you need.

Purposes and Benefits of Tabs3 Billing Reports			
Report	**Purpose**	**Benefit**	**When to Run**
Accounts Receivable by Invoice Report	Shows how much was billed and is due by specific invoice for each client. Optionally include detailed billed amounts by timekeeper and cost types for each statement.	Allows you to review receivables as open invoice items.	As needed.
Accounts Receivable by Timekeeper Report (Platinum Only)	This report shows how much a client owes for fees to each working timekeeper. Optionally shows fees by aging period and total fees due for all timekeepers.	Allows you to review fees due filtered by each working timekeeper.	As needed.
Aged Work-In-Process Report	Provides an aging report of unbilled fee and cost transactions by client.	Allows tracking of unbilled amounts at a glance. Particularly useful for monitoring unbilled costs. Ideal for tracking delayed billings, forgotten projects, and income projection.	As needed.
Allocated Payments Report	Shows how payments were allocated to fees, expenses, advances, sales tax, and finance charge. When printing a detail report, amounts allocated to individual timekeepers and cost types are also included. This report is based on the payment allocation date.	Provides an audit trail of how each payment was allocated.	As needed.
Cash Receipts Report	Shows all payments in a specific date range. It will optionally show the breakdown of the payment to Fees, Finance Charge, Expenses, Advances, or Unallocated. It can include both payments from the ledger file as well as work-in-process payments.	Ideal for balancing to daily bank deposit slips and assisting in account reconciliation.	As needed.

Purposes and Benefits of Tabs3 Billing Reports			
Report	**Purpose**	**Benefit**	**When to Run**
Category Productivity Report	Shows how your firm's billing is broken down by category. The format of this report is the same as the Timekeeper Productivity Report.	Used to monitor a category's billable and non-billable activity and compare it to the firm's average to determine time utilization for each area of practice. It can also be used to monitor each category's accumulated unbilled time. Use it to locate the weakest and strongest areas in the firm based on earnings per hour.	Usually run monthly. It can be run for any month or range of months within the current fiscal year.
Client Analysis Report	A date-based report that provides monthly comparisons of Billed Hours, Amounts, and Payments by client for an individual month or a range of months. Optionally include and compare Hours Ratios, Payment Ratios, Billed Rates, Effective Rates, Non-Billable Hours, Non-Billable Amounts, Write Offs, Net Write-Ups/ Write-Downs, and Courtesy Discounts.	Ideal for comparing performance in specific areas because customizable columns let you determine which information you want to focus on. Ability to include courtesy discount as a separate column makes this report useful for reviewing courtesy discount amounts.	As needed.
Client Budget Report	Shows billed and unbilled hours, fees, and costs for clients with budgets set up. Client budgets are entered on the Rates tab in the client file. The report makes a percentage comparison of the hours, fees, and costs billed and in work-in-process to the budgeted figures.	Ideal for monitoring flat fee clients. Useful for identifying clients that are approaching or have exceeded budget projections.	As needed.
Client Funds Report	This report shows client funds activity with beginning and ending balances for a specified date range.	Review all client funds activity, client funds balances and grand totals.	As needed.
Client Inactivity Report	Provides the ability to identify clients and matters with no activity in a specified time frame. Specify the period of inactivity as the last number of days, weeks, months, or years and the types of items you want used to determine inactivity.	Easily determine which matters need follow up and which matters can be marked inactive.	As needed.
Client Information	Creates a summary of the matter record, with information grouped into sections.	Allows you to create a paper folio version of a client record.	As needed.

Purposes and Benefits of Tabs3 Billing Reports			
Report	**Purpose**	**Benefit**	**When to Run**
Client Labels	This report allows you print labels in multiple formats for select clients based on the information from specified fields in the client file.	Easily generate mailing labels for a group of clients based on criteria such as location, category, or originating timekeeper.	As needed.
Client Ledger Report	Shows the history of billing and payment activity for each client. Includes payments, fees, expenses, and advances. Optionally includes finance charge, sales tax, write offs only, balance due, detail billed information by individual working timekeeper, and Cost Type for each statement.	Replaces manually kept ledger cards. It allows you to find within seconds exactly when a payment was received or when a bill was sent. Ideal for reviewing detailed write offs by including only clients with write offs.	As needed. If not run monthly, consider running it quarterly or annually.
Client List	Shows a detail or summary client listing by client number or name for specified clients.	Gives quick and easy access to client information including contact name, address, phone number, and more.	As needed.
Client Productivity Report	Provides total billed hours, amounts, write-ups/write-downs, write offs, and the effective hourly billing rate for each client. The report optionally includes unbilled totals along with the average age of the unbilled amounts.	Helps determine which clients could be considered preferred based on their profitability to the firm. Also helps determine which clients are undesirable. Generate a write off report to review net write offs by including only clients with write offs.	As needed.
Client Rate Report	This report shows billing rate codes for each client. Optionally includes fee and cost rate tables and timekeeper level rates and codes.	Provide a comprehensive report of default billing rates for each timekeeper for each client.	As needed.
Client Realization Report	Used to evaluate the profitability of clients by showing the amounts collected on specific billings. Optionally include fees broken down by working timekeeper and costs broken down by cost type for each client.	The report includes billed information for a specified date range, the realized value compared to actual time spent, and receipts applied (i.e. collections) to the billed information, thereby effectively combining billing realization and collection realization on a single report.	As needed.

Purposes and Benefits of Tabs3 Billing Reports			
Report	**Purpose**	**Benefit**	**When to Run**
Collections Report	This report is used to assist with the collection of receivables and helps identify which clients require additional collection efforts. Summary and detail report formats are available. Includes total amount billed, amount paid, percentage paid, amount due for all outstanding invoices, date and amount of last payment, and number of days since last payment. Optionally includes contact information, invoice detail, WIP and billing history, and detail write off and payment information.	Provides the necessary information in a single report making it easier to make decisions regarding how to proceed with collections efforts. Shows the average number of days between payments making it easy to identify deviations in client payment trends.	As needed.
Conflict of Interest Report	Allows you to perform a conflict of interest check using up to eight different search values. You can optionally include client information, contact information, client notes, fee, cost, and payment transactions, and the archive files in the search. A Conflict of Interest Report can be generated when conflicts are found.	Provides a written record of conflicts found. Conflicts are underlined allowing for quick review. Optional phonetic searching helps find typing and spelling errors.	As needed.
Dashboard Graphs Accounts Receivable Work-in-Process	Prints an easy-to-use, graphical view of the firm's standing for Accounts Receivable and Work-in-Process totals in each aging period, as well as Cash Receipts and Billing History totals for the last two years. Additionally, you can print lists of clients whose Accounts Receivable or Work-in-Process make up those totals.	Allows you to print a version of the Dashboard information.	As needed.
Data Entry Lists Fee Cost Payment Client Funds	Data Entry lists are used to provide archived and work-in-process transactions that can be accessed using one of the data entry windows. Separate entry lists can be printed based on the current View Options settings.	Provides the ability to instantly print the items in your data entry list without leaving the data entry window.	As needed.

Purposes and Benefits of Tabs3 Billing Reports			
Report	**Purpose**	**Benefit**	**When to Run**
Detail Accounts Receivable Report	Shows aged past due fees, expenses and advances along with pertinent client information (i.e., phone #, contact name) and unbilled fees, expenses, and advances.	Use the last billing date and aged breakdown of fees and costs to determine if reminder statements should be sent. It can also be used to check the average age of unbilled fees and costs. Optionally include clients' billing instructions, billing history, and work-in-process. Platinum users can also include a detailed breakdown of fees by timekeeper and costs by cost type.	As needed. Usually monthly.
Detail Work-In-Process Report	Provides a detailed report of unbilled fee and cost transactions by client. This report can be used for verification of fee, cost and payment transactions prior to printing billing statements. Aged accounts receivable information is also shown. Client funds balances are shown for clients with a client funds balance.	Used as a tool for making billing decisions such as text changes, write-ups/write-downs, rate adjustments and whether or not to bill. Some firms use this report for pre-bills. Optionally includes clients' billing instructions.	As needed. If not printing it monthly, consider printing it quarterly.
Email Statements Report	Provides a history of statements successfully sent to clients via SMTP, or sent to the Outbox using Microsoft Outlook. Shows the contact to whom the email was addressed, the To address, the PDF file name of the statement, the date it was sent, and what user sent the statement.	Quickly determines whether and when an email statement was sent, to which email address, and whether the updated statement was later undone.	As needed.
Fee Compensation Rules Report	This report provides a summary of the fee compensation rules specified for each matter, grouped by either matter or timekeeper.	Review fee compensation rules for specific timekeepers or matters without having to open each matter in Tabs3 Billing.	As needed
Pre-Bill Tracking Report	This report includes the client name, work description, pre-bill date, whether the statement is "on hold" or has been reviewed, whether a final statement has been run, and the statement batch number.	Quickly pinpoint which clients have not been reviewed, which clients have not had final statements run, and which clients are "on hold".	As needed.

Purposes and Benefits of Tabs3 Billing Reports			
Report	**Purpose**	**Benefit**	**When to Run**
Pre-Update Statements Report	Shows the amounts that have been processed on final statements and are ready to be updated by the Update Statements utility. The report shows amounts for previous balance, fees, expenses, advances, finance charge, payments, and balance due.	Allows you to easily review which clients will be updated and also check for clients that should not be updated.	Immediately before running the Update Statements utility.
Productivity Report by Category for each Timekeeper	Shows the hours and amounts for fees billed year-to-date by category for each timekeeper.	Shows the firm which timekeepers are the specialists in different areas of practice based on effective billing rates.	Monthly. Shows cumulative year-to-date totals.
Productivity Report by Transaction Code for each Timekeeper	Shows the hours and amounts for fees billed year-to-date by transaction code for each timekeeper.	Helps guide timekeepers in making certain types of work more efficient and productive by reviewing the average billing rate for each transaction code.	Monthly. Shows cumulative year-to-date totals.
Recap of Hours Report	Shows billable and non-billable hours worked for individual timekeepers during a selected period of time in a calendar-like format. Totals for each day and week are shown for each timekeeper.	Provides the ability to quickly spot missing time sheets.	As needed.
Receipt Allocation Report	Shows the allocation of receipts (payments) for each client. The report shows billed amounts and allocation of receipts towards those billed amounts for individual working timekeepers, fee compensation timekeepers, expenses and advances (by Cost Type), fee sales tax, expense sales tax, advance sales tax, and finance charge. Allocations can be shown by working timekeeper or include fee compensation allocations. The report can be run for up to two user-defined periods and can optionally include differences for the two periods as well as percentage changed comparison figures. Optionally include write offs, billed hours, amount due, and unallocated payments.	This report can be used as a primary means to determine profit distribution based on amounts collected vs. amounts billed for each timekeeper. Flexible sorting options allow you to sort the clients in descending order by receipts, billed amounts, billed hours, effective rates, and write offs, thus making it easy to identify the most profitable clients.	As needed. Usually monthly.

Purposes and Benefits of Tabs3 Billing Reports			
Report	**Purpose**	**Benefit**	**When to Run**
Split Billing Report	This report show the current split billing settings for the specified main client as well as the associated split matters, their allocations, and statement settings.	Provides a quick summary of split billing settings for each matter.	As needed.
Summary Accounts Receivable	This report shows amounts due in each of the aging periods defined on the Options tab in Tabs3 Billing Customization.	Past due amounts are easily monitored. Also, gives the firm a quick total of accounts receivable for each timekeeper-in-charge.	As needed. Usually monthly.
Summary Work-In-Process Report	Provides a summary report of unbilled fee and cost transactions by client. Aged accounts receivable information and client funds balances are also shown. A report with totals only can be printed.	Quick summary of clients' status for partner-in-charge to review unbilled and billed dollars due for each client. Assist in income projections.	As needed.
Tabs3 Cloud License List	Provides a list of users and timekeepers that would (or do) require a Tabs3 Cloud User License.	If you are considering a move to Tabs3 Cloud, this report helps you determine how many licenses would be needed. If you are using Tabs3 Cloud, this report helps you determine how many licenses you are currently using.	As needed.
Task Code Billing Report	This report shows both billed and unbilled task based billing transactions for a variety of ranges and sort orders. Transactions can be sorted by task code and activity/expense code.	A flexible report that can be saved to a disk file in a variety of output formats. Many firms submit this report on disk to satisfy their clients' task code billing requirements. Can be saved to a disk file for various output formats.	As needed.
Task Code Budget Report	This report shows billed and unbilled amounts for expenses and activities for each task of each phase.	Regularly review status of task code billing clients.	As needed.
Timekeeper Analysis Report	Provides billed and paid information for timekeepers broken down by month. The report includes an analysis of Billed Hours, Original Hours, Billed Amounts, and gross receipts by timekeeper for an individual month or a range of months. Optionally includes Hour, Amount, and Receipt Ratios, as well as the Billed Rate and Effective Rate.	Provides an option to group by timekeeper or month, thus allowing you to analyze the information included on the report by month for each timekeeper, or to compare each timekeeper within each month.	As needed.

Purposes and Benefits of Tabs3 Billing Reports			
Report	**Purpose**	**Benefit**	**When to Run**
Timekeeper Productivity Report	Shows the billed productivity amounts and hours for each timekeeper by month and year-to-date. It also shows the effective billing rate, as well as all the timekeeper's write-ups, write-downs, and write offs. In addition, the report shows the total billable and non-billable hours and amounts entered into Tabs3 Billing for each timekeeper.	Used to monitor a timekeeper's billable and non-billable activity and compare it to the firm's average to determine individual time utilization. It can also be used to monitor each timekeeper's accumulated unbilled time. In addition, the report helps determine each timekeeper's write-ups/write-downs and can also aid in the decision as to who receives what size of bonus.	Usually run monthly. It can be run for any month or range of months within the current fiscal year.
Timekeeper Profitability Report	This report shows billed fees, overhead, and profit for each timekeeper for any range of months in the current fiscal year. Net profit and a percentage of billed fees are also shown.	Track monthly profit for each timekeeper.	As needed.
Timekeeper Realization Report	Used to evaluate the profitability of individual timekeepers by showing the amounts collected on specific billings. Fees are broken down by working timekeeper.	The report includes billed information for a specified date range, the realized value compared to actual time spent, and receipts applied to the billed information all on a single report.	As needed.
Timekeeper Status Report	Shows work-in-process and accounts receivable information by primary, secondary, or originating timekeeper. Amounts are broken down by fees, expenses and advances.	Allows the timekeeper in charge to review the status of his or her files. Useful in balancing accounts receivable and work-in-process from month to month.	As needed.
Top Client Report	Provides the ability to print a report of your top clients or matters based on your preferred criteria.	Easily see which clients have the highest work-in-process, billed information, write offs, paid information, unallocated payments, and current amount due for a specified time frame.	As needed.
Transaction File List	Gives the firm the flexibility to access archived and work-in-process transactions and subtotal/total on desired criteria. Up to 3 levels of sorting and subtotaling are allowed. Reference numbers can be included for easy editing.	An extremely flexible and powerful report that can generate a combined report of billed and unbilled transactions for any range of dates, timekeepers, clients, categories, and/or transaction codes for a variety of purposes. Can be saved to a disk file for various output formats.	As needed.

Purposes and Benefits of Tabs3 Billing Reports			
Report	**Purpose**	**Benefit**	**When to Run**
Unallocated Payments Report	Shows partial or fully unallocated payments for each client.	This report provides a detail breakdown of the Unallocated Payments figure from the Receipt Allocation Report.	As needed.
Verification Lists Fee Cost Payment Client Funds	Verification lists are used to verify transactions that have been added using one of the data entry windows, changed by a utility in Tabs3 Billing (e.g., Update Statements, Write-Up/Write-Down, etc.) or imported from an external source (e.g., Tabs3 Billing Remote, etc.). Separate verification lists are maintained for each User ID.	Verification lists can serve as an audit trail for accounting purposes. They also allow you to check your work after each data entry session.	Usually printed after each data entry session, daily or weekly. Should be deleted periodically.
Write-Up/Write-Down Report	Shows write-ups, write-downs and net write-ups/write-downs by client by timekeeper for a specified date range. The write-up and write-down amounts are broken down into fees, expenses, and advances. This report can include billed time, unbilled time, and hours that were written up or down.	Ideal for tracking write-down trends for specific clients and timekeepers.	As needed.
Write Off Report	Shows write off information by client and by timekeeper including by working timekeeper. Includes additional options to show statement information and breakdowns by timekeeper and cost type. Can optionally include reversed write offs.	Easily tracks your write offs by date range, timekeeper, or transaction code.	As needed.

Excluded Clients/Transactions

If the user running the report does not have access to specific information due to security restrictions, the following message will be displayed on the report:

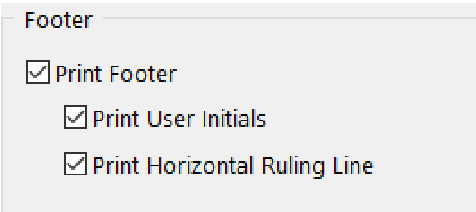
Note: Secure Clients and/or transactions may have been excluded.

Reasons for this message include:

- Information associated with a secure client to which the user does not have access has been excluded from the report.
- Information associated with a timekeeper to whom the user has not been assigned has been excluded from the report.

For more information on secure clients and assigned timekeepers, see Knowledge Base Article **R11459**, “Ethical Walls in Tabs3 Software.”

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*

Timekeeper List

Date: 08/26/2024 **Tabs3 Timekeeper List** Page: 1

Timekeeper	User	Name	Rate 1	Rate 2	Rate 3	Rate 4	Rate 5	Rate 6	Lvl
1 MLJ	MLJ	Michael L. Jensen	250.00	275.00	200.00	200.00	225.00	0.00	1
2 PAM	PAM	Paula Ann Martin	225.00	250.00	185.00	175.00	215.00	0.00	2
3 RPA	RON	Ronald P. Anderson	160.00	190.00	115.00	105.00	145.00	0.00	2
4 ROB	ROBERT	Robert O. Burns	200.00	150.00	250.00	400.00	100.00	300.00	7
5 KIM	KENDRA	Kendra I. Michaels	150.00	175.00	125.00	0.00	0.00	0.00	3
6 DHB	DAN	Daniel H. Brady	70.00	85.00	50.00	0.00	0.00	0.00	5
7 CLB	CHERYL	Cheryl Bradley	65.00	80.00	45.00	0.00	0.00	0.00	5
8 JAN	JEN	Jennifer A. Noonan	100.00	110.00	90.00	0.00	0.00	0.00	4
9 JIM	JASON	Jason I. Masterson	150.00	160.00	130.00	0.00	0.00	0.00	3
10 JPP	JPP	Jimmy P. Praum	50.00	75.00	25.00	0.00	0.00	0.00	6
39 OLD	TK_39	*Old / Archived Timekeepers	0.00	0.00	0.00	0.00	0.00	0.00	9

Date: 08/26/2024 **Tabs3 Timekeeper List** Page: 1

Timekeeper	User	Name	Rate 1	Rate 2	Rate 3	Rate 4	Rate 5	Rate 6	Lvl
1 MLJ	MLJ	Michael L. Jensen	250.00	275.00	200.00	200.00	225.00	0.00	1
			Jan: 12,500	Feb: 12,500		Mar: 12,500		Apr: 12,500	
		Overhead	May: 12,500	Jun: 12,500		Jul: 6,250		Aug: 12,500	
			Sep: 12,500	Oct: 12,500		Nov: 12,500		Dec: 12,500	
2 PAM	PAM	Paula Ann Martin	225.00	250.00	185.00	175.00	215.00	0.00	2
			Jan: 12,000	Feb: 12,000		Mar: 12,000		Apr: 12,000	
		Overhead	May: 12,000	Jun: 12,000		Jul: 6,250		Aug: 12,000	
			Sep: 12,000	Oct: 12,000		Nov: 12,000		Dec: 12,000	
3 RPA	RON	Ronald P. Anderson	160.00	190.00	115.00	105.00	145.00	0.00	2
			Jan: 2,000	Feb: 2,000		Mar: 2,000		Apr: 2,000	
		Overhead	May: 2,000	Jun: 2,000		Jul: 2,000		Aug: 2,000	
			Sep: 2,000	Oct: 2,000		Nov: 2,000		Dec: 2,000	

Menu ***Reports* | *Miscellaneous* | *Timekeeper List***

The list shown is a Timekeeper List. It shows the information in the timekeeper file. This list can be printed in numerical or alphabetical order and can be single or double spaced. It can optionally include timekeeper overhead amounts when it is printed by a user assigned to the "Manager" access profile. The first list shown is printed in numerical order and is single spaced. The second list shown below includes overhead amounts.

Definitions for Timekeeper List

Date The date the list was printed.

Timekeeper Timekeeper number and initials.

User User ID assigned to the timekeeper.

Name Timekeeper name. An asterisk (*) next to the timekeeper name indicates the timekeeper is marked inactive.

Rate 1 Hourly billing rate #1 (usually the normal billing rate).

Rates 2-6 Hourly billing rates #2-6 (optional, user defined).

Lvl Timekeeper level number.

New Rate Effective Date The date the new rates are effective and the corresponding new rates for hourly billing rates # 1-6.

Overhead Overhead amounts entered in the Timekeeper Profitability Amounts window in the timekeeper file. This information can only be included if the list is printed by a user assigned to the "Manager" access profile.

Timekeeper Level List

Date: 08/26/2024 **Tabs3 Timekeeper Level List** Page: 1

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Timekeeper Level	
1	Senior Partner
2	Partner
3	Associate
4	Paralegal
5	Secretary
6	Law Clerk
7	Of Counsel
8	
9	

Menu ***Reports | Miscellaneous | Timekeeper Level List***

The Timekeeper Level List shows the information in the optional timekeeper level description file. Nine timekeeper level descriptions can be defined. Timekeeper levels can be used for optionally defining an hourly billing rate for each level of timekeeper for each client. A Timekeeper Analysis Report and most Timekeeper Productivity reports can be printed in timekeeper level order. A Fee Recap by timekeeper level can be printed on statements.

Definitions for Timekeeper Level List

Date The date the list was printed.

Timekeeper Level Level number and description.

Category List

Date: 08/26/2024 **Tabs3 Category List** Page: 1

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Category		Code Set
1	Personal Injury	
5	Wills/Trusts/Estates	
10	Workers' Compensation	
15	Probate	P
20	Tax Law	
25	Real Estate	B
30	Foreclosure	B
35	Family Law	
40	Business Law	
45	Trademarks/Copyrights/Patents	
50	Criminal Law	
55	Insurance Defense	L
60	General Litigation	L

Menu ***Reports | Miscellaneous | Category List***

The list shown is a Category List. This list shows the information in the category file. Up to 999 categories can be defined. Categories are used to classify fee services into related groups for purposes of producing productivity reports by category of work.

Definitions for Category List

Date The date the list was printed.

Category Category number and description.

Code Set Task Based Billing Code Set assigned to the category.

Cost Type Description List

Date: 08/26/2024 | **Tabs3 Cost Type Description List** | Page: 1

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Expense	Description	Advance	Description
Type 0:	Miscellaneous	Type 0:	Miscellaneous
Type 1:	Phone	Type 1:	Filing Fees
Type 2:	Photocopies/Faxes	Type 2:	Processor Fees
Type 3:	Travel Expense	Type 3:	Witness Fees
Type 4:		Type 4:	Medical Records
Type 5:		Type 5:	
Type 6:		Type 6:	
Type 7:		Type 7:	
Type 8:		Type 8:	
Type 9:		Type 9:	

Menu ***Reports | Miscellaneous | Cost Type Description List***

The Cost Type Description List shows the information in the optional Cost Type description file. Up to 20 Cost Types can be defined (10 for expenses and 10 for advances). Cost Types are used to group similar types of costs. The Transaction File List and Client Ledger Report optionally show amounts billed by Cost Type. The Allocated Payments Report shows how payments are allocated to each Cost Type. The Receipt Allocation Report shows amounts billed and paid by Cost Type.

Definitions for Cost Type Description List

Date The date the list was printed.

Expense/Advance Type The number assigned to the Cost Type.

Description The Cost Type description.

Transaction Code List

Date: 08/26/2024 **Tabs3 Transaction Code List** Page: 1

Jensen, Martin & Anderson, P.C.

Tcode		Codes	Description	QB	Amount	Rate	New Rate	Effective Date
1	FEE	0F0N			0.00	0.000	0.000	mm/dd/yyyy
2	OSC	0F0N	Outside conference with		0.00	0.000	0.000	mm/dd/yyyy
3	TC	0F0N	Telephone conference with		0.00	0.000	0.000	mm/dd/yyyy
4	OF	0F0N	Open file		0.00	0.000	0.000	mm/dd/yyyy
5	LT	0F0N	Letter to		0.00	50.000	75.000	12/31/2024
6	REC	0F0N	Receipt of		0.00	0.000	0.000	mm/dd/yyyy
7	PP	0F0N	Plan and prepare for		0.00	0.000	0.000	mm/dd/yyyy
8	DAR	0F0N	Draft and revise		0.00	0.000	0.000	mm/dd/yyyy
9	RA	0F0N	Review and analyze		0.00	0.000	0.000	mm/dd/yyyy
10	LR	0F0N	Legal research		0.00	0.000	0.000	mm/dd/yyyy
11	CA	0F0N	Court appearance		0.00	0.000	0.000	mm/dd/yyyy
12	INV	0F0N	Investigation of		0.00	0.000	0.000	mm/dd/yyyy
13	ATT	0F0N	Attended		0.00	0.000	0.000	mm/dd/yyyy
14	COM	0F0N	Communicate with		0.00	0.000	0.000	mm/dd/yyyy
15	UP	0F0N	Update files/records		0.00	0.000	0.000	mm/dd/yyyy
16	OCW	0F0N	Office conference with		0.00	100.000	150.000	12/31/2024
17	WO	4F4N	Write off per					
18	MIS	5F4N	(miscellaneous fee)		0.00	0.000	0.000	mm/dd/yyyy
19	IM	0F2N	Initial meeting.		0.00	0.000	0.000	mm/dd/yyyy
20	NB	0F2N	Non-billable time		0.00	0.000	0.000	mm/dd/yyyy
21	DES	4F4N	(description only)					
22	PF	6F0N	(progress fee)					
23	DP	0F0N	Deposition of		0.00	0.000	0.000	mm/dd/yyyy
24	RR	0F0N	Receipt and review of email		0.00	0.000	0.000	mm/dd/yyyy
100	MA	5A4N0	(miscellaneous advance)		0.00	0.000	0.000	mm/dd/yyyy
101	PRO	0A0N2	Processor fee		85.00	0.000	0.000	mm/dd/yyyy
102	CF	0A0N2	Courier fee		0.00	0.000	0.000	mm/dd/yyyy
103	OPF	0A0N3	Outside professional fee		0.00	0.000	0.000	mm/dd/yyyy
104	MED	0A0N4	Medical records		0.00	0.000	0.000	mm/dd/yyyy
105	SF	0A0N3	Sheriff's fee		45.00	0.000	0.000	mm/dd/yyyy
106	OLR	0A0N0	Online legal research		0.00	0.000	0.000	mm/dd/yyyy
107	TRA	0A0N0	Transcription fees		0.00	0.000	0.000	mm/dd/yyyy
108	EX	0A0N0	Trial exhibits		0.00	0.000	0.000	mm/dd/yyyy
109	FF	0A0N1	Filing fee		105.00	0.000	0.000	mm/dd/yyyy
110	DOC	0A0N2	Document preparation/typing		0.00	20.000	0.000	mm/dd/yyyy
111	LAT	0A0N1	Late Fees		0.00	0.000	0.000	mm/dd/yyyy
250	LD	0E0N1	Long distance telephone charges		0.00	0.000	0.000	mm/dd/yyyy
251	COP	0E0N2	Photocopy charges		0.00	0.200	25.000	12/31/2024
252	ML	0E0N3	Mileage to/from		0.00	0.575	0.000	mm/dd/yyyy
253	POS	0E0N0	Postage		0.00	0.000	0.000	mm/dd/yyyy
254	TEX	0E0N3	Travel expense		0.00	0.000	0.000	mm/dd/yyyy
255	FAX	0E0N2	Fax		0.00	1.000	0.000	mm/dd/yyyy
256	ME	0E0N0	(miscellaneous expense)		0.00	0.000	0.000	mm/dd/yyyy
900	PYM	1 0N	Payment					
950	DEP	0E0N0	Deposit to client funds		0.00	0.000	0.000	mm/dd/yyyy
951	WD	0E0N0	Withdrawal from client funds		0.00	0.000	0.000	mm/dd/yyyy

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Tabs3 Transaction Code List
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The 'Codes' column is made up of 5 different codes, each defined by its relative code position:

Position 1 Transaction Code Type
0 = Normal
1 = Regular Payment
2 = Fee Payment
3 = Cost Payment
4 = Description Only
5 = Miscellaneous
6 = Progress Fee
9 = Finance Charge Credit

Position 2 Transaction Type
F = Fee
E = Expense
A = Advance

Position 3 Bill Code
0 = Billable / Printable
1 = Non-billable / Non-printable
2 = Non-billable / Printable
3 = Billable / Non-printable
4 = Billable / Always Print

Position 4 Taxable
Y = Yes
N = No

Position 5 Expense Cost Type
0 = Miscellaneous
1 = Phone
2 = Photocopies/Faxes
3 = Travel Expense

Advance Cost Type
0 = Miscellaneous
1 = Filing Fees
2 = Processor Fees
3 = Witness Fees
4 = Medical Records

Menu ***Reports | Miscellaneous | Transaction Code List***

The term transaction code refers to the types of activities or services performed that relate to fees, cost advances, and client expenses billed to clients and the resulting payments made by the clients. Up to 999 transaction codes can be defined. The list can be printed in numerical or alphabetical order and can be single or double spaced. The list shown is printed in numerical order and is single spaced.

Definitions for Transaction Code List

Date The date the list was printed.

Tcode Transaction code number and optional alpha representation.

Code Position 1: Type The Type determines how Tabs3 Billing treats the transaction code. The eight different transaction code Types are shown at the bottom of the list.

Code Position 2: Expense/Advance/Fee "E" = Expense transaction code, "A" = Advance transaction code or "F" = Fee transaction code. Fee transaction codes cannot be used in the Cost and Payment data entry windows. However, expense and advance transaction codes generally can be used in the Fee data entry window.

Code Position 3: Bill Code This position represents the Bill Code. The Bill Code determines the transaction code's default billing and print status. "0" = billable and printable. "1" = non-billable and non-printable, "2" = non-billable and printable, "3" = billable and non-printable, "4" = billable and always print.

Code Position 4: Taxable "Y" (Yes) or "N" (No). Designates whether the transaction code is taxable.

Code Position 5: Cost Type (0-9) This position represents the Cost Type assigned to the transaction code. Each expense and advance transaction code can be classified as one of twenty different Costs Types (10 for expenses and 10 for advances). The Transaction File List and Client Ledger Report optionally show amounts billed by Cost Type. The Allocated Payments Report shows how processed payments are applied to each Cost Type. The Receipt Allocation Report shows amounts billed and paid by Cost Type.

Description Shows the description defined for the transaction code.

QB "Y" (Yes) indicates the transaction code is configured to integrate with QuickBooks.

Amount Optional amount for each transaction code used for value billing.

Rate Optional rate for each transaction code. Three decimal places provide extra flexibility when ½ cent per unit is required, such as $0.225 per mile.

New Rate Optional new rate for each transaction code.

Effective Date The date the new rate for each transaction code is effective.

Billing Frequency List

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Jensen, Martin & Anderson, P.C.

ID	Description	Report Character	Default
Contngcy	Contingency Billing Clients	C	
Demand	Bill on Demand Clients	D	
Hold	Clients on Hold	H	
Monthly	Monthly Clients	M	D
QuarterA	Quarterly Billing (Jan, Apr, Jul, Oct)	Q	
QuarterB	Quarterly Billing (Feb, May, Aug, Nov)	R	
QuarterC	Quarterly Billing (Mar, Jun, Sep, Dec)	S	

Menu ***Reports | Miscellaneous | Billing Frequency List***

Billing frequencies are used to define how often a client is billed. They can also be used for selecting batches or groups of clients when running statements and reports. An unlimited number of billing frequencies can be defined.

Definitions for Billing Frequency List

ID Billing Frequency ID assigned to the billing frequency. The Billing Frequency ID can be a maximum of 8 characters.

Description The billing frequency description. The description can be a maximum of 40 characters.

Report Character The character that will be shown on reports for clients assigned to the billing frequency. The report character prints immediately following the Client ID on most client-based reports.

Default The billing frequency with a "D" in the "Default" column is the billing frequency that will be assigned to new clients. Only one billing frequency will be marked as the default.

Location

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ID	Description
Columbus	Columbus Office
Kearney	Kearney Office
Lincoln	Lincoln Office
Omaha	Omaha Office

Menu ***Reports | Miscellaneous | Location List***

If your firm has multiple offices, each client can be assigned to a specific location. Reports and statements can then be generated for the clients assigned to a specific location. If you will only be maintaining information for a single office, you do not need to define locations in Tabs3 Billing. An unlimited number of locations can be defined.

Definitions for Location

ID Location ID assigned to the location. The Location ID can be a maximum of 8 characters.

Description The location description. The description can be a maximum of 40 characters.

Task Code List

Menu ***Reports | Miscellaneous | Task Code List***

The Task Code List shown on the following pages includes the task codes that have been defined for use with task based billing clients. The task codes shown are suggested by the Uniform Task-Based Management System and are included by default with Tabs3 Billing.

Definitions for Task Code List

ID Task Code ID. The Task Code ID consists of four or five characters. The first one or two characters are always a letter combination and the remaining three characters are numbers identifying the task code. For Phase/Task codes, the letters represent the task code set. For Activity codes, the first character is always the letter "A". Similarly, for Expense codes, the first character is always the letter "E".

Description The task code description. The description can be a maximum of 70 characters.

Tcode The transaction code assigned to the task code. Only Activity codes and Expense codes can be assigned a transaction code.

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Tabs3 Task Code List

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ID	Description	Tcode
B100	Administration	
B110	Case Administration	
B120	Asset Analysis and Recovery	
B130	Asset Disposition	
B140	Relief from Stay/Adequate Protection Proceedings	
B150	Meetings of and Communications with Creditors	
B160	Fee/Employment Applications	
B170	Fee/Employment Objections	
B180	Avoidance Action Analysis	
B185	Assumption/Rejection of Leases and Contracts	
B190	Other Contested Matters (excluding assumption/rejection motions)	
B195	Non-Working Travel	
B200	Operations	
B210	Business Operations	
B220	Employee Benefits/Pensions	
B230	Financing/Cash Collections	
B240	Tax Issues	
B250	Real Estate	
B260	Board of Directors Matters	
B300	Claims and Plan	
B310	Claims Administration and Objections	
B320	Plan and Disclosure Statement (including Business Plan)	
B400	Bankruptcy-Related Advice	
B410	General Bankruptcy Advice/Opinions	
B420	Restructurings	
C100	Fact Gathering	
C200	Researching Law	
C300	Analysis and Advice	
C400	Third Party Communication	
L100	Case Assessment, Development and Administration	
L110	Fact Investigation/Development	
L120	Analysis/Strategy	
L130	Experts/Consultants	
L140	Document/File Management	
L150	Budgeting	
L160	Settlement/Non-Binding ADR	
L190	Other Case Assessment, Development and Administration	
L200	Pre-Trial Pleadings and Motions	
L210	Pleadings	
L220	Preliminary Injunctions/Provisional Remedies	
L230	Court Mandated Conferences	
L240	Dispositive Motions	
L250	Other Written Motions and Submissions	
L260	Class Action Certification and Notice	
L300	Discovery	
L310	Written Discovery	
L320	Document Production	
L330	Depositions	
L340	Expert Discovery	
L350	Discovery Motions	
L360	Discovery On-Site Inspections	

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Tabs3 Task Code List
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ID	Description	Tcode
L390	Other Discovery	
L400	Trial Preparation and Trial	
L410	Fact Witnesses	
L420	Expert Witnesses	
L430	Written Motions and Submissions	
L440	Other Trial Preparation and Support	
L450	Trial and Hearing Attendance	
L460	Post-Trial Motions and Submissions	
L470	Enforcement	
L500	Appeal	
L510	Appellate Motions and Submissions	
L520	Appellate Briefs	
L530	Oral Argument	
L600	Identification (NOS)	
L601	Discovery Planning	
L602	Interviews	
L609	Quality assurance and control	
L610	Preservation (NOS)	
L611	Preservation order	
L612	Legal hold	
L619	Quality assurance and control	
L620	Collection (NOS)	
L621	Collection/Recovery	
L622	Media Costs	
L623	Media/ESI Transfer, Receipt, Inventory	
L629	Quality assurance and control	
L630	Processing (NOS)	
L631	ESI stage, preparation and process	
L632	Scanning - Hard Copy	
L633	Foreign language translation	
L634	Exception handling	
L639	Quality assurance and control	
L650	Review (NOS)	
L651	Hosting costs	
L652	Objective and Subjective coding	
L653	First pass document review	
L654	Second pass document review	
L655	Privilege review	
L656	Redaction	
L659	Quality assurance and control	
L660	Analysis (NOS)	
L670	Production (NOS)	
L671	Conversion of ESI to production format	
L679	Quality assurance and control	
L680	Presentation (NOS)	
L690	Project Management (NOS)	
L693	Review Planning & Training	
P100	Project Administration	
P200	Fact Gathering/Due Diligence	
P210	Corporate Review	
P220	Tax	
P230	Environmental	

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Tabs3 Task Code List

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ID	Description	Tcode
P240	Real and Personal Property	
P250	Employee/Labor	
P260	Intellectual Property	
P270	Regulatory Reviews	
P280	Other	
P300	Structure/Strategy/Analysis	
P400	Initial Document Preparation/Filing	
P500	Negotiation/Revision/Response	
P600	Completion/Closing	
P700	Post-Completion/Post-Closing	
P800	Maintenance and Renewal	
P900	Transactional Advice and Opinion	
P920	Ongoing Relationship Advice	
P930	Other	
PA100	Assessment, Development, and Administration	
PA110	Fact Investigation and Development	
PA120	Analysis/Strategy	
PA130	Document/File Management	
PA140	Budgeting	
PA199	Other Assessment, Development, or Administration	
PA200	Patent Investigation and Analysis	
PA210	State-of-the-Art Investigation	
PA220	Patentability Investigation	
PA230	Clearance Investigation	
PA240	Validity Investigation	
PA250	Publication Watches	
PA260	Infringement Investigation	
PA270	Status Investigation	
PA299	Other Patent Investigation and Analysis	
PA300	Domestic Patent Preparation	
PA310	Provisional Application Preparation - Domestic	
PA320	Non-Provisional Application Preparation - Domestic	
PA330	Design Application Preparation - Domestic	
PA340	Plant Patent Preparation - Domestic	
PA350	Continuing Application Preparation - Domestic	
PA360	Validation Patent Application Preparation - Domestic	
PA399	Other Patent Application Preparation - Domestic	
PA400	Domestic Patent Prosecution	
PA410	Information Disclosure Statement - Domestic	
PA420	Preliminary Amendment - Domestic	
PA430	Official Communication - Domestic	
PA440	Quasi-Judicial Administrative Proceedings - Domestic	
PA450	Post-Issuance Remedial Action - Domestic	
PA499	Other Patent Prosecution - Domestic	
PA500	International Patent Preparation	
PA510	Provisional Application Preparation - International	
PA520	Non-Provisional Application Preparation - International	
PA530	Design Application Preparation - International	
PA540	Plant Patent Preparation - International	
PA550	Continuing Application Preparation - International	
PA560	Validation Patent Application Preparation - International	
PA599	Other Patent Application Preparation - International	

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ID	Description	Tcode
PA600	International Patent Prosecution	
PA610	Information Disclosure Statement - International	
PA620	Preliminary Amendment - International	
PA630	Official Communication - International	
PA640	Quasi-Judicial Administrative Proceedings - International	
PA650	Post-Issuance Remedial Action - International	
PA699	Other Patent Prosecution - International	
PA700	Other Patent-Related Tasks	
PA710	Opinion Preparation	
PA720	Portfolio Analysis and Management	
PA730	Assignments and Security Interests	
PA740	Licensing	
TR100	Assessment, Development, and Administration	
TR110	Fact Investigation and Development	
TR120	Analysis/Strategy	
TR130	Document/File Management	
TR140	Budgeting	
TR199	Other Assessment, Development, or Administration	
TR200	Trademark Investigation and Analysis	
TR220	Registerability Investigation	
TR230	Clearance Investigation	
TR240	Opposition Investigation	
TR250	Publication Watches	
TR260	Enforcement Investigation	
TR270	Status Investigation	
TR299	Other Trademark Investigation and Analysis	
TR300	Domestic Trademark Application Preparation	
TR310	Application Preparation and Filing - Domestic	
TR399	Other Domestic Trademark Application Preparation and Filing	
TR400	Domestic Trademark Prosecution and Renewal	
TR410	Affidavits, Petitions, Extensions, Declarations and Other Filings	
TR420	Preliminary Amendment - Domestic	
TR430	Official Communication - Domestic	
TR440	Quasi-Judicial Administrative Proceedings - Domestic	
TR499	Other Trademark Prosecution - Domestic	
TR500	International Trademark Application Preparation and Renewals	
TR510	Application Preparation and Filing - International	
TR599	Other International Trademark Application Preparation and Filing	
TR600	International Trademark Prosecution and Renewal	
TR610	Affidavits, Petitions, Extensions, Declarations and Other Filings	
TR620	Preliminary Amendment - International	
TR630	Official Communication - International	
TR640	Quasi-Judicial Administrative Proceedings - International	
TR699	Other Trademark Prosecution - International	
TR700	Other Trademark Related Tasks	
TR710	Opinion Preparation	
TR720	Portfolio Analysis and Management	
TR730	Assignments and Security Interests	
TR740	Licensing	
TR750	Domain Names - gTLDs	
TR760	Domain Names - ccTLDs	
TR770	Quasi-Judicial Administrative Proceedings - Domain Names	

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ID	Description	Tcode
TR799	Other Trademark Prosecution	
WC100	Initial Assessment of Case and/or Issue and Outcomes	
WC110	Fact Investigation/Development	
WC120	Analysis/Strategy	
WC130	Experts/Consultants	
WC150	Budgeting	
WC160	Settlement/Resolution	
WC180	Alternative Fee Arrangements	
WC200	Pleadings/Preliminary Proceedings	
WC210	Pleadings	
WC230	Conferences with Judge	
WC280	Alternative Fee Arrangements	
WC300	Discovery/Document Production	
WC310	Written Discovery	
WC320	Document Production/Acquisition	
WC330	Depositions	
WC340	Expert Discovery	
WC350	Discovery Motions	
WC360	Discovery On-Site Inspections/Visits	
WC380	Alternative Fee Arrangements	
WC400	Hearings/Trial Practice	
WC410	Fact Witnesses	
WC420	Expert Witnesses	
WC430	Written Motions/Submissions	
WC440	Hearing Preparation and Support	
WC450	Hearing	
WC460	Post-Hearing Conferences/ Motions/Submissions	
WC470	Assertion of Subrogation Claims on behalf of employer/carrier	
WC480	Alternative Fee Arrangements	
WC500	Appellate Practice	
WC510	Appellate Proceedings/Motion Practice	
WC520	Appellate Briefs	
WC530	Oral Argument/Post Submission Practice	
WC580	Alternative Fee Arrangements	
A101	Plan and prepare for	7
A102	Research	10
A103	Draft/revise	8
A104	Review/analyze	9
A105	Communicate (within legal team)	14
A106	Communicate (with client)	14
A107	Communicate (opponents/other outside counsel)	14
A108	Communicate (other external)	14
A109	Appear for/attend	13
A110	Manage data/files/documentation	15
A111	Other	18
A112	Billable Travel Time	254
A113	Communicate (witnesses)	14
A114	Communicate (experts)	14
A115	Medical Record and Medical Bill Management	15
A116	Training	10
A117	Special Handling Copying/Scanning/Imaging (Internal)	15

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ID	Description	Tcode
A118	Collection-Forensic	12
A119	Culling & Filtering	15
A120	Processing	15
A121	Review and Analysis	15
A122	Quality Assurance and Control	9
A123	Search Creation and Execution	10
A124	Privilege Review Culling and Log Creation	15
A125	Document Production Creation and Preparation	8
A126	Evidence/Exhibit Creation and Preparation	7
A127	Project Management	7
A128	Collection Closing Activities	9
E101	Copying	251
E102	Outside printing	251
E103	Word processing	251
E104	Facsimile	255
E105	Telephone	250
E106	Online research	106
E107	Delivery services/messengers	102
E108	Postage	253
E109	Local travel	254
E110	Out-of-town travel	254
E111	Meals	254
E112	Court fees	109
E113	Subpoena fees	101
E114	Witness fees	103
E115	Deposition transcripts	107
E116	Trial transcripts	107
E117	Trial exhibits	108
E118	Litigation Support Vendors	103
E119	Experts	103
E120	Private Investigators	103
E121	Arbitrators/Mediators	103
E122	Local counsel	103
E123	Other professionals	103
E124	Other	256
E125	Translation	110
E126	Drawings	103
E127	Patent and Trademark Records	110
E128	Searching and Monitoring	103
E129	Official Fees	101
E130	Post-Issuance Patent Maintenance and Trademark Renewal Fees	101
E131	Late Fees	111
X101	Copies/Blowbacks/Printing-Black & White (Internal)	251
X102	Copies/Blowbacks/Printing-Color (Internal)	251
X103	Copy Service (External)	251
X104	Special Handling Copying/Scanning/Imaging (Internal)	251
X105	Word Processing	110
X106	Facsimile	255
X107	Telephone-Local	250
X108	Telephone-Long Distance	250
X109	Telephone-Mobile	250

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Tabs3 Task Code List

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ID	Description	Tcode
X110	Conference Call/Video Call/Webinar Charges	106
X111	Online Legal Research	106
X112	Delivery Services/Messengers	102
X113	Postage	253
X114	Local Travel	254
X115	Out-of-Town Travel	254
X116	Meals	254
X117	Court and Governmental Agency Fees	103
X118	Eviction Costs	105
X119	Foreclosure Costs	105
X120	Title Insurance Costs	106
X121	Immigration Costs	103
X122	Late Fees	111
X123	Publication Costs	110
X124	Publications/Books/Treatises	110
X125	ATE Premiums/Insurance	103
X126	Witness Fees	103
X127	Deposition Transcripts	107
X128	Trial Transcripts	107
X129	Trial Exhibits	108
X130	Medical Records Costs	104
X131	Medical Records Analysis	104
X132	Medical Record Service Provider Fees	104
X133	Private Investigators, Investigative Reports, and Investigation Fees	103
X134	Arbitrators/Mediators	103
X135	Local Counsel	103
X136	Appraiser/Appraisal Fees	103
X137	Experts, Consultants, Other Vendors and Professionals	103
X138	Litigation Support Vendors	103
X139	Translation	103
X140	Special Purpose Location/Office Rental	100
X141	Special Purpose Moving and Storage Fees	103
X142	Settlement Costs	103
X143	Bank Fees	111
X200	Drawings	108
X202	Patent and Trademark Searching and Monitoring	106
X203	Patent and Trademark Prosecution Application Official Fees	109
X204	Patent and Trademark Prosecution Post-Issuance Fees	109
X205	Official Fees, Patent and Trademark Opposition Fees	109
X206	IP Annuity Payments	100
X207	IP Holdbacks	100
X300	Discovery/eDiscovery Collection-Forensic	106
X301	Discovery/eDiscovery Collection-Third Party	106
X302	Discovery/eDiscovery Culling & Filtering	106
X303	Bates Stamping/Control Numbers	110
X304	Discovery/eDiscovery Review and Analysis	106
X305	Discovery/eDiscovery Privilege Review Culling and Log Creation	106
X306	Discovery/eDiscovery Document Production Creation and Preparation	106
X307	Electronic Media Cost	106
X308	Discovery/eDiscovery Technical Services-Other	106
X309	Discovery/eDiscovery Evidence/Exhibit Creation and Preparation	110
X400	Software License/User Access Fee	100
X401	Subscription Fee	103

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ID	Description	Tcode
X402	Transaction Fee	103
X403	Hardware Costs	100
X404	Hosting Fees - Internal	106
X405	Data Storage Fees - Internal	106
X999	Other	100

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Task Code Set List

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Character	Description
B	Bankruptcy Code Set
C	Counseling Code Set
L	Litigation Code Set
P	Project Code Set
PA	Patent Code Set
TR	Trademark Code Set
WC	Workers' Comp Set

Menu ***Reports | Miscellaneous | Task Code Set List***

The Task Code Set List shows the defined task code sets and their associated descriptions.

Definitions for Task Code Set List

Character Character assigned to the task code set. There are over 600 task code sets that can be defined. Each set is assigned a one- or two-character label from AA-ZZ with the exception of letter "E", which is reserved for Expense codes and the letter "A", which is reserved for Activity codes.

Description The task code set description. The description can be a maximum of 20 characters.

Text Macro List

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Macro ID	Text
ATT	attended
CA	court appearance
CCT	carbon copy to:
CF	courier fee
COM	communicate with
CRTA	court appearance
DAR	draft and revise
DOM	*Petition for Dissolution of Marriage* and related documents
EN	enclosure
FF	filing fee
INT	interrogatories
INTDOC	*Interrogatories* and *Request for Production of Documents*
INV	investigation of
LD	long distance telephone charges
LM	left message
LR	legal research
LT	letter to
LWT	*Last Will and Testament*
MED	medical records
ML	mileage to/from
MSJ	*Motion for Summary Judgement*
NOA	*Notice of Appearance*
NONPAY	concerning past due balance. Discussed setting up a monthly payment schedule. No more work will be done until a good faith payment is made.
OC	office conference with
OLR	online legal research
OPF	outside professional fee
OPP	opposing counsel
OPPDOC	opposing counsel regarding discovery and production of documents
OSC	outside conference with
PNG	*Plea of Not Guilty*

Menu ***Reports | Miscellaneous | Text Macro List***

The Text Macro List shows the text macros that have been defined using the Text Macro Maintenance utility. Text macros can be used to speed up data entry by automatically inserting commonly used words or phrases when a Macro ID is typed with a space immediately after it. For example, you might have a Macro ID named “DAR” with the text “draft and revise”. When the Macro ID “DAR” is typed followed by a space or selected via the Text Macro lookup window, it is automatically replaced with the text “draft and revise”.

Definitions for Text Macro List

Macro ID Macro ID assigned to the text macro.

Text The replacement text for the text macro. When the Macro ID is typed during data entry, it will automatically be replaced with this text.

Tabs3 Cloud License List

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Timekeeper	User	Name	Reason
1 MLJ	MLJ	Michael L. Jensen	Active Timekeeper
2 PAM	PAM	Paula Ann Martin	Active Timekeeper & Logon User
4 ROB	ROBERT	Robert O. Burns	Active Timekeeper & Logon User
3 RPA	RON	Ronald P. Anderson	Active Timekeeper & Logon User
	JASON	Jason I. Masterson	License used within this maintenance period.
	ALICE	Alice M. Thompson	Logon User
	CATHY	Cathleen Trudore	Logon User
	CHERYL	Cheryl Bradley	Logon User
	DAN	Daniel H. Brady	Logon User
	JASON	Jason I. Masterson	Logon User
	JEN	Jennifer A. Noonan	Logon User
	JPP	Jimmy P. Praum	Logon User
	KENDRA	Kendra I. Michaels	Logon User

Assigned Licenses: 13
Total Licenses: 13

Menu ***Reports | Miscellaneous | Tabs3 Cloud License List***

The Tabs3 Cloud License List is typically used for the following reasons:

- By firms that are interested in migrating to Tabs3 Cloud to determine the required number of Tabs3 Cloud user licenses they would need to purchase.
- By existing Tabs3 Cloud firms to determine how many Tabs3 Cloud user licenses they are currently using.

This report lists all of the users that require (or would require) a Tabs3 Cloud user license. Tabs3 Cloud requires a user license for every active timekeeper as well as every logon user that is not also an active timekeeper.

This report is intended as a starting point for firms interested in Tabs3 Cloud. You can remove users from the list by changing them to non-logon users in the User Configuration window in System Configuration and/or marking their associated timekeepers as inactive in the Tabs3 Billing Timekeeper file. Keep in mind that if you have users or timekeepers you plan to add after moving to Tabs3 Cloud, they will require additional Tabs3 Cloud user licenses.

Note: After moving to Tabs3 Cloud, you must purchase an additional Tabs3 Cloud user license in order to do the following:

- Add a new logon user or change a non-logon user to a logon user.
- Add a new active timekeeper or change an inactive timekeeper to an active timekeeper.

Definitions for Tabs3 Cloud License List

Timekeeper The timekeeper number and initials, if the listed user is also a timekeeper. This column is blank for users that are not linked to a timekeeper.

Note: The timekeeper number and initials are shown regardless of whether the timekeeper is active or inactive.

User User ID of the user.

Name Full Name of the contact associated with the user and/or timekeeper

Reason The reason the user or timekeeper was included on the report.

Active Timekeeper	This timekeeper is active but is linked to a non-logon user account.
Active Timekeeper & Logon User	This timekeeper is active and linked to a logon user account.
License used within this maintenance period	This user is a non logon user, their linked timekeeper (if any) is marked as inactive, and the associated Tabs3 Cloud user license will be deactivated at the end of the current month. **Note:** This reason is only shown when using Tabs3 Cloud.
Logon User	This user is configured as a logon user, but is not an active timekeeper.

Assigned Licenses/ Licenses Needed

When viewing this report in Tabs3 Cloud, the **Assigned Licenses** field indicates the number of licenses currently being used in Tabs3 Cloud. When viewing this report in the on-premises edition of the Tabs3 Software, the **Licenses Needed** field indicates the number of licenses that would be required if the firm were to move to Tabs3 Cloud with the current user and timekeeper configuration.

Tip: You can lower this value by marking users that no longer access the software as non-logon users and timekeepers that no longer generate new fees and costs as inactive.

Total Licenses

This field is shown when viewing this report in Tabs3 Cloud, and indicates the number of Tabs3 Cloud licenses currently assigned to the firm.

Note: If the **Assigned Licenses** and **Total Licenses** values do not match, this may indicate that your firm has an incorrect number of licenses for one of the following reasons:

- Your firm has purchased an incorrect number of licenses for the number of logon users and active timekeepers present.
- Your firm has Tabs3 Cloud licenses for users or timekeepers that have not yet been added in the Tabs3 Software.

If you notice a discrepancy between the **Assigned Licenses** and **Total Licenses** that you cannot explain, please contact Tabs3 Support for assistance.

GLS Integration Setup Report

Date: 08/26/2024

GLS Integration Setup Report
Jensen, Martin & Anderson, P.C.

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Unapplied Payment Allocation by Single Debit & Credit

Debit Account	Credit Account	Journal
1110.00 Operating Account	2270.00 Unapplied Payments	2 Receipts

Fee Allocation by Working Timekeeper

Timekeeper		Debit Account	Credit Account	Journal
	All Other	1110.00 Operating Account	4100.01 Fee Income - MLJ	2 Receipts
1	Michael L. Jensen	1110.00 Operating Account	4100.01 Fee Income - MLJ	2 Receipts
2	Paula Ann Martin	1110.00 Operating Account	4100.02 Fee Income - PAM	2 Receipts
3	Ronald P. Anderson	1110.00 Operating Account	4100.03 Fee Income - RPA	2 Receipts
4	Robert O. Burns	1110.00 Operating Account	4100.04 Fee Income - ROB	2 Receipts
5	Kendra I. Michaels	1110.00 Operating Account	4100.05 Fee Income - KIM	2 Receipts
6	Daniel H. Brady	1110.00 Operating Account	4100.06 Fee Income - DHB	2 Receipts
7	Cheryl Bradley	1110.00 Operating Account	4100.07 Fee Income - CB	2 Receipts
8	Jennifer A. Noonan	1110.00 Operating Account	4100.08 Fee Income - JAN	2 Receipts
9	Jason I. Masterson	1110.00 Operating Account	4100.09 Fee Income - JIM	2 Receipts

Cost Allocation by Cost Type

Cost Type	Debit Account	Credit Account	Journal
All Other Expenses	1110.00 Operating Account	4400.00 Expense Income	2 Receipts
All Other Advances	1110.00 Operating Account	1210.00 Advanced Client Costs	2 Receipts

Finance Charge Allocation by Single Debit & Credit

Debit Account	Credit Account	Journal
1110.00 Operating Account	4800.00 Finance Charge Income	2 Receipts

Progress Fee Allocation by Single Debit & Credit

Debit Account	Credit Account	Journal
1110.00 Operating Account	4300.00 Undistributed Fee Income	2 Receipts

Fee Sales Tax Allocation by Single Debit & Credit

Debit Account	Credit Account	Journal
1110.00 Operating Account	2240.00 Sales Tax Payable	2 Receipts

Advance Sales Tax Allocation by Single Debit & Credit

Debit Account	Credit Account	Journal
1110.00 Operating Account	2240.00 Sales Tax Payable	2 Receipts

Expense Sales Tax Allocation by Single Debit & Credit

Debit Account	Credit Account	Journal
1110.00 Operating Account	2240.00 Sales Tax Payable	2 Receipts

Client Funds Integration by Single Debit & Credit

Debit Account	Credit Account	Journal

Cost Entry Integration by Tcode

Tcode	Debit Account	Credit Account	Journal
250 Long distance telephone charges	8090.00 Telephone	1110.00 Operating Account	1 General
251 Photocopy charges	8040.00 Office Supplies	1110.00 Operating Account	1 General
253 Postage	8120.00 Postage	1110.00 Operating Account	1 General

Advance Client Costs Write Offs

Cost Type	Debit Account	Journal
All Other Advances	8201.00 Unrecovered Costs Advanced	1 General

Accrual Posting
Accrual Posting Disabled

Menu *Maintenance | Integration | GLS Integration Setup | Print GLS Integration Setup Report*

The GLS Integration Setup Report is available when Tabs3 Billing is configured to integrate with Tabs3 General Ledger (GL). For each GL Integration type, the report shows the integration Posting Method, Debit and Credit Accounts, and Journal to be used in GL.

Definitions for GLS Integration Setup Report

Date (heading) Used for reference only.

(Posting Method) Depending on the type of integration, **Category**, **Cost Type**, **Location**, **Tcode**, **Timekeeper**, or **Type** will be listed. A list of all configured transaction types within that Posting Method will be listed.

Debit Account GL Debit Account.

Credit Account GL Credit Account.

Journal GL Journal Number.

Description If Tabs3 Billing is configured to allow accrual posting to GL, each posting type (i.e., Fee A/R, Expense A/R, etc.) can be configured with a 40-character description, which will be included on the GL journal entry.

Detail Client List Report

Date: 08/26/2024 **Tabs3 Client List Report** Page: 1
Jensen, Martin & Anderson, P.C.

101.00P Williams/John
Williams/John — **Date Opened:** 05/12/2024
RE: State v. Williams
P: 002 PAM **Bus:** 21225 Amberwood — **Location:** Omaha
S: 001 MLJ Chicago IL 60662 — **Rate Code:** 0
O: 001 MLJ — **Category:** 050 *Criminal Law*
Contact: John Williams
Business: 770-598-2354x45691 **Home:** 770-598-2442
Business Fax: **Mobile:**
Email: jw2000@net.com
Stmt Delivery: Mail/Email **Email Template:** PaymentButton
Flat Amount: 579.90

102.00C Gilbert/Andrew C.
Gilbert/Andrew C — **Date Opened:** 04/04/2024
RE: Auto Accident
P: 002 PAM **Bus:** 8974 Weatherby Road — **Location:** LA
S: 001 MLJ Roswell NM 88277 — **Rate Code:** 1
O: 003 RPA — **Category:** 065 *Personal Injury*
Contact: Andrew C. Gilbert
Business: 929-885-9055 **Home:**
Business Fax: **Mobile:**
Email: Gil_Man@yahoo.com
Stmt Delivery: Mail

120.01C Klein/Daniel P. *Inactive*
Klein/Daniel P. — **Date Opened:** 01/10/2024
RE: Klein vs. Simmons Construction
P: 003 RPA **Mttr:** 795 North Apple — **Date Closed:** 08/10/2024
S: 004 ROB Sacramento CA 98654 — **Location:** LA
O: 002 PAM — **Rate Code:** 1
Category: 010 *Workers' Compensation*
Contact: Daniel P. Klein
Business: 916-665-9889 **Home:**
Business Fax: **Mobile:**
Email: dpklein@gmail.com
Stmt Delivery: Mail

121.01M Phillips/Marcus
Phillips/Marcus — **Date Opened:** 03/24/2024
RE: Real Estate Acquisition
P: 001 MLJ **Bus:** 27550 Cottonwood Drive — **Location:** LA
S: 003 RPA San Bernardino CA 92408 — **Rate Code:** 2
O: 001 MLJ — **Category:** 025 *Real Estate*
Contact: Marcus Phillips
Business: 909-884-7525 **Home:** 909-863-7184
Business Fax: **Mobile:** 909-450-1240
Email: markp@emach.net
Stmt Delivery: Mail

Date: 08/26/2024 **Tabs3 Client List Report** Page: 2
Jensen, Martin & Anderson, P.C.

200.01M Peterson Insurance Co.
Peterson General — **Date Opened:** 04/11/2024
RE: *General Legal Counsel
16-5678923
P: 001 MLJ **Sec:** 5th & Turner — **Location:** Omaha
S: 003 RPA Malcolm NE 68633 — **Rate Code:** 1
O: 002 PAM — **Category:** 040 *Business Law*
Contact: Paul Franklin
Business: 402-435-1739x512 **Home:** 402-421-4677
Business Fax: **Mobile:** 402-474-8605
Email: pfranklin@petersoninsurance.com
Stmt Delivery: Mail
Notes: Peterson Insurance Co. requires that we submit bills using the Litigation task code set.
Custom Fields: 1 Peterson_Case_ID #98742-L
2 Policy_No 92-365277-56
Secure Users: CHERYL Cheryl Bradley
JEN Jennifer A. Noonan
MLJ Michael L. Jensen

415.00M * MegaConstruction Corporation
MegaConstruction — **Date Opened:** 07/03/2024
RE: Corporate Merger - Megabuilders and BuilderCorp
P: 003 RPA **Bus:** 3 Building Center, Suite 2100 — **Location:** LA
S: 002 PAM 201 E 48th Street — **Rate Code:** 1
O: 004 ROB Manhattan NY 10017-1538 — **Category:** 040 *Business Law*
Contact: James R. Tatiki, Sr.
Business: 212-555-1232 **Home:**
Business Fax: 212-555-1234 **Mobile:**
Email: jt@megaconcorp.com
Stmt Delivery: None
Bill To Name: James R. Tatiki, Sr.
Address: PO Box 72345
201 E 48th Street
Manhattan NY 10017-1538
Email: jt@megaconcorp.com
Stmt Delivery: Email **Email Template:** PaymentButton

Number of Clients printed: 6

Menu *Reports | Client | Client List Report*

The list shown above is a Detail Client List Report in Client ID order. The **Options** tab includes parameters that enable you to print a detail or summary list, include secure clients, include secure clients only, include clients with a matter address, include matter address clients only, print only one file per client, start each client on a new page, print client notes (detail list only), and print custom fields (detail list only). The number of clients included is shown at the bottom of the list.

Definitions for Detail Client List Report

(client)	Client ID, client name, name search, work description, miscellaneous lines (if entered), selected address, contact, four selected phone numbers, email address, and statement delivery option. The letter after the Client ID represents the billing frequency. An asterisk (*) preceding the work description or miscellaneous lines indicates that the information will not be included on the client's statement.
*** (asterisk)**	(After the Client ID and billing frequency) indicates the client will be assessed a finance charge on past due amounts.
P	(After the Client ID and billing frequency) indicates the client is set up for progress billing.
P:	Primary timekeeper for reporting purposes (number and initials).
S:	Secondary timekeeper for reporting purposes (number and initials).
O:	Originating timekeeper for reporting purposes (number and initials).
Inactive	(Above the Date Opened) indicates the client is inactive.
Date Opened	Date the client file was opened.
Date Closed	Date the client file was closed. This field will not print if the Date Closed is "MM/DD/YYYY" (i.e., not closed).
Location	Location assigned to the client. The location will not print if the client has not been assigned to a location.
Rate Code	Default billing rate code assigned to the client.
Category	Default 3-digit billing category assigned to the client. The category description prints below the category number.
Flat Amount	Flat amount assigned to the client if the client is set up as a flat fee client (i.e., the client's billing rate code is "0").
Stmt Delivery	The delivery method prints whether the client is set up to receive statements via Mail, Email, Both, or None.
Bill To Name	The Bill To name, address, email, and statement delivery method are printed only when either the client is set up to be billed to a third party or the client is set up to have a duplicate statement sent to a third party.
Courtesy Disc	Courtesy discount percentage or amount assigned to the client. This field prints only if the client is assigned a courtesy discount.
Email Template	The client's email template is shown if the client is set up to receive email statements.
Notes	Client notes can optionally be included.
Custom Fields	Custom fields can optionally be included.
Secure Users	Users assigned to a secure client are listed last for the client.

Summary Client List

Date: 08/26/2024

Tabs3 Client List Report
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Page: 1

Client	Name	Description	Contact	Primary Phone	
100.00M	Dawson/Charles L.	Settlement of Grandfather's Estate	Chuck Dawson	714-884-7525	JPP
101.00M	Barrett/Karen	Apartment Management	Karen Barrett	402-466-1234	DHB
102.00M	Richardson/Harold	*Manage personal finances	Harold Richardson	716-253-4510	RJB
200.01M I	Jefferson Insurance Co.	Automobile Accident	Mike Johnson	402-464-2200	RJB
200.02C	Jefferson Insurance Co.	Hail Damage - Palmer farm	Mark Allen	402-464-2200	RJB
200.03M	Jefferson Insurance Co.	Acquisition of Mid-State Insurance	Mike Johnson	402-464-2200	RJB
300.00Q	McBride/John	Management of Estate Trust	John McBride	402-425-2315	RJB
350.00M	Carter/Arthur J.	Protection of New Wave Patent	Art Carter	402-438-8424	MLJ
400.00R	Lutz/Jody	Manage trust account for Jody	Jody Lutz	402-598-2354	JPP
450.00M	Able/Paul & Mary	Parent's Estate	Paul Able	402-322-1459	RJB
500.00M I	Lyons/Mr. & Mrs. Art	Audit of Federal Income Taxes	Art Lyons	402-545-2780	DHB
550.00M	Federated Casualty, Ltd.	Andrew C. Gilbert v. Federated Casualty	Samantha Kessler	402-421-2850	RJB
600.00M	Ace Manufacturing Company	General Legal Counsel	Al Jones	402-435-1739	MLJ
600.01M	Ace Manufacturing Company	Workers' compensation claim	Al Jones	402-435-1739	MLJ
600.02M	Ace Manufacturing Company	Maintenance of insurance policies	Al Jones	402-435-1739	MLJ
700.00M	First National Bank	General File	Lynn Traver	402-466-3785	RJB
750.00M	Harrison Investments	Purchase of Real Estate	Donald Harrison	402-466-7334	DHB
751.00M	Harrison/Bradley	Purchase of Real Estate	Bradley Harrison	204-939-4545	DHB
850.00H	White/Kelly	Divorce	Kelly White	402-474-4336	DHB
900.00M	Sherman/Natalie K.	Divorce	Natalie Sherman	402-465-7030	DHB

Number of Clients printed: 20

Note: Secure Clients and/or transactions may have been excluded.

Menu ***Reports | Client | Client List Report***

The client list above is a Summary Client List in numerical order. The **Options** tab includes parameters that enable you to print a detail or summary list, include secure clients, include secure clients only, print only one file per client, start each client on a new page, double space the report, print client notes (detail list only), and print custom fields (detail list only). The number of clients included is shown at the bottom of the list. A message is shown at the end of the sample list indicating that secure clients may have been excluded.

Definitions for Summary Client List

Client Client ID. The letter after the Client ID represents the billing frequency.

I Inactive clients are indicated by the letter "I" following the billing frequency.

Name Client name (first 42 characters of the selected Contact ID, not Full Name).

Description Client work description (first 37 characters).

***** (In front of the work description) indicates the work description will not be printed on the client's statement.

Contact Contact name (first 24 characters of the selected Contact ID, not Full Name).

Primary Phone Client's primary phone number. The number shown is determined by the phone number displayed in the first phone selector in the Client file.

(timekeeper) Primary timekeeper initials are shown next to the phone number if the list is not printed in timekeeper order.

Client Rate Report

Date: 08/26/2024 **Tabs3 Client Rate Report** Page: 1
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Client	Name	Work Description	Billing Rate Code
1.00M	Administrative Account	RE: For tracking all Firm and interest adjustments	1 - Timekeeper Rate 1
100.00M	Larson/Michael	RE: Larson v. Bel-Cor	1 - Timekeeper Rate 1
101.00M	Williams/John	RE: State v. Williams	0 - Flat Fee Amount: 579.90
102.00M	Gilbert/Andrew C.	RE: Auto Accident	1 - Timekeeper Rate 1
120.01M	Klein/Daniel P.	RE: Klein vs. Simmons Construction	1 - Timekeeper Rate 1
121.01M	Phillips/Marcus	RE: Real Estate Acquisition	2 - Timekeeper Rate 2
200.01M	Peterson Insurance Co.	RE: General Legal Counsel	1 - Timekeeper Rate 1
	Custom Fee Rate Table for Timekeepers 001- MLJ 250.00 002- PAM 225.00 003- RPA 225.00 005- KIM 150.00 009- JIM 150.00 010- JPP 80.00 Custom Cost Rate Table for Task Codes E101 B 0.095 E109 NB 0.445		
200.02M	Peterson Insurance Co.	RE: Maintenance of Insurance Policies	1 - Timekeeper Rate 1
	Shared Fee Rate Table with Client (200.01) Shared Cost Rate Table with Client (200.01)		
415.00M	MegaConstruction Corporation	RE: Corporate Merger - Megabuilders and BuilderCorp	1 - Timekeeper Rate 1
	Custom Fee Rate Table for Timekeepers 001- MLJ 500.00 002- PAM 450.00 003- RPA 450.00 004- ROB 750.00 005- KIM 350.00 006- DHB 180.00 007- CB 180.00 008- JAN 250.00 009- JIM 350.00 010- JPP 220.00 Custom Cost Rate Table for Transaction Codes 107- TRA B 150.000 251- COP B 0.250 252- ML B 0.450		
850.00M	White/Kelly	RE: Divorce	1 - Timekeeper Rate 1
850.01M	White/Kelly	RE: Last Will & Testament	1 - Timekeeper Rate 1
850.02M	White/Kelly	RE: Medical Care of Brianne	1 - Timekeeper Rate 1

Menu ***Reports | Client | Client Rate Report***

The Client Rate Report shows the client rate information. You can include fee and cost rate tables, timekeeper level rates and codes, or the client's billing rate code. The **Options** tab includes parameters that enable you to include fee and cost rate tables, timekeeper levels rates/codes and billing rate codes.

Definitions for Client Rate Report

Date The date the report was printed.

Client Client ID followed by the billing frequency.

Work Description Client's work description.

Billing Rate Code Billing rate code assigned on the **Rates** tab of the Client file. If the billing rate code is "0" (i.e., the client is a flat fee client), the Flat Fee Amount will also be shown.

Custom Fee Rate Table Indicates that a fee rate table has been set up for the client. The timekeeper number and initials are followed by the rate per hour for each timekeeper in the fee rate table.

Custom Cost Rate Table Indicates that a cost rate table has been set up for the client. Each tcode or expense code is followed by an indicator for billable (B) or non-billable (NB) and then the rate for each tcode or expense code in the cost rate table.

Shared Client Rate Table Indicates that the client is sharing another client's rate table.

New Rates Effective Includes the date the new rates are effective, as specified in the fee or cost rate table, as well as lists the new rates.

Timekeeper Levels The hourly rate or billing rate code is shown for each timekeeper level. This is shown only when the client's **Timekeeper Level Type** option on the **Rates** tab of the Client file is set to **Rate** or **Code**.

Fee Compensation Rules Report

Date: 08/26/2024

Tabs3 Fee Compensation Rules Report
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	Fee Compensation Timekeeper	Type	Percent	Taken From	Effective Date	Ending Date	From Amount	To Amount	Allocation Amount
101.00 M Williams/John									
State v. Williams									
	FIRM		15.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00		133.13
			5	07/21/2024					133.13
1	Michael L. Jensen	Orig	10.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	1,000.00	88.75
			5	07/21/2024					88.75
2	Paula Ann Martin	Orig	10.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	1,000.00	88.75
			5	07/21/2024					88.75
3	Ronald P. Anderson	Orig	10.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	1,000.00	88.75
			5	07/21/2024					88.75
121.01 M Phillips/Marcus									
Real Estate Acquisition									
	FIRM		10.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00		53.45
			7	07/21/2024					10.29
			ARCH	06/16/2024					26.70
			ARCH	05/20/2024					16.46
1	Michael L. Jensen	Orig	25.00%	Selected (LVL 4, LVL 5, LVL 6)	mm/dd/yyyy	mm/dd/yyyy	0.00		4.25
			ARCH	06/16/2024					4.25
3	Ronald P. Anderson	Orig	25.00%	Selected (LVL 4, LVL 5, LVL 6)	mm/dd/yyyy	mm/dd/yyyy	0.00		4.25
			ARCH	06/16/2024					4.25
200.01 M Peterson Insurance Co.									
General Legal Counsel									
	FIRM		10.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00		555.09
			6	07/24/2024					26.71
			ARCH	06/15/2024					81.25
			ARCH	05/24/2024					50.63
			ARCH	04/22/2024					396.50
2	Paula Ann Martin	Orig	25.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	1,000.00	250.01
			ARCH	06/15/2024					203.13
			ARCH	05/24/2024					46.88

This report is grouped by client.

Date: 08/26/2024 | **Tabs3 Fee Compensation Rules Report** | Page: 1

Jensen, Martin & Anderson, P.C.

Client	Name/Work Description	Type	Percent	Taken From	Effective Date	Ending Date	From Amount	To Amount
Fee Compensation Timekeeper: FIRM								
101.00	Williams/John State v. Williams		15.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	
121.01	Phillips/Marcus Real Estate Acquisition		10.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	
200.01	Peterson Insurance Co. General Legal Counsel		10.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	
415.00	MegaConstruction Corporation Corporate Merger - Megabuilders and BuilderCorp		20.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	
850.00	White/Kelly Divorce		10.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	
Fee Compensation Timekeeper: 1 Michael L. Jensen								
101.00	Williams/John State v. Williams	Orig	10.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	1,000.00
121.01	Phillips/Marcus Real Estate Acquisition	Orig	25.00%	Selected (LVL 4, LVL 5, LVL 6)	mm/dd/yyyy	mm/dd/yyyy	0.00	
Fee Compensation Timekeeper: 2 Paula Ann Martin								
101.00	Williams/John State v. Williams	Orig	10.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	1,000.00
200.01	Peterson Insurance Co. General Legal Counsel	Orig	25.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	1,000.00
Fee Compensation Timekeeper: 3 Ronald P. Anderson								
101.00	Williams/John State v. Williams	Orig	10.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	1,000.00
121.01	Phillips/Marcus Real Estate Acquisition	Orig	25.00%	Selected (LVL 4, LVL 5, LVL 6)	mm/dd/yyyy	mm/dd/yyyy	0.00	
Fee Compensation Timekeeper: 4 Robert O. Burns								
415.00	MegaConstruction Corporation Corporate Merger - Megabuilders and BuilderCorp	Orig	25.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	100,000.00
850.00	White/Kelly Divorce	Orig	35.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	5,000.00
Fee Compensation Timekeeper: 5 Kendra I. Michaels								
850.00	White/Kelly Divorce	Orig	15.00%	Selected (DHB, CB, JAN, JIM)	mm/dd/yyyy	mm/dd/yyyy	0.00	
850.00	White/Kelly Divorce	Prim	25.00%	Selected (DHB, CB, JAN, JPP)	01/01/2024	07/31/2024	0.00	

This report is grouped by fee compensation timekeeper.

Date: 08/26/2024 | **Tabs3 Fee Compensation Rules Report** | Page: 1

Jensen, Martin & Anderson, P.C.

Fee Compensation Timekeeper	Type	Percent	Taken From	Effective Date	Ending Date	From Amount	To Amount
102.00 Gilbert/Andrew C. Auto Accident							
No Fee Compensation Rules Defined.							
300.00 McBride/John Copyright Infringement							
No Fee Compensation Rules Defined.							

Menu ***Reports | Client | Fee Compensation Rules Report***

The Fee Compensation Rules Report shows the fee compensation rules information. You can group the report by client or fee compensation timekeeper. The report can be run for all fee compensation timekeepers or for specific fee compensation timekeepers. The **Options** tab includes parameters that enable you to group the report by client or fee compensation timekeeper. Alternatively, the **Options** tab includes the ability to show only clients with no fee compensation rules defined *(page 38)*. The **Format** tab includes options that let you include the fee compensation rules dates and amounts columns.

Definitions for Fee Compensation Rules Report

Date The date the report was printed. Used for reference and has no bearing on the report itself.

Type Timekeeper Type. Available types include "Prim" for primary timekeeper, "Sec" for secondary timekeeper, and "Orig" for originating timekeeper. This column is left blank if the rule is for the

	FIRM fee compensation timekeeper.
Percent	The percentage of working timekeeper fee receipts that will be allocated to the selected timekeeper or the firm.
Taken From	"ALL" - All Timekeepers", "Selected" (shown timekeepers with initials or level numbers), an individual timekeeper's number and name, or a specified timekeeper level (shown with the "TK Level" description).
Effective Date	Date the fee compensation rule goes into effect.
Ending Date	Cut-off date for the fee compensation rule.
From	The lowest total fee income amount received for the fee compensation rule to be effective.
To	The highest total fee income amount received for the fee compensation rule to be effective.

When Grouped by Client

Fee Compensation Timekeeper	Timekeeper number and name. "FIRM" indicates that the fee compensation rule is for the FIRM fee compensation timekeeper.
(client)	Client ID, billing frequency, name and work description. The letter after the Client ID represents the billing frequency. An asterisk (*) before the work description indicates that the work description will not be included on the client's statement.[1]
(shared rules table with client)	Indicates that the client is sharing another client's fee compensation rules table. Client ID 250.00 in the report on the previous page is sharing a fee compensation rules table with client 100.00.
(reference)	Payment reference number is shown when report includes allocation details. The text "ARCH" is shown for payments that have been run on a final statement and updated.
(transaction date)	Payment date is shown when report includes allocation details.
(allocation amount)	Payment allocation amount is shown when report includes allocation details.

When Grouped by Fee Compensation Timekeeper

Client	Client ID.
Name/Work Description	Client name and work description. An asterisk (*) before the work description indicates that the work description will not be included on the client's statement.[1]
(fee compensation timekeeper)	Timekeeper number and name. "FIRM" indicates that the fee compensation rule is for the FIRM fee compensation timekeeper.

[1] Not shown on either sample report.

Split Billing Report

Date: 08/26/2024 **Tabs3 Split Billing Report** Page: 1

Jensen, Martin & Anderson, P.C.

			Fee %	Exp %	Adv %
Main Client:	**415.00 MegaConstruction Corporation**				
	Fee Options:	Split both Hours and Amount: Yes Split Hours and then calculate Amount: No Split Fee Credits: No Split Non-billable and Zero Amount Fees: No			
	Cost Options:	Split both Units and Amount: Yes Split Units and then calculate Amount: No Split Cost Credits: No Split Non-billable and Zero Amount Costs: No			
Split Matters:					
415.00	MegaConstruction Corporation		50.0000	50.0000	67.0000
	Show pre-split values on statements: Yes Show Split Billing Summary on statements: Yes (Detail)				
416.00	Tatiki, Sr./James R.		50.0000	50.0000	REM
	Show pre-split values on statements: No Show Split Billing Summary on statements: Yes (Summary)				
			100.0000	100.0000	100.0000

Menu ***Reports | Client | Split Billing Report***

The Split Billing Report shows the clients that are set up for split billing along with their split billing percentages. Each client who is set up as a Main Client is printed followed by the specified Split Matters and their percentages. This report can be printed for a range of clients. The work description can optionally be included for each client.

Definitions for Split Billing Report

Date The date the report was printed.

Client/Name The Main Client's Client ID, name and work description (optional) will be shown followed by the Client IDs, names and work descriptions of the Perform Split Billing Clients. The Main Client will have its fees and costs split among the Split Matters when the Perform Split Billing utility is run.

Fee % The percentage of each fee transaction that will be allocated to the client when the Perform Split Billing utility is run. "REM" indicates that the remaining fee percentage will be allocated to this client.

Exp % The percentage of each expense transaction that will be allocated to the client when the Perform Split Billing utility is run. "REM" indicates that the remaining expense percentage will be allocated to this client.

Adv % The percentage of each advance transaction that will be allocated to the client when the Perform Split Billing utility is run. "REM" indicates that the remaining advance percentage will be allocated to this client.

***** (Following the total for a client) indicates that one of the Split Matters is set up to receive the remaining fee, expense or advance percentage. When the Perform Split Billing utility is run, the client shown with "REM" will receive the remaining percentage of the fees, expenses or advances.

Data Entry Lists

Date: 08/26/2024 | **Fee Entry List by Transaction Date** | Page: 1

Jensen, Martin & Anderson, P.C.

Include Archive: No

Transaction Date: 08/26/2024

Client ID/Name	Ref #	BC	H/P	Tmkr	Hrs to Bill	Amount	Description
100.00 Larson/Michael Larson v. Bel-Cor	11		P	2	3.50	787.50	Legal research
100.00 Larson/Michael Larson v. Bel-Cor	12		P	2	2.25	506.25	Draft and revise legal opinion to be forwarded to Labour Plating Company on their culpability.
415.00 MegaConstruction Corporation Corporate Merger - Megabuilders and BuilderCorp	2		P	1	1.00	500.00	Prepare Employee Handbook
850.00 White/Kelly Divorce	5		P	2	0.50	112.50	Review and analyze medical status reports on Brianne White
850.00 White/Kelly Divorce	4		P	2	1.50	337.50	Letter to Robert White re: signing medical release forms for Brianne.
Billable					8.75	2,243.75	
Non-Billable					0.00	0.00	
Total					8.75	2,243.75	

Date: 08/26/2024 | **Cost Entry List by Client** | Page: 1

Jensen, Martin & Anderson, P.C.

Include Archive: No

102.00 Gilbert/Andrew C.
Auto Accident

Ref #	BC	H/P	Date	Amount	Description
1		P	07/20/2024	6.75	Photocopy charges.
2		P	07/20/2024	17.78	Postage
3		P	08/20/2024	85.00	Medical records
4		P	04/24/2024	34.50	Mileage to/from client at hospital
5		P	05/18/2024	17.80	Photocopy charges
6		P	05/21/2024	75.00	Online legal research
			Total	236.83	

Date: 08/26/2024 | **Payment Entry List by Client** | Page: 1

Jensen, Martin & Anderson, P.C.

Include Archive: Yes

121.01 Phillips/Marcus
Real Estate Acquisition

Ref #	H/P	Date	Amount	Description
ARCH	P	05/18/2024	267.00	Payment
ARCH	P	06/22/2024	167.50	Payment
ARCH	P	07/24/2024	269.93	Payment
4	P	08/04/2024	5,000.00	Payment
		Total	5,704.43	

Date: 08/26/2024 **Client Funds Entry List by Client** Page: 1
Jensen, Martin & Anderson, P.C.

Include Archive: Yes

121.01 Phillips/Marcus
Real Estate Acquisition

Ref #	Type	Date	Amount	Description
ARCH	D	03/10/2024	2,500.00	Opening deposit to client funds for work to be done.
ARCH	W	05/18/2024	267.00	Withdrawal to pay fees billed.
ARCH	W	06/25/2024	167.50	Withdrawal to pay fees billed.
ARCH	W	07/26/2024	269.93	Withdrawal to pay costs.
		Credit Cards	0.00	
		Deposits	2,500.00	
		Payments	0.00	
		Withdrawals	704.43	
		Total	1,795.57	

Menu ***File | Data Entry | Fee/Cost/Payment/Client Funds | (Print List)***

The reports shown on pages 41 and 42 are examples of Data Entry Lists from the Fee, Cost, Payment, and Client Funds Entry windows. This list can be printed from within the Fee Entry, Cost Entry, Payment Entry, and Client Funds Entry windows. 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.

The first report shows an example of a Fee Entry List by Transaction Date, including work-in-process transactions for all users and timekeepers. The second report shows an example of a Cost Entry List by Client, including work-in-process transactions for a single client. The third report shows an example of a Payment Entry List by Client, including work-in-process and archived transactions for all users, sorted by transaction date. The fourth report shows an example of a Client Funds Entry List, including archive transactions for all users and timekeepers.

Receipts

Date: 08/26/2024 **Payment Receipt** Page: 1
Jensen, Martin & Anderson, P.C.

Client ID:	415.00 MegaConstruction Corporation Corporate Merger - Megabuilders and BuilderCorp		
Statement #:	75371	Received By:	CATHY
Receipt Type:	EFT	Date:	08/26/2024
Reference:	13		
Description:	Payment		
		Amount:	**30,000.00**

Payment Receipt

Date: 08/26/2024 **Deposit Receipt** Page: 1
Jensen, Martin & Anderson, P.C.

Client ID:	850.00 White/Kelly Divorce		
Receipt Type:	Client Funds Deposit	Received By:	CATHY
Reference:	1	Date:	07/26/2024
Description:	Deposit to client funds		
		Amount:	**750.00**

Client Funds Deposit Receipt

Menu ***File | Data Entry | Payment/Client Funds | (Print Receipt)***

Receipts can be printed for both work-in-process payments and client funds deposits. When printing a receipt for payments, the receipt displays general information about the payment transaction, such as the **Client ID**, **Work Description**, **Statement #**, **Date**, **Description**, and **Amount**. When printing a receipt for client funds deposits, the receipt displays general information about the deposit, such as the **Client ID**, **Work Description**, **Receipt Type**, **Date**, **Description**, and **Amount**.

Fee/Cost/Payment Verification Lists

Date: 08/26/2024

Fee Verification List
Jensen, Martin & Anderson, P.C.
User: SUSAN Susan C. Long

Page: 1

Ref#	Client	Tkr	Cat	Trans Date	Date Entered	SR	HP	TX	BC	RC	Tcode Task Code	Rate	Hours Worked	Hours to Bill	Amount	
5	102.00	RJB	20	08/06/2024	08/06/2024	B	P				3	200.00	0.25	0.25	50.00	Telephone conference with Harold *Richardson/Harold*
6	102.00	RJB	20	08/06/2024	08/06/2024	B	P				7	200.00	0.25	0.25	50.00	Plan and prepare for conference with Harold *Richardson/Harold*
10	200.03	RJB	40	08/09/2024	08/09/2024	B	P	1			1	250.00	1.50	1.50	375.00	Office conference with Mike Johnson concerning upcoming meeting with President of **Mid-State** *Jefferson Insurance Co.*
2	400.00	RJB	5	08/09/2024	08/09/2024	B	P				10	250.00	0.50	0.50	125.00	Legal research of banking rules and regulations *Lutz/Jody*
												Billable	2.50	2.50	600.00	
2	550.00	MLJ	55	08/09/2024	08/09/2024	B	P				L110 A102	225.00	1.25	1.25	281.25	Research *Brown vs. United Insurance* *Federated Casualty, Ltd.*
												Billable	1.25	1.25	281.25	
2	900.00	DHB	35	08/09/2024	08/09/2024	B	P				3	175.00	0.25	0.25	43.75	Telephone conference with Mrs. Sherman regarding conversation with representative from Union Bank and Trust. *Sherman/Natalie K.*
4	101.00	DHB	25	08/09/2024	08/09/2024	B	P				3	175.00	0.25	0.25	43.75	Called Steve Catton of Certified Appraisals to arrange for him to appraise all properties managed by Karen Barrett. ~~Steve plans to have all appraisals complete by mid-September~~. *Barrett/Karen*
												Billable	0.50	0.50	87.50	
4	100.00	JPP	15	08/01/2024	08/01/2024	B	P				1	150.00	1.25	1.25	187.50	Office conference with Mr. Dawson *Dawson/Charles L.*
5	100.00	JPP	15	08/02/2024	08/02/2024	B	P	1			5	150.00	0.50	0.50	75.00	Letter to client's banker *Dawson/Charles L.*
												Billable	1.75	1.75	262.50	
												Billable	6.00	6.00	1,231.25	
												Non-billable	0.00	0.00	0.00	
												Grand Total	6.00	6.00	1,231.25	

Client Checksum = 255,503

Changed Entries

	Ref#	Client	Tkr	Cat	Trans Date	Date Entered	SR	HP	TX	BC	RC	Tcode Task Code	Rate	Hours Worked	Hours to Bill	Amount	
New	6	102.00	RJB	20	08/06/2024	08/06/2024	B	P				7	200.00	0.25	0.25	50.00	Plan and prepare for conference with Harold *Richardson/Harold*
Old	6	102.00	RJB	20	08/06/2024	08/06/2024	B	P	2			7	200.00	0.50	0.50	100.00	

Total Transaction Count = 10

Date: 08/26/2024

Cost Verification List
Jensen, Martin & Anderson, P.C.
User: SUSAN Susan C. Long

Page: 1

Ref#	Client	E/A	Trans Date	Date Entered	Src	HP	TX	BC	RC	Tcode Task Code	Tmkr	Rate	Units	Amount	
1	100.00	E	07/28/2024	08/09/2024	B	P				51	5	0.150	25.00	3.75	Photocopy charges *Dawson/Charles L.*
2	100.00	E	08/02/2024	08/09/2024	B	P				50	5	0.000	0.00	6.75	Long distance telephone charges *Dawson/Charles L.*
2	300.00	A	08/02/2024	08/09/2024	B	P			8	70	1	0.000	0.00	75.00	Filing fee *McBride/John*
3	550.00	E	08/06/2024	08/09/2024	B	P				L100 E110	2	0.000	0.00	23.50	Mileage to/from Omaha *Federated Casualty, Ltd.*
6	200.03	E	08/06/2024	08/09/2024	B	P				55	1	0.000	0.00	4.50	Facsimile costs *Jefferson Insurance Co.*
4	400.00	A	08/09/2024	08/09/2024	B	D				72	5	0.000	0.00	*deleted*	Courier fee *Lutz/Jody*
													Billable	113.50	
													Non-billable	0.00	
													Grand Total	113.50	

Client Checksum = 165,003

Changed Entries

Ref#	Client	E/A	Trans Date	Date Entered	Src	HP	TX	BC	RC	Tcode Task Code	Tmkr	Rate	Units	Amount	
New															
6	200.03	E	08/06/2024	08/09/2024	B	P				55	1	0.000	0.00	4.50	Facsimile costs *Jefferson Insurance Co.*
Old															
6	200.03	E	08/06/2024	08/09/2024	B	P				55	1	0.000	0.00	3.50	
New															
1	100.00	E	07/28/2024	08/09/2024	B	P				51	5	0.150	25.00	3.75	Photocopy charges *Dawson/Charles L.*
Old															
1	100.00	E	07/28/2024	08/09/2024	B	P				51	5	0.150	20.00	3.00	

Deleted Entries

Ref#	Client	E/A	Trans Date	Date Entered	Src	HP	TX	BC	RC	Tcode Task Code	Tmkr	Rate	Units	Amount	
4	400.00	A	08/09/2024	08/09/2024	B	P				72	5	0.000	0.00	24.15	Courier fee *Lutz/Jody*

Total Transaction Count = 9

Menu ***File | Data Entry | Fee/Cost/Payment | Esc***

The reports shown are examples of the Fee Verification List, Cost Verification List, and Payment Verification List. When a transaction is added or edited, the entry is added to the verification list for the user making the entry. The Fee Verification List can be printed in entry order, timekeeper order or timekeeper order by transaction date. The Cost Verification List and Payment Verification List can be printed in entry order, transaction code order or transaction date order. You can optionally include the client name and work description. You can include the timekeeper number or initials. The Fee Verification List shown is printed in timekeeper order with initials whereas the Cost Verification List shown is printed in entry order with timekeeper numbers instead of initials. The Cost Verification List is not subtotaled because it was printed in entry order instead of sorted by transaction code or date. The Fee Verification List shown includes the client name and work description whereas the Cost Verification List includes only the client name. Fee and cost verification lists can be printed in portrait or landscape orientation. The Payment Verification List is not shown.

Definitions for Fee/Cost/Payment Verification Lists

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

Client — Client ID.

Tkr (fee list)
Tmkr (cost list) — Timekeeper number or initials shown on the transaction. *[Note: An "***" in this column indicates the timekeeper record no longer exists (i.e., deleted or renumbered).[1]]*

Cat (fee list) — Category assigned to the transaction.

E/A (cost/pymt list) — Expense/Advance. "E" indicates the transaction is an expense and "A" indicates the transaction is an advance.

Trans Date — Date of the transaction.

Date Entered — Date the transaction was entered.

SR (fee list)
Src (cost/pymt list) — Source code that indicates the source of the transaction. "B" = Billing, "b" = Split Billing, "R"[1] = Tabs3 Billing Remote, "P"[1] or "C"[1] = PracticeMaster, "D"[1] = Data Import (i.e., Import Online Payments, Data Capture Device, etc), "T"[1] = Trust Accounting Software, "A"[1] = Accounts Payable Software, "Q"[1] = QuickBooks. Lowercase codes indicate that the transaction has been split using Perform Split Billing (e.g., "b" indicates a split transaction that originated in Tabs3 Billing).

HP — Status field of the transaction. "H"[1] = Hold, "P" = Print, "D" = Deleted, "S"[1] = Save.

TX	Sales tax rate code that will be used to calculate sales tax when a statement is printed. No code will print if the sales tax rate code is "0" (i.e., no sales tax). Up to 9 sales tax rates can be defined in Tabs3 Billing Customization.
BC	Bill Code (0-4). The Bill Code defines the transaction code's default billing and print status. No code will print if the Bill Code is "0". "0" = billable and printable. "1"[1] = non-billable and non-printable, "2"[1] = non-billable and printable, "3"[1] = billable and non-printable and "4" = billable and always print.
RC (fee list)	Rate Code (0-9). The rate code indicates which billing rate Tabs3 Billing uses. No code will print if the rate code is "0". "0" indicates that Tabs3 Billing has used the default billing rate.
RC (cost/pymt list)	Rate Code (0, 7 or 8). The rate code indicates how the Amount is determined. No code will print if the rate code is "0". "0" indicates that the user entered the amounts. "7" indicates that Tabs3 Billing retrieved the Rate from the transaction code file, allowed the user to enter the number of units, and then automatically calculated the amount. "8" indicates that Tabs3 Billing retrieved the Amount from the transaction code file.
Tcode/Task Code	Transaction code number. For task based billing clients, the task codes entered will be shown instead of the transaction code.
Rate	Rate used for calculating the amount.
Hours Worked (fee list)	Hours worked.
Hours to Bill (fee list)	Hours to bill. The hours to bill are multiplied by the rate to calculate the amount.
Units (cost list)	Units. If a rate is specified, the units are multiplied by the rate to calculate the amount.
Stmt # (pymt list)	Statement that the payment was applied to.
Amount	Dollar amount of the transaction. If a new transaction (i.e., a transaction in the top part of the verification list) has been deleted, the text "*deleted*" will be shown in the Amount column. The original transaction amount will be shown in the "Deleted Entries" section of the list. **Note:** If a deleted transaction's reference number has changed since it was added, then the "*deleted*" text will not be shown for that transaction. The reference number can be changed by reindexing the transaction file with the **Compact Selected Files** option selected, or by including the transaction on an updated statement and then running Undo Updated Statements for that statement.
(description)	Description of the transaction. Statement comments are shown with strikethrough characters[1].
(client)	The client's name and work description are optionally printed below the description of each transaction. The fee list shown includes both the name and work description. The cost list shown includes only the name.
Changed Entries	Any transactions that are edited will be listed under the Changed Entries section. The transaction under the "New" heading reflects the changes. The transaction under the "Old" heading reflects the transaction before the changes. The description shown in the Changed Entries section reflects the new description only. **A critical field was changed. A final statement must be rerun for this client.** [1] When this message is shown for a changed transaction, a statement cannot be updated until a new final statement is run for the client.
Deleted Entries	Any 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.e., both old and new) counts as one transaction.

[1] Not shown on either sample report.

Recap of Hours Report

Date: 08/26/2024 **Tabs3 Recap of Hours Report** Page: 1

Jensen, Martin & Anderson, P.C.

From July 01, 2024 Thru July 31, 2024

001 Michael L. Jensen

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
		Jul 1, 2024	2	3	4	5	6	
Billable			7.50		3.50	4.25		15.25
Non-billable								
Total			7.50		3.50	4.25		15.25
	7	8	9	10	11	12	13	
Billable		7.75	5.00	7.00	6.00	5.25		31.00
Non-billable			1.00					1.00
Total		7.75	6.00	7.00	6.00	5.25		32.00
	14	15	16	17	18	19	20	
Billable		5.80	7.50	8.00	3.50	4.25		29.05
Non-billable		1.00						1.00
Total		6.80	7.50	8.00	3.50	4.25		30.05
	21	22	23	24	25	26	27	
Billable		7.85	12.10	1.00				20.95
Non-billable								
Total		7.85	12.10	1.00				20.95
	28	29	30	31				
Billable								
Non-billable								
Total								

GRAND TOTALS:		**Billable**	**96.25**
		Non-billable	**2.00**
		Total	**98.25**

Menu ***Reports | Transactions | Recap of Hours Report***

The Recap of Hours Report can be very useful in finding missing timeslip entries. The report includes the **Hours Worked** for one or more timekeepers during a specified date range. This report does not use **Hours to Bill**. For example, on Monday, November 21, 7.85 hours were entered for timekeeper Michael Jensen. Daily and weekly totals are shown as well as grand totals for each timekeeper. Optionally, daily totals only can be included, and the daily totals can be shown shaded if the total is less than a specified number of hours, thus providing an easy-to-use exception report.

This report includes transactions that are in work-in-process and transactions that have been billed and updated. Transactions that are on “hold” (i.e., Status field is set to “Hold”) are also included. Work-in-process transactions that are “saved” (i.e., Status field is set to “Save”) are included. Likewise, “saved” transactions that have been updated are included.

This report can be produced for a range of dates and working timekeepers. Inactive timekeepers or timekeepers with no activity can optionally be excluded from the report. Each timekeeper’s information can optionally start on a new page of the report.

Definitions for Recap of Hours Report

Date The date to the left of the heading is the date the report was produced. The date range on the report is shown below the report title.

(date range) The beginning and ending dates selected for the report.

Day Day of the month.

Billable Number of billable hours for each day. Credit transactions are included.

Non-billable Number of non-billable hours for each day. Credit transactions are included.

Total Total of billable and non-billable hours for the day and week. Grand totals are also shown.

Transaction File List

Date: 08/26/2024 **Detail Transaction File List** Page: 1

Jensen, Martin & Anderson, P.C.

Client	Trans Date	Tmkr	H P	Tcode/ Task Code	Stmt # Rate	Hours to Bill	Amount		Ref #
Client ID 100.00 Larson/Michael									
100.00	06/18/2024	1	P	19	250.00	1.00	250.00	Initial Client Meeting	1
100.00	06/21/2024	1	P	1	250.00	0.10	25.00	Open Workers' Comp Case	3
100.00	06/22/2024	1	P	1	250.00	0.50	125.00	Consultation with Susan Nichols re: potential witness	2
100.00	07/20/2024	8	P	5	100.00	0.50	50.00	Request for employment records.	9
100.00	07/20/2024	8	P	1	100.00	0.10	10.00	Verify receipt of medical records request.	6
100.00	07/23/2024	1	P	1	250.00	2.50	625.00	Attend deposition of Susan Nichols.	4
100.00	07/23/2024	3	P	1	160.00	0.60	96.00	Meeting with Labour Plating to discuss compensation.	8
100.00	07/23/2024	1	P	1	250.00	2.00	500.00	Appointment at Mr. Larson's office to ensure that proper environment is available for him to return to work with modifications necessary to medical status.	5
100.00	08/10/2024	8	P	1	100.00	0.10	10.00	Confirm Fee Agreement signed and returned.	7
100.00	08/18/2024	1	P	1	250.00	1.40	350.00	Reviewed file; worked on estate plan documents; studied and analyzed additional information needed; call to client regarding same.	10
100.00	08/20/2024	2	P	10	225.00	3.50	787.50	Legal research	11
100.00	08/20/2024	2	P	8	225.00	2.25	506.25	Draft and revise legal opinion to be forwarded to Labour Plating Company on their culpability.	12
Total for Client ID 100.00					Billable	13.45	3,059.75	Larson/Michael	
					Non-billable	1.10	275.00	Larson v. Bel-Cor	
					Total	14.55	3,334.75		
Client ID 101.00 Williams/John									
101.00	05/25/2024	3	A	10	160.00	1.25	200.00	Legal research.	ARCH
101.00	05/25/2024	1	A	19	250.00	0.30	75.00	Initial Client Meeting	ARCH
101.00	06/11/2024	1	A	18	250.00	2.50	625.00	Prepared for conference with client.	ARCH
101.00	06/16/2024	2	A	250			5.75	Long distance telephone charges.	ARCH
101.00	06/18/2024	1	A	251			7.50	Photocopy charges.	ARCH
101.00	06/19/2024	2	A	250			10.50	Long distance telephone charges.	ARCH
101.00	06/19/2024	2	A	253			2.90	Postage.	ARCH
101.00	06/21/2024	1	A	250			6.75	Long distance telephone charges.	ARCH
101.00	06/22/2024	1	A	3	250.00	0.25	62.50	Telephone conference with client.	ARCH
101.00	06/25/2024	1	A	253			2.50	Postage.	ARCH
101.00	07/13/2024	3	P	255			1.25	Facsimile costs.	23
101.00	07/16/2024	3	P	102			47.50	Courier fee Federal Express.	22
101.00	07/16/2024	2	P	1	225.00	2.00	450.00	Office conference with client.	45
101.00	07/20/2024	2	P	1	225.00	1.10	247.50	Reviewing documents.	42
101.00	07/20/2024	2	P	1	225.00	0.20	45.00	Talked to Mr. Williams	46
101.00	07/20/2024	3	P	1	160.00	2.00	320.00	Office conference with Mr. Williams.	47
101.00	07/20/2024	2	P	3	225.00	0.25	56.25	Telephone conference with client.	49
101.00	07/20/2024	2	P	3	225.00	1.00	225.00	Telephone conference with Mr. Williams.	50
101.00	07/20/2024	2	P	3	225.00	0.25	56.25	Telephone conference with client.	51
101.00	07/21/2024	3	P	1	160.00	3.25	520.00	Office conference with Mr. Williams.	48
101.00	07/23/2024	2	P	251			7.35	Photocopy charges.	24
101.00	07/23/2024	3	P	251			30.00	Photocopy charges.	25
101.00	07/23/2024	1	P	9	250.00	3.00	900.00	Review and analyze case status.	41
101.00	07/23/2024	1	P	1	250.00	0.50	150.00	Legal Research.	43
101.00	07/23/2024	1	P	10	250.00	1.50	450.00	Legal research.	44
101.00	07/26/2024	2	P	106			4.00	Online legal research	26
101.00	07/26/2024		P	900			1,617.65	Payment	6
101.00	08/10/2024	1	P	9	250.00	1.50	375.00	Review and analyze research and prior cases.	3
101.00	08/13/2024	1	P	5	250.00	1.25	312.50	Letter to client.	1
101.00	08/20/2024	1	P	1	250.00	1.50	375.00	Reviewed correspondence from opposing counsel; telephone conference with opposing counsel re: settlement; telephone call to court clerk re: continuing trial date.	4
Total for Client ID 101.00					Billable	22.80	5,383.50	Williams/John	
					Non-billable	0.80	187.50	State v. Williams	
					Total	23.60	5,571.00		
					Payments		1,617.65		
GRAND TOTALS									
					Billable	36.25	8,443.25		
					Non-billable	1.90	462.50		
					Total	38.15	8,905.75		
					Payments		1,617.65		

Date: 08/26/2024 **Summary Fee Transaction File List** Page: 1
Jensen, Martin & Anderson, P.C.

		Hours to Bill	Amount
Subtotal for Tcode 1	Billable	26.75	13,250.00
	Non-billable	0.10	25.00
	Total	26.85	13,275.00
Subtotal for Tcode 2	Billable	5.00	2,500.00
Subtotal for Tcode 3	Billable	0.50	87.50
Subtotal for Tcode 5	Billable	1.00	120.00
Total for Timekeeper 1	Billable	33.25	15,957.50
	Non-billable	0.10	25.00
	Total	33.35	15,982.50
Subtotal for Tcode 1	Billable	33.75	15,187.50
Subtotal for Tcode 2	Billable	5.00	2,250.00
Total for Timekeeper 2	Billable	38.75	17,437.50
GRAND TOTALS			
	Billable	72.00	33,395.00
	Non-billable	0.10	25.00
	Total	72.10	33,420.00

Menu ***Reports | Transactions | Transaction File List***

The Transaction File List is a means of sorting and listing fee, cost, and payment transactions stored in Tabs3 Billing. The information on the report can be output in a standard report format or a variety of export formats. The Transaction File Lists shown on pages 47 and 48 are just two examples of the many combinations possible. The list shown on page 47 is a detail list that includes transaction descriptions. The primary sort order is by Client and the secondary sort order is by Date. The client name and work description print to the right of the subtotal.

The list shown on page 48 is a summary list for fees. The primary sort order is by Timekeeper and the secondary sort order is by Transaction Code. Note that the timekeeper name and transaction code description print to the left of the subtotals.

The **Options** tab includes parameters that enable you to print a detail or summary report as well as specify the type of transactions you want to include on the report. The **Format** tab allows you to specify which columns you want to include and if you want to print the report in portrait or landscape orientation. All columns are optional, but at least one column must be selected. The **Sort** tab for this report differs from the standard **Sort** tab. It allows you to select three sort orders, select to subtotal on any of the sort orders, subtotal by statement date or transaction date, and start the first sort on a new page.

Complete details regarding export formats available and the file layout can be found in Help under “Export Data Format.”

Definitions for Transaction File List

Client Client ID.

User ID[1]	User ID.
Entry Date[1]	Date the transaction was entered.
Trans Date	Transaction Date.
Stmt Date[1]	Statement Date.
Tmkr	Timekeeper number or initials. Timekeeper numbers/initials are not shown for payment transactions. Cost transactions not assigned to a timekeeper will be shown with a timekeeper number of "0".
E/A **Cat**[1]	For costs, "E" will be shown for expenses and "A" will be shown for advances. For fees, the category number will be shown.
Src[1]	Source code that indicates the source of the transaction. "B" = Tabs3 Billing, "T" = Tabs3 Trust Accounting, "A" = Tabs3 Accounts Payable, "R" = Tabs3 Billing Remote, "D" = Data Capture Device or Import Online Payments, "P" or "C" = PracticeMaster, "Q" = QuickBooks. No source code will print if the source code is "B" (i.e., Billing). Client funds payments will have a source of "M" for manual funds payments or "A" for automatic funds payments. Lowercase codes indicate that the transaction has been split using Perform Split Billing (e.g., "b" indicates a split transaction that originated in Tabs3 Billing, "p" indicates that it originated in PracticeMaster).
HP	Status field: "P" = Print, "H"[1] = Hold, "S"[1] = Save, "A" = Archived, "U"[1] or "s"[1] = Billed but not Updated.
Receipt Type[1]	For payments only. Cash, Check, Credit Card, Other, Client Funds, EFT, Unknown.
Check Number[1]	Shown only for payments whose Receipt Type is Check.
Ref./Memo[1]	Optional reference or memo regarding the receipt. If the Receipt Type is Check, the Tabs3 Billing client ID will be placed in this field. If integrating with GL, this information is saved to the Reference field in the GL journal entry. If the payment was created automatically from a Trust payment to firm (i.e., Source = "T"), this field will contain the Memo field from the Trust transaction.
TX[1]	Sales tax rate code that will be used to calculate sales tax when a statement is printed. No code will print if the sales tax rate code is "0" (i.e., no sales tax). Up to 9 sales tax rates can be defined in Tabs3 Billing Customization.
BC[1]	Bill Code (0-4). The Bill Code defines the transaction code's default billing and print status. No code will print if the Bill Code is "0". "0" = billable and printable, "1" = non-billable and non-printable, "2" = non-billable and printable, "3" = billable and non-printable, and "4" = billable and always print.
RC (fees)[1]	Rate Code (0-9). The Rate Code indicates which billing rate Tabs3 Billing uses. No code will print if the rate code is "0". "0" indicates that Tabs3 Billing has used the default billing rate.
RC (costs)[1]	Rate Code (0, 7, or 8). The Rate Code indicates how the Amount is determined. "0" indicates that the user entered the amounts. "7" indicates that Tabs3 Billing retrieved the Rate from the transaction code file, allowed the user to enter the number of units, and then automatically calculated the amount. "8" indicates that Tabs3 Billing retrieved the Amount from the transaction code file. No code will print if the Rate Code is "0".
CT[1]	The transaction's Expense or Advance Cost Type. For payments, the Cost Type will be zero.
Tcd	Transaction code number. If task based billing clients are included on the list, the label for this column will be "Tcode/Task Code". The task codes entered will then be shown instead of the transaction code for task based billing clients.
Stmt # **Rate**	Hourly billing rate. If payments are included, the statement number the payment was processed against is shown in this column. A statement number will only appear for payment transactions if a statement number was specified during data entry.
Units[1]	The units for each cost transaction.
Hours Worked[1]	The number of hours worked for each fee transaction.
Hours to Bill	The number of hours to bill for each fee transaction.

Amount	Amount of each transaction.
(description)	Transaction description. Statement notes can optionally be included, and are shown with strikethrough characters.
Ref #	Reference number identifying the work-in-process transaction for editing purposes (optional). "ARCH" will print for transactions from the archive files; these transactions cannot be edited.
Progress Billable[1]	Subtotal for "progress billing" fee transactions (Type "6" transactions).
Progress Non-billable[1]	Subtotal for non-billable "progress billing" fee transactions (Type "6" transactions).

Note: Credits applied to previous balances can affect the billed values; for more information, see Knowledge Base Article **R11760**, "Best Practices When Applying Credits."

Note: The **Client Name** and/or **Work Description** fields can optionally be included. When the Primary Sort is "Client" the client name and/or work description are included in the header for each client; otherwise, the client name and/or work description are printed in the Description column below each transaction. When subtotaling by client, the client name and work description will print with the subtotal, regardless of whether they are selected to be included.

[1] Not shown on either sample report.

Task Code Billing Report

Date: 08/26/2024 | **Detail Task Code Billing Report** | Page: 1

Jensen, Martin & Anderson, P.C.

Client	Trans Date	Tmkr	H P	Tcode/ Task Code		Stmt # Rate	Hours to Bill	Amount		Ref #
Phase ID L110 Fact Investigation/Development										
550.00	07/01/2024	1	U	L110	E106			60.00	Online research. ~~Client Identifier: BRADY550.00~~ Federated Casualty, Ltd. Andrew C. Gilbert v. Federated Casualty	1
550.00	07/01/2024	4	U	L110	A102	175.00	1.00	175.00	Research *Hapton vs. Interstate Insurance.* Federated Casualty, Ltd. Andrew C. Gilbert v. Federated Casualty	1
550.00	07/01/2024	4	U	L110	A103	175.00	0.50	87.50	Draft/revise response to complaint. Federated Casualty, Ltd. Andrew C. Gilbert v. Federated Casualty	2
550.00	08/09/2024	2	P	L110	A102	225.00	1.25	281.25	Research *Brown vs. United Insurance* Federated Casualty, Ltd. Andrew C. Gilbert v. Federated Casualty	6
Total for Phase ID L110						Billable	2.75	603.75	Fact Investigation/Development	
Phase ID L120 Analysis/ Strategy 550.00	07/05/2024	1	U	L120	A106	250.00	0.25	62.50	Phone call with Sam Kessler. Federated Casualty, Ltd. Andrew C. Gilbert v. Federated Casualty	3
Total for Phase ID L120						Billable	0.25	62.50	Analysis/Strategy	
Phase ID L130 Experts/Consultants										
550.00	07/05/2024	1	U	L130	A108	250.00	1.00	250.00	Phone call with Tom Alberts of **Alberts Investigations** regarding Gilbert v. Federated to discuss previous experience investigating arson, testifying in court, and payment for services. *(First report will be completed by the end of the month.)* ~~Alberts was recommended by J. Edgerton of Edgerton & Lowe.~~ Federated Casualty, Ltd. Andrew C. Gilbert v. Federated Casualty	4
Total for Phase ID L130						Billable	1.00	250.00	Experts/Consultants	
Phase ID L190 Other Case Assessment, Development and Administration										
550.00	08/06/2024	2	P	L190	E110			23.50	Mileage to/from Omaha Federated Casualty, Ltd. Andrew C. Gilbert v. Federated Casualty	3
Total for Phase ID L190						Billable	0.00	23.50	Other Case Assessment, Development and Administration	
Phase ID L250 Other Written Motions and Submissions										
550.00	07/05/2024	1	U	L250	E101			6.75	Copying Federated Casualty, Ltd. Andrew C. Gilbert v. Federated Casualty	2
550.00	07/05/2024	1	U	L250	A103	250.00	1.00	250.00	Draft/revise motion for change of venue. Federated Casualty, Ltd. Andrew C. Gilbert v. Federated Casualty	5
Total for Phase ID L250						Billable	1.00	256.75	Other Written Motions and Submissions	
GRAND TOTALS										
						Billable	5.00	1,196.50		

Menu ***Reports | Transactions | Task Code Billing Report***

The Task Code Billing Report is a means of printing transactions that have been entered for task based billing clients. The information on the report can be output in a standard report format or a variety of export formats. The format and options available for the Task Code Billing Report are similar to those available for the Transaction File List. The report shown on page 51 is a detail report and includes transaction descriptions. The primary sort order is by Client and the secondary sort order is by Phase/Task. The client name and work description print below each transaction and the phase/task description prints to the right of the secondary subtotal.

The **Transactions** tab is similar to the standard **Transactions** tab except that the Tcodes range is replaced with separate Phase/Task and Activity/Expense ranges. The **Options** tab includes parameters that enable you to print a detail or summary report as well as specify the type of transactions you want to include on the report. The **Format** tab allows you to specify which columns you want to include and choose portrait or landscape orientation. All columns are optional, but at least one column must be selected. The **Sort** tab for this report differs from the standard **Sort** tab. It allows you to select from three different sort orders, select to subtotal on any of the sort orders, subtotal by statement date or transaction date, and start the first sort on a new page.

Complete details regarding export formats available and the file layout can be found in Help under “Export Data Format.”

Definitions for Task Code Billing Report

Client	Client ID.
User ID[1]	User ID.
Entry Date[1]	Date the transaction was entered.
Trans Date	Transaction Date.
Stmt Date[1]	Statement Date.
Tmkr	Timekeeper number or initials. Timekeeper numbers/initials are not shown for payment transactions. Cost transactions not assigned to a timekeeper will be shown with a timekeeper number of “0”.
E/A **Cat**[1]	For costs, “E” will be shown for expenses and “A” will be shown for advances. For fees, the category number will be shown.
Src[1]	Source code that indicates the source of the transaction. “B” = Tabs3 Billing, “T” = Tabs3 Trust Accounting, “A” = Tabs3 Accounts Payable, “R” = Tabs3 Billing Remote, “D” = Data Capture Device or Import Online Payments, “P” or “C” = PracticeMaster, “Q” = QuickBooks. No source code will print if the source code is “B” (i.e., Billing). Client funds payments will have a source of “M” for manual funds payments or “A” for automatic funds payments. Lowercase codes indicate that the transaction has been split using Perform Split Billing (e.g., “b” indicates a split transaction that originated in Tabs3 Billing).
HP	Status field: “P” = Print, “H”[1] = Hold, “S”[1] = Save, “A”[1] = Archived, “U” or “s”[1] = Billed but not Updated.
Receipt Type[1]	For payments only. Cash, Check, Credit Card, Other, Client Funds, EFT, Unknown.
Check Number[1]	Shown only for payments whose Receipt Type is Check.
Ref./Memo[1]	Optional reference or memo regarding the receipt. If the Receipt Type is Check, the Tabs3 Billing client ID will be placed in this field. If integrating with GL, this information is saved to the Reference field in the GL journal entry. If the payment was created automatically from a Trust payment to firm (i.e., Source = “T”), this field will contain the Memo field from the Trust transaction.
TX[1]	Sales tax rate code that will be used to calculate sales tax when a statement is printed. No code will print if the sales tax rate code is “0” (i.e., no sales tax). Up to 9 sales tax rates can be defined in Tabs3 Billing Customization.
BC[1]	Bill Code (0-4). The Bill Code defines the transaction code’s default billing and print status. No code will print if the Bill Code is “0”. “0” = billable and printable, “1” = non-billable and non-printable, “2” = non-billable and printable, “3” = billable and non-printable, and “4” = billable and always print.
RC (fees)[1]	Rate Code (0-9). The Rate Code indicates which billing rate Tabs3 Billing uses. No code will print if the rate code is “0”. “0” indicates that Tabs3 Billing has used the default billing rate.
RC (costs)[1]	Rate Code (0, 7, or 8). The Rate Code indicates how the Amount is determined. “0” indicates that the user entered the amounts. “7” indicates that Tabs3 Billing retrieved the Rate from the transaction code file, allowed the user to enter the number of units, and then automatically calculated the amount. “8” indicates that Tabs3 Billing retrieved the Amount from the transaction code file. No code will print if the Rate Code is “0”.
CT[1]	The transaction’s Expense or Advance Cost Type. For payments, the Cost Type will be zero.
Tcode **Task Code**	For fees and costs, this represents the Phase/Task code and Activity or Expense code entered for the transaction. For payments, this is the transaction code entered for the transaction.
Stmt # **Rate**	Hourly billing rate. If payments are included, the statement number the payment was processed against is shown in this column. A statement number will only appear for payment transactions if a statement number was specified during data entry.
Units[1]	The units for each cost transaction.
Hours Worked[1]	The number of hours worked for each fee transaction.

Hours to Bill	The number of hours to bill for each fee transaction.
Amount	Amount of each transaction.
(description)	Transaction description. Statement comments are shown with strikethrough characters.
Ref #	Reference number identifying the work-in-process transaction for editing purposes (optional). "ARCH" will print for transactions from the archive files; these transactions cannot be edited.
Progress Billable[1]	Subtotal for "progress billing" fee transactions (Type "6" transactions).
Progress Non-billable[1]	Subtotal for non-billable "progress billing" fee transactions (Type "6" transactions).

[1] Not shown on the sample report.

Criteria Page

Date: 08/26/2024 **Detail Transaction File List** Page: 1

Jensen, Martin & Anderson, P.C.

System Date: 08/26/2024 Time: 10:02 AM User ID: SUSAN

Client Selection Criteria:

Client ID:	101.00	Thru:	101.00
Name Search Key:		Thru:	Z
Primary Timekeeper:	1	Thru:	99
Secondary Timekeeper:	1	Thru:	99
Originating Timekeeper:	1	Thru:	99
Category:	1	Thru:	999
Open Date:	mm/dd/yyyy	Thru:	mm/dd/yyyy
Include Client with a Close Date:		Yes	
Close Date:	mm/dd/yyyy	Thru:	mm/dd/yyyy
Include Client without a Close Date:		Yes	
Billing Frequency:		All	
Location:		All	
Status Criteria:		All	

Transaction Selection Criteria:

Fees:	Yes			
Timekeeper:		1	Thru:	99
Date:		mm/dd/yyyy	Thru:	07/31/2024
Tcode:		1	Thru:	999
Category:		1	Thru:	999
Expenses:	Yes			
Advances:	Yes			
Timekeeper:		0	Thru:	99
Date:		mm/dd/yyyy	Thru:	07/31/2024
Tcode:		1	Thru:	999
Cost Type:		0	Thru:	9
Payments:	Yes			
Date:		mm/dd/yyyy	Thru:	07/31/2024
Tcode:		1	Thru:	999

A Criteria Page can optionally be printed at the end of a statement run and most reports. Criteria pages list all options and criteria used for the generation of the report. The options listed on the Criteria Page are broken down by report tabs where applicable. The Criteria Page shown on page 54 and page 55 is for a **Transaction File List**.

Date: 08/26/2024 | **Detail Transaction File List** | Page: 2

Jensen, Martin & Anderson, P.C.

Transaction File List Options:

Transaction Type	Include	Transaction Source	Include
Work-In-Process	Yes	Billing	Yes
Archived	No	Remote	Yes
		Data Import	Yes
Billable	Yes	PracticeMaster	Yes
Non-billable	Yes	Accounts Payable	Yes
		Trust	Yes
		QuickBooks	Yes
Hold	Yes		
Print	Yes	Timekeeper Initials	No
Save	Yes		
Normal	No	Client Name	Yes
		Work Description	Yes

Detail or Summary Report: Detail
Dates under the Transaction Tab apply to Transaction Dates.
GLS Information No

Sort Options:
1st Sort Order: Client
Subtotal: Yes
2nd Sort Order: Transaction Date
Subtotal: No
3rd Sort Order: None
Subtotal: No
Start 1st Sort on a New Page: No

Include Columns:

ClientID	Yes
UserID	No
EntryDate	No
TransDate	Yes
StmtDate	No
Timekeeper	Yes
ExpAdv	No
Source	No
Status	Yes
ReceiptType	No
CheckNum	No
Ref/Memo	No
TaxCode	No
BillCode	No
RateCode	No
CostType	No
Tcode	Yes
Rate	Yes
Units	No
HoursWorked	No
HoursToBill	Yes
Amount	Yes
Description	Yes
RefNo	Yes

Orientation: Portrait

Detail Work-In-Process Report

Menu ***Reports | Work-In-Process | Detail Work-In-Process Report***

The reports shown on pages 57 through 60 are examples of the Detail Work-In-Process Report.

- The reports shown on page 57 and page 58 are examples of the detailed version. The report on page 57 includes the Write-Up/Write-Down Hours column, whereas the report on page 58 does not.
- The report shown on page 59 is an example of the summarized version.
- The report shown on page 60 is an example of the detailed version with user-selected columns.

The detailed report shows the detail of all fees, costs and payments entered for the client. The detailed report can be used to review work-in-process prior to billing.

The summarized version includes totals only.

The user-edited version shown on page 60 includes only columns—in this example, only the date, timekeeper, rate, hours to bill, amount, and description.

The **Options** tab includes parameters that enable you to specify what type of information is to be included on the report (e.g., clients with only a previous balance, include clients with only payments, etc.), the fee order, and the layout. The **Format** tab allows you to customize the report by specifying which columns you want to include on the report as well as allows you to specify what additional information you want to print, the report width, orientation, whether you want each client printed on a new page, and whether transactions should be double spaced.

Date: 08/26/2024

Tabs3 Detail Work-In-Process Report
Jensen, Martin & Anderson, P.C.

Page: 1

Primary Timekeeper: 3 Ronald P. Anderson

Client: **415.00M MegaConstruction Corporation** MegaConstruction
Corporate Merger - Megabuilders and BuilderCorp
Primary Timekeeper: 3 RPA Category: 40 Business Law
Secondary Timekeeper: 2 PAM Draft Template: Draft Rate Code: 1
Originating Timekeeper: 4 ROB Final Template: Recap Date Opened:07/619/2024
Previous Balance: 85,772.02

Contact: James R. Tatiki, Sr.
Business: 212-555-1232
Business Fax: 212-555-1234
Email: jt@megaconcorp.com

Date	Tmkr	Cat	Src	HP	TX	BC	RC	Tcode	Ref #	Rate	Units	Hours Worked	Hours to Bill	Write-Up/ Down Hrs	Amount	Write-Up/ Down Amt	Description
Fees																	
08/16/2024	1 MLJ	40	P					1	4	500.00		4.25	4.25		2,125.00		Prepare Financial Disclosure Form
08/16/2024	1 MLJ	40						6	16	500.00		0.70	0.70		350.00		Receipt of request for changes to documents from company.
08/18/2024	1 MLJ	40	P					1	10	500.00		6.00	6.00		3,000.00		Prepare Notice and Articles of Dissolution for Megabuilder
08/19/2024	1 MLJ	40	P					1	7	500.00		5.00	5.00		2,500.00		Prepare Financial Disclosure Form
08/23/2024	1 MLJ	40	P					1	2	500.00		1.00	1.00		500.00		Prepare Employee Handbook
Billable Total:		1 Michael L. Jensen										16.95	16.95		8,475.00		
08/17/2024	2 PAM	40	P					1	11	450.00		2.25	2.25		1,012.50		Prepare Notice and Articles of Dissolution for Megabuilder
08/18/2024	2 PAM	40	P					1	8	450.00		5.00	5.00		2,250.00		Prepare Financial Disclosure Form
08/19/2024	2 PAM	40	P					1	5	450.00		8.00	8.00		3,600.00		Prepare Financial Disclosure Form
Billable Total:		2 Paula Ann Martin										15.25	15.25		6,862.50		
08/20/2024	4 ROB	40	P					1	13	750.00		6.50	6.50		4,875.00		Prepare Notice and Articles of Dissolution for BuilderCorp
08/20/2024	4 ROB	40						1	15	750.00		0.50	0.50		375.00		Review Status of Case
Billable Total:		4 Robert O. Burns										7.00	7.00		5,250.00		
08/17/2024	6 DHB	40	P					1	1	180.00		6.25	6.25		1,125.00		Prepare Employee Handbook
Billable Total:		6 Daniel H. Brady										6.25	6.25		1,125.00		
08/16/2024	7 CB	40	P					1	3	180.00		4.25	4.25		765.00		Prepare Financial Disclosure Form
08/17/2024	7 CB	40	P					1	6	180.00		2.25	2.25		405.00		Prepare Financial Disclosure Form
08/17/2024	7 CB	40	P					1	9	180.00		3.00	3.00		540.00		Prepare Notice and Articles of Dissolution for Megabuilder
08/20/2024	7 CB	40	P					1	12	180.00		3.75	3.75		675.00		Prepare Notice and Articles of Dissolution for BuilderCorp
Billable Total:		7 Cheryl Bradley										13.25	13.25		2,385.00		
08/20/2024	8 JAN	40	P					1	14	250.00		3.00	3.00		750.00		Prepare Pre-Hiring Concerns Checklist
Billable Total:		8 Jennifer A. Noonan										3.00	3.00		750.00		
Total Billable Fees												61.70	61.70		24,847.50		
Payments																	
08/17/2024								900	12						-80,000.00		Payment
Total Billable Payments															-80,000.00		

R E C A P

Fees:	24,847.50				
Expenses:	0.00	Previous Balance:	85,772.02		
Advances:	0.00	Payments/Credits:	-80,000.00		
Total WIP:	24,847.50	**Balance Due:**	5,772.02	**Total:**	**30,619.52**

A/R:	0-30	31-60	61-90	91-120	121-180	181+
	5,772.02	0.00	0.00	0.00	0.00	0.00

Date: 08/26/2024

Tabs3 Detail Work-In-Process Report
Jensen, Martin & Anderson, P.C.

Page: 1

Primary Timekeeper: 3 Ronald P. Anderson

Client: **415.00M MegaConstruction Corporation** MegaConstruction
Corporate Merger - Megabuilders and BuilderCorp
Primary Timekeeper: 3 RPA Category: 40 Business Law
Secondary Timekeeper: 2 PAM Draft Template: Draft Rate Code: 1
Originating Timekeeper: 4 ROB Final Template: Recap Date Opened: 07/16/2024
Previous Balance: 85,772.02

Contact: James R. Tatiki, Sr.
Business: 212-555-1232
Business Fax: 212-555-1234
Email: jt@megaconcorp.com

Date	Tmkr	Cat	Src	HP	TX	BC	RC	Tcode	Ref #	Rate	Units	Hours Worked	Hours to Bill	Amount	Write-Up/ Down Amt	Description
Fees																
08/16/2024	1 MLJ	40	P					1	4	500.00		4.25	4.25	2,125.00		Prepare Financial Disclosure Form
08/16/2024	1 MLJ	40						6	16	500.00		0.70	0.70	350.00		Receipt of request for changes to documents from company.
08/18/2024	1 MLJ	40	P					1	10	500.00		6.00	6.00	3,000.00		Prepare Notice and Articles of Dissolution for Megabuilder
08/19/2024	1 MLJ	40	P					1	7	500.00		5.00	5.00	2,500.00		Prepare Financial Disclosure Form
08/20/2024	1 MLJ	40	P					1	2	500.00		1.00	1.00	500.00		Prepare Employee Handbook
Billable Total:		1 Michael L. Jensen										16.95	16.95	8,475.00		
08/17/2024	2 PAM	40	P					1	11	450.00		2.25	2.25	1,012.50		Prepare Notice and Articles of Dissolution for Megabuilder
08/18/2024	2 PAM	40	P					1	8	450.00		5.00	5.00	2,250.00		Prepare Financial Disclosure Form
08/19/2024	2 PAM	40	P					1	5	450.00		8.00	8.00	3,600.00		Prepare Financial Disclosure Form
Billable Total:		2 Paula Ann Martin										15.25	15.25	6,862.50		
08/20/2024	4 ROB	40	P					1	13	750.00		6.50	6.50	4,875.00		Prepare Notice and Articles of Dissolution for BuilderCorp
08/20/2024	4 ROB	40						1	15	750.00		0.50	0.50	375.00		Review Status of Case
Billable Total:		4 Robert O. Burns										7.00	7.00	5,250.00		
08/17/2024	6 DHB	40	P					1	1	180.00		6.25	6.25	1,125.00		Prepare Employee Handbook
Billable Total:		6 Daniel H. Brady										6.25	6.25	1,125.00		
08/16/2024	7 CB	40	P					1	3	180.00		4.25	4.25	765.00		Prepare Financial Disclosure Form
08/17/2024	7 CB	40	P					1	6	180.00		2.25	2.25	405.00		Prepare Financial Disclosure Form
08/17/2024	7 CB	40	P					1	9	180.00		3.00	3.00	540.00		Prepare Notice and Articles of Dissolution for Megabuilder
08/20/2024	7 CB	40	P					1	12	180.00		3.75	3.75	675.00		Prepare Notice and Articles of Dissolution for BuilderCorp
Billable Total:		7 Cheryl Bradley										13.25	13.25	2,385.00		
08/20/2024	8 JAN	40	P					1	14	250.00		3.00	3.00	750.00		Prepare Pre-Hiring Concerns Checklist
Billable Total:		8 Jennifer A. Noonan										3.00	3.00	750.00		
Total Billable Fees												61.70	61.70	24,847.50		
Payments																
08/16/2024								900	12					-80,000.00		Payment
Total Billable Payments														-80,000.00		

RECAP

Fees:	24,847.50				
Expenses:	0.00	Previous Balance:	85,772.02		
Advances:	0.00	Payments/Credits:	-80,000.00		
Total WIP:	24,847.50	**Balance Due:**	5,772.02	**Total:**	**30,619.52**

A/R:	0-30	31-60	61-90	91-120	121-180	181+
	5,772.02	0.00	0.00	0.00	0.00	0.00

Date: 08/26/2024 | **Tabs3 Detail Work-In-Process Report** | Page: 1

Jensen, Martin & Anderson, P.C.

Primary Timekeeper: 3 Ronald P. Anderson

Client: **415.00M MegaConstruction Corporation** MegaConstruction

Corporate Merger - Megabuilders and BuilderCorp

Primary Timekeeper: 3 RPA Category: 40 Business Law

Secondary Timekeeper: 2 PAM Draft Template: Draft Rate Code: 1

Originating Timekeeper: 4 ROB Final Template: Recap Date Opened: 04/16/2024

Previous Balance: 85,772.02

Contact: James R. Tatiki, Sr.
Business: 212-555-1232
Business Fax: 212-555-1234
Email: jt@megaconcorp.com

Date	Tmkr	Cat Src	H P	T X	B C	R C	Tcode	Ref #	Rate	Hours Worked	Hours to Bill	Write-Up/ Down Hrs	Amount	Write-Up/ Down Amt	Description
Billable Total:		1 Michael L. Jensen								16.95	16.95		8,475.00		
Billable Total:		2 Paula Ann Martin								15.25	15.25		6,862.50		
Billable Total:		4 Robert O. Burns								7.00	7.00		5,250.00		
Billable Total:		6 Daniel H. Brady								6.25	6.25		1,125.00		
Billable Total:		7 Cheryl Bradley								13.25	13.25		2,385.00		
Billable Total:		8 Jennifer A. Noonan								3.00	3.00		750.00		
Total Billable Fees										61.70	61.70		24,847.50		
Total Billable Payments													-80,000.00		

R E C A P

Fees:	24,847.50				
Expenses:	0.00	Previous Balance:	85,772.02		
Advances:	0.00	Payments/Credits:	-80,000.00		
Total WIP:	24,847.50	**Balance Due:**	5,772.02	**Total:**	**30,619.52**

A/R:	0-30	31-60	61-90	91-120	121-180	181+
	5,772.02	0.00	0.00	0.00	0.00	0.00

Billing History	Hours	Fees	Expenses	Advances	Fin. Charge	Payments
Billable:	1,840.45	746,422.50	642.00	0.00	3,211.24	664,503.72
Non-Billable:	0.00	0.00	0.00	0.00		

Last Statement: 07/31/2024 Last Payment: 08/17/2024 Last Payment Amount: 80,000.00

Billing Notes & Instructions: 04/23/2024 02:36pm - An attention line must be included in statements mailed to Mr. Tatiki.

Date: 08/26/2024 **Tabs3 Detail Work-In-Process Report** Page: 1

Jensen, Martin & Anderson, P.C.

Primary Timekeeper: 3 Ronald P. Anderson

Client: **415.00M MegaConstruction Corporation** MegaConstruction

Corporate Merger - Megabuilders and BuilderCorp

Primary Timekeeper:	3 RPA	Category:	40 Business Law			
Secondary Timekeeper:	2 PAM	Draft Template:	Draft	Rate Code: 1		
Originating Timekeeper:	4 ROB	Final Template:	Recap	Date Opened:	07/16/2024	
Previous Balance:	85,772.02					

Contact: James R. Tatiki, Sr.
Business: 212-555-1232
Business Fax: 212-555-1234
Email: jt@megaconcorp.com

	Date	Tmkr	Rate	Hours to Bill	Amount	Description
Fees						
	08/19/2024	7 CB	180.00	4.25	765.00	Prepare Financial Disclosure Form
	08/19/2024	1 MLJ	500.00	4.25	2,125.00	Prepare Financial Disclosure Form
	08/19/2024	1 MLJ	500.00	0.70	350.00	Receipt of request for changes to documents from company.
Billable Total:	Date 08/19/2024			9.20	3,240.00	
	08/20/2024	6 DHB	180.00	6.25	1,125.00	Prepare Employee Handbook
	08/20/2024	7 CB	180.00	2.25	405.00	Prepare Financial Disclosure Form
	08/20/2024	7 CB	180.00	3.00	540.00	Prepare Notice and Articles of Dissolution for Megabuilder
	08/20/2024	2 PAM	450.00	2.25	1,012.50	Prepare Notice and Articles of Dissolution for Megabuilder
Billable Total:	Date 08/20/2024			13.75	3,082.50	
	08/21/2024	2 PAM	450.00	5.00	2,250.00	Prepare Financial Disclosure Form
	08/21/2024	1 MLJ	500.00	6.00	3,000.00	Prepare Notice and Articles of Dissolution for Megabuilder
Billable Total:	Date 08/21/2024			11.00	5,250.00	
	08/22/2024	2 PAM	450.00	8.00	3,600.00	Prepare Financial Disclosure Form
	08/22/2024	1 MLJ	500.00	5.00	2,500.00	Prepare Financial Disclosure Form
Billable Total:	Date 08/22/2024			13.00	6,100.00	
	08/23/2024	7 CB	180.00	3.75	675.00	Prepare Notice and Articles of Dissolution for BuilderCorp
	08/23/2024	4 ROB	750.00	6.50	4,875.00	Prepare Notice and Articles of Dissolution for BuilderCorp
	08/23/2024	8 JAN	250.00	3.00	750.00	Prepare Pre-Hiring Concerns Checklist
	08/23/2024	4 ROB	750.00	0.50	375.00	Review Status of Case
Billable Total:	Date 08/23/2024			13.75	6,675.00	
	08/26/2024	1 MLJ	500.00	1.00	500.00	Prepare Employee Handbook
Billable Total:	Date 08/26/2024			1.00	500.00	
Total Billable Fees				61.70	24,847.50	
Payments						
	08/20/2024				-80,000.00	Payment
Total Billable Payments					-80,000.00	

R E C A P

Fees:	24,847.50				
Expenses:	0.00	Previous Balance:	85,772.02		
Advances:	0.00	Payments/Credits:	-80,000.00		
Total WIP:	24,847.50	**Balance Due:**	5,772.02	**Total:**	**30,619.52**

A/R:	0-30	31-60	61-90	91-120	121-180	181+
	5,772.02	0.00	0.00	0.00	0.00	0.00

Definitions for Detail Work-In-Process Report

Client Client ID, name and name search. The letter after the Client ID represents the billing frequency. The information below “Client:” represents the work description and address information as well as the timekeeper number and initials of the primary, secondary and originating timekeepers assigned to the client. The previous balance, category, statement templates, bill to address, and date opened are also shown for each client. The contact, phone numbers, email address, and miscellaneous lines are also shown. An “*” preceding the miscellaneous lines indicates that this information will not print on the client’s billing statement.

Date Date of each transaction.

Tmkr Timekeeper number and initials. Timekeeper numbers are not shown for payment transactions.

Cat Optional column. Category number.

Src Optional column. Source code indicates the source of the transaction. A blank Source field indicates the transaction was entered through Tabs3 Billing. “T” = Tabs3 Trust Accounting, “A” = Tabs3 Accounts Payable, “R” = Tabs3 Billing Remote, “D” = Data Capture Device, “P” or “C” = PracticeMaster, “Q” = QuickBooks. All transactions on the sample report were entered through

Tabs3 Billing. Lowercase codes indicate that the transaction has been split using Perform Split Billing (e.g., "b" indicates a split transaction that originated in Tabs3 Billing).

HP Optional column. Status field. If the transaction has a Status of "Print," nothing will show on the report in order to make it easier to spot "Hold" and "Save" transactions. "H" = Hold, "S" = Save, "U" or "s" = Billed but not updated.

TX Optional column. Sales tax rate code that will be used to calculate sales tax when a statement is printed. No code will print if the sales tax rate code is "0" (i.e., no sales tax). Up to 9 sales tax rates can be defined in Tabs3 Billing Customization.

BC Optional column. Bill Code (0-4). The Bill Code defines the transaction's default billing and print status. No code will print if the bill code is "0". "0" = billable and printable, "1" = non-billable and non-printable, "2" = non-billable and printable, "3" = billable and non-printable, and "4" = billable and always print.

RC (fees) Optional column. Rate Code (0-9). The Rate Code indicates which billing rate Tabs3 Billing uses. No code will print if the rate code is "0". "0" indicates that Tabs3 Billing has used the default billing rate.

RC (costs) Optional column. Rate Code (0, 7 or 8). The Rate Code indicates how the Amount is determined. "0" indicates that the user entered the amounts. "7" indicates that Tabs3 Billing retrieved the Rate from the transaction code file, allowed the user to enter the number of units, and then automatically calculated the amount. "8" indicates that Tabs3 Billing retrieved the Amount from the transaction code file. No code will print if the rate code is "0".

Tcode Optional column. Transaction code number. No transaction code will be shown for task based billing transactions.

Task Code Optional column. (Shown for task based billing transactions only.) Represents the Phase/Task code and the Activity code or Expense code that were entered for each transaction.

Ref # Optional column. Reference number identifying the transaction for editing purposes.

Rate Optional column. Hourly billing rate.

Units Optional column. The units for each cost transaction.

Hours Worked Optional column. The number of hours worked for each fee transaction.

Hours to Bill Optional column. The number of hours to bill for each fee transaction.

Write-Up/Down Hrs Optional column. The Hours to Bill minus the Hours Worked. This figure is only displayed for billable transactions.

Amount Optional column. Amount of each transaction.

Write-Up/Down Amt Optional column. Amount of the write-up/write-down. The word "Progress" in this column indicates that the fee transaction is a Type 6 progress fee. The amount in this column is calculated differently depending on whether or not the Write-Up/Write-Down Hours column is included. When the Write-Up/Write-Down Hours column is included, the Write-Up/Write-Down column includes the value of the hours adjusted along with the write-up/write-down amount. This figure is only displayed for billable transactions.

Description Description of the transaction.

Totals Optional column. Totals for billable and non-billable amounts are shown for fees, progress fees, expenses, advances, and payments.

Billing Notes & Instructions Optional column. Billing notes and instructions can optionally be entered on the **Billing Preferences** tab of the Client file. If the Billing Notes & Instructions check box is selected for the report, billing notes and instructions will be included on the report after the recap and optional billing history.

Note: Threshold billing amounts can optionally be entered on the **Billing Options** tab of the Client file. If you elect to include clients that do not meet billing thresholds on the Detail Work-In-Process Report, a message will be included after a client's transactions if an amount does not meet the client's billing threshold.

Recap

Fees — Total billable fees shown on the report (including transactions on hold).

Expenses — Total billable expenses shown on the report (including transactions on hold).

Advances — Total billable advances shown on the report (including transactions on hold).

Total WIP — Total billable fees and costs shown on the report (including transactions on hold).

Previous Balance — Client's balance due from the client's last updated statement.

Payments/Credits — Total payments, fee credits, and cost credits on the report (including payments on hold).

Balance Due — Client's Previous Balance minus Payments/Credits.

Total — Total WIP plus Balance Due.

A/R — Aged accounts receivable balance due. The first amount on the line is the amount between 0 and 30 days past due. The second amount on the line is the amount between 31 and 60 days past due. The third amount on the line is the amount between 61 and 90 days past due, etc. These amounts reflect any payments shown on the report (payments on hold are not included). Aging is calculated by comparing the statement date of outstanding client ledger statement records with the report date. Aging brackets are defined on the **Options** tab of Tabs3 Billing Customization.

Other WIP[1] — Includes all billable hours, fees, expenses and advances for the client that are not included on the report due to the selection criteria specified.

Budget Hours[1] — Amount of budgeted hours specified on the **Budget** tab in the Client file.

Budget Amount[1] — Budgeted amount specified on the **Budget** tab in the Client file.

Progress WIP[1] — Total amount of Type 6 progress fees in work-in-process. Credit transactions and transactions on hold are included. Progress WIP Tax is not included.

Progress Billed[1] — Total amount of Type 6 progress fees billed since the last time the client was "reconciled." This amount is the same as the "Progress Billed" field on the **A/R & Fund Balances** tab of the Client file.

Progress Paid[1] — Progress Billed (from the **A/R & Fund Balances** tab in the Client file) minus Progress Fees Due.

Fund Balance[1] — Current client fund balance.

Minimum Balance[1] — Minimum balance for client funds specified on the **A/R & Fund Balances** tab of the Client file.

Target Balance[1] — Target balance for client funds specified on the **A/R & Fund Balances** tab of the Client file.

Trust Account Balance[1] — If a trust account is present for the client, a message stating the balance for each trust account will be printed. (The trust account balance is retrieved from Tabs3 Trust Accounting. The terminology printed is retrieved from the Bank Account file in Trust.)

Billing History

The optional billing history includes previously billed amounts. The information is retrieved from the client ledger file. Amounts are classified as billable or non-billable and consist of accumulated billed-to-date totals (regardless of the report's beginning and ending dates). The amounts do not include transactions in work-in-process.

The last statement date, last payment date and last payment amount are also shown (which is based on the date of the records as opposed to the entry order). The last payment amount includes the total amount of payments received on the last payment date (including both processed and WIP payments). A negative figure in the Last Payment Amount field indicates that the last payment record in the client ledger file is a payment reversal record.

Billable — Billed hours, fees, expenses, advances, finance charge, and payments.

Write Off[1] Amount of fees, expenses, advances, and finance charge that has been written off.

Non-Billable Non-billable hours, fees, expenses, and advances that have been processed (i.e., final billed and updated).

Note: Credits applied to previous balances can affect the billed values; for more information, see Knowledge Base Article **R11760**, “Best Practices When Applying Credits.”

[1] Not shown on the sample report.

Summary Work-In-Process Report

Date: 08/26/2024

Tabs3 Summary Work-In-Process Report
Jensen, Martin & Anderson, P.C.

Page: 1

Primary Timekeeper: 2 Pamela Ann Martin

		Previous Balance	Hours to Bill	Fees	Expenses	Advances	Payments	Current Balance
111.60200 Blair/Michael Blair v. Jefferson		33,559.83	12.90	1,741.50	17.22	2,162.22	-26,369.92	11,110.85
105.50400 Homeland Insurance Karavel v. Homeland Ins.		4,989.13	29.00	3,979.50	10.40	269.74	-4,989.13	4,259.64
	Credits:		-7.00	-945.00				-945.00
	Subtotals:	4,989.13	22.00	3,034.50	10.40	269.74	-4,989.13	3,314.64
105.60100 Homeland Insurance Anderson v. Homeland Ins.		2,291.16	46.70	6,366.00	62.20	7,187.75	-2,291.16	13,615.95
100.60900 MegaConstruction Corp. Corporate Merger	**U**	5,582.48	7.70	1,054.50	0.00	0.00	-5,582.48	1,054.50
100.61300 MegaConstruction Corp. Contract Evaluation	**U**	6,468.49	30.40	4,104.00	4.30	571.90	-6,468.49	4,680.20
Totals for Primary Timekeeper 2		52,891.09	126.70	17,245.50	94.12	10,191.61	-45,701.18	34,721.14
	Credits:		-7.00	-945.00				-945.00
	Subtotals:	52,891.09	119.70	16,300.50	94.12	10,191.61	-45,701.18	33,776.14

Date: 08/26/2024

Tabs3 Summary Work-In-Process Report
Jensen, Martin & Anderson, P.C.

Page: 1

					Previous Balance	Hours to Bill	Fees	Expenses	Advances	Payments	Current Balance
111.60200 Blair/Michael					33,559.83	12.90	1,741.50	17.22	2,162.22	-26,369.92	11,110.85
Blair v. Jefferson											
Primary Timekeeper: 002 PAM				**A/R Info:**	0-30	31-60	61-90	91-120	121-150	151+	
Fund Balance:	500.00	**Last Activity Dates:**			0.00	0.00	0.00	7,132.80	0.00	57.11	
		Statement:	07/31/2024								
		Payment:	06/21/2024								
		Fees:	06/17/2024								
		Expenses:	06/24/2024								
		Advances:	06/07/2024								
105.50400 Homeland Insurance					4,989.13	29.00	3,979.50	10.40	269.74	-4,989.13	4,259.64
Karavel v. Homeland Ins.				Credits:		-7.00	-945.00				-945.00
Primary Timekeeper: 002 PAM				Subtotals:	4,989.13	22.00	3,034.50	10.40	269.74	-4,989.13	3,314.64
Courtesy Discount:	100.00	**Last Activity Dates:**									
		Statement:	07/31/2024	**A/R Info:**	0-30	31-60	61-90	91-120	121-150	151+	
		Payment:	07/31/2024		0.00	0.00	0.00	0.00	0.00	0.00	
		Fees:	06/21/2024								
		Expenses:	06/10/2024								
		Advances:	07/28/2024								
Billing Notes & Instructions:		Mail to Mr. Sticker every 45 days.									
105.60100 Homeland Insurance					2,291.16	46.70	6,366.00	62.20	7,187.75	-2,291.16	13,615.95
Anderson v. Homeland Ins.											
Primary Timekeeper: 002 PAM				**A/R Info:**	0-30	31-60	61-90	91-120	121-150	151+	
		Last Activity Dates:			0.00	0.00	0.00	0.00	0.00	0.00	
		Statement:	07/31/2024								
		Payment:	07/19/2024								
		Fees:	06/21/2024								
		Expenses:	05/28/2024								
		Advances:	07/21/2024								
105.61200 Homeland Insurance					457.20	49.10	6,562.50	41.80	434.98	-457.20	7,039.28
Martinson v. Homeland Ins.											
Primary Timekeeper: 002 PAM				**A/R Info:**	0-30	31-60	61-90	91-120	121-150	151+	
Progress Billing:		**Last Activity Dates:**			0.00	0.00	0.00	0.00	0.00	0.00	
Progress WIP:	900.00	Statement:	07/31/2024								
Progress Billed:	0.00	Payment:	06/24/2024								
Progress Paid:	0.00	Fees:	06/22/2024								
		Expenses:	07/01/2024								
		Advances:	07/21/2024								
Subtotals for 105 Homeland Insurance					7,737.49	124.80	16,908.00	114.40	7,892.47	-7,737.49	24,914.87
Progress Billing:		**Last Activity Dates:**		Credits:		-7.00	-945.00				-945.00
Progress WIP:	900.00	Statement:	07/31/2024	Subtotals:	7,737.49	117.80	15,963.00	114.40	7,892.47	-7,737.49	23,969.87
Progress Billed:	0.00	Payment:	06/24/2024								
Progress Paid:	0.00	Fees:	07/23/2024	**A/R Info:**	0-30	31-60	61-90	91-120	121-150	151+	
		Expenses:	07/01/2024		0.00	0.00	0.00	0.00	0.00	0.00	
		Advances:	06/21/2024								
Totals					41,297.32	137.70	18,649.50	131.62	10,054.69	-34,107.41	36,025.72
Progress Billing:				Credits:		-7.00	-945.00				-945.00
Progress WIP:	900.00			Subtotals:	41,297.32	130.70	17,704.50	131.62	10,054.69	-34,107.41	35,080.72
Progress Billed:	0.00										
Progress Paid:	0.00			**A/R Info:**	0-30	31-60	61-90	91-120	121-150	151+	
Fund Balance:	500.00				0.00	0.00	0.00	7,132.80	0.00	57.11	

Menu ***Reports | Work-In-Process | Summary Work-In-Process Report***

A Summary Work-In-Process Report shows the client's previous balance and any fees, costs or payments in work-in-process. A current balance is calculated and shown. The client funds balance is shown as well. Non-billable fees and costs are not included. This report allows for a quick review of the client's status.

The **Options** tab includes parameters that allow you to specify what type of information is included on the report (e.g., include clients with only a previous balance, include only clients with payments, etc.). The **Format** tab allows you to optionally include information such as accounts receivable information and last activity dates, as well as portrait or landscape orientation.

Clients with only non-billable transactions will not be included on the report. Likewise, clients with only billable transactions that have zero **Hours to Bill** and zero **Amount** will not be included on the report.

Definitions for Summary Work-In-Process Report

Client Client ID, client name and work description. The letter after the Client ID represents the billing frequency. An asterisk (*) preceding the work description indicates the work description will not print on the client's statement[1].

"U" A "U" to the right of the Client ID and name indicates the client has had a final statement run and is ready to be updated.

Primary Timekeeper Primary timekeeper number and initials are shown below the Client ID if the list is not printed in timekeeper order.

Previous Balance Balance due from the client's last updated statement.

Hours to Bill[2] Total billable hours in work-in-process within the selected date range.

Fees[2]	Total billable fees in work-in-process within the selected date range. Type 6 progress fees are not included.
Expenses[2]	Total billable expenses in work-in-process within the selected date range.
Advances[2]	Total billable advances in work-in-process within the selected date range.
Payments	Total payments. All payments are included regardless of the selected date range. Payments on hold are included.
Credits	Total hours to bill, fee, expense, and advance credits within the selected date range. Credits on hold are included. This line only prints for clients who have credits.
Subtotals	By column, calculated as Hours to Bill, Fees, Expenses, or Advances minus Credits. This line only prints for clients who have credits.
Current Balance	Previous Balance + Fees + Expenses + Advances minus Payments. If a client has credits, this column will display Current Balance minus Credits, and then display the Current Balance including credits on the Subtotals line.
Last Activity Dates	Optional section. Date of last statement and last fee, expense, advance, and payment transactions in work-in-process. "Last" refers to the record with the latest date. If no statements have been updated, then no last statement date will print. Likewise, if there are no fee, expense, advance, or payment transactions in work-in-process, then no date will print.
A/R Info	Past due amounts that are based on the predefined aging periods. The default aging periods are 0-30, 31-60, 61-90, 91-120, 121-180, and 181+. These amounts reflect any payments shown on the report (payments on hold are not included). Aging is calculated by comparing the statement date of outstanding client ledger statement records with the report date. The aging periods used are defined on the **Options** tab in Tabs3 Billing Customization.
Progress WIP	Total amount of Type 6 progress fees in work-in-process. Credit transactions and transactions on hold are included. Progress WIP Tax is not included.
Progress Billed	Total amount of Type 6 progress fees billed since the last time the client was "reconciled." This amount is the same as the "Progress Billed" field on the **A/R & Fund Balances** tab of the Client file.
Progress Paid	Progress Billed (from the **A/R & Fund Balances** tab in the Client file) minus Progress Fees Due.
Fund Balance	Current client funds balance including all client funds transactions in work-in-process.
Trust Balance[1]	Total balance of all trust accounts for the client. This information is retrieved from Tabs3 Trust Accounting.
Courtesy Discount	Courtesy Discount percentage or amount from the **Billing Options** tab of the Client file.

Note: Threshold billing amounts can optionally be entered on the **Billing Options** tab of the Client file. If you elect to include clients that do not meet billing thresholds on the Summary Work-In-Process Report, a message will be included if an amount does not meet the client's billing threshold.

Billing Notes & Instructions	Billing notes and instructions can optionally be entered on the **Billing Preferences** tab of the Client file. If the **Billing Notes & Instructions** check box is selected for the report, billing notes and instructions will be included on the report.

Note: Credits applied to previous balances can affect the billed values; for more information, see Knowledge Base Article **R11760**, "Best Practices When Applying Credits."

[1] Not shown on the sample report.
[2] Non-billable transactions and credit transactions are not included. Credit transactions are shown on a separate line item. Transactions on hold are included.

Aged Work-In-Process Report

Date: 08/26/2024 **Tabs3 Aged Work-In-Process Report** Page: 1

Jensen, Martin & Anderson, P.C.

	0-30	31-60	61-90	91-120	121-180	181+days	Total		
100.00 M Larson/Michael									
RE: Larson v. Bel-Cor									
Fees:	1,653.75	1,281.00	125.00	0.00	0.00	0.00	3,059.75	1	MLJ
Exps:	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Advs:	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Total:	1,653.75	1,281.00	125.00	0.00	0.00	0.00	3,059.75		
102.00 M Gilbert/Andrew C.									
RE: Auto Accident									
Fees:	1,166.00	1,952.50	410.00	282.00	282.00	0.00	4,092.50	2	PAM
Exps:	0.00	24.53	0.00	17.80	34.50	0.00	76.83		
Advs:	85.00	0.00	0.00	75.00	0.00	0.00	160.00		
Total:	1,251.00	1,977.03	410.00	374.80	316.50	0.00	4,329.33		
120.01 M Klein/Daniel P.									
RE: Klein vs. Simmons Construction									
Fees:	987.00	400.00	0.00	0.00	0.00	0.00	1,387.00	3	RPA
Exps:	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Advs:	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Total:	987.00	400.00	0.00	0.00	0.00	0.00	1,387.00		
200.01 M Peterson Insurance Co.									
RE: General Legal Counsel									
Fees:	5,600.00	0.00	0.00	0.00	0.00	0.00	5,600.00	1	MLJ
Exps:	12.00	0.00	0.00	0.00	0.00	0.00	12.00		
Advs:	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Total:	5,612.00	0.00	0.00	0.00	0.00	0.00	5,612.00		
200.02 M Peterson Insurance Co.									
RE: Maintenance of Insurance Policies									
Fees:	1,451.00	0.00	0.00	0.00	0.00	0.00	1,451.00	3	RPA
Exps:	4.28	0.00	0.00	0.00	0.00	0.00	4.28		
Advs:	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Total:	1,455.28	0.00	0.00	0.00	0.00	0.00	1,455.28		
Pymts:	-1,451.00								
Subtotals for 200 Peterson Insurance Co.									
Fees:	7,051.00	0.00	0.00	0.00	0.00	0.00	7,051.00		
Exps:	16.28	0.00	0.00	0.00	0.00	0.00	16.28		
Advs:	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Total:	7,067.28	0.00	0.00	0.00	0.00	0.00	7,067.28		
Pymts:	-1,451.00								
Totals									
Fees:	10,857.75	3,246.50	535.00	282.00	282.00	0.00	15,203.25		
Exps:	16.28	24.53	0.00	17.80	34.50	0.00	93.11		
Advs:	85.00	0.00	0.00	75.00	0.00	0.00	160.00		
Total:	10,959.03	3,271.03	535.00	374.80	316.50	0.00	15,456.36		
Pymts:	-1,451.00								

Menu ***Reports | Work-In-Process | Aged Work-In-Process Report***

The Aged Work-In-Process Report shows the age of all unbilled charges by client (including transactions on “hold” and transactions that have been final billed but have not yet been updated). The Report Date is used to calculate the aging of the work-in-process. The **Options** tab includes parameters that enable you to include all amounts for each working timekeeper, include clients that do not meet billing thresholds and specify a minimum amount of work-in-process to print.

The aging periods used by this report are always 0-30 days, 31-60 days, 61-90 days, 91-120 days, 121-180 days and 181+ days. The aging periods from Tabs3 Billing Customization are not used.

Definitions for Aged Work-In-Process Report

Client	Client ID, client name and work description. The letter after the Client ID represents the billing frequency. An asterisk (*) before the work description indicates the work description will not print on the client's statement[1].
0-30	Amount in WIP 0-30 days old from report date.
31-60	Amount in WIP 31-60 days old from report date.
61-90	Amount in WIP 61-90 days old from report date.
91-120	Amount in WIP 91-120 days old from report date.
121-180	Amount in WIP 121-180 days old from report date.
181+days	Amount in WIP 181+ days old from report date.
Fees[2]	Billable fees within the selected date range (excluding Type 6 transactions and credit transactions).
Exps[2]	Billable expenses within the selected date range. Credit transactions are not included.
Advs[2]	Billable advances within the selected date range. Credit transactions are not included.
Pymts	All unprocessed payments regardless of date range (not aged, shown as total only). Payments on hold are included.
Fee Cr[1, 2]	Fee credits in WIP within the selected date range (not aged, shown as total only). Fee credits will only be shown if fees are included on the report.
Exp Cr[1, 2]	Expense credits in WIP within the selected date range (not aged, shown as total only). Expense credits will only be shown if expenses are included on the report.
Adv Cr[1, 2]	Advance credits in WIP within the selected date range (not aged, shown as total only). Advance credits will only be shown if advances are included on the report.
Fee WIP[1, 2]	Total fee transactions and fee credits in WIP excluding Type 6 transactions (only shown for progress fee clients).
Progress Billed[1]	Total amount of Type 6 progress fees billed since the last time the client was "reconciled."
Diff in WIP[1]	Fee WIP minus Progress Billed.
Progress WIP[1]	Total amount of Type 6 progress fees in work-in-process. Credit transactions and transactions on hold are included. Progress WIP Tax is not included.
Progress Paid[1]	Progress Billed (from the A/R & Fund Balances tab in the Client file) minus Progress Fees Due. (timekeeper) Primary timekeeper number and initials are shown when the report is not printed in timekeeper order.

Note: Threshold billing amounts can optionally be entered on the Billing Options tab of the Client file. If you elect to include clients that do not meet billing thresholds on the Aged Work-In-Process Report, a message will be included if an amount does not meet the client's billing threshold.

Note: Credits applied to previous balances can affect the billed values; for more information, see Knowledge Base Article **R11760**, "Best Practices When Applying Credits."

[1] Not shown on the sample report.
[2] Transactions on hold are included. Non-billable transactions are not included.

Cash Receipts Report

Date: 08/26/2024

Tabs3 Summary Cash Receipts Report
Jensen, Martin & Anderson, P.C.

Page: 1

Primary Timekeeper: 1 Michael L. Jensen

	Amount	Fees	Fin Chg	Expenses	Advances	Unallocated
100.00M Phillips/Marcus	2,281.67	1,861.92	0.00	9.75	150.00	0.00
RE: Real Estate Acquisition						
Payment Adjustments						260.00
120.00M Berger/Randall	3,375.00	1,855.00	0.00	646.25	226.00	647.75
RE: Real Estate Investment						
200.01M Peterson Insurance Co.	959.75	826.84	0.00	28.91	104.00	0.00
RE: General Legal Counsel						
Totals for Primary Timekeeper 1	6,616.42	4,543.76	0.00	684.91	480.00	647.75
Payment Adjustments						260.00

Date: 08/26/2024

Tabs3 Detail Cash Receipts Report
Jensen, Martin & Anderson, P.C.

Page: 1

Primary Timekeeper: 1 Michael L. Jensen

	Pymt Date	Amount	Fees	Fin Chg	Expenses	Advances	Unallocated
100.00M Phillips/Marcus	05/10/2024	300.00F	300.00	0.00	0.00	0.00	0.00
RE: Real Estate Acquisition	06/06/2024	700.00F	700.00	0.00	0.00	0.00	0.00
	06/07/2024	587.67	511.92	0.00	0.75	75.00	0.00
	06/20/2024	25.00F	25.00	0.00	0.00	0.00	0.00
	07/09/2024	50.00F	50.00	0.00	0.00	0.00	0.00
	07/09/2024	75.00A	0.00	0.00	0.00	75.00	0.00
	07/11/2024	150.00F	150.00	0.00	0.00	0.00	0.00
	07/11/2024	9.00E	0.00	0.00	9.00	0.00	0.00
	07/15/2024	125.00F	125.00	0.00	0.00	0.00	0.00
	07/19/2024	260.00*	0.00	0.00	0.00	0.00	0.00
Subtotal		2,281.67	1,861.92	0.00	9.75	150.00	0.00
Payment Adjustments							260.00
120.00M Berger/Randall	09/25/2023	350.00	163.75	0.00	111.25	75.00	0.00
RE: Real Estate Investment	11/02/2023	500.00F	500.00	0.00	0.00	0.00	0.00
	10/02/2023	100.00E	0.00	0.00	100.00	0.00	0.00
	10/02/2023	50.00A	0.00	0.00	0.00	50.00	0.00
	11/01/2023	450.00	85.00	0.00	365.00	0.00	0.00
	12/02/2023	1,000.00	829.00	0.00	70.00	101.00	0.00
	12/30/2024	75.00*	75.00	0.00	0.00	0.00	0.00
	01/31/2024	150.00F	127.25	0.00	0.00	0.00	22.75
	03/04/2024	300.00	40.00	0.00	0.00	0.00	260.00
	03/13/2024	75.00	35.00	0.00	0.00	0.00	40.00
	03/30/2024	75.00E	0.00	0.00	0.00	0.00	75.00
	03/30/2024	250.00	0.00	0.00	0.00	0.00	250.00
Subtotal		3,375.00	1,855.00	0.00	646.25	226.00	647.75
200.01M Peterson Insurance Co.	07/11/2024	959.75	826.84	0.00	28.91	104.00	0.00
RE: General Legal Counsel							
Totals for Primary Timekeeper 1		6,616.42	4,543.76	0.00	684.91	480.00	647.75
Payment Adjustments							260.00

Date: 08/26/2024

Tabs3 Detail Cash Receipts Report
Jensen, Martin & Anderson, P.C.

Page: 1

Payments From 01/01/2024

	Pymt Date	Amount	Fees	Fin Chg	Expenses	Advances	Unallocated	Ref #
120.00M Berger/Randall		450.00*	371.25	0.00	42.75	36.00	0.00	1 MLJ ARCH
RE: Real Estate Investment	02/01/2024		254.19	Miscellaneous	9.87	6.00	Miscellaneous	
	003 Ronald P. Anderson		100.34	Phone	32.88	30.00	Processor Fees	
	004 Nicole Sampson		16.72					
	005 William Riley	1,000.00	520.00	0.00	400.00	80.00	0.00	ARCH
	03/01/2024		520.00	Miscellaneous	288.44	80.00	Witness Fees	
	003 Ronald P. Anderson			Phone	111.56			
	03/23/2024	75.00	75.00	0.00	0.00	0.00	0.00	ARCH
	001 Michael L. Jensen		18.21					
	002 Jennifer A. Martin		8.19					
	003 Ronald P. Anderson		5.83					
	004 Nicole Sampson		16.38					
	005 William Riley		7.28					
	006 Candace T. Stone		19.11					
	04/27/2024	150.00	150.00	0.00	0.00	0.00	0.00	8
	001 Michael L. Jensen		33.08					
	002 Jennifer A. Martin		14.88					
	003 Ronald P. Anderson		19.99					
	004 Nicole Sampson		33.48					
	005 William Riley		13.85					
	006 Candace T. Stone		34.72					
	06/02/2024	300.00	0.00	0.00	0.00	0.00	300.00	9
	06/27/2024	75.00*	75.00	0.00	0.00	0.00	0.00	ARCH
	003 Ronald P. Anderson		51.35					
	004 Nicole Sampson		20.27					
	005 William Riley		3.38					
	06/27/2024	250.00	0.00	0.00	0.00	0.00	250.00	12
Payment Adjustments:	06/27/2024	-40.00	-31.25	0.00	-2.75	-6.00	0.00	
	003 Ronald P. Anderson		-14.19	Miscellaneous	-0.87	-5.00	Miscellaneous	
	004 Nicole Sampson		-10.34	Phone	-1.88	-1.00	Processor Fees	
	005 William Riley		-11.72					
Subtotal		2,260.00	1160.00	0.00	440.00	110.00	550.00	
	001 Michael L. Jensen		51.29	Miscellaneous	297.44	80.00	Witness Fees	
	002 Jennifer A. Martin		23.07	Phone	142.56			
	003 Ronald P. Anderson		837.17					
	004 Nicole Sampson		160.13					
	005 William Riley		26.13					
	006 Candace T. Stone		53.83					
GRAND TOTALS		2,260.00	1160.00	0.00	400.00	80.00	550.00	
	001 Michael L. Jensen		51.29	Miscellaneous	297.44	80.00	Witness Fees	
	002 Jennifer A. Martin		23.07	Phone	142.56			
	003 Ronald P. Anderson		837.17					
	004 Nicole Sampson		160.13					
	005 William Riley		26.13					
	006 Candace T. Stone		53.83					

Menu ***Reports | Management | Cash Receipts Report***

The reports shown on page 68 and page 69 are Cash Receipts Reports. The Cash Receipts Report shows payments in a specified payment date range. The report optionally breaks down payments into Fees, Finance Charge, Expenses, Advances, and Unallocated columns based on how the payments are allocated. Optionally, a further breakdown displays payment allocation to individual timekeepers and cost types. Payment adjustments are optionally included and shown as separate line items. The report includes payments from the ledger file and from work-in-process. Credits are not included in these amounts. The report is first sorted by Client ID or Client Name Search and then by payment transaction date.

The **Options** tab includes a selection to make the report detailed or summary, a beginning and ending date range for payments, and the options to include detailed payment allocation information, payment adjustments, and reference numbers.

Note: If payment adjustments are included, their amounts will be applied to the report totals.

Definitions for Cash Receipts Report

Date (heading) Used for reference only and has no bearing on the report.

Date range (heading) Shows the beginning and ending payment dates used for the report (if a range was specified).

(client) Client ID, client name and work description. The letter after the Client ID represents the billing frequency. An asterisk (*) preceding the work description indicates that the work description will not print on the client's statement.[1]

Pymt Date[2] Payment transaction date.

Amount Amount of the payment. The letter following the payment amount indicates the payment type: "F" indicates a fee payment (Type "2"), "E" indicates an expense payment (Type "3"), and "A" indicates an advance payment (Type "3"). No letter indicates a regular payment (Type "1"). If a payment

	adjustment has been made for a payment, an asterisk (*) will be displayed next to the payment amount on a Detail Cash Receipts Report. Because the amount shown in the Amount column represents the actual payment amount, you will find that when including the breakdown of applied payments, if you add Fees + Fin Chg + Expenses + Advances + Unallocated, this amount will not match the actual payment amount when a payment adjustment has been made.
Type/Check #[1] [2]	Optional column. Identifies whether a payment is cash, check, credit card, client funds, or other. Credit card payments processed by Tabs3Pay or LawPay will display the an abbreviation of the card type followed by a hyphen and the last four digits of the card number. eCheck (ACH) payments processed by Tabs3Pay or LawPay will display "eCheck" followed by a hyphen and the last four digits of the bank account.
Fees	Optional column. Amount of the payment allocated to fees.
Fin Chg	Optional column. Amount of the payment allocated to finance charge.
Expenses	Optional column. Amount of the payment allocated to expenses.
Advances	Optional column. Amount of the payment allocated to advances.
Unallocated	Optional column. Amount of the payment that is unallocated.
Ref #[2]	Optional column. Reference number of payment transaction. This number can be used to retrieve the payment from the payment file. "ARCH" indicates the payment has been billed and updated (i.e., processed) and is in the archive file. Payments in the archive file cannot be directly edited.
Payment Allocation Timekeeper & Cost Type Information	Optional detailed payment allocation information. Selecting the Allocation Breakdown check box on the Options tab shows the amounts allocated by timekeeper and cost type.
(timekeeper)[2]	Primary timekeeper number and initials are shown when the report is not printed in timekeeper order.

[1] Not shown on the sample report.
[2] When the **Client Subtotals Only** option is selected, these columns are not shown.

Write-Up/Write-Down Report

Date: 08/26/2024

Tabs3 Write-Up/Write-Down Report
Jensen, Martin & Anderson, P.C.

Page: 1

		Write-Up			Write-Down						
Client	**Name/Description**	**Fees**	**Expenses**	**Advances**	**Fees**	**Courtesy Discount**	**Expenses**	**Advances**	**Net**		
101.00M	Williams/John State v. Williams	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	002	PAM
102.00M	Gilbert/Andrew C. Auto Accident	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	002	PAM
121.01M	Phillips/Marcus Real Estate Acquisition	0.00	0.00	0.00	575.00	0.00	0.00	0.00	-575.00	001	MLJ
200.01M	Peterson Insurance Co. General Legal Counsel	0.00	388.00	0.00	0.00	0.00	0.00	0.00	388.00	001	MLJ
		500.00	388.00	0.00	575.00	0.00	0.00	0.00	313.00		

Date: 08/26/2024

Tabs3 Write-Up/Write-Down Report
Jensen, Martin & Anderson, P.C.

Page: 1

		Write-Up					Write-Down								
Client	Name/Description	Hours	Hours Value	Fees	Expenses	Advances	Hours	Hours Value	Fees	Courtesy Discount	Expenses	Advances	Net		
101.00M	Williams/John State v. Williams	0.00	0.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	002	PAM
102.00M	Gilbert/Andrew C. Auto Accident	0.00	0.00	250.00	0.00	0.00	1.00	250.00	0.00	0.00	0.00	0.00	0.00	002	PAM
120.01M	Klein/Daniel P. Klein vs. Simmons Construction	3.10	623.35	0.00	0.00	0.00	0.00	0.00	623.35	0.00	0.00	0.00	0.00	003	RPA
121.01M	Phillips/Marcus Real Estate Acquisition	0.00	0.00	0.00	0.00	0.00	0.00	0.00	575.00	0.00	0.00	0.00	-575.00	001	MLJ
200.01M	Peterson Insurance Co. General Legal Counsel	0.00	0.00	0.00	388.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	388.00	001	MLJ
		3.10	623.35	500.00	388.00	0.00	1.00	250.00	1,198.35	0.00	0.00	0.00	63.00		

Menu ***Reports | Management | Write-Up/Down Report***

The Write-Up/Write-Down Report includes write-ups, write-downs and net write-up/write-down by timekeeper for each client for a specified transaction or statement date range. Write-ups/write-downs can be generated several ways including the Write-Up/Write-Down Fees and Costs utility, Adjust Flat Fee Clients utility, Courtesy Discount, or by editing transactions. The write-up and write-down amounts are broken down by hours, fees, expenses, and advances. Amounts for courtesy discounts and the value of hour write-ups and write-downs are shown.

The **Options** tab includes parameters that enable you to include billed transactions (from the archive files), include unbilled transactions (from work-in-process), include hours, specify a range of working timekeepers and specify a date range of transactions to include, as well as choose portrait or landscape orientation. If hours are included, then separate columns for Hours and Hours Value will be included on the report. Additionally, the Net figure on the report will change depending on whether the Hours are included because the Hours Value will be included.

Definitions for Write-Up/Write-Down Report

Date (heading)	Used for reference only and has no bearing on the report.
date range (heading)[1]	Shows the beginning and ending transaction dates used for the report (if a range was specified).
Client	Client ID. The letter after the Client ID represents the billing frequency.
Name	Client name.
Description	Client's work description. An asterisk (*) preceding the work description indicates the work description will not be printed on the client's statement.[1]
Write-Up Hours[2]	Total hour write-ups within the selected date range. This number is the difference between Hours to Bill and Hours Worked.
Write-Up Hours Value[2]	Total write-up amount based on hours worked [i.e., Amount minus (rate x hours worked) within the specified date range].
Write-Up Fees	Total fee write-ups within the selected date range.
Write-Up Expenses	Total expense write-ups within the selected date range.
Write-Up Advances	Total advance write-ups within the selected date range.
Write-Down Hours[2]	Total hour write-down within the selected date range. This number is the difference between Hours to Bill and Hours Worked.
Write-Down Hours Value[2]	Total write-down amount based on hours worked [i.e., Amount minus (rate x hours worked) within the specified date range].
Write-Down Fees	Total fee write-downs within the selected date range.
Courtesy Discount	Total courtesy discount adjustment within selected date range.
Write-Down Expenses	Total expense write-downs within the selected date range.
Write-Down Advances	Total advance write-downs within the selected date range.

Net Total write-ups and write-downs. Includes Hours Value when Hours are included on the report. A negative figure indicates a net write-down.

(timekeeper) Primary timekeeper number and initials are shown when the report is not printed in timekeeper order.

Note: Credits applied to previous balances can affect the billed values; for more information, see Knowledge Base Article **R11760**, "Best Practices When Applying Credits."

[1] Not shown on the sample report.
[2] Only shown on the report if Hours are included on the report.

Write-Up/Write-Down Verification List

Date: 08/26/2024

Write-Up/Write-Down Verification List
Jensen, Martin & Anderson, P.C.
User: MLJ Michael L. Jensen

Page: 1

Client	Name/Description	Type	Old Total	New Total	Write-Up/Down
101.00	**Williams/John**	Fee	1,250.00	1,500.00	250.00
	State v. Williams	Hours	5.00	5.00	0.00
	Dated Thru 07/31/24				
	Timekeeper: 1 to 1				
102.00	**Gilbert/Andrew C.**	Fee	1,500.00	1,000.00	-500.00
	Auto Accident	Hours	6.00	6.00	0.00
	Dated Thru 07/31/24				
	Timekeeper: 1 to 1				
102.00	**Gilbert/Andrew C.**	Fee	1,000.00	1,500.00	500.00
	Auto Accident	Hours	6.00	5.00	-1.00
	Dated Thru 07/31/24				
	Timekeeper: 1 to 1				
200.01	**Peterson Insurance Co.**	E/A	12.00	400.00	388.00
	General Legal Counsel				
120.01	**Klein/Daniel P.**	Fee	1,387.00	1,387.00	0.00
	Klein vs. Simmons Construction	Hours	6.90	10.00	3.10
Totals		Amount	5,149.00	5,787.00	638.00
		Hours	23.90	26.00	2.10

Menu *Statements | Statement Preparation | Write-Up/Write-Down Fees & Costs | Esc*

The Write-Up/Write-Down Verification List includes old and new totals for fees and/or cost transactions written up or down by the Write-Up/Write-Down utility by a specific user. When fees are adjusted, the hours are listed as well. Hours can also be written up or down. If the Write-Up/Write-Down utility was run with a specific transaction date range, the date range is included below the client's Work Description.

Definitions for Write-Up/Write-Down Verification List

Client Client ID for which the write-up/write-down was performed.

Type The type of transaction written up or written down. If both expenses and advances were adjusted, this field will read E/A.

Old Total Transaction total prior to any write-ups/write-downs.

New Total Transaction total after any write-ups/write-downs.

Write-Up/Down The total amount written up or written down.

Write Off Report

Date: 08/26/2024

Write Off Report

Jensen Martin & Anderson, P.C.

Page: 1

Primary Timekeeper 1: Michael L. Jensen

Write Off Date	Ref #	Tcode	Stmt Date	Stmt #	Stmt Total	Fee Write Off	Exp Write Off	Adv Write Off	F/C Write Off	Total Write Off	Description
200.01M Peterson Insurance Co.											
GeneralLegalCounsel											
10/15/2024	25	17	06/24/2020	7567	1,250.00	118.75				118.75	Write off per MLJ
					1 - MLJ	118.75					
			07/25/2020	7589	3,215.00	3,215.00				3,215.00	
					1 - MLJ	2,000					
					2 - PAM	1,215.00					
			08/24/2020	7571	506.25	506.25				506.25	
					2 - PAM	506.25					
			01/22/2023	7578	125.00	125.00				125.00	
					3-RPA	125.01					
			04/23/2023	7583	229.00			179.35		179.35	
					Adv 0 Miscellaneous			3.14			
					Adv 1 Filing Fees			74.40			
					Adv 2 Processor Fees			35.24			
					Adv 3 Witness Fees			65.27			
			05/24/2023	7586	0.66		0.66			0.66	
					Exp 0 Miscellaneous		0.66				
			06/30/2023	7590	1,494.50		20.34	25.00		45.34	
					Exp 0 Miscellaneous		10.08				
					Exp 1 Phone		7.02				
					Exp 2 Photocopies/Faxes		3.24				
					Adv 2 Processor Fees			25.00			
			01/07/2024	7622	5,612.00	5,600.00	12.00			5612.00	
					1 - MLJ	5,150.00					
					2 - PAM	450.00					
					Exp 0 Miscellaneous		12.00				
				Subtotal for Write Off	**12,432.41**	**9,565.00**	**33.00**	**204.35**		**9,802.35**	
					1 - MLJ	7,268.76					
					2 - PAM	2,171.25					
					3 - RPA	125.00					
					Exp 0 Miscellaneous		22.74				
					Exp 1 Phone		7.02				
					Exp 2 Photocopies/Faxes		3.24				
					Adv 0 Miscellaneous			3.14			
					Adv 1 Filing Fees			74.40			
					Adv 2 Processor Fees			60.24			
					Adv 3 Witness Fees			66.57			
Subtotal for 200.01					**12,432.41**	**9,565.00**	**33.00**	**204.35**		**9,802.35**	
					1 - MLJ	7,268.76					
					2 - PAM	2,171.25					
					3 - RPA	125.00					
					Exp 0 Miscellaneous		22.74				
					Exp 1 Phone		7.02				
					Exp 2 Photocopies/Faxes		3.24				
					Adv 0 Miscellaneous			3.14			
					Adv 1 Filing Fees			74.40			
					Adv 2 Processor Fees			60.24			
					Adv 3 Witness Fees			66.57			
Total for Primary Timekeeper 1: Michael L. Jensen					**12,432.41**	**9,565.00**	**33.00**	**204.35**		**9,802.35**	
					1 - MLJ	7,268.76					
					2 - PAM	2,171.25					
					3 - RPA	125.00					
					Exp 0 Miscellaneous		22.74				
					Exp 1 Phone		7.02				
					Exp 2 Photocopies/Faxes		3.24				
					Adv 0 Miscellaneous			3.14			
					Adv 1 Filing Fees			74.40			
					Adv 2 Processor Fees			60.24			
Grand Totals					**12,432.41**	**9,565.00**	**33.00**	**204.35**		**9,802.35**	
					1 - MLJ	7,268.76					
					2 - PAM	2,171.25					
					3 - RPA	125.00					
					Exp 0 Miscellaneous		22.74				
					Exp 1 Phone		7.02				
					Exp 2 Photocopies/Faxes		3.24				
					Adv 0 Miscellaneous			3.14			
					Adv 1 Filing Fees			74.40			
					Adv 2 Processor Fees			60.24			

Date: 08/26/2024 **Write Off Report** Page: 1

Jensen Martin & Anderson, P.C.

	Write Off Date	Client ID	Client Name	Work Description	Ref #	Tcode	Write Off Amount	Description
Timekeeper 1 Michael L. Jensen								
	06/10/2024	121.01M	Phillips/Marcus	Real Estate Acquisition	47	17	540.05	Write off per MLJ
	01/07/2024	200.01M	Peterson Insurance Co.	General Legal Counsel	25	17	7,268.75	Write off per MLJ
Subtotal for Timekeeper 1 Michael L. Jensen							**7,808.80**	
Timekeeper 2 Paula Ann Martin								
	06/10/2024	121.01M	Phillips/Marcus	Real Estate Acquisition	47	17	331.12	Write off per MLJ
	01/07/2024	200.01M	Peterson Insurance Co.	General Legal Counsel	25	17	2,171.25	Write off per MLJ
Subtotal for Timekeeper 2 Paula Ann Martin							**2,502.37**	
Timekeeper 3 Ronald P. Anderson								
	06/10/2024	121.01M	Phillips/Marcus	Real Estate Acquisition	47	17	624.67	Write off per MLJ
	01/07/2024	200.01M	Peterson Insurance Co.	General Legal Counsel	25	17	125.00	Write off per MLJ
Subtotal for Timekeeper 3 Ronald P. Anderson							**749.67**	
Timekeeper 5 Kendra I. Michaels								
	06/10/2024	121.01M	Phillips/Marcus	Real Estate Acquisition	47	17	4.16	Write off per MLJ
Subtotal for Timekeeper 5 Kendra I. Michaels							**4.16**	
Grand Totals							**11,065.00**	

Menu ***Reports | Management | Write Off Report***

The Write Off Report lists write offs for each client for a specified date range. The write off amounts can be broken down by client, statement, transaction type, timekeeper, and cost type.

The **Options** tab includes parameters that enable you to specify a range of working timekeepers, specify a range of transaction codes, include detailed information for each write off (with an additional option to show allocation breakdowns), include statement information, include reversed write offs, as well as choose portrait or landscape orientation. If detailed information is included, separate columns will be shown for the fee, expense, advance and finance charge portions of each write off, with additional rows for timekeepers and cost types if allocation breakdowns are enabled. If statement information is included, separate columns for Statement Date, Statement Number, and Statement Total will be shown on the report indicating which statements were included in the write off. If reversed write offs are included, their values will be shown with a line through them and their amounts will not be included in any totals shown.

Note: When outputting the Write Off Report as a text or HTML file, reversed write offs are not shown with a line through them. Instead, an amount of 0.00 is displayed.

Definitions for Write Off Report

Date (heading) Used for reference only and has no bearing on the report.

date range (heading)[1] Shows the beginning and ending dates used for the report (if a range was specified).

(client information) Shows Client ID, Client Name, and Work Description of the client associated with the write off.

Note: When sorting by Working Timekeeper, this information is replaced with timekeeper information, and the Client ID, Client Name, and Work Description are moved to separate columns.

(timekeeper information)[2] Shows Timekeeper Number and Timekeeper Name of the working timekeeper associated with the write off when sorting by Working Timekeeper.

Write Off Date Shows the date assigned to the write off transaction.

Client ID[2] Shows the Client ID of the client associated with the write off. The letter after the Client ID represents the billing frequency.

Client Name[2]	Shows the Client Name of the client associated with the write off.
Work Description[2]	Shows the Work Description of the client associated with the write off.
Ref #	Reference number of the write off transaction. This number can be used to retrieve the write off in the Reverse Write Off utility.
Tcode	Transaction code used for the description-only transaction associated with the write off.
Stmt Date[3]	The statement date of the statement that was written off.
Stmt #[3]	The statement number of the statement that was written off.
Stmt Total[3]	The total of the statement that was written off.
Fee Write Off[4]	The amount of fees included in the write off (including fee sales taxes, if applicable).
Exp Write Off[4]	The amount of expenses included in the write off (including expense sales taxes, if applicable).
Adv Write Off[4]	The amount of advances included in the write off (including advance sales taxes, if applicable).
F/C Write Off[4]	The amount of finance charges included in the write off.
Write Off Amount / Total Write Off	The total amount written off. The Write Off Amount column is replaced with the Total Write Off column when the **Detail Information for each Write Off** check box is selected. **Note:** Expense and advance write offs are not included when sorting by Working Timekeeper.
Description	The description used for the description-only transaction associated with the write off.

[1] Not shown on the sample report.

[2] Only shown if sorting by Working Timekeeper.

[3] Only shown if Statement Information is included on the report. Each statement affected by the write off will be listed in a separate row.

[4] Only shown if Detail information for each Write Off is included on the report. If Statement Information is also included, these columns are broken down by each statement affected by the write off.

Payment Adjustment Verification List

Date: 08/26/2024 **Tabs3 Payment Adjustment Verification List** Page: 1

Jensen, Martin & Anderson, P.C.

User: SUSAN Susan C. Long

Client	Ref #	Type	Date	Payment Amount	Stmt #	Apply to Stmt #	Total Applied
100.00	4	Fee	07/14/2024	300.00	373	0	300.00
Date of Adjustment:			07/14/2024				

Stmt #	Fees	Expenses	Advances	Fee Tax	Exp Tax	Adv Tax	Fin Chg	Total
373	300.00							300.00

Client	Ref #	Type	Date	Payment Amount	Stmt #	Apply to Stmt #	Refund Amount
102.00	14	Regular	07/24/2024	150.00	393	0	85.00

Menu *Maintenance | Transaction Related | Payment Adjustment | Esc*

The Payment Adjustment Verification List shows the payments that have been reversed or refunded using the Payment Adjustment utility. The list shows detailed information about each payment that was adjusted. This list is a temporary list and will be deleted if it is not printed at the time the payment is reversed or refunded.

Definitions for Payment Adjustment Verification List

Client Client ID for which the payment was adjusted.

Ref # Reference number assigned to the payment ledger record.

Type Payment type. Available payment types include "Regular," "Fee," "Expense", or "Advance."

Date Date of the original payment.

Payment Amount Payment amount.

Stmt # Statement number on which the payment was processed.

Apply to Stmt # Statement number entered on the payment transaction. If no statement number was specified when the payment was entered, "0" will be shown.

Refund Amount Amount of the refund (shown for refunds only).

Total Applied Portion of the payment that had been applied to fees and costs (shown for reversals only).

Date of Adjustment The date used as the Date of Adjustment.

Stmt # / Fees / Expenses / Advances / Fee Tax / Exp Tax / Adv Tax / Fin Chg / Total The statement numbers and amounts the payment applied to will be shown for each payment reversal. The total amount shown will equal the Total Applied amount shown above.

Split Billing Verification List

Date: 08/26/2024 **Split Billing Verification List** Page: 1
Jensen, Martin & Anderson, P.C.
User: CATHY Cathleen Trudore

Adjusted for Client: **415.00 MegaConstruction Corporation**
RE: Corporate Merger - Megabuilders and BuilderCorp

Batch #: 1

Client	Tmkr	Cat	Date	Src	BC	RC	Tcode	Rate	Hours to Bill	Hours Worked	Amount	
Adjusting Transaction:												
415.00	6	40	08/06/2024	B	0	0	1	180.00	6.25	6.25	1,125.00	MegaConstruction Corporation
	Prepare Employee Handbook											
415.00	6	40	08/06/2024	b	0	0	1	180.00	3.13	3.13	562.50	MegaConstruction Corporation
416.00	6	40	08/06/2024	b	0	0	1	180.00	3.12	3.12	562.50	Tatiki, Sr./James R.
							Total		6.25	6.25	1,125.00	
Adjusting Transaction:												
415.00	1	40	08/12/2024	B	0	0	1	500.00	1.00	1.00	500.00	MegaConstruction Corporation
	Prepare Employee Handbook											
415.00	1	40	08/12/2024	b	0	0	1	500.00	0.50	0.50	250.00	MegaConstruction Corporation
416.00	1	40	08/12/2024	b	0	0	1	500.00	0.50	0.50	250.00	Tatiki, Sr./James R.
							Total		1.00	1.00	500.00	
Adjusting Transaction:												
415.00	7	40	08/05/2024	B	0	0	1	180.00	4.25	4.25	765.00	MegaConstruction Corporation
	Prepare Financial Disclosure Form											
415.00	7	40	08/05/2024	b	0	0	1	180.00	2.13	2.13	382.50	MegaConstruction Corporation
416.00	7	40	08/05/2024	b	0	0	1	180.00	2.12	2.12	382.50	Tatiki, Sr./James R.
							Total		4.25	4.25	765.00	

Final record count for Client: 3

Menu ***Statements | Statement Preparation | Perform Split Billing | Esc***

The Split Billing Verification List shows the transactions that were adjusted by the Perform Split Billing utility. The list shows the original transaction that was entered for the Main Client, and then shows the transactions that were created for the specified Split Matters as a result of running the Perform Split Billing utility. For each Main Client, fees are printed followed by the expenses and advances.

Definitions for Split Billing Verification List

Client Client ID. The client name will print to the right of the Amount column.

Tmkr (fees) Timekeeper number.

Cat (fees) Category number.

Exp/Adv (costs)[1] "E" = Expenses, "A" = Advances.

Date Date of the transaction.

Src Source of the transaction. "B" = Billing, "R"[1] = Tabs3 Billing Remote, "P"[1] or "C"[1] = PracticeMaster, "D"[1] = Data Capture Device, "A"[1] = Tabs3 Accounts Payable, "Q"[1] = QuickBooks. An uppercase letter indicates that the transaction was split from the Main Client, while a lowercase letter indicates that the transaction was added to a Split Matter.

BC Bill Code (0-4). The Bill Code defines the transaction code's default billing and print status. "0" = billable and printable. "1"[1] = non-billable and non-printable, "2"[1] = non-billable and printable, "3"[1]

	= billable and non-printable, and "4"[1] = billable and always print.
RC (fees)	Rate Code (0-9). The Rate Code indicates which billing rate Tabs3 Billing uses. "0" indicates that Tabs3 Billing has used the default billing rate.
RC (costs)[1]	Rate Code (0, 7 or 8). The Rate Code indicates how the Amount is determined. "0" indicates that the user entered the amount. "7" indicates that Tabs3 Billing retrieved the Rate from the transaction code file, allowed the user to enter the number of units, and then calculated the amount. "8" indicates that Tabs3 Billing retrieved the Amount from the transaction code file.
Tcode	Transaction code number.
Rate	Rate used for calculating the amount.
Hours to Bill (fees)	Hours to bill.
Hours Worked (fees)	Hours worked.
Amount	Dollar amount for the transaction.
Total	Total hours (fees only) and amounts of the resulting split transactions.
Deleted Transaction[1]	A transaction is deleted when the Perform Split Billing utility is run if the Main Client is not defined as a Split Matter.
Saved Transaction[1]	A transaction is saved when the Perform Split Billing utility is run if the Main Client is not defined as a Split Client and the transaction has "Save" in the Status field. The Hours and Amount fields are changed to 0.00.
Final Record Count for Client	Number of resulting transactions after the Perform Split Billing utility has been run.

[1] Not shown on the sample report.

Statement Template List

Date: 08/26/2024 **Tabs3 Statement Template List** Page: 1

Jensen, Martin & Anderson, P.C.

ID	Description	
Contngcy	no fee amounts/standard costs	
Draft	full detail used for draft statements	Default: Draft
Final	standard fee & cost format (no recap)	Default: Final
Hours	detail hrs (no amt)/total amt/std costs	
Invoice	no fee recap/subtotal costs by tcode	
Recap	detail format including timekeeper recap	
Summary	standard fees (w/totals only)/std costs	

Date: 08/26/2024 **Tabs3 Statement Template List** Page: 1

Jensen, Martin & Anderson, P.C.

ID: Draft full detail used for draft statements Default: Draft

Statement Type:	Statement		
Print Past Due Message:	Aged	Billing History:	History with Hours
Beginning Note:		Ending Note:	
Include Notes for Each File:	Yes	Include Notes on Cover:	Yes
Print Statement Comments on Draft Statements:	Yes		
Fee Format Code:	Standard	Include Date on Fees:	Yes
Include Timekeeper Initials:	Yes	Include Description:	Yes
Include Rate:	Yes	Total Non-billable Hours:	Yes
Fee Hour Code:	Detail	Fee Amount Code:	Detail
Paragraph Format:	No Paragraph	Fee Subtotal Format:	No Subtotal
Fee Recap Format:	Timekeeper		
Include Level Desc in Recap:	No	Include Hours in Recap:	Yes
Include Total in Recap:	Yes	Include Rate in Recap:	Indiv. Rate
Expense Format:	Standard	Advance Format:	Standard
Payment Format:	Detail		
Page 1 Layout:			
Page 2 Layout:			
Envelope Layout:			
Cover Layout:			

ID: Final standard fee & cost format (no recap) Default: Final

Statement Type:	Statement		
Print Past Due Message:	Aged	Billing History:	Include History
Beginning Note:	Payments	Ending Note:	
Include Notes for Each File:	Yes	Include Notes on Cover:	Yes
Print Statement Comments on Draft Statements:	Yes		
Fee Format Code:	Standard	Include Date on Fees:	Yes
Include Timekeeper Initials:	Yes	Include Description:	Yes
Include Rate:	No	Total Non-billable Hours:	Yes
Fee Hour Code:	Detail	Fee Amount Code:	Detail
Paragraph Format:	No Paragraph	Fee Subtotal Format:	No Subtotal
Fee Recap Format:	No Recap		
Include Level Desc in Recap:	No	Include Hours in Recap:	Yes
Include Total in Recap:	Yes	Include Rate in Recap:	Avg. Hourly
Expense Format:	Standard	Advance Format:	Standard
Payment Format:	Detail		
Page 1 Layout:	Final Statements | Page 1		
Page 2 Layout:	Final Statements | Continuation Pages		
Envelope Layout:	Final Statements | Envelope		
Cover Layout:	Final Statements | Cover Sheet		

Date: 08/26/2024 **Tabs3 Statement Template List** Page: 1

Jensen, Martin & Anderson, P.C.

ID: Draft full detail used for draft statements Default: Draft

	Client	Name	Work Description
D	100.00M	Dawson/Charles L.	Settlement of Grandfather's Estate
D	101.00M	Barrett/Karen	Apartment Management
D	102.00M	Richardson/Harold	Manage personal finances
D	103.00M	Martin/Mary L. & Fred J.	Private Adoption
D	200.01M I	Jefferson Insurance Co.	Automobile Accident
D	200.02C	Jefferson Insurance Co.	Hail Damage - Palmer farm
D	200.03M	Jefferson Insurance Co.	Acquisition of Mid-State Insurance
D	300.00Q	McBride/John	Management of Estate Trust
D	350.00M	Carter/Arthur J.	Protection of New Wave Patent
D	400.00R	Lutz/Jody	Manage trust account for Jody
D	402.00M	Kiltzer/George	Set up trust for children
D	450.00M	Able/Paul & Mary	Parent's Estate
D	500.00M I	Lyons/Mr. & Mrs. Art	Audit of Federal Income Taxes
D	550.00M	Federated Casualty, Ltd.	Andrew C. Gilbert v. Federated Casualty
D	600.00M	Ace Manufacturing Company	General Legal Counsel
D	600.01M	Ace Manufacturing Company	Workers' compensation claim
D	600.02M	Ace Manufacturing Company	Maintenance of insurance policies
D	750.00M	Harrison Investments	Purchase of Real Estate
D	751.00M	Harrison/Bradley	Purchase of Real Estate
D	800.00S	ABC Insurance Company	Death Benefits
D	850.00H	White/Kelly	Divorce
D	900.00M	Sherman/Natalie K.	Divorce

ID: Final standard fee & cost format (no recap) Default: Final

	Client	Name	Work Description
F	103.00M	Martin/Mary L. & Fred J.	Private Adoption
F	200.01M I	Jefferson Insurance Co.	Automobile Accident
F	300.00Q	McBride/John	Management of Estate Trust
F	350.00M	Carter/Arthur J.	Protection of New Wave Patent
F	450.00M	Able/Paul & Mary	Parent's Estate
F	550.00M	Federated Casualty, Ltd.	Andrew C. Gilbert v. Federated Casualty
F	600.00M	Ace Manufacturing Company	General Legal Counsel
F	600.01M	Ace Manufacturing Company	Workers' compensation claim
F	600.02M	Ace Manufacturing Company	Maintenance of insurance policies
F	800.00S	ABC Insurance Company	Death Benefits

Menu ***Reports | Miscellaneous | Statement Template List***

The reports shown on pages 79-80 are examples of the Statement Template List. The Statement Template List shows the statement templates that have been defined in the statement template file. The top report on the previous page simply lists the statement templates that have been defined. The bottom report on the previous page shows the detailed options that have been defined for each statement template (i.e., the **Include Detail Template Information** check box is selected). The report shown above lists the statement templates that have been defined along with the clients that are assigned to each template (i.e., the **Include Clients Assigned to Each Template** check box is selected).

Definitions for Statement Template List

ID Statement template ID. The statement template ID can be a maximum of 8 characters. The statement template ID is followed by the statement template description.

Default: Draft (Shown to the right of the Template ID and Description.) This label will print for the default statement template for draft statements.

Default: Final (Shown to the right of the Template ID and Description.) This label will print for the default statement template for final statements.

Client Client ID. The letter after the Client ID represents the billing frequency.

(D/F) If the statement template is assigned as the draft statement template for the client, the letter “D” will print in the leftmost column in front of the Client ID. If the statement template is assigned as the final statement template for the client, the letter “F” will print in the leftmost column in front of the Client ID.

I Inactive clients are indicated by the letter “I” following the billing frequency.

Name Client Name.

Work Description Client work description.

Email Template List

Date: 08/26/2024 | **Tabs3 Email Template List** | Page: 1

Jensen, Martin & Anderson, P.C.

Template ID	Description	Use as Default
NoPaymentButton	Sample template without a payment link	No
PaymentButton	Sample template with Make Payment button	Yes
TrustPaymentButton	Sample template for Operating and Trust payments	No
TrustRequest	Sample template for Trust Replenishment Request	No

Menu ***Reports | Miscellaneous | Email Template List***

The reports shown are examples of the Email Template List. The Email Template List shows the email templates that have been defined in the email template file. The top report simply lists the statement templates that have been defined. The second report shows the detailed options that have been defined for each email template (i.e., the **Include Detail Template Information** check box is selected). The report shown above lists the statement templates that have been defined along with the clients that are assigned to each template (i.e., the **Include Clients Assigned to Each Template** check box is selected).

Date: 08/26/2024 | **Tabs3 Email Template List** | Page: 1

Jensen, Martin & Anderson, P.C.

Template ID: NoPaymentButton
Description: Sample template without a payment link
Use as Default: No

Client	Client Name	Work Description
100.00	Larson/Michael	Larson v. Bel-Cor

Template ID: PaymentButton
Description: Sample template with Make Payment button
Use as Default: Yes

Client	Client Name	Work Description
101.00	Williams/John	State v. Williams
415.00	MegaConstruction Corporation	Corporate Merger - Megabuilders and BuilderCorp
850.00	White/Kelly	Divorce
850.01	White/Kelly	Last Will & Testament
850.02	White/Kelly	Medical Care of Brianne

Definitions for Email Template List

Template ID Email template ID. The email template ID can be a maximum of 20 characters.

Description The description entered for the email template ID.

Use as Default "Yes" will print for the default email template for new Bill To records. "No" will print for all other email templates.

Email Identification From Name, From Address, and Reply to Address defined for the email template.

Additional Recipients Cc Recipients and Bcc Recipients defined for the email template. Displays email addresses for those who will receive a copy or a blind copy of the client's email statement.

Email Message Subject and Body defined for the email template. Variables will print within chevron characters.

Client Client ID of the client associated with the email template. In the client file, the email template is defined in the Bill To record(s) listed in the Statement Delivery Options table on the Billing Preferences tab.

Client Name Client name.

Work Description Client work description.

Date: 08/26/2024

Tabs3 Email Template List
Jensen, Martin & Anderson, P.C.

Page: 1

Template ID:	PaymentButton
Description:	Sample template with Make Payment button
Use as Default:	No
From Name:	Jensen, Martin & Anderson, P.C.
From Address:	billing@jensenmartin.com
Reply to Address:	billing@jensenmartin.com
Cc Recipients:	
Bcc Recipients:	billing@jensenmartin.com
Subject:	Your statement from «Firm Name» is attached

Body:

Dear «Bill To First Name»,

Your statement is ready and attached to this message.

Statement Date
«Statement Date»

Statement Number
«Statement Number»

Balance Due
$«Balance Due»«Online Payment Begin Text»

«Online Payment Button»«Online Payment End Text»

Sincerely,
«Primary Timekeeper Name»
«Firm Phone Number» | «Firm Email»

«Firm Name»
«Firm Address»

This communication, along with any attachments, is covered by federal and state law governing electronic communications and may contain confidential and legally privileged information. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, use or copying of this message is strictly prohibited. If you have received this in error, please reply immediately to the sender and delete this message.

Statement Notes List

Date: 08/26/2024 | **Tabs3 Statement Notes List** | Page: 1

Jensen, Martin & Anderson, P.C.

Note ID	Note Text
Finance	A finance charge of 1% per month will be assessed on all accounts past due 30 days.
Payments	***Payments received after \S are not included on this statement.***

Menu ***Reports | Miscellaneous | Statement Notes List***

The Statement Notes List shows the statement notes that have been defined in the statement notes file. Statement notes can be assigned to statement templates and can print at either the top or bottom of the statement.

Definitions for Statement Notes List

Note ID Statement Note ID. The Statement Note ID can be a maximum of 8 characters.

Note Text The statement text. Up to 511 characters of text can be entered for each statement note.

Statement Examples

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Lincoln, NE 68512
402-423-1440 ∘ *Fax* 402-423-2561 ∘ *Email* billing@jmalaw.com

STATEMENT

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9th & West 'O' Streets
Suite 220
Lincoln, NE 68510-6330

Account No. 200.03
RE: Acquisition of Mid-State Insurance

Statement Date: 07/31/2024
Statement No. 661
Page No. 1

DRAFT STATEMENT

Fees

			Rate	Hours	Amount	
07/17/2024	MLJ	Put together proposal for Mid-State Insurance Company.	225.00	3.50	787.50	1
	PAM	Office conference with Sam Reader.	160.00	1.25	200.00	2
07/17/2024	PAM	Office conference with Peter Smith.		0.75	n/c	3
		For Current Services Rendered		4.75	987.50	
		Total Non-billable Hours		0.75		

Recapitulation

Timekeeper	Hours	Rate	Total
Michael L. Jensen	3.50	$225.00	$787.50
Paula A. Madison	1.25	160.00	200.00

	Sales Tax on Services	39.50	

Expenses

07/07/2024	Long distance telephone charges.	25.52	1
07/17/2024	Mileage to/from Omaha. ~~100 miles @ 30 cents/mile~~	30.00	3
	Total Expenses	55.52	

Advances

07/07/2024	Processor fee.	35.00	2
	Total Advances	35.00	
	Previous Balance	$1,461.29	
	Total Current Work	1,117.52	

Payments

07/07/2024	Payment - thank you.	-500.00	1
	Balance Due	$2,078.81	

To ensure proper credit, please include account number and statement date on remittance checks. Thank you.

Menu ***Statements | Generate Statements***

Statements are summaries of billable information, used to submit to your client or processor. Tabs3 Billing provides a large amount of flexibility in the appearance and content of your statements.

A number of example statements are shown in the appendix of the **Tabs3 Statement Formatting Guide**.

Client Labels

Menu ***Reports | Client | Client Labels***

The Client Labels utility prints labels based on the Tabs3 Billing client information. You can print labels for select clients based on the information in specified fields in the client file. For example, you can select to print labels for clients 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 client name.

You have the option to print labels in a one-across or two-across format. You can also save the information in an ASCII export file format, a Microsoft Word mail merge format or a WordPerfect mail merge format.

```
Richardson/Harold
1548 West 57th Street
Rochester  NY  14603-8409

Martin/Mary L. & Fred J.
4200 Goldenrod Circle
Omaha  NE  68113

Klein/Daniel P.
795 North Apple
Greenwood  NE  68366

Carter/Arthur J.
4920 Everett
Lincoln  NE  68503

McBride/John
Eastmont Towers
2920 Northwest Greenbriar Lane
Lincoln  NE  68505
```

Pre-Update Statements Report

Date: 08/26/2024

Tabs3 Pre-Update Statements Report

Jensen, Martin & Anderson, P.C.

Page: 1

Stmt #	Client	Name/Work Description	Date	Prev Bal	Fees	Expenses	Advances	Fin Chg	Payments	Bal Due	
510	100.00	Dawson/Charles L. Settlement of Grandfather's Estate	07/31/2024	324.00	262.50	10.50	0.00	0.00	0.00	597.00	JPP
511	101.00	Barrett/Karen Apartment Management	07/31/2024	1,085.32	43.75	0.00	0.00	0.00	0.00	1,129.07	DHB
512	102.00	Richardson/Harold Manage personal finances	07/31/2024	3,658.35	150.00	0.00	0.00	0.00	-1,700.00	2,108.35	RJB
513	200.01	Jefferson Insurance Co. Automobile Accident	07/31/2024	1,117.00	0.00	0.00	0.00	0.00	0.00	1,117.00	RJB
513	200.02	Jefferson Insurance Co. Hail Damage - Palmer farm	07/31/2024	82.50	0.00	0.00	0.00	0.00	0.00	82.50	RJB
514	200.03	Jefferson Insurance Co. Acquisition of Mid-State Insurance	07/31/2024	2,086.62	832.00	4.50	0.00	0.00	-500.00	2,423.12	RJB
	200	Jefferson Insurance Co.		3,286.12	832.00	4.50	0.00	0.00	-500.00	3,622.62	
516	350.00	Carter/Arthur J. Protection of New Wave Patent	07/31/2024	425.00	0.00	0.00	0.00	0.00	0.00	425.00	MLJ
Total				8,778.79	1,288.25	15.00	0.00	0.00	-2,200.00	7,882.04	

Menu ***Statements | Pre-Update Statements Report***

The Pre-Update Statements Report shows the amounts that have been processed on final statements and are ready to be updated by the Update Statements utility. If multiple final statements were run for a client, the report will show only the information that was on the last final statement that was displayed, printed or saved. The report shows the statement number and statement date along with amounts for previous balance, fees, progress fees, expenses, advances, finance charge, payments, and balance due. Totals are included at the end of the report.

Note: If the **Print Zero Balance Payment Only Clients** check box on the **Options** tab of the Generate Statements utility is cleared when running final statements, clients with no activity who have a payment equal to their previous balance will not have a statement printed. However, a statement would have still been "processed" for the client and thus the client, along with the zero balance statement, will be included on this report.

Definitions for Pre-Update Statements Report

Date (heading) Used for reference and has no bearing on the report itself.

Stmt # Statement number that was shown on the final statement.

***[1] (asterisk)** An asterisk (*) to the right of the Stmt # column indicates a critical field was changed after a final statement was run. Another final statement needs to be run before the statement can be updated.

Client Client ID.

Name/Work Description Client name and work description. An asterisk (*) before the work description indicates the work description will not be printed on the client's statement.[1]

Date Statement Date that was shown on the final statement.

Prev Bal Previous balance that was shown on the final statement.

Fees Total fees shown on the final statement. Fee sales tax and fee credits are included. Progress Fees (Type 6 transactions) are shown separately.

Progress Total progress fees (Type 6 transactions) that were shown on the final statement.

Expenses Total expenses that were shown on the final statement. Expense sales tax and expense credits are included.

Advances Total advances that were shown on the final statement. Advance sales tax and advance credits are included.

Fin Chg Total finance charge that was shown on the final statement.

Payments Total payments that were shown on the final statement. Payments are not included on statements when the Invoice format is used. However, the payments are still processed by Tabs3 Billing and will be included on this report. Automatic client funds payments are not included in this amount (because these payments are not processed until final statements are updated). Automatic trust payments that are in a **Pending** state will not be included on this report.

Bal Due Balance Due shown on the final statement.

(timekeeper) Primary timekeeper initials are shown next to the balance due if the report is not printed in timekeeper order.

[1] Not shown on the sample report.

Update Statements Verification List

Date: 08/26/2024 — **Tabs3 Update Statements Verification List** — Page: 1

Jensen, Martin & Anderson, P.C.

User: CATHY Cathleen Trudore

Stmt #	Client	Name/Work Description	Date	Prev Bal	Fees	Expenses	Advances	Fin Chg	Payments	Bal Due
7613	415.00	MegaConstruction Corporation Corporate Merger - Megabuilders and BuilderCorp	08/15/2024	85,705.25	21,291.40	1.31	78.38	8.41	-80,000.00	27,084.75
7616	101.00	Williams/John State v. Williams	07/31/2024	923.40	3,307.50	38.60	51.50	0.00	-1,617.65	2,703.35
7617	102.00	Gilbert/Andrew C. Auto Accident	07/31/2024	0.00	0.00	76.83	75.00	0.00	0.00	151.83
Grand Totals:				86,628.65	24,598.90	116.74	204.88	8.41	-81617.65	29,939.93

Total Statement Count = 3

Menu ***Statements | Update Statements | Esc***

The Update Statements Verification List shows the amounts for each client that were updated by the Update Statements utility. For each statement that was updated, the report shows the statement number, Client ID, client name, work description, statement date, previous balance, fees, expenses, advances, finance charge, payments and balance due. Totals are shown at the end of the list. A "totals only" list can optionally be printed.

Definitions for Update Statements Verification List

Date (heading) The date the list was printed.

Stmt # Statement number.

Client Client ID.

Name/Work Description Client name and work description. An asterisk (*) before the work description indicates the work description will not be included on the client's statement.[1]

Date Statement date.

Prev Bal Previous balance shown on the statement.

Fees Total fees shown on the statement. Fee sales tax, fee credits and progress fees (Type 6 transactions) are included.

Expenses Total expenses shown on the statement. Expense sales tax and expense credits are included.

Advances Total advances shown on the statement. Advance sales tax and advance credits are included.

Fin Chg Finance charge shown on the statement.

Payments Total payments shown on the statement.

Bal Due Balance due shown on the statement.

RB[1] (Shown to the left of the work description.) This indicates that the client's Bill On Demand check box was selected when the Update Statements utility was run. Because the client was set to "bill on demand," the Update Statements utility cleared the Release To Bill check box. In order for the client to have another statement processed, the Release To Bill check box must be selected.

CD[1] (Shown to the left of the work description.) This indicates that the Change Discount Type to none after statement updated check box was selected when the Update Statements utility was run. Because of this, the Update Statements utility changed the Courtesy Discount Type to None. The client will not receive another courtesy discount until the Courtesy Discount Type is changed back to Percentage or Amount.

Total Statement Count The number of statements included on the list.

[1] Not shown on the sample report.

Email Statements Verification List

Date: 08/26/2024 **Email Statements Verification List** Page: 1
Jensen, Martin & Anderson, P.C.
User: MLJ Michael L. Jensen

Date	Client ID	Pri Tkr	Contact	Email Address	PDF File Name	Result	User ID
07/31/2024	852.00	1-MLJ	Jeff Turner	jturner@rockwell.com	852.00_Stmt_7563.pdf	Failed	MLJ
07/31/2024	852.00	1-MLJ	Jeff Turner	jturner@rockwell.com	852.00_Stmt_7563.pdf	Sent	SALLY
07/31/2024	415.00	2-PAM	James Tatiki	jt@MegaConCorp.com	415.00_Stmt_7591.pdf	Deleted	KIM

Menu ***Statements | Email Statements | Esc***

The Email Statements Verification List shows all changes performed in the Email Statements window, including which emails were sent, failed to send, or were deleted without having been sent. You can select to print or save this report. Each email statement that has had a status change will be shown.

Definitions for Email Statements Verification List

Date (heading)	The date the list was printed.
Date	The date the status of the email changed.
Client ID	Client ID.
Pri Tkr	Primary Timekeeper number and initials assigned to the client.
Contact	Full Name of the contact to whom the email was addressed.
Email Address	Email address in the **To** field of the email.
PDF File Name	File name of the statement that was attached to the email. The PDF statement is saved in the Statements folder within the current working directory, in a folder named for the statement date in YYYYMMDD format.
Result	Current status of the email. This column will show one of three options: Sent, Failed, or Deleted.
User ID	User ID of the user who changed the status of the email.

Undo Update Statements Verification List

Date: 08/26/2024 **Tabs3 Undo Updated Statements Verification List** Page: 1
Jensen, Martin & Anderson, P.C.
User: CATHY Cathleen Trudore

Stmt #	Client	Name/Work Description	Date	Prev Bal	Fees	Expenses	Advances	Fin Chg	Payments	Bal Due
7616	101.00	Williams/John State v. Williams	07/31/2024	923.40	3,307.50	38.60	51.50	0.00	-1,617.65	2,703.35
7617	102.00	Gilbert/Andrew C. Auto Accident	07/31/2024	0.00	0.00	76.83	75.00	0.00	0.00	151.83
Grand Totals:				923.40	3,307.50	115.43	126.50	0.00	-1,617.65	2,855.18

Total Statement Count = 2

Menu ***Statements | Undo Updated Statement | Undo Single Updated Statement/Undo Multiple Updated Statements | Esc***

The Undo Update Statements Verification List shows the statements that have been “un-updated” by the Undo Updated Statement utility. Each statement that has been un-updated will be shown along with a grand total. The definitions for this report are identical to those for the Update Statements Verification List shown on the previous page.

Pre-Bill Tracking Report

Date: 08/26/2024 **Pre-Bill Tracking Report** Page: 1
Jensen, Martin & Anderson, P.C.

Primary Timekeeper: 1 Robert J. Burns

Client	Name	Description	Pre-Bill	Hold	Reviewed	Final	Batch
102.00M	Richardson/Harold	Manage personal finances	07/29/2024		R	07/31/2024	290
200.01M	Jefferson Insurance Co.	Automobile Accident	07/29/2024		R	07/31/2024	290
200.02C	Jefferson Insurance Co.	Hail Damage - Palmer farm	07/29/2024		R	07/31/2024	290
200.03M	Jefferson Insurance Co.	Acquisition of Mid-State Insurance	07/29/2024		R	07/31/2024	290
300.00Q	McBride/John	Management of Estate Trust	07/29/2024				290
550.00M	Federated Casualty, Ltd.	Andrew C. Gilbert v. Federated Casualty	07/29/2024		R	07/31/2024	290

Primary Timekeeper: 2 Michael L. Jensen

Client	Name	Description	Pre-Bill	Hold	Reviewed	Final	Batch
350.00M	Carter/Arthur J.	Protection of New Wave Patent	07/29/2024		R	07/31/2024	290
600.00M	Ace Manufacturing Company	General Legal Counsel	07/29/2024		R	07/31/2024	290
600.01M	Ace Manufacturing Company	Workers' compensation claim	07/29/2024		R	07/31/2024	290
600.02M	Ace Manufacturing Company	Maintenance of insurance policies	07/29/2024		R	07/31/2024	290

Date: 08/26/2024 | Page: 1

Pre-Bill Tracking Report
Jensen, Martin & Anderson, P.C.

Client	Name	Description	Pre-Bill	Hold	Reviewed	Final	Batch	Tkpr
100.00M	Dawson/Charles L.	Settlement of Grandfather's Estate	07/29/2024	H	R		286	5
101.00M	Barrett/Karen	Apartment Management	07/29/2024		R	07/31/2024	286	4
102.00M	Richardson/Harold	Manage personal finances	07/29/2024		R	07/31/2024	286	1
200.01M	Jefferson Insurance Co.	Automobile Accident	07/29/2024		R	07/31/2024	286	1
200.02C	Jefferson Insurance Co.	Hail Damage - Palmer farm	07/29/2024		R	07/31/2024	286	1
200.03M	Jefferson Insurance Co.	Acquisition of Mid-State Insurance	07/29/2024		R	07/31/2024	286	1
300.00Q	McBride/John	Management of Estate Trust	07/29/2024				286	1
350.00M	Carter/Arthur J.	Protection of New Wave Patent	07/29/2024		R	07/31/2024	286	2
400.00R	Lutz/Jody	Manage trust account for Jody	07/29/2024		R	07/31/2024	286	5
402.00M	Kiltzer/George	Set up trust for children	07/29/2024	H	R		286	4
500.00M	Lyons/Mr. & Mrs. Art	Audit of Federal Income Taxes	07/29/2024				286	4
550.00M	Federated Casualty, Ltd.	Andrew C. Gilbert v. Federated Casualty	07/29/2024		R	07/31/2024	286	1
600.00M	Ace Manufacturing Company	General Legal Counsel	07/29/2024		R	07/31/2024	286	2
600.01M	Ace Manufacturing Company	Workers' compensation claim	07/29/2024		R	07/31/2024	286	2
600.02M	Ace Manufacturing Company	Maintenance of insurance policies	07/29/2024		R	07/31/2024	286	2
750.00M	Harrison Investments	Purchase of Real Estate	07/29/2024		R	07/31/2024	286	4
751.00M	Harrison/Bradley	Purchase of Real Estate	07/29/2024				286	4
850.00H	White/Kelly	Divorce	07/29/2024		R	07/31/2024	286	4
900.00M	Sherman/Natalie K.	Divorce	07/29/2024		R	07/31/2024	286	4

Menu ***Statements | Pre-Bill Tracking | Print Report***

The Pre-Bill Tracking Report includes the pre-bill tracking records that are displayed at the time the report is run. The report can be sorted by Client ID, Client Name, Description, Timekeeper, Pre-Bill Date, Hold Status, Reviewed Status, Final Date, or Batch by clicking the column header in the Pre-Bill Tracking window. Clicking the **Options** button in the Pre-Bill Tracking window lets you specify which pre-bill tracking records you want shown. The Pre-Bill Tracking Report can be printed to show the statements on hold, statements outstanding (not reviewed) or simply as an audit trail. The report can be printed for a range of primary, secondary or originating timekeepers. The information for each timekeeper can begin on a new page if desired. The first report shown is sorted by primary timekeeper. The second report shown is sorted by Client ID and therefore includes a Timekeeper column.

Definitions for Pre-Bill Tracking Report

Date (heading) The date the list was printed.

Client Client ID. The letter following the Client ID represents the billing frequency.

Name Client name.

Description Client's work description. An asterisk (*) preceding the work description indicates the client's work description will not print on statements.[1]

Pre-Bill Date of the pre-bill run for the client (i.e., Report Date of Detail Work-In-Process Report or Statement Date of draft statement).

Hold An "H" in the Hold column indicates that the statement has been marked as "on hold."

Reviewed An "R" in the Reviewed column indicates that the statement has been marked as "reviewed."

Final Date the final statement was run for the client via the Pre-Bill Tracking window.

Batch The batch number in which the pre-bill was included. Tabs3 Billing automatically assigns a unique batch number to each run of draft statements and each Detail Work-In-Process Report for use by the Pre-Bill Tracking utility.

Tkpr Number of primary, secondary, or originating timekeeper specified via the Pre-Bill Tracking Options. This column is shown only when a sort order other than timekeeper is selected.

[1] Not shown on the sample report.

Detail Accounts Receivable Report

Date: 08/26/2024

Tabs3 Detail Accounts Receivable Report
Jensen, Martin & Anderson, P.C.

Page: 1

				0-30	31-60	61-90	91-120	121-180	181+	Total	WIP
100.00 M Dawson/Charles L.											
RE: Settlement of Grandfather's Estate											
Chuck Dawson	Last Statement:	08/15/2024	Fees	324.00	0.00	0.00	0.00	0.00	0.00	324.00	262.50
Mobile: 714-884-7525	Last Payment:	08/01/2024	Expenses	-75.00	0.00	0.00	0.00	0.00	0.00	-75.00	10.50
Home: 714-863-7184	Amount:	75.00	Advances	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Open Date: 01/02/2024	Last Write Off:	mm/dd/yyyy	Fin Charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Primary: JPP			Total	249.00	0.00	0.00	0.00	0.00	0.00	249.00	273.00
											(12 Days)
101.00 M Barrett/Karen											
RE: Apartment Management											
Karen Barrett	Last Statement:	08/15/2024	Fees	0.00	1,070.86	0.00	0.00	0.00	0.00	1,070.86	43.75
Business: 402-466-1234	Last Payment:	06/20/2024	Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Home: 402-472-9937	Amount:	587.67	Advances	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Open Date: 05/02/2023	Last Write Off:	08/15/2024 *	Fin Charge	14.46	0.00	0.00	0.00	0.00	0.00	14.46	0.00
Primary: DHB	Amount:	348.36	Total	14.46	1,070.86	0.00	0.00	0.00	0.00	1,085.32	43.75
											(3 Days)
102.00 M Richardson/Harold											
RE: Manage personal finances											
Harold Richardson	Last Statement:	08/15/2024	Fees	1,958.35	0.00	0.00	0.00	0.00	0.00	1,958.35	150.00
Mobile: 716-253-4510x210	Last Payment:	08/01/2024	Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Home: 716-862-7782	Amount:	1,700.00	Advances	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Open Date: 02/05/2024	Last Write Off:	mm/dd/yyyy *	Fin Charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Primary: RJB			Total	1,958.35	0.00	0.00	0.00	0.00	0.00	1,958.35	150.00
											(7 Days)
200.01 M Jefferson Insurance Co.											
RE: Automobile Accident											
Mike Johnson	Last Statement:	08/15/2024	Fees	0.00	0.00	861.00	0.00	0.00	0.00	861.00	337.50
Mobile: 402-464-2200	Last Payment:	08/01/2024	Expenses	3.00	3.00	0.00	0.00	0.00	0.00	6.00	0.00
Home: 402-464-2202	Amount:	250.00	Advances	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Open Date: 02/23/2024	Last Write Off:	mm/dd/yyyy	Fin Charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Primary: RJB			Total	3.00	3.00	861.00	0.00	0.00	0.00	867.00	337.50
											(14 Days)
200.02 C Jefferson Insurance Co.											
RE: Hail Damage - Palmer farm											
Mark Allen	Last Statement:	08/15/2024	Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,755.00
Home: 402-464-2200	Last Payment:	08/03/2024	Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mobile: 402-464-2202	Amount:	250.00	Advances	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Open Date: 03/03/2024	Last Write Off:	mm/dd/yyyy	Fin Charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Primary: RJB			Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,755.00
	Unapplied Payments:	167.50								-167.50	(24 Days)
200.03 M Jefferson Insurance Co.											
RE: Acquisition of Mid-State Insurance											
Mike Johnson	Last Statement:	07/15/2024	Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,690.00
Business: 402-464-2200	Last Payment:	08/04/2024	Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26.00
Business Fax: 402-464-2202	Amount:	250.00	Advances	0.00	0.00	0.00	0.00	0.00	0.00	0.00	89.00
Open Date: 04/02/2024	Last Write Off:	mm/dd/yyyy	Fin Charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Primary: RJB			Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,805.00
	Unapplied Payments:	179.48								-179.48	(22 Days)
200 Jefferson Insurance Co.			Fees	0.00	0.00	861.00	0.00	0.00	0.00	861.00	4,782.50
			Expenses	3.00	3.00	0.00	0.00	0.00	0.00	6.00	26.00
			Advances	0.00	0.00	0.00	0.00	0.00	0.00	0.00	89.00
			Fin Charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			Total	3.00	3.00	861.00	0.00	0.00	0.00	867.00	4,897.50
	Unapplied Payments:	346.98								520.02	(22 Days)
Totals			Fees	2,282.35	1,070.86	861.00	0.00	0.00	0.00	4,214.21	5,238.75
			Expenses	-72.00	3.00	0.00	0.00	0.00	0.00	-69.00	36.50
			Advances	0.00	0.00	0.00	0.00	0.00	0.00	0.00	89.00
			Fin Charge	14.46	0.00	0.00	0.00	0.00	0.00	14.46	0.00
			Total	2,224.81	1,073.86	861.00	0.00	0.00	0.00	4,159.67	5,364.25
	Unapplied Payments:	346.98								3,812.69	(21 Days)

Date: 08/26/2024 **Tabs3 Detail Accounts Receivable Report** Page: 1
Jensen, Martin & Anderson, P.C.

		0-30	31-60	61-90	91-120	121+	Total
850.00 M White/Kelly							
RE: Divorce							
Kelly Ann White	Fees	1,290.00	0.00	0.00	0.00	0.00	1,290.00
Business: 213-474-4336	1-MLJ	625.00	0.00	0.00	0.00	0.00	625.00
Business Fax:	2-PAM	450.00	0.00	0.00	0.00	0.00	450.00
Email:	5-KIM	215.00	0.00	0.00	0.00	0.00	215.00
kelly_white_la@hushmail.com	Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Open Date: 07/02/2024	Advances	0.00	0.00	0.00	0.00	0.00	0.00
Primary: KIM	Fin Charge	0.00	0.00	0.00	0.00	0.00	0.00
	Total	1,290.00	0.00	0.00	0.00	0.00	1,290.00
850.01 M White/Kelly							
RE: Last Will & Testament							
Kelly Ann White	Fees	1,750.00	0.00	0.00	0.00	0.00	1,750.00
Business: 213-474-4336	1-MLJ	250.00	0.00	0.00	0.00	0.00	250.00
Business Fax:	5-KIM	1,500.00	0.00	0.00	0.00	0.00	1,500.00
Email: kelly@homeoffice.net	Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Open Date: 08/06/2024	Advances	0.00	0.00	95.00	0.00	0.00	95.00
Primary: KIM	Filing Fees	0.00	0.00	10.00	0.00	0.00	10.00
	Processor Fees	0.00	0.00	85.00	0.00	0.00	85.00
	Fin Charge	0.00	0.00	0.00	0.00	0.00	0.00
	Total	1,750.00	0.00	95.00	0.00	0.00	1,845.00

08/01/2024 09:50am CATHY Spoke to Kelly concerning past due balance. Discussed setting up a monthly payment schedule. No more work will be done until a good faith payment is made. Kelly agreed to send $100 in the next week.

Menu ***Reports | Accounts Receivable | Detail A/R Report***

The Accounts Receivable Reports, both summary and detail, give you an aged breakdown of the balance due for each client. They indicate how much of the balance for each client is in each of the aging periods defined on the **Options** tab in Tabs3 Billing Customization. The Detail Accounts Receivable Report breaks down the balance due for each client by fees and costs and provides totals for each period. A "totals only" report can also be printed. The report can be run two ways: for Current A/R, and for Historic A/R.

When run for Current A/R, all billed and updated statement amounts that are outstanding are included on the report. Work-in-process fee and cost totals are also shown on the report but use the **WIP Cut-Off Date** as a cut-off date. Additionally, the Accounts Receivable Report includes unprocessed payments (excluding payments on hold) through the **WIP Cut-Off Date**. An unprocessed payment is a payment that has been entered into work-in-process but has not been processed on a final statement and updated. The system date is used as a basis for calculating aging on the past due amounts.

Platinum users can run this report for Historic A/R, which will generate the total accounts receivable by calculating the ledger and payment records through the **Show A/R as of** date. Although the calculated A/R will be correct based on records present in Tabs3 Billing, it is possible that these may not match an A/R Report run on the original date if any transactions were deleted, statements unbilled, payments reversed, write offs reversed, or any integrity check errors are present. Work-in-process cannot be included with Historic A/R. The **Show A/R as of** date is used as a basis for calculating aging on the past due amounts.

The **Options** tab includes parameters that enable you to specify what type of information is included on the report (e.g., the report type, WIP cut-off date, include zero balance clients, a minimum balance due, etc.) The **Format** tab allows you to optionally include information such as work-in-process, billing notes & instructions, and billing history, as well as choose portrait or landscape orientation. Platinum users can also include a detailed breakdown of fees by timekeeper and costs by cost type.

Definitions for Detail Accounts Receivable Report

Date The date the report was run (for Current A/R), or the date A/R balances are calculated as of (for Historic A/R).

(client) Client ID, client name, work description, contact name and first two phone numbers from the client file. The letter following the Client ID represents the billing frequency. An asterisk (*) immediately in front of the work description indicates the work description will not print on the client's statement.[1]

Open Date The date the client file was opened.

Primary Primary timekeeper initials are shown below the Open Date if the list is not printed in timekeeper order.

Progress Bill Indicates the client is set up for Progress Billing.

Last Statement The date of the last updated statement.

Last Payment	The date of the last payment, either processed or in work-in-process. The **WIP Cut-Off Date** is used in selecting which work-in-process payments are used in determining the last payment date; however, all processed payments are used when determining the last payment date.
Amount	Amount of the last payment. If multiple payments were entered on the last payment date, this amount will be the total of the payments entered on that date.
Last Write Off Amount	Date and amount of the last write off for the client.
Fees / Expenses / Advances / Fin Charge	The amounts owed for the corresponding aging period. Work-in-Process payments through the **WIP Cut-Off Date** are applied to past due amounts. If you have the Platinum edition, fee amounts can be broken down by timekeeper and cost amounts can be broken down by cost type if the **Detail Information for Fees and Costs (Platinum Only)** option is selected.
0-30 / 31-60 / 61-90 / 91-120 / 121-180 / 181+	The aging of all amounts owed is determined each time the Accounts Receivable Report is run. The number of days between the report date (for Current A/R) or the date A/R balances are calculated as of (for Historic A/R) and each statement date determines the aging of the past due amount. Work-in-Process payments through the **WIP Cut-Off Date** are applied to past due amounts.
Total (row)	Fees + Expenses + Advances + Finance Charge for each aging period.
Total (column)	(0-30) + (31-60) + (61-90) + (91-120) + (121-180) + (181+) for Fees, Expenses, Advances, and Finance Charge. The client's total balance due minus unapplied payments is shown at the end of this column.
*****	Displayed in the Finance Charge row indicates the client will be assessed a finance charge on past due amounts.
Unapplied Payments	This figure includes unprocessed regular payments (Type "1") through the **WIP Cut-Off Date** and all processed regular payments that exceed the balance due. Unapplied payments are also included in the client's Total figures. Unapplied fee payments (Type 2) are shown as a credit amount in the 0-30 column of the Fees row. Unapplied cost payments (Type 3) are shown as a credit amount in the 0-30 column of the Expenses or Advances row.
WIP Fees	Total amount of fees in work-in-process through the **WIP Cut-Off Date**. Credit transactions are included. Type 6 transactions and non-billable transactions are not included. Transactions on hold are included.
WIP Expenses	Total amount of expenses in work-in-process through the **WIP Cut-Off Date**. Credit transactions are included. Non-billable transactions are not included. Transactions on hold are included.
WIP Advances	Total amount of advances in work-in-process through the **WIP Cut-Off Date**. Credit transactions are included. Non-billable transactions are not included. Transactions on hold are included.
WIP Total	Total work-in-process fees, expenses, and advances.
(Age) Days	Displayed in the WIP column. Average age of work-in-process fees, expenses, and advances based on the age of each entry multiplied by the amount of each entry divided by the total WIP amount (weighted average).
Billing Notes & Instructions	Billing notes and instructions can optionally be entered on the **Billing Preferences** tab of the Client file. If the **Billing Notes & Instructions** check box is selected for the report, billing notes and instructions will be included in a separate column to the right of the report.

Summary Accounts Receivable Report

Date: 08/26/2024

Tabs3 Summary Accounts Receivable Report
Jensen, Martin & Anderson, P.C.

Page: 1

Primary Timekeeper: 1 Michael L. Jensen

	0-30	31-60	61-90	91-120	121-180	181+	Bal Due
121.01 M Phillips/Marcus	4,506.35	1,167.50	0.00	0.00	0.00	0.00	5,673.85
200.01 M Peterson Insurance Co.	660.35	0.00	0.00	0.00	0.00	0.00	660.35
Totals	5,166.70	1,167.50	0.00	0.00	0.00	0.00	6,334.20

Menu ***Reports | Accounts Receivable | Summary A/R Report***

The Summary Accounts Receivable Report gives you an aged breakdown of the balance due for each client. It indicates how much of the balance for each client is in each of the aging periods defined on the **Options** tab in Tabs3 Billing Customization. The report can be run two ways: for Current A/R, and for Historic A/R.

When run for Current A/R, all billed and updated statement amounts that are outstanding are included on the report. Work-in-process fee and cost totals are also shown on the report but use the **WIP Cut-Off Date** as a cut-off date. Additionally, the Accounts Receivable Report includes unprocessed payments (excluding payments on hold) through the **WIP Cut-Off Date**. An unprocessed payment is a payment that has been entered into work-in-process but has not been processed on a final statement and updated. The system date is used as a basis for calculating aging on the past due amounts.

Platinum users can run this report for Historic A/R, which will generate the total accounts receivable by calculating the ledger and payment records through the **Show A/R as of** date. Although the calculated A/R will be correct based on records present in Tabs3 Billing, it is possible that these may not match an A/R Report run on the original date if any transactions were deleted, statements unbilled, payments reversed, write offs reversed, or any integrity check errors are present. Work-in-process can not be included with Historic A/R. The **Show A/R as of** date is used as a basis for calculating aging on the past due amounts.

The **Options** tab includes parameters that enable you to specify what type of information is included on the report (e.g., the report type, a WIP cut-off date, include zero balance clients, a minimum balance due, etc.) The **Format** tab allows you to optionally include information such as work description, client name, billing notes & instructions, contact & billing information, as well as choose portrait or landscape orientation.

Definitions for Summary Accounts Receivable Report

Date — The date the report was run (for Current A/R), or the date A/R balances are calculated as of (for Historic A/R).

Client — Client ID. The letter after the Client ID represents the billing frequency.

Name — Client name and/or work description will be printed depending if the **Client Name** and **Work Description** options are selected on the **Format** tab. When the **Contact & Billing Information** option is selected, the contact name, first two phone numbers with information, and primary timekeeper initials will print. *(Note: The timekeeper initials will only print if the list is not printed in timekeeper order.)* **Progress Bill** indicates the client is set up for progress billing. **Fin. Chg.** indicates the client will be assessed a finance charge on past due amounts. The report shown includes the client name only.

0-30, 31-60, 61-90, 91-120, 121-180, 181+ — Each aging column includes fees, expenses, advances, fee/expense/advance tax, and finance charge. The number of days between the report date (for Current A/R) or the date A/R balances are calculated as of (for Historic A/R) and each statement date determines the aging of the past due amount. Work-in-Process payments through the **WIP Cut-Off Date** are applied to past due amounts.

Bal Due — (0-30) + (31-60) + (61-90) + (91-120) + (121-180) + (181+) = Bal Due.

Unapplied Payments — This figure includes unprocessed regular payments (Type "1") through the WIP Cut-Off Date and all processed regular payments that exceed the Balance Due. Unapplied payments are also included in

	the client Balance Due figure. Unapplied fee and cost payments (Types 2 and 3) are shown as a credit amount in the 0-30 bracket.
(Bal Due)	Client's Bal Due minus Unapplied Payments.
Billing Notes & Instructions	Billing notes and instructions can optionally be entered on the **Billing Preferences** tab of the Client file. If the **Billing Notes & Instructions** check box on the **Format** tab is selected for the report, billing notes and instructions will be included on the report.

Accounts Receivable by Invoice Report

Date: 08/26/2024 | **Tabs3 Accounts Receivable by Invoice Report** | Page: 1

Jensen, Martin & Anderson, P.C.

Thru 07/31/2024

	BILLED					DUE						
Date	Fees	Expenses	Advances	Fin Chg	Total	Fees	Expenses	Advances	Fin Chg	Total	Ref #	Stmt #
200.02M Peterson Insurance Co.				*(continued)*								
06/22/2024	91.00		40.00		131.00			40.00		40.00	2	7590
6 DHB	91.00											
Adv 0 Miscellaneous			40.00									
Last Applied Pymt:		91.00	08/20/2024									
07/23/2024	1,584.50	215.25	150.00		1,949.75	224.50	215.25	150.00		589.75	3	7594
1 MLJ	1,000.00											
7 CB	84.50											
8 JAN	500.00											
Exp 0 Miscellaneous		96.00										
Exp 1 Phone		81.00										
Exp 2 Photocopies/Faxes		38.25										
Adv 0 Miscellaneous			150.00									
Last Applied Pymt:		1,360.00	08/20/2024									
Subtotal	1,675.50	215.25	265.00		2,155.75	224.50	215.25	265.00		704.75		
1 MLJ	1,000.00											
6 DHB	91.00											
7 CB	84.50											
8 JAN	500.00											
Exp 0 Miscellaneous		96.00										
Exp 1 Phone		81.00										
Exp 2 Photocopies/Faxes		38.25										
Adv 0 Miscellaneous			190.00									
Adv 1 Filing Fees			75.00									
									Balance Due:	704.75		
415.00M MegaConstruction Corporation												
RE: Corporate Merger - Megabuilders and BuilderCorp												
07/23/2024	40,547.50			22.26	40,569.76	5,682.99			22.26	5,705.25	24	7593
1 MLJ	12,625.00											
2 PAM	10,125.00											
4 ROB	13,650.00											
6 DHB	540.00											
7 CB	2,295.00											
8 JAN	1,312.50											
Last Applied Pymt:		34,864.51	08/17/2024									
									Balance Due:	5,705.25		
850.00M White/Kelly												
RE: Divorce												
07/23/2024	840.00		150.00		990.00	715.00		150.00		865.00	1	7596
1 MLJ	750.00											
5 KIM	90.00											
Adv 1 Filing Fees			150.00									
Last Applied Pymt:		125.00	08/17/2024									
									Balance Due:	865.00		
Totals												
	54,220.10	404.69	691.50	22.26	55,338.55	13,615.00	376.44	666.50	22.26	14,680.20		
1 MLJ	19,719.10											
2 PAM	13,928.75											
3 RPA	1,746.25											
4 ROB	13,650.00											
5 KIM	125.00											
6 DHB	631.00											
7 CB	2,392.50											
8 JAN	1,892.50											
9 JIM	135.00											
Exp 0 Miscellaneous		161.44										
Exp 1 Phone		141.25										
Exp 2 Photocopies/Faxes		102.00										
Adv 0 Miscellaneous			209.00									
Adv 1 Filing Fees			300.00									
Adv 2 Processor Fees			182.50									
									Balance Due:	14,680.20		

Menu ***Reports | Accounts Receivable | A/R by Invoice Report***

The Accounts Receivable by Invoice Report shows how much was billed and how much is still due by invoice for each client. Billed and due amounts are broken down into fees, expenses, advances, finance charge, and totals. Detailed billed information that shows amounts billed by timekeeper and Cost Type can optionally be included for each statement and/or subtotal. The amount and date of the payment that was most recently applied to each statement can also be printed on the report. Payments on hold are not included.

The **Options** tab includes parameters that enable you to select a date range of information to include, select a cut-off date for WIP payments, include zero balance statements, include the last applied payment date and amount, print detailed billed information for each statement, print detailed billed information for each subtotal, and start each client on a new page.

Definitions for Accounts Receivable by Invoice Report

Date (heading)[1]	Used for reference only.
Date Range (heading)[1]	Shows the date range selected for the report. A date range will not print if a beginning and ending date range of mm/dd/yyyy is used.
(client)	Client ID, name and work description. The letter after the Client ID represents the billing frequency. An asterisk (*) preceding the work description indicates the work description will not print on the client's statement.[1]
Balance Forward[1]	This figure is shown if the client had a balance due prior to the beginning date selected for the report.
Date	Statement date.
Billed	Billed information from the client ledger file. Detailed billed information that shows amounts billed by timekeeper and Cost Type can optionally be included for each statement.
P[1]	Following a fee amount represents a progress billing amount (Type 6 transactions).
Due	Due information from the client ledger file.
Total	Fees + Expenses + Advances + Finance Charge Due.
Ref #	Reference number of the client ledger record.
Stmt #	Statement number.
Subtotal	Subtotals for each client. If only one invoice is printed for the client, a client subtotal will not print. Detailed billed information that shows amounts billed by timekeeper and Cost Type can optionally be included for each subtotal.
Last Applied Pymt	This field is optionally included on the report, and represents the amount and date of the last payment (either processed or WIP) that was applied to the statement. It shows only when a portion of the statement has been paid. A negative figure for the payment amount indicates that the last payment record in the client ledger file is a payment reversal record.
Unapplied Payments	Consists of both processed and unprocessed payments. This field is displayed whenever payments exceed billed amounts. The Unapplied Payments figure includes Type 1 (regular), 2 (fee), and 3 (cost) payments.
Balance Due	The Balance Due information is calculated and is not stored in the client ledger file.
Total	Total Billed, Due and Balance Due for all clients shown.

[1] Not shown on the sample report.

Accounts Receivable by Timekeeper Report (Platinum Only)

Date: 08/26/2024

Tabs3 Accounts Receivable by Timekeeper Report
Jensen, Martin & Anderson, P.C.

Page: 1

Working Timekeeper: 1 Michael L. Jensen

	0-30	31-60	61-90	91-120	121-180	181+	Fees Due	Total Balance Due
121.01 Phillips/Marcus RE: Real Estate Acquisition	0.00	0.00	0.00	0.00	0.00	4,871.60	4,871.60	5,123.85
200.01 Peterson Insurance Co. RE: General Legal Counsel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				Unapplied Payments:		2,327.65		-2,327.65
Totals	0.00	0.00	0.00	0.00	0.00	4,871.60	4,871.60	2,796.20

Note: Aging figures are shown for Receipt Allocation by Invoice clients only.

Working Timekeeper: 2 Paula Ann Martin

	0-30	31-60	61-90	91-120	121-180	181+	Fees Due	Total Balance Due
101.00 Williams/John RE: State v. Williams	0.00	0.00	0.00	0.00	0.00	1,015.25	1,015.25	1,015.25
Totals	0.00	0.00	0.00	0.00	0.00	1,015.25	1,015.25	1,015.25

Note: Aging figures are shown for Receipt Allocation by Invoice clients only.

Working Timekeeper: 3 Ronald P. Anderson

	0-30	31-60	61-90	91-120	121-180	181+	Fees Due	Total Balance Due
200.02 Peterson Insurance Co. RE: Maintenance of Insurance Policies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				Unapplied Payments:		290.97		-290.97
415.00 MegaConstruction Corporation RE: Corporate Merger - Megabuilders and BuilderCorp	0.00	0.00	0.00	0.00	0.00	65,477.06	65,477.06	65,499.22
Totals	0.00	0.00	0.00	0.00	0.00	65,477.06	65,477.06	65,208.25

Working Timekeeper: 5 Kendra I. Michaels

	0-30	31-60	61-90	91-120	121-180	181+	Fees Due	Total Balance Due
850.00 White/Kelly RE: Divorce	0.00	0.00	0.00	0.00	0.00	125.00	125.00	150.00
850.01 White/Kelly RE: Last Will & Testament	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00
Totals	0.00	0.00	0.00	0.00	0.00	1,625.00	1,625.00	1,650.00

Note: Aging figures are shown for Receipt Allocation by Invoice clients only.

Date: 08/26/2024

Tabs3 Accounts Receivable by Timekeeper Report
Jensen, Martin & Anderson, P.C.

Page: 1

Working Timekeeper: 1 Michael L. Jensen

	Fees Due
101.00 Williams/John	1,812.50
121.01 Phillips/Marcus	7,759.10
200.01 Peterson Insurance Co.	7,608.00
200.02 Peterson Insurance Co.	1,175.00
415.00 MegaConstruction Corporation	8,475.00
Totals	26,829.60

Date: 08/26/2024

Tabs3 Accounts Receivable by Timekeeper Report
Jensen, Martin & Anderson, P.C.

Page: 1

	0-30	31-60	61-90	91-120	121+	Fees Due	WIP Fees	Total Fees Due	% Total Fees Due	Total Balance Due
Totals for Michael L. Jensen	24,720.85	1,983.75	0.00	0.00	125.00	26,829.60	625.00	111,129.44	24.14%	111,888.67
Totals for Paula Ann Martin	8,327.75	0.00	0.00	0.00	0.00	8,327.75	1,237.50	101,210.31	8.23%	101,717.29
Totals for Ronald P. Anderson	41,352.53	24,929.56	0.00	0.00	0.00	66,282.09	0.00	92,484.59	71.67%	92,777.22
Totals for Robert O. Burns	5,250.00	0.00	0.00	0.00	0.00	5,250.00	0.00	90,324.56	5.81%	90,617.19
GRAND TOTALS	79,651.13	26,913.31	0.00	0.00	125.00	106,689.44	1,862.50			

Note: Matters not configured for Receipt Allocation by Invoice have been excluded.

Menu ***Reports | Accounts Receivable | A/R by Timekeeper Report***

The Accounts Receivable by Timekeeper Report shows you fees due for each working timekeeper. This report includes only clients that the timekeeper has worked on, and can be run for all working timekeepers or for a range of timekeepers. The Accounts Receivable by Timekeeper Report is only available in the Platinum edition of the software.

A breakdown by aging period can be included for each of the aging periods defined on the Options tab in Tabs3 Billing Customization. All billed and updated statement amounts that are outstanding are included on the report regardless of the report date. The Accounts Receivable by Timekeeper Report includes unprocessed payments (excluding payments on hold) through the specified WIP Payment Cut-Off Date. An unprocessed payment is a payment that has been entered into work-in-process but has not been processed on a final statement and updated.

The **Options** tab includes parameters that enable you to specify what type of information is included on the report (e.g., a WIP Payment cut-off date, working timekeeper range, a minimum past due fee amount, etc.). The **Format** tab allows you to optionally include information such as work description, aging breakdown, WIP fees, total fees due, and total balance due. The **Sort** tab allows you to change the sort order within a working search or fees due.

Receipt Allocation by Invoice Notes: Only clients that are configured for Receipt Allocation by Invoice can display an aging breakdown. The aging columns will be blank for clients that have Receipt Allocation by Invoice disabled. These columns may also be blank for clients that were converted from other software.

When running the report for a range of clients, both clients with Receipt Allocation by Invoice enabled and clients with Receipt Allocation by Invoice disabled can be included. If this occurs, and a timekeeper's accounts receivable totals include one or more clients for whom Receipt Allocation by Invoice is disabled, the following note will appear in the Totals section for that timekeeper: **Note: Aging figures are shown for Receipt Allocation by Invoice clients only.**

Additionally, if the **Include Clients whose timekeeper's fees are more than ### days past due** option is set to anything other than 0, and there are clients included in the Client ID range for whom Receipt Allocation by Invoice is disabled, this following note will be displayed: **Note: Matters not configured for Receipt Allocation by Invoice have been excluded.** This note will appear after every Working Timekeeper's Totals regardless of whether or not they have accounts receivable amounts for these clients.

Definitions for Accounts Receivable by Timekeeper Report (Platinum Only)

Date The report date is used as a basis for calculating aging on the past due amounts.

Client Client ID.

Name Client name. The client's work description will be printed if the **Work Description** check box is selected on the **Format** tab.

0-30, 31-60, 61-90, 91-120, 121-180, 181+ Each aging column includes the amount of fees due to the working timekeeper. Aging periods will be printed if the **Aging Breakdown** option is selected on the **Format** tab. The aging of fees due is determined each time the report is run. The number of days between the report date and each statement date determines the aging period of each past due amount. Work-In-Process payments through the **WIP Cut-Off Date** are applied to past due amounts. Only clients that are configured for Receipt Allocation by Invoice can display an aging breakdown.

Fees Due Total of fees due for the working timekeeper. This value is displayed regardless of whether the client is configured for Receipt Allocation by Invoice. As a result, totals or grand totals of the Fees Due will only match the sum of the aging period totals or grand totals if ***all*** of the clients on the report are configured for Receipt Allocation by Invoice.

WIP Fees Amount of fees for the working timekeeper that are in Work-In-Process through the **WIP Payment Cut-Off Date**. Type 6 transactions and nonbillable transactions are not included. The WIP Fees column is included if the **Work-In-Process Fees** check box is selected in the **Format** tab.

Total Fees Due Total of all fees due for all timekeepers who worked on the matter. The Total Fees Due column is included if the **Total Fees Due** check box is selected on the **Format** tab.

% Total Fees Due Percentage of Total Fees Due that is owed to the working timekeeper (Fees Due divided by Total Fees Due). The % Total Fees Due column is included if the **Total Fees Due** and **%Total Fees Due** check boxes are selected in the **Format** tab.

Total Balance Due Total Balance Due for the matter, including all fees for all timekeepers, expenses, advances, and finance charges, minus any unapplied payments. The Total Balance Due column is included if the **Total Balance Due** check box is selected in the **Format** tab.

Unapplied Payments This figure includes unprocessed regular payments (Type "1") through the **WIP Payment Cut-Off Date** and all processed regular payments that exceed the balance due. Unapplied payments are also included as a credit in the client's Total figures. Unapplied payments are shown below the aging breakdown.

Summary Collections Report

Date: 08/26/2024 Page: 1

Tabs3 Summary Collections Report
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		Average Age	Amount Billed	Amount Paid	% Paid	Amount Due
101.00 M Williams/John		48	4,514.45	1,462.40	32.39%	3,052.05
RE: State v. Williams						
Contact: Johnny Williams	Last Payment: 08/19/2024			579.90	35 days	
Home: 402-598-2354						
200.01 M Peterson Insurance Co.		48	3,154.75	682.84	21.64%	2,471.91
RE: *General Legal Counsel						
Contact: Paul Franklin	Last Payment: 07/05/2024			959.75	45 days	
Business: 402-435-1739 Ext. 512						
102.00 M Federated Casualty, Ltd.		104	1,672.29	272.18	16.28%	1,400.11
RE: Andrew C. Gilbert v. Federated Casualty						
Contact: Samantha Kessler	Last Payment: 05/24/2024			100.00	93 days	
Mobile: 402-421-2850 Ext. 210						
200.02 M Peterson Insurance Co.		0	0.00	0.00	0.00%	0.00
			Unapplied Payments:	279.12		-279.12
RE: Maintenance of Insurance Policies						
Contact: Paul Franklin	Last Payment: 07/26/2024			500.00	30 days	
Business: 402-435-1739 Ext. 512						

	Amount Billed	Amount Paid	% Paid	Amount Due
Totals	9,341.49	2,417.42	25.88%	6,924.07
Unapplied Payments:		279.12		6,644.95

Menu ***Reports | Accounts Receivable | Collections Report***

The Collections Reports can be used to assist with the collection of receivables. A Summary Collections Report helps identify which clients may require additional collection efforts and includes the total amount billed, amount paid, percentage paid, and amount due for all outstanding invoices. The date and amount of the last payment is shown on both Detail and Summary Collections Reports along with the number of days since the last payment. The client address can be optionally included on both reports.

You have a great deal of flexibility in determining exactly which clients you want included on the report. You can select which clients you want included on the report based on a number of days past due, a minimum amount past due in a specified number of days past due, total balance due, or you can specify to include only clients that have no payments in a specified number of days. Clients can be sorted by name, Client ID, descending balance due, or descending last payment date.

Work-in-process payments thru the WIP Payment Cut-Off Date specified are applied to invoices with a balance due. Work-in-process payments on Hold are not included.

Definitions for Summary Collections Report

Date (heading) The report date is used as a basis for calculating the age of payments and the average age of outstanding invoices.

(client) Client ID, client name and work description. The letter following the Client ID represents the billing frequency. The contact name and primary phone are always shown on the report. If the primary phone is not selected, the next available phone number is printed. The client's primary address is shown under the contact information when including the optional client address. If the client is set up to receive statements using only an Additional Bill To record, the Bill To Name and Bill To Address will print instead of the client's primary address.

Average Age A calculated average number of days old for all invoices that have an amount due. The number of days old is based on the specified report date. This figure is a simple average and is not weighted. For example, if there are 2 invoices, one past due 60 days and another past due 90 days, the Average Age will be 75 days.

Amount Billed Total amount billed to the client for all invoices that have an amount due. It is important to note that this figure does not include invoices that have been paid in full.

Amount Paid This figure represents the total amount paid and/or written off on all of the invoices included in the Amount Billed figure. Work-in-process payments thru the WIP Pymt Cut-Off Date specified are applied to invoices with a balance due.

% Paid Percentage of Amount Billed that has been paid and/or written off (Amount Paid divided by Amount Billed).

Amount Due Amount Billed minus Amount Paid.

Unapplied Payments Consists of processed payments and work-in-process payments thru the WIP Pymt Cut-Off Date specified. This field is displayed whenever payments exceed billed amounts. The Unapplied Payments figure includes Type 1 (regular), 2 (fee), and 3 (cost) payments. If unapplied payments are shown on the report, the Amount Due minus Unapplied Payments is shown under the Amount Due figure.

Last Payment On the summary report, the date of the last payment, amount, and the number of days between the last payment and report date are shown. The last payment is determined based on the payment date as opposed to the date of entry. If there are multiple payments with the same date for the last payment, the amounts are combined. The Last Payment can be a processed payment or a work-in-process payment.

Note: Credits applied to previous balances can affect the billed values; for more information, see Knowledge Base Article **R11760**, "Best Practices When Applying Credits."

Detail Collections Report

Date: 08/26/2024

Tabs3 Detail Collections Report
Jensen, Martin & Anderson, P.C.

Page: 1

200.01 M Peterson Insurance Co.
RE: *General Legal Counsel

				Statement Date	Statement Number	Age	Amount Billed	Amount Paid	% Paid	Amount Due
Contact:	Paul Franklin			01/22/2024	599	217	125.00	60.00	48.00%	65.00
Address:	5th & Turner			04/24/2024	7503	124	239.00	125.00	52.30%	114.00
	Malcolm, NE 68633			05/27/2024	7511	90	10.41	0.00	0.00%	10.41
Business:	402-435-1739x512	Prim:	MLJ	06/25/2024	7517	61	859.75	0.00	0.00%	859.75
Business Fax:	402-421-2855	Sec:	RPA	07/26/2024	7520	30	1,563.19	0.00	0.00%	1,563.19
Home:	402-421-4677	Orig:	PAM	08/20/2024	7577	0	5,600.00	0.00	0.00%	5,600.00
Mobile:	402-474-8605					87	8,397.35	185.00	2.20%	8,212.35
Email:	pfranklin@petersoninsurance.com									

Trust Balance: 500.00
Client Funds: 150.00

Billing Notes & Instructions:
07/07/2024 11:04am RON Called Ms. Kessler (bookkeeper) who said that check #8756 was sent on 07/02/2024.

07/09/2024 11:35am RON Check was not received. Called Ms. Kessler. She said check was mailed on 07/02/2024 and that we should have already received it. She will stop payment on that check and issue another check.

Work-In-Process & Billing History

	WIP	Amount Due	Total WIP + Due	To-Date Billed
Fees:	5,600.00	7,998.00	13,598.00	13,841.75
Expenses:	0.00	75.35	75.35	150.35
Advances:	0.00	139.00	139.00	339.00
Finance Charge:		0.00	0.00	0.00
Total:	5,600.00	8,212.35	13,812.35	14,331.10
Average Age:	33 days			

Last 5 Write Offs within All Months & Last 5 Payments within All Months

Write Offs		Payments	
06/11/2024	60.00	08/20/2024	812.50
		01/15/2024	506.25
		03/11/2024	4,465.00
		07/12/2024	275.00
Total:	60.00	**Total:**	6,058.75

Last Payment Date:	07/10/2024	Average Days Between Payments:	108 days
Last Payment Amount:	275.00	Days Since Last Payment:	44 days

	Amount Billed	Amount Paid	% Paid	Amount Due
Totals	8,397.35	185.00	2.20%	8,212.35

The Detail Collections Report shows more detail for determining how to proceed with collections efforts. A Detail Collections Report provides additional contact information, detail for each outstanding invoice, optional work-in-process and billing history information, optional write off and payment history, and optional billing notes and instructions.

When including a payment history, the average number of days between payments is calculated and shown making it easy to determine if a client's last payment is within their normal average number of days. Work-in-process payments thru the WIP Payment Cut-Off Date specified are applied to invoices with a balance due. Work-in-process payments on Hold are not included.

Like the Summary Collections Report, you have a great deal of flexibility in determining exactly which clients you want included on the report. You can select which clients you want included on the report based on a number of days past due, a minimum amount past due in a specified number of days past due, total balance due, or you can specify to include only clients that have no payments in a specified number of days. Clients can be sorted by name, Client ID, descending balance due, or descending last payment date.

It is important to note that the Collections reports do not include invoices that have been paid in full *(with the exception of the To-Date Billed figures in the optional Work-In-Process & Billing History section)*.

Definitions for Detail Collections Report

Date (heading) The report date is used as a basis for determining the age of unpaid statements, the age of the last payment, and the average age of work-in-process transactions. It is also used for defining the time frame when including payment items or write off items.

(client) Client ID, client name and work description. The letter following the Client ID represents the billing frequency. The contact name and primary phone are always shown on the report. The client's primary address is shown under the contact name when including the optional client address. All other selected phone numbers, the primary email address, and timekeeper assignments are included on a detail report. If the client is set up to receive statements using only an Additional Bill To record, the Bill To Name and Bill To Address will print instead of the client's primary address.

Trust Balance Only shown on the detail report. Includes a combined balance for all bank accounts for the client. Includes all trust transactions regardless of the date.

Client Funds	Only shown on the detail report. Reflects the current balance of the client funds account including any work-in-process client funds transactions regardless of the date.
Progress Billing[1]	**Progress WIP:** Total amount of Type 6 (progress fee) transactions in work-in-process regardless of date. **Progress Billed:** Total amount of Type 6 progress fees billed since the last time the client was "reconciled" *(from the Progress Billed field on the A/R & Fund Balances tab in the Client file)*. Progress WIP Tax is not included. **Progress Paid:** Progress Billed minus Fees Due *(from the A/R & Fund Balances tab in the Client file)*.
Billing Notes & Instructions	Billing Notes & Instructions from the **Billing Preferences** tab in the client file. This information is optional and is included only when the **Billing Notes & Instructions** check box on the **Format** tab is selected.
Statement Date	Date of the updated statement that has an amount due. Only statements that have current charges will be included.
Statement Number	Statement Number of the updated statement that has an amount due.
Age	Age of statement in days based on the specified Report Date. The total Age figure is the calculated average number of days old of each invoice with an amount due. This figure is a simple average and is not weighted. For example, if there are 2 invoices, one past due 60 days and another past due 90 days, the Average Age will be 75 days regardless of the amount due for each invoice.
Amount Billed	Amount billed for the updated statement that has an amount due.
Amount Paid	Amount paid and/or written off for the updated statement that has an amount due. Work-in-process payments thru the WIP Pymt Cut-Off Date specified are applied to invoices with a balance due.
% Paid	Percentage of Amount Billed that has been paid and/or written off (Amount Paid divided by Amount Billed).
Amount Due	Amount Billed minus Amount Paid.
Unapplied Payments[1]	Consists of processed payments and work-in-process payments thru the WIP Pymt Cut-Off Date specified. This field is displayed whenever payments exceed billed amounts. The Unapplied Payments figure includes Type 1 (regular), 2 (fee), and 3 (cost) payments. If unapplied payments are shown on the report, the Amount Due minus Unapplied Payments is shown under the Amount Due figure.

Work-In-Process & Billing History

This section is shown only when the **Include Work-In-Process & Billing History** check box on the **Format** tab is selected.

WIP	Amount of fee, expense, and advance transactions in work-in-process for the client. All work-in-process transactions are included in these figures regardless of the date of the transactions. Transactions on hold are included. Progress fees are not included.
Amount Due	Amount due for fees, expenses, advances, and finance charge for the client. The Total Amount Due in this section will match the Total Amount Due in the section that itemizes the detailed statements (i.e., above the Work-In-Process & Billing History section).
Total WIP + Due WIP plus Amount Due.	To-Date Billed To-Date Billed amounts for fees, expenses, advances, finance charge and a grand total of all statements that have been billed, including statements that have been paid in full. These figures make it easy to see how much business the firm has done with the client.
Average Age	Average age of work-in-process fees, expenses, and advances based on the age of each entry multiplied by the amount of each entry divided by the total WIP amount (weighted average).

Write Off History & Payment History

This section is shown only when the **Payment Items** or **Write Off Items** check boxes on the **Format** tab are selected. If the check boxes are selected and no write offs or payments are available, the section heading will not be printed. The number of items selected and time frame selected are included in the heading.

Write Offs Lists write off amounts within the number of items and time frame specified along with the date of the write off. A total for write off amounts listed is included.

Payments Lists all processed and unprocessed payment amounts within the number of items and time frame specified along with the payment date. The label "WIP" is shown next to any unprocessed payments (i.e., payments still in work-in-process). A total for payment amounts listed is included. Payments on the same date are combined.

Average Days Between Payments The number of days between each payment in the Payments list is averaged. This figure can be useful when comparing to the number of days since the last payment to determine if the client is paying later than usual. This figure can change when additional payments are shown on the report. This figure prints only when the average is greater than zero.

Last Payment Information

The last payment information is always shown regardless of whether the payment history is included. This information is the same information presented on the summary report; however, full labels are included on the detail report. The last payment is determined based on the payment date as opposed to the date of entry. If there are multiple payments with the same date for the last payment, the amounts are combined. The Last Payment can be a processed payment or a work-in-process payment.

Last Payment Date Date of the last payment.

Last Payment Amount Amount of the last payment.

Days Since Last Payment Number of days between the last payment and the report date.

Note: Credits applied to previous balances can affect the billed values; for more information, see Knowledge Base Article **R11760**, "Best Practices When Applying Credits."

[1] Not shown on the sample report.

Allocated Payments Report

Date: 08/26/2024 | **Tabs3 Detail Allocated Payments Report** | Page: 1

Jensen, Martin & Anderson, P.C.

Payments Allocated From 07/01/2024 Thru 07/31/2024

Pymt Date	Ref #	Stmt #	Pymt Amt	Allocated	Exp Tax	Expenses	Adv Tax	Advances	Fin Chg	Fee Tax	Fees
100.00M Phillips/Marcus											
1 MLJ RE: Real Estate Acquisition											
07/03/2024	ARCH	72	750.00F	750.00	0.00	0.00	0.00	0.00	0.00	28.84	721.16
									001 Michael L. Jensen		149.59
									002 Jennifer A. Martin		427.18
									003 Ronald P. Anderson		144.39
07/07/2024	ARCH	92	75.00A	75.00	0.00	0.00	0.00	75.00	0.00	0.00	0.00
							Miscellaneous	4.69			
							Filing Fees	23.44			
							Processor Fees	18.75			
							Witness Fees	28.12			
07/10/2024	ARCH	92	9.00E	9.00	0.00	9.00	0.00	0.00	0.00	0.00	0.00
					Miscellaneous	2.90					
					Phone	1.61					
					Photocopies	4.49					
Subtotal			834.00	834.00	0.00	9.00	0.00	75.00	0.00	28.84	721.16
					Miscellaneous	2.90	Miscellaneous	4.69	001 Michael L. Jensen		149.59
					Phone	1.61	Filing Fees	23.44	002 Jennifer A. Martin		427.18
					Photocopies	4.49	Processor Fees	18.75	003 Ronald P. Anderson		144.39
							Witness Fees	28.12			
120.00M Berger/Randall											
1 MLJ RE: Real Estate Investment											
07/01/2024	ARCH	101	1,000.00	92.75	0.00	20.00	0.00	0.00	0.00	0.00	72.75
Allocated Out of Date Range:				907.25	Miscellaneous	20.00			004 Nicole Sampson		72.75
07/02/2024	ARCH	103	150.00F	127.25	0.00	0.00	0.00	0.00	0.00	0.00	127.25
Remaining Amount to Allocate:			22.75						004 Nicole Sampson		127.25
07/07/2024	9	WIP	300.00	40.00*	0.00	0.00	0.00	0.00	0.00	0.00	40.00
Remaining Amount to Allocate:			260.00						003 Ronald P. Anderson		40.00
07/18/2024	16	WIP	75.00	35.00*	0.00	0.00	0.00	0.00	0.00	0.00	35.00
Remaining Amount to Allocate:			40.00						003 Ronald P. Anderson		35.00
Subtotal			1,525.00	295.00	0.00	20.00	0.00	0.00	0.00	0.00	275.00
Allocated Out of Date Range:				907.25	Miscellaneous	20.00			003 Ronald P. Anderson		75.00
Remaining Amount to Allocate:			322.75						004 Nicole Sampson		200.00
Unallocated Payments:			325.00								
Total Unallocated:			647.75								
Grand Totals			2,359.00	1,129.00	0.00	29.00	0.00	75.00	0.00	28.84	996.16
Allocated Out of Date Range:				907.25	Miscellaneous	22.90	Miscellaneous	4.69	001 Michael L. Jensen		149.59
Remaining Amount to Allocate:			322.75		Phone	1.61	Filing Fees	23.44	002 Jennifer A. Martin		427.18
Unallocated Payments:			325.00		Photocopies	4.49	Processor Fees	18.75	003 Ronald P. Anderson		219.39
Total Unallocated:			647.75				Witness Fees	28.12	004 Nicole Sampson		200.00

Menu ***Reports | Management | Allocated Payments Report***

The Allocated Payments Report shows how payments were allocated to fees, expenses, advances, sales tax and finance charge. Only those payments that include allocated amounts are included in the body of the report. Amounts allocated to individual timekeepers and cost types are included on a Detail report. This report is based on the payment allocation date, which may or may not be the same as the payment transaction date, depending on when the payment was allocated.

The **Options** tab allows you to select a payment allocation date range of payments to include and select if the report will be a detail or summary type. If the **Detail** option is selected, you can optionally include fee compensation amounts on the report.

Date: 08/26/2024 | **Tabs3 Summary Allocated Payments Report** | Page: 1

Jensen, Martin & Anderson, P.C.

Payments Allocated From 06/01/2024 Thru 07/31/2024

Pymt Date	Ref #	Stmt #	Pymt Amt	Allocated	Exp Tax	Expenses	Adv Tax	Advances	Fin Chg	Fee Tax	Fees
100.00M Phillips/Marcus											
1 MLJ RE: Real Estate Acquisition											
06/03/2024	ARCH	72	750.00F	750.00	0.00	0.00	0.00	0.00	0.00	28.84	721.16
06/07/2024	ARCH	92	75.00A	75.00	0.00	0.00	0.00	75.00	0.00	0.00	0.00
06/10/2024	ARCH	92	9.00E	0.00	0.00	9.00	0.00	0.00	0.00	0.00	0.00
Subtotal			834.00	834.00	0.00	9.00	0.00	75.00	0.00	28.84	721.16
120.00M Berger/Randall											
1 MLJ RE: Real Estate Investment											
06/01/2024	ARCH	101	1,000.00	92.75	0.00	20.00	0.00	0.00	0.00	0.00	72.75
Allocated Out of Date Range:				907.25							
06/02/2024	ARCH	103	150.00F	127.25	0.00	0.00	0.00	0.00	0.00	0.00	127.25
Remaining Amount to Allocate:			22.75								
06/07/2024	9	WIP	300.00	40.00*	0.00	0.00	0.00	0.00	0.00	0.00	40.00
Remaining Amount to Allocate:			260.00								
06/18/2024	16	WIP	75.00	35.00*	0.00	0.00	0.00	0.00	0.00	0.00	35.00
Remaining Amount to Allocate:			40.00								
Subtotal			1,525.00	295.00	0.00	20.00	0.00	0.00	0.00	0.00	275.00
Allocated Out of Date Range:				907.25							
Remaining Amount to Allocate:			322.75								
Unallocated Payments:			325.00								
Total Unallocated:			647.75								
Grand Totals			2,359.00	1,129.00	0.00	29.00	0.00	75.00	0.00	28.84	996.16
Allocated Out of Date Range:				907.25							
Remaining Amount to Allocate:			322.75								
Unallocated Payments:			325.00								
Total Unallocated:			647.75								

Definitions for Allocated Payments Report

Date (heading) Used for reference only and has no bearing on the report.

Payments Allocated From (heading) Shows the date range selected for the report. A date range will not print if a beginning and ending date range for payment allocation of mm/dd/yyyy is used. This report is based on the payment allocation date, which may or may not be the same as the payment transaction date, depending on when the payment was allocated.

(client) Client ID, name, work description, and the client's primary report order timekeeper number and initials. The letter following the Client ID represents the billing frequency. An asterisk (*) preceding the work description indicates the work description will not print on the client's statement.[1]

Pymt Date The payment transaction date.

Ref # Reference number of the payment transactions. "ARCH" indicates the payment transaction has already been included on an updated statement.

Stmt # The number of the statement on which the payment was processed. "WIP" indicates the payment has not yet been included on an updated statement.

Pymt Amt The amount of the payment. The letter after the payment amount represents the payment type. "F" indicates a fee payment (Type "2"), "E" indicates an expense payment (Type "3"), "A" indicates an advance payment (Type "3"). No letter is shown for regular payments (Type "1").

Allocated The amount of the payment that is allocated. An asterisk (*) following this amount indicates the payment was manually allocated.

Exp Tax The amount of the payment allocated to expense tax.

Expenses The amount of the payment allocated to expenses.

Adv Tax The amount of the payment allocated to advance tax.

Advances The amount of the payment allocated to advances.

Fin Chg The amount of the payment applied to finance charge.

Fee Tax The amount of the payment allocated to fee tax.

Fees	The amount of the payment allocated to fees.
Allocated Out of Date Range	Shows only when a portion of the payment has been allocated outside of the specified allocation date range.
Payment Adjustments	Shows only when amounts have been refunded.[1]
Remaining Amount to Allocate	Shows only when a portion of the payment included in the body of the report has unallocated amounts.
Unallocated Payments	Shows only when there are unallocated payments for a client that is included on the report. Only those clients with allocated amounts will be included on this report. Includes all unallocated payments for those clients regardless of the specified allocation date range. Consists of payments that have no allocated amounts as well as portions of payments not on the report that are unallocated.
Total Unallocated	The sum of the **Remaining Amount to Allocate** and the **Unallocated Payments**.
Progress Paid	Shows only when there are payments allocated to progress fees. Includes all payments allocated to progress fees within the specified allocation date range.[1]

[1] Not shown on the sample report.

Unallocated Payments Report

Date: 08/26/2024 | Tabs3 Unallocated Payments Report | Page: 1

Jensen, Martin & Anderson, P.C.

	Pymt Date	Ref #	Stmt #	Pymt Amt	Allocated	Unallocated
101.00M Williams/John						
2 PAM RE: State v. Williams	07/31/2024	6	WIP	1,617.65	923.40	694.25
415.00M MegaConstruction Corporation						
3 RPA RE: Corporate Merger - Megabuilders and BuilderCorp	08/20/2024	13	WIP	30,000.00	20,929.26	9,070.74
Grand Totals				31,617.65	21,852.66	9,764.99

Menu ***Reports | Management | Unallocated Payments Report***

The report shown above is an example of the Unallocated Payments Report. The Unallocated Payments Report shows payments with unallocated amounts, including the payment date, reference number of the payment transaction, the statement number the payment was included on, the amount of the payment, and the portion allocated and left unallocated. The report can also display totals for the client, timekeeper or category used as the sort order.

The **Options** tab includes parameters that enable you to limit what date range of unallocated payments to include.

Definitions for Unallocated Payments Report

Date (heading) Used for reference only and has no bearing on the report.

(client) Client ID, billing frequency, name and work description. The letter following the Client ID represents the billing frequency. An asterisk (*) before the work description indicates that the work description will not be included on the client's statement.[1]

Pymt Date Date of the payment transaction.

Ref # Reference number identifying the payment record in the payment file for editing purposes. "ARCH" indicates the payment transaction has already been included on an updated statement.

Stmt # The number of the statement on which the payment was processed. "WIP" indicates the payment is still in work-in-process and has not yet been included on an updated statement. "HOLD" indicates the work-in-process payment that has not been allocated because its **Status** field has been changed to "H - Hold".[1]

Pymt Amt Payment amount. The letter after the payment amount represents the payment type. "F" indicates a fee payment (Type "2"), "E" indicates an expense payment (Type "3"), "A" indicates an advance payment (Type "3"). No letter is shown for regular payments (Type "1").

Allocated Amount of the payment that has been allocated. This figure is the difference between the Payment Amount and the Unapplied Amount, which can be found on the payment record in the client ledger file. This figure may not match the Pymt Amt if the payment has not applied to any amounts or if the payment allocation has been edited. An asterisk (*) following this amount indicates the payment was manually allocated.

Unallocated The amount of the payment that is unallocated.

Payment Adjustments Shows only when amounts have been refunded.[1]

[1] Not shown on the sample report.

Client Funds Report

Date: 08/26/2024 **Tabs3 Client Funds Report** Page: 1
Jensen, Martin & Anderson, P.C.

Date	Type	Description		Amount	Balance
900.00 Sherman/Natalie K.					
Divorce					
			Opening Fund Balance:		0.00
08/01/2024	Credit Card	Initial Deposit.		5,000.00	5,000.00
08/03/2024	Withdrawal	Payment to Alberts Investigations.		100.00	4,900.00
08/12/2024	Manual Fee Payment	Payment for outstanding fees.		1,015.00	3,885.00
08/12/2024	Manual WIP Payment	Payment for current work.		2,000.00	1,885.00
08/20/2024	Auto All Payment	Payment		1,150.00	735.00
	Minimum Balance:	0.00	Total Credit Cards:	5,000.00	
	Target Balance:	0.00	Total Payments:	4,165.00	
			Total Withdrawals:	100.00	
			Closing Fund Balance:		735.00
			Current Fund Balance:		1,000.00
			Discrepancy:		-265.00
850.01 White/Kelly					
Divorce					
			Opening Fund Balance:		0.00
	Retainer Amount:	500.00			
	Amount to Bill:	500.00			
	One Time				
			Closing Fund Balance:		0.00
			Total Credit Cards:	5,000.00	
			Total Deposits:	0.00	
			Total Payments:	4,165.00	
			Total Withdrawals:	100.00	
			Total Fund Balance:		735.00

Date: 08/26/2024 **Tabs3 Client Funds Report** Page: 1
Jensen, Martin & Anderson, P.C.

Client	Name and Work Description	Fund Balance
900.00	Sherman/Natalie K. Divorce	735.00
850.01	White/Kelly Divorce	0.00
	Total Fund Balance:	735.00

Menu ***Reports | Management | Client Funds Report***

The Client Funds Report shows the client funds activity within a given date range. The detail report (top) shows credit card deposits, withdrawals, and payments to the firm for each client funds account along with a running client funds balance. The summary report (bottom) simply shows the balance for each client funds account.

The **Options** tab includes parameters that enable you to print a detail or summary report, select a date range of information to include, print transaction descriptions, print billing amounts, print Tabs3 General Ledger (GL) journal entry information, include one time retainer clients only, include clients with activity only, exclude clients with a fund balance of zero, and start each client on a new page.

Definitions for Client Funds Report

Date (heading) Used for reference only.

(client)	Client ID, name and work description. The letter after the Client ID represents the billing frequency. An asterisk (*) preceding the work description indicates the work description will not print on the client's statement.[1]
Opening Fund Balance	This figure is a calculated amount: Closing Balance + Payments + Withdrawals - Deposits = Opening Balance.
Date	Transaction date.
Type	Transaction Type. Available types include "Credit Card," "Deposit," "Withdrawal," "Manual All Payment," "Manual Fee Payment," "Manual Cost Payment," "Manual Exp Payment," "Manual Adv Payment," "Manual WIP Payment," "Auto All Payment," "Auto Fee Payment," "Auto Cost Payment," "Auto Exp Payment," "Auto Adv Payment." An asterisk (*) in front of the Type indicates that the transaction is on hold.[1]
Description	Transaction description.
Amount	Transaction amount.
Totals	Total credit cards, deposits, payments, and withdrawals within the date range specified.
Closing Fund Balance (Detail Report)	This figure is a calculated amount. The Fund Balance from the **A/R & Fund Balances** tab of the Client file is retrieved. This figure is used if no Ending Date was specified for the report. However, if an Ending Date was specified, all credit cards and deposits after the Ending Date are deducted from the client funds balance and all payments and withdrawals after the Ending Date are added to the client funds balance.
Current Fund Balance (Detail Report)	The Fund Balance from the **A/R & Fund Balances**tab of the Client file. This figure is only displayed if the Current Fund Balance differs from the Closing Fund Balance. To correct a discrepancy, run the Data File Integrity Check (DFIC) with the**Full Scan**option selected. Running the DFIC in this scenario will report an error 186. For more information, see Knowledge Base Article **R11658**, "DFIC Error 186 - Balance Mismatch."
Fund Balance (Summary Report)	This figure is a calculated amount. The Fund Balance from the **A/R & Fund Balances** tab of the Client file is retrieved. This figure is used if no Ending Date was specified for the report. However, if an Ending Date was specified, all credit cards and deposits after the Ending Date are deducted from the client funds balance and all payments and withdrawals after the Ending Date are added to the client funds balance.
Minimum Balance	Amount entered in the Minimum Balance field on the **A/R & Fund Balances** tab of the Client file. This represents the minimum amount you want the client to maintain in the client funds account.
Target Balance	Amount entered in the Target Balance field on the **A/R & Fund Balances** tab of the Client file. This represents the target amount you want the client to maintain in the client funds account. If the client fund balance falls below the Minimum Balance, Tabs3 Billing can bill a client funds amount equal to the Target Balance minus the current balance.
One Time	Indicates the client is a one-time retainer client (i.e., the **One Time Retainer** check box is selected on the A/R & Fund Balances tab of the Client file).
Retainer Amount	Amount entered in the **Retainer Amount** field on the **A/R & Fund Balances** tab of the Client file. The amount represents the full amount of the retainer being billed and is only shown for one time retainer clients.
Amount to Bill	Amount entered in the **Amount to Bill** field on the **A/R & Fund Balances** tab of the Client file. When the **One Time Retainer** check box is selected for a client, a line will print at the end of the Client Funds section of the statement asking the client to remit the amount shown in the **Amount to Bill** field.
Total Fund Balance	Grand total of all Ending Fund Balances shown on the report.

[1] Not shown on the sample report.

Client Productivity Report

Date: 08/26/2024

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Thru 08/26/2024

	Hours	Fees	Exps	Advs	Total	Write-Up	Write-Dn	Rate
100.00 M Dawson/Charles L.								
Settlement of Grandfather's Estate								
5 JPP	14.00	2,875.00	50.00	0.00	2,925.00	625.00	0.00	205.36
NB:	1.00	175.00	0.00	0.00	175.00			
					WIP:	273.00	Age:	12
101.00 M Barrett/Karen								
Apartment Management								
4 DHB	11.00	1,865.00	43.88	0.00	1,908.88	0.00	0.00	169.55
Write Off:		-848.36	0.00	0.00	-848.36			92.42
NB:	0.75	131.25	0.00	0.00	131.25			
102.00 M Richardson/Harold								
Manage personal finances								
1 RJB	18.30	3,431.00	81.50	0.00	3,512.50	0.00	0.00	187.49
200.01 M Jefferson Insurance Co.								
Automobile Accident								
1 RJB	9.50	2,275.00	15.00	90.00	2,380.00	162.50	0.00	239.47
200.02 C Jefferson Insurance Co.								
Hail Damage - Palmer farm								
1 RJB	9.00	2,000.00	67.50	15.00	2,082.50	245.00	0.00	222.22
NB:	3.25	675.00	0.00	0.00	675.00			
200.03 M Jefferson Insurance Co.								
Acquisition of Mid-State Insurance								
1 RJB	13.50	3,000.00	55.52	15.00	3,070.52	217.81	45.31	222.22
NB:	0.00	37.50	0.00	0.00	37.50			
					WIP:	115.00	Age:	36
200 Jefferson Insurance Co.								
	32.00	7,275.00	138.02	120.00	7,533.02	625.31	45.31	227.34
NB:	3.25	712.50	0.00	0.00	712.50			
					WIP:	115.00	Age:	36
300.00 Q McBride/John								
Management of Estate Trust								
1 RJB	9.00	2,250.00	0.00	0.00	2,250.00	0.00	0.00	250.00
NB:	1.75	437.50	0.00	0.00	437.50			
					WIP:	82.50	Age:	15
					Progress Billed:			1,000.00
350.00 M Carter/Arthur J.								
Protection of New Wave Patent								
2 MLJ	6.00	1,350.00	10.25	0.00	1,360.25	0.00	0.00	225.00
Write Off:		-100.00	0.00	0.00	-100.00			208.33
Totals								
	90.30	19,046.00	323.65	120.00	19,489.65	1,250.31	45.31	210.92
Write Off:		-948.36	0.00	0.00	-948.36			200.42
NB:	6.75	1,456.25	0.00	0.00	1,456.25			
					WIP:	470.50	Age:	18
					Progress Billed:			1,000.00

Date: 08/26/2024

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	Hours	Fees	Exps	Advs	Total	Write-Up	Write-Dn	Rate
101.00 M Barrett/Karen								
Apartment Management								
4 DHB	11.00	1,865.00	43.88	0.00	1,908.88	0.00	0.00	169.55
Write Off:		-348.36	0.00	0.00	-348.36			137.88
NB:	0.75	131.25	0.00	0.00	131.25			
					WIP:	43.75	Age:	3
350.00 M Carter/Arthur J.								
Protection of New Wave Patent								
2 MLJ	6.00	1,350.00	10.25	0.00	1,360.25	0.00	0.00	225.00
Write Off:		-100.00	0.00	0.00	-100.00			208.33
Totals								
	17.00	3,215.00	54.13	0.00	3,269.13	0.00	0.00	189.12
Write Off:		-448.36	0.00	0.00	-448.36			162.74
NB:	0.75	131.25	0.00	0.00	131.25			
					WIP:	43.75	Age:	3

This report includes only clients with write offs.

Menu ***Reports | Productivity | Client Productivity Report***

The report shown above is a Client Productivity Report. This report shows the billed fees and costs for each client for a given date range and optionally includes work-in-process through the report's cut-off date. Finance charge is not shown on this report. The report shown on the left reflects all activity within the specified date range. The report on the right shows only clients with write offs.

The **Options** tab includes parameters that enable you to select a date range for information, include work-in-process totals for each client and include write off clients only.

Definitions for Client Productivity Report

Date Used for work-in-process aging.

Date Range[1] Only updated statements within the selected date range will be included on this report.

(client) Client ID, name and work description. The letter after the Client ID represents the billing frequency. An asterisk (*) preceding the work description indicates that the work description will not print on the client's statement.[1]

(timekeeper) Primary timekeeper number and initials are shown below the Client ID if the report is not printed in timekeeper order.

Hours / Fees / Exps / Advs Total billed hours, fees, expenses, and advances for the client. WIP amounts are *not* included. Write-ups/write-downs are included. Progress fees are not included in the Fees figure—they are noted in the Progress Billed figure.

Totals Fees + Expenses + Advances. Write-ups and write-downs are included in the fee, expenses and advance figures.

Write-Up Total fees, expenses and advances written up. The fee write-up also includes the value of hours written up. Write-ups are also included in the Fees, Exps, Advs and Total figures.

Write-Down	Total fees, expenses and advances written down. The fee write-down also includes the value of hours written down and any courtesy discount. Write-downs are shown as a positive amount. Write-downs are also included in the Fees, Exps, Advs and Total figures.
Rate	Total fees divided by total hours.
Write Off	Amount of fees, expenses and advances written off by the Write Off Client utility.
Write Off Rate	Total fees less fee write off divided by total hours.
NB:	Non-billable Hours, Fees, Expenses, Advances, and Total (Fees + Exps + Advs). This line prints only if non-billable hours or amounts were billed.
WIP	Total work-in-process fees and costs through the ending date of the report's date range. Including the WIP total for each client is optional.
Age	Average age of work-in-process fees and costs based on the age of each entry times the amount of each entry divided by the total WIP amount (weighted average).
Progress Billed	Total amount of Type 6 progress fees billed since the last time the client was "reconciled." This amount is the same as the Progress Billed field on the **A/R & Fund Balances** tab in the Client file.

Note: Credits applied to previous balances can affect the billed values; for more information, see Knowledge Base Article **R11760**, "Best Practices When Applying Credits."

[1] Not shown on the sample report.

Client Ledger Report

Date: 08/26/2024

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From 06/01/2024 Thru 08/26/2024

	Date	Ref #	Stmt #	Fee Amount	Hours	Expense Amount	Advance Amount	Payment Amount	Apply to Stmt #	Bill Total	Balance Due
100.00M Dawson/Charles L.	**Balance Forward:**										650.00
RE: Settlement of Grandfather's Estate											
	06/10/2024	1	425	900.00	4.50	6.25				906.25	1,556.25
	06/10/2024	3	478					443.75R			1,112.50
	06/24/2024	8	490					-75.00R			1,187.50
	06/24/2024	2	478					380.00R			807.50
	07/01/2024	6	490					300.00F			507.50
	07/01/2024	12	490					-300.00F			807.50
	07/12/2024	4	478	750.00	5.50	43.75				823.75	1,631.25
	07/12/2024	5	490					75.00R			1,556.25
	08/01/2024	WIP						75.00E			1,481.25
	08/09/2024	7	490	600.00	4.00					624.00	2,105.25
	Subtotal			2,250.00	14.00	50.00		898.75		2,354.00	2,105.25
101.00M Barrett/Karen											
RE: Apartment Management											
	06/17/2024	1	391					587.67R			-587.67
	07/12/2024	2	391	1,865.00	11.00	43.88				2,006.89	1,419.22
Write Off:	07/28/2024	5		500.00					391	-500.00	919.22
	08/09/2024	3	473							14.46	933.68
	Subtotal			1,865.00	11.00	43.88		587.67		2,021.35	933.68
	Write Off:			500.00						-500.00	
300.00Q McBride/John											
RE: Management of Estate Trust											
	06/24/2024	13	491					-500.00R			500.00
	07/01/2024	1	449					208.00R			292.00
	07/12/2024	5	488	2,250.00	9.00					2,340.00	2,632.00
	07/19/2024	6	491					500.00R			2,132.00
	08/02/2024	8	495					500.00R			1,632.00
	08/02/2024	WIP						1,000.00R			632.00
	08/09/2024	7	491	1,000.00P						1,040.00	1,672.00
	Subtotal			2,250.00	9.00			1,708.00		2,380.00	1,672.00
	Progress Billed:			1,000.00						1,000.00	
	Total	**Balance Forward:**									650.00
				6,365.00	34.00	93.88		3,194.42		6,755.35	4,710.93
	Write Off:			500.00						-500.00	
	Progress Billed:			1,000.00						1,000.00	

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From 06/01/2024 Thru 08/26/2024

	Date	Ref #	Stmt #	Timekeeper	Fee Amount	Expense Type	Expense Amount	Advance Type	Advance Amount	Payment Amount	Bill Total
100.00M Dawson/Charles L.											
RE: Settlement of Grandfather's Estate											
	06/10/2024	1	425		900.00		6.25				906.25
	06/10/2024	3	478							443.75R	
	06/24/2024	8	490							-75.00R	
	06/24/2024	2	478							380.00R	
	07/01/2024	6	490							300.00F	
	07/01/2024	12	490							-300.00F	
	07/12/2024	4	478		750.00		43.75				823.75
				1 RJB:	300.00	0 Miscellaneous	43.75				
				5 JPP:	450.00						
	07/12/2024	5	490							75.00R	
	07/28/2024	WIP								75.00E	
	08/10/2024	7	490		600.00						624.00
				5 JPP:	600.00						
	Subtotal				2,250.00		50.00			898.75	2,354.00

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From 06/01/2024 Thru 08/26/2024

	Date	Stmt #	Timekeeper	Fee Amount	Hours	Expense Type	Expense Amount	Advance Type	Advance Amount	Finance Charge	Payment Amount	Apply to Stmt #	Bill Total	Balance Due
121.01M Phillips/Marcus	**Balance Forward:**													267.00
RE: Real Estate Acquisition														
	06/18/2024	7587									267.00R			0.00
	06/22/2024	7587		167.50	1.25		2.90						170.40	170.40
			1 MLJ:	120.00		0 Miscellaneous	2.90							
			3 RPA:	47.50										
	06/22/2024	7591		1,267.50	8.00		132.03		35.00				1,434.53	1,604.93
			1 MLJ:	445.00		0 Miscellaneous	104.15	1 Filing Fees	15.00					
			2 PAM:	62.50		1 Phone	12.88	2 Processor Fees	20.00					
			3 RPA:	760.00		2 Photocopies/Faxes	15.00							
	06/22/2024	7591									167.50R			1,437.43
	07/23/2024	7595		4,254.10	20.83		52.25		200.00				4,506.35	5,943.78
			1 MLJ:	1,606.60		0 Miscellaneous	24.75	0 Miscellaneous	15.00					
			2 PAM:	2,375.00		1 Phone	27.50	1 Filing Fees	75.00					
			3 RPA:	237.50				2 Processor Fees	110.00					
			5 KIM:	35.00										
	07/23/2024	7595									269.93R			5,673.85
	08/04/2024	7613									5,000.00R			673.85
	08/20/2024	7613		2,425.00	8.50								2,425.00	3,098.85
			1 MLJ:	2,425.00										
	Subtotal			8,114.10	38.58		187.18		235.00		5,704.43		8,536.28	3,098.85
			1 MLJ:	4,596.60		0 Miscellaneous	131.80	0 Miscellaneous	15.00					
			2 PAM:	2,437.50		1 Phone	40.38	1 Filing Fees	90.00					
			3 RPA:	1,045.00		2 Photocopies/Faxes	15.00	2 Processor Fees	130.00					
			5 KIM:	35.00										
	Total	**Balance Forward:**												267.00
				8,114.10	38.58		187.18		235.00		5,704.43		8,536.28	3,098.85
			1 MLJ:	4,596.60		0 Miscellaneous	131.80	0 Miscellaneous	15.00					
			2 PAM:	2,437.50		1 Phone	40.38	1 Filing Fees	90.00					
			3 RPA:	1,045.00		2 Photocopies/Faxes	15.00	2 Processor Fees	130.00					
			5 KIM:	35.00										

Menu ***Reports | Management | Client Ledger Report***

A detail Client Ledger Report reflects all statements and payments (excluding payments “on hold”) by client for a range of dates. A summary report includes the total billed and paid amounts for each client. A “totals only” report includes totals for all clients in the selected range. The information for the Client Ledger Report is retrieved from the client ledger file.

The Client Ledger Report shows the amount of payments, fees, expenses, advances, finance charge, fee sales tax, expense sales tax, advance sales tax and balance due for each statement. Payment activity (including payment reversals), write offs and balance due information are also included. Detailed billed information that shows amounts billed by timekeeper and Cost Type can optionally be included on the detail reports. A report showing only write offs can be generated.

The **Options** tab includes parameters that enable you to print a detail or summary report as well as specify what type of information is included on the report (e.g., include zero balance clients, detail information for each statement, write offs only, etc.). The **Format** tab allows you to optionally include information such as reference numbers, hours, bill total, and balance due as well as specify whether the report will print portrait or landscape.

Definitions for Client Ledger Report

Date (heading) Used for reference only.

date range (heading) Client ledger records as well as WIP payments (excluding payments on hold) within the date range will be included on this report. Shows the beginning and ending dates used for the report (if a range was specified).

(client) Client ID, name and work description. The letter after the Client ID represents the billing frequency. An asterisk (*) preceding the work description indicates that the work description will not print on the client’s statement.[1]

Balance Forward This amount is shown if the client had a balance due prior to the beginning date selected for the report.

Date Statement/payment date.

Ref # Optional column. Client Ledger reference number. “WIP” indicates the payment is still in work-in-process.

Stmt # Optional column. Statement number.

Fee Amount, Expense Amount, Advance Amount, Finance Charge, Fee Tax, Expense Tax, Advance Tax Total fees, expenses, advances, finance charge, fee tax, expense tax and advance tax shown on the statement. As an option, the Finance Charge, Fee Tax, Expense Tax and Advance Tax columns can be excluded from the report.

P	A "P" following a fee amount represents a progress billing amount (Type 6).
Hours	Optional column. The total number of Hours to Bill for fees on each statement.
Payment Amount	Amount of the payment. The letter following the payment amount indicates the payment type. "R" indicates a regular payment (Type "1"), "F" indicates a fee payment (Type "2"), "E" indicates an expense payment (Type "3"), "A" indicates an advance payment (Type "3"). A negative payment amount indicates a payment reversal or refund.
Apply to Stmt #	Optional column. Statement number to which the payment was applied. If a specific statement number was not selected when the payment was entered, this column will be blank.
Bill Total	Optional column. Includes the total amount billed on the statement (fees + expenses + advances + finance charge + fee tax + advance tax + expense tax). Any billed finance charge and tax amounts are included even if those columns are excluded from the report. Payments and Previous Balance are not included in this figure.
Balance Due	Optional column. Balance Due. The Balance Due information is calculated and is not stored in the client ledger file. Balance Due = (Fees + Expenses + Advances + Finance Charge + Fee Tax + Expense Tax + Advance Tax) minus Payment Amount.
Non-billable	Optional non-billable information. Totals for non-billable transactions appearing on the statement. Includes the total amount for non-billable fees in the Fees column, the total for non-billable expenses in the Expenses column, and the total non-billable advances in the Advances column. Also includes the total number of non-billable hours for fees in the Hours column.
Write-Up[1] **Write-Down**	Including the optional Non-billable information will also include a **Write-Up** or **Write-Down** row on the report if transactions were adjusted. When the Hours column is included on the report, the value of the hours written up is included in the Write-Up amount and the value of the hours written down is included in the Write-Down amount. Courtesy discount is always included in the Write-Down amount.
Write Off	Write off. Write off amounts are included based on the write off transaction date.
Billed Timekeeper & Cost Type Information	Optional detailed billed information. Selecting the **Detail Information for each Statement** check box on the Options tab shows the amounts billed by timekeeper and Cost Type.
Total	Progress fees (Type 6) are not included in the Fee Subtotal and Total lines—they are totaled in the Progress Billed line. Write Offs are not included in the total figures but are included in the Balance Due.
Progress	Total progress billings on the report.

Note: Credits applied to previous balances can affect the billed values; for more information, see Knowledge Base Article **R11760**, "Best Practices When Applying Credits."

[1] Not shown on the sample report.

Receipt Allocation Report

Date: 08/26/2024

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	07/01/2024 to 07/31/2024				06/01/2024 to 06/31/2024											
	Billed Hours	Billed Amount	Receipts	Effect. Rate	Billed Hours	Diff.	% Chg.	Billed Amount	Diff.	% Chg.	Receipts	Diff.	% Chg.	Effect. Rate	Diff.	% Chg.
100.00 M Phillips/Marcus																
Real Estate Acquisition																
1 Michael L. Jensen	39.60	5,447.00	6,168.19	132.92	51.25	-11.65	-22.73%	6,827.50	-1,380.50	-20.00%	6,477.11	-308.92	-5.00%	125.97	6.95	5.52%
2 Jennifer A. Martin	33.25	8,312.50	9,305.99	243.73	39.25	-6.00	-15.29%	7,443.75	868.75	12.00%	7,308.48	1,997.51	27.00%	189.65	54.08	28.52%
3 Ronald P. Anderson	20.00	3,667.50	4,957.00	175.46	34.00	-14.00	-41.18%	6,460.00	-2,792.50	-43.00%	5,889.75	-932.75	-16.00%	190.00	-14.54	-7.65%
Total Fees	92.85	17,427.00	20,431.18	181.77	124.50	-31.65	-25.42%	20,731.25	-3,304.25	-16.00%	19,675.34	755.84	4.00%	163.53	18.24	11.15%
0 Miscellaneous		24.75	48.20					82.30	-57.55	-70.00%	82.30	-34.10	-41.00%			
1 Phone		13.75	36.48					147.88	-134.13	-91.00%	72.88	-36.40	-50.00%			
2 Photocopies		38.40	22.42					167.40	-129.00	-77.00%	18.00	4.42	25.00%			
Total Expenses		76.90	107.10					397.58	-320.68	-81.00%	173.18	-66.08	-38.00%			
0 Miscellaneous		15.00	189.10					25.00	-10.00	-40.00%	25.00	164.10	656.00%			
1 Filing Fees		75.00	75.00					230.00	-155.00	-67.00%	105.00	-30.00	-29.00%			
2 Processor Fees		60.00	115.58					110.00	-50.00	-45.00%	20.00	95.58	478.00%			
3 Outside Services		90.00	495.98					0.00	90.00	0.00%	0.00	495.98	0.00%			
Total Advances		240.00	875.66					365.00	-125.00	-34.00%	150.00	725.66	484.00%			
Fee Tax		642.08	0.00					724.25	-82.17	-11.00%	0.00	0.00	0.00%			
Totals	92.85	18,385.98	21,413.94	181.77	124.50	-31.65	-25.42%	22,218.08	-3,832.10	-17.00%	19,998.52	1,415.42	7.00%	163.53	18.24	11.15%
101.00 M Williams/John																
State v. Williams																
1 Michael L. Jensen	15.75	3,937.50	6,047.29	250.00	14.25	1.50	10.53%	3,562.50	375.00	11.00%	2,202.71	3,844.58	175.00%	250.00	0.00	0.00%
2 Jennifer A. Martin	11.25	2,531.25	7,669.16	225.00	4.00	7.25	181.25%	900.00	1,631.25	181.00%	1,162.09	6,507.07	560.00%	225.00	0.00	0.00%
3 Ronald P. Anderson	11.25	1,800.00	24,609.50	160.00	0.00	11.25	0.00%	0.00	1,800.00	0.00%	750.50	23,859.00	3179.00%	0.00	160.00	0.00%
Total Fees	38.25	8,268.75	38,325.95	216.18	18.25	20.00	109.59%	4,462.50	3,806.25	85.00%	4,115.30	34,210.65	831.00%	244.52	-28.34	-11.59%
0 Miscellaneous		0.00	87.16					58.15	-58.15	-100.00%	1.25	85.91	6873.00%			
1 Phone		0.00	75.78					30.55	-30.55	-100.00%	0.00	75.78	0.00%			
2 Photocopies		37.35	53.60					16.25	21.10	130.00%	0.00	53.60	0.00%			
Total Expenses		37.35	216.54					104.95	-67.60	-64.00%	1.25	215.29	17223.00%			
0 Miscellaneous		0.00	253.00					253.00	-253.00	-100.00%	4.00	249.00	6225.00%			
1 Filing Fees		75.00	150.00					0.00	75.00	0.00%	0.00	150.00	0.00%			
2 Processor Fees		14.50	14.50					0.00	14.50	0.00%	0.00	14.50	0.00%			
4 Medical Records		0.00	150.00					0.00	0.00	0.00%	0.00	150.00	0.00%			
Total Advances		89.50	567.50					253.00	-163.50	-65.00%	4.00	563.50	14088.00%			
Totals	38.25	8,395.60	39,109.99	216.18	18.25	20.00	109.59%	4,820.45	3,575.15	74.00%	4,120.55	34,989.44	849.00%	244.52	-28.34	-11.59%
Unallocated Payments			217.76													
GRAND TOTALS																
1 Michael L. Jensen	55.35	9,384.50	12,215.48	166.24	65.50	-10.15	-15.50%	10,390.00	-1,005.50	-10.00%	8,679.82	3,535.66	41.00%	152.96	13.28	8.68%
2 Jennifer A. Martin	44.50	10,843.75	16,975.15	239.00	43.25	1.25	2.89%	8,343.75	2,500.00	30.00%	8,470.57	8,504.58	100.00%	192.92	46.08	23.89%
3 Ronald P. Anderson	31.25	5,467.50	29,566.50	169.89	34.00	-2.75	-8.09%	6,460.00	-992.50	-15.00%	6,640.25	22,926.25	345.00%	190.00	-20.11	-10.58%
Total Fees	131.10	25,695.75	58,757.13	191.81	142.75	-11.65	-8.16%	25,193.75	502.00	2.00%	23,790.64	34,966.49	147.00%	173.89	17.92	10.31%
0 Miscellaneous		24.75	135.36					140.45	-115.70	-82.00%	83.55	51.81	62.00%			
1 Phone		13.75	112.26					178.43	-164.68	-92.00%	72.88	39.38	54.00%			
2 Photocopies		75.75	76.02					183.65	-107.90	-59.00%	18.00	58.02	322.00%			
Total Expenses		114.25	323.64					502.53	-388.28	-77.00%	174.43	149.21	86.00%			
0 Miscellaneous		15.00	442.10					278.00	-263.00	-95.00%	29.00	413.10	1424.00%			
1 Filing Fees		150.00	225.00					230.00	-80.00	-35.00%	105.00	120.00	114.00%			
2 Processor Fees		74.50	130.08					110.00	-35.50	-32.00%	20.00	110.08	550.00%			
3 Outside Services		90.00	495.98					0.00	90.00	0.00%	0.00	495.98	0.00%			
4 Medical Records		0.00	150.00					0.00	0.00	0.00%	0.00	150.00	0.00%			
Total Advances		329.50	1,443.16					618.00	-288.50	-47.00%	154.00	1,289.16	837.00%			
Fee Tax		642.08	0.00					724.25	-82.17	-11.00%	0.00	0.00	0.00%			
Totals	131.10	26,781.58	60,523.93	191.81	142.75	-11.65	-8.16%	27,038.53	-256.95	-1.00%	24,119.07	36,404.86	151.00%	173.89	17.92	10.31%
Unallocated Payments			217.76													

Date: 08/26/2024

Tabs3 Summary Receipt Allocation Report

Jensen, Martin & Anderson, P.C.

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	07/01/2024 to 07/31/2024				04/01/2024 to 06/30/2024				
	Billed Hours	Billed Amount	Write Offs	Receipts	Billed Hours	Billed Amount	Write Offs	Receipts	Current Amount Due
100.00 M Phillips/Marcus									
Real Estate Acquisition									
Total Fees	92.85	17,427.00	550.00	20,431.18	146.63	24,426.87	371.39	19,675.34	9,244.06
Total Expenses		76.90	75.00	107.10		459.78	0.00	173.18	150.15
Total Advances		240.00	58.00	875.66		495.58	0.00	150.00	232.00
Fee Tax		642.08	0.00	0.00		791.30	7.13	0.00	391.76
Totals	92.85	18,385.98	683.00	21,413.94	146.63	26,173.53	378.52	19,998.52	10,017.97
251.00 M Stevenson/Thomas									
Divorce									
Total Fees	0.01	2.49	125.75	2.49	355.72	72,360.00	0.00	68,289.75	18,667.24
Total Expenses		0.00	0.00	0.00		217.34	0.00	217.34	217.34
Total Advances		0.00	0.00	0.00		304.91	0.00	304.91	304.91
Totals	0.01	2.49	125.75	2.49	355.72	72,882.25	0.00	68,812.00	19,189.49
253.00 M Jones/Steven									
General Litigation									
Total Expenses		70.21	0.00	53.15		53.15	0.00	0.00	70.21
Total Advances		160.00	0.00	238.70		238.70	0.00	0.00	160.00
Totals	0.00	230.21	0.00	291.85	0.00	291.85	0.00	0.00	230.21
Progress Billing		4,324.25				1,506.25			6,060.71
GRAND TOTALS									
Total Fees	92.86	17,429.49	675.75	20,433.67	502.35	96,786.87	371.39	87,965.09	27,911.30
Total Expenses		147.11	75.00	160.25		730.27	0.00	390.52	437.70
Total Advances		400.00	58.00	1,114.36		1,039.19	0.00	454.91	696.91
Fee Tax		642.08	0.00	0.00		791.30	7.13	0.00	391.76
Totals	92.86	18,618.68	808.75	21,708.28	502.35	99,347.63	378.52	88,810.52	29,437.67
Progress Billing		4,324.25				1,506.25			35,268.17

Date: 08/26/2024

Tabs3 Detail Receipt Allocation Report
Jensen, Martin & Anderson, P.C.

Page: 1

	07/01/2024 to 07/31/2024				01/01/2024 to 07/31/2024				
	Billed Hours	Billed Amount	Write Offs	Receipts	Billed Hours	Billed Amount	Write Offs	Receipts	Current Amount Due
100.00 M Phillips/Marcus									
Real Estate Acquisition									
1 Michael L. Jensen	39.60	5,447.00	183.34	5,223.99	985.60	208,403.25	554.73	36,085.56	3,081.35
2 Jennifer A. Martin	33.25	8,312.50	208.33	7,882.38	965.13	238,608.75	208.33	42,831.10	3,501.54
3 Ronald P. Anderson	20.00	3,667.50	158.33	4,185.14	947.00	179,429.37	158.33	30,959.51	2,661.17
Pri 001 MLJ				1,668.23				3,664.64	
Org 001 MLJ				374.90				9,485.20	
Org 002 JAM				74.98				1,897.04	
Org 007 JMF				1,021.56				6,574.91	
Total Fees	92.85	17,427.00	550.00	20,431.18	2,897.73	626,441.37	921.39	131,497.96	9,244.06
0 Miscellaneous		24.75	0.00	48.20		546.25	0.00	385.95	0.00
1 Phone		13.75	24.98	36.48		1,542.08	24.98	261.36	50.02
2 Photocopies		38.40	50.02	22.42		706.55	50.02	265.42	100.13
Total Expenses		76.90	75.00	107.10		2,794.88	75.00	912.73	150.15
0 Miscellaneous		15.00	0.00	189.10		505.00	0.00	214.10	0.00
1 Filing Fees		75.00	40.00	75.00		455.00	40.00	255.00	160.00
2 Processor Fees		60.00	18.00	115.58		375.58	18.00	285.58	72.00
3 Outside Services		90.00	0.00	495.98		1,144.45	0.00	591.43	0.00
Total Advances		240.00	58.00	875.66		2,480.03	58.00	1,346.11	232.00
Fee Tax		642.08	0.00	0.00		24,816.88	7.13	0.00	391.76
Totals	92.85	18,385.98	683.00	21,413.94	2,897.73	656,533.16	1,061.52	133,756.80	10,017.97
GRAND TOTALS									
1 Michael L. Jensen	39.60	5,447.00	183.34	5,223.99	985.60	208,403.25	554.73	36,085.56	3,081.35
2 Jennifer A. Martin	33.25	8,312.50	208.33	7,882.38	965.13	238,608.75	208.33	42,831.10	3,501.54
3 Ronald P. Anderson	20.00	3,667.50	158.33	4,185.14	947.00	179,429.37	158.33	30,959.51	2,661.17
Pri 001 MLJ				1,668.23				3,664.64	
Org 001 MLJ				374.90				9,485.20	
Org 002 JAM				74.98				1,897.04	
Org 007 JMF				1,021.56				6,574.91	
Total Fees	92.85	17,427.00	550.00	20,431.18	2,897.73	626,441.37	921.39	131,497.96	9,244.06
0 Miscellaneous		24.75	0.00	48.20		546.25	0.00	385.95	0.00
1 Phone		13.75	24.98	36.48		1,542.08	24.98	261.36	50.02
2 Photocopies		38.40	50.02	22.42		706.55	50.02	265.42	100.13
Total Expenses		76.90	75.00	107.10		2,794.88	75.00	912.73	150.15
0 Miscellaneous		15.00	0.00	189.10		505.00	0.00	214.10	0.00
1 Filing Fees		75.00	40.00	75.00		455.00	40.00	255.00	160.00
2 Processor Fees		60.00	18.00	115.58		375.58	18.00	285.58	72.00
3 Outside Services		90.00	0.00	495.98		1,144.45	0.00	591.43	0.00
Total Advances		240.00	58.00	875.66		2,480.03	58.00	1,346.11	232.00
Fee Tax		642.08	0.00	0.00		24,816.88	7.13	0.00	391.76
Totals	92.85	18,385.98	683.00	21,413.94	2,897.73	656,533.16	1,061.52	133,756.80	10,017.97

Menu ***Reports | Management | Receipt Allocation Report***

The reports shown on pages 114 through 116 are examples of Receipt Allocation Reports. The Receipt Allocation Report shows billed information as well as receipts (both processed and unprocessed payments) from clients as allocated to individual working timekeepers, primary, secondary and originating timekeepers, expenses (by Expense Type), advances (by Advance Type), fee, expense and advance sales tax, and finance charge. The report can be printed by primary, secondary, originating or working timekeeper, or by category for up to two time periods. A detail report includes each timekeeper who did work for the client as well as amounts billed and paid by individual Cost Types. A summary report shows totals for each client.

The **Options** tab includes parameters that enable you to print a detail or summary report; define two reporting periods to compare; select a range of working timekeepers; include all amounts for each working timekeeper; include only clients with receipts; include unallocated payments; or print only unallocated payments. The Format tab allows you to select optional information to include.

Definitions for Receipt Allocation Report

Date (heading) Used for reference only.

Sorted by (heading) Displays the Secondary sort order unless Client ID or Name Search is selected.

(Date Range) Two date ranges can be included. These date ranges are used to select what transactions will appear on the report. For billed transactions, the statement date is used. Receipts use the allocation date. Write Offs use the write off date.

(Timekeeper) The number and name of the timekeeper who did the work. If fee compensation information is included, will instead list Pri, Sec or Ori, and the number and initials of the timekeeper.

Billed Hours The fee hours billed during the period.

Billed Amount The fee, expense or advance amount billed during the period.

Write Offs	Write off amounts during the period. Write off amounts are included based on the write off transaction date. There can be a write off amount for each working timekeeper, expense type, advance type, fee tax, expense tax, advance tax and finance charge.
Receipts	Payments allocated during the period.
Effect Rate	The effective rate for the specified period. (Billed Amount - Write Offs) / Billed Hours.
Diff.	The difference between the two date ranges. Can be shown for Billed Hours, Billed Amounts, Write Offs, Receipts, and Effective Rates.
% Chg.	Displays the percentage of change between the two date ranges. Can be included for Billed Hours, Billed Amounts, Write Offs, Receipts, and Effective Rates.
Current Amount Due	The **Current Amount Due** figure shows what is currently due at the time the report is run. It is important to note that the Periods specified do NOT affect this amount. This figure includes the total amount billed (from the Client Ledger) minus all payments allocated minus any Write Off (i.e., Billed minus Paid minus Write Off). If the **Print Unallocated Payments** check box is selected, the total unallocated payment amount will be subtracted from the Current Amount Due figure. The total unallocated payment amount includes ALL unallocated payments, even those that are excluded from the Unallocated Payments figure because the payment transaction date falls outside of the specified period. This adjusted amount due will print directly below the Current Amount Due figure. If the client is a **Progress Billing client**, a separate line on the report called Progress Billing will be printed below the Totals line on the report. This line will include any Type 6 progress fees billed since the last time the client was "reconciled" as well as any payments towards the progress billed amounts. An adjusted amount due will print on the Progress Billing line under the Current Amount Due column. This adjusted amount due is calculated as: Current Amount Due plus Progress Billed minus Progress Paid.
Other Payments[1]	This line is used only in data sets that were converted from versions prior to Version 14 and can only be shown when the Current Amount Due column is included. In some instances, payments may have been converted without the payment allocation records due to incomplete information. This will cause a discrepancy in the Current Amount Due on the Receipt Allocation Report when compared with Accounts Receivable Reports and is therefore provided so the reports will match. This amount is always shown as a negative figure.
Unallocated Payments	Unallocated payments during the period. Unallocated payments are included based on the payment transaction date. Optionally shown at the client level and in totals. An unallocated payment is a payment that has been entered but cannot be applied because there are no amounts due. Unallocated payments can be processed (i.e., billed and updated) or unprocessed. *(Note: It is possible to have an amount in the Unallocated Payments field and also have amounts showing as due. For example, a fee payment will show as an unallocated payment if you only have costs due.)* See also the explanation of **Current Amount Due** above.
Progress Billing	Total amount of Type 6 progress fees billed since the last time the client was "reconciled." Payments cannot be allocated to Progress Billed. However, they can apply to Progress Billed on the Client Ledger Report. You could have a situation where a payment shows as applied to progress fees on the Client Ledger Report but shows as unallocated on the Receipt Allocation Report. See also the explanation of **Current Amount Due** above.
Total Primary, Total Secondary, Total Originating	Total allocations for all primary timekeepers, secondary timekeepers and originating timekeepers.
Uncollected[1]	The Uncollected column is a calculated amount: Billed Amount minus Write Offs minus Receipts.

[1] Not shown on the sample reports.

Client Analysis Report

Date: 08/26/2024 | **Tabs3 Client Analysis Report** | Page: 1

May 2024 Thru July 2024

	Non-Bill Hours	Non-Bill Amount	Billed Hours	Original Hours	Hours Diff.	Hours Ratio	Billed Rate	Fees Billed	Write-Up/ Down	Courtesy Discount
101.00M Williams/John										
State v. Williams										
May	0.30	75.00	1.25	1.25	0.00	100.00%	160.00	200.00	0.00	0.00
June	0.00	0.00	2.75	2.75	0.00	100.00%	250.00	687.50	0.00	0.00
July	0.50	112.50	14.55	14.55	0.00	100.00%	210.14	3,057.50	0.00	0.00
Subtotal	0.80	187.50	18.55	18.55	0.00	100.00%	212.67	3,945.00	0.00	0.00
121.01M Phillips/Marcus										
Real Estate Acquisition										
May	0.00	0.00	1.25	1.25	0.00	100.00%	134.00	167.50	0.00	0.00
June	0.00	0.00	8.00	8.00	0.00	100.00%	158.44	1,267.50	-37.50	0.00
July	1.00	272.50	20.83	20.83	0.00	100.00%	240.04	5,000.00	208.40	0.00
Subtotal	1.00	272.50	30.08	30.08	0.00	100.00%	213.93	6,435.00	170.90	0.00
200.01M Peterson Insurance Co.										
General Legal Counsel										
May	1.00	150.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
June	0.00	0.00	8.05	8.05	0.00	100.00%	179.04	1,441.25	0.00	0.00
July	0.20	50.00	7.55	7.55	0.00	100.00%	200.89	1,516.75	0.00	0.00
Subtotal	1.20	200.00	15.60	15.60	0.00	100.00%	189.62	2,958.00	0.00	0.00
200.02M Peterson Insurance Co.										
Maintenance of Insurance Policies										
May	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
June	0.00	0.00	1.30	1.30	0.00	100.00%	70.00	91.00	0.00	0.00
July	0.00	0.00	9.10	9.10	0.00	100.00%	174.12	1,584.50	0.00	0.00
Subtotal	0.00	0.00	10.40	10.40	0.00	100.00%	161.11	1,675.50	0.00	0.00
200 Peterson Insurance Co.										
May	1.00	150.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
June	0.00	0.00	9.35	9.35	0.00	100.00%	163.88	1,532.25	0.00	0.00
July	0.20	50.00	16.65	16.65	0.00	100.00%	186.26	3,101.25	0.00	0.00
Subtotal	1.20	200.00	26.00	26.00	0.00	100.00%	178.21	4,633.50	0.00	0.00
GRAND TOTALS										
May	1.30	225.00	2.50	2.50	0.00	100.00%	147.00	367.50	0.00	0.00
June	0.00	0.00	20.10	20.10	0.00	100.00%	173.50	3,487.25	-37.50	0.00
July	1.70	435.00	52.03	52.03	0.00	100.00%	214.47	11,158.75	208.40	0.00
Totals	3.00	660.00	74.63	74.63	0.00	100.00%	201.17	15,013.50	170.90	0.00

Date: 08/26/2024 **Tabs3 Client Analysis Report** Page: 1

May 2024 Thru July 2024

	Billed Hours	Billed Rate	Fees Billed	Expenses Billed	Advances Billed	Total Billed	Payments	Payment Ratio	Effect. Rate
101.00M Williams/John									
State v. Williams									
May	1.25	160.00	200.00	0.00	0.00	200.00	0.00		
June	2.75	250.00	687.50	35.90	0.00	723.40	0.00		
July	14.55	210.14	3,057.50	38.60	51.50	3,147.60	1,617.65		
Subtotal	18.55	212.67	3,945.00	74.50	51.50	4,071.00	1,617.65	40.00%	212.67
121.01M Phillips/Marcus									
Real Estate Acquisition									
May	1.25	134.00	167.50	2.90	0.00	170.40	267.00		
June	8.00	158.44	1,267.50	132.03	35.00	1,434.53	167.50		
July	20.83	240.04	5,000.00	52.25	200.00	5,252.25	269.93		
Subtotal	30.08	213.93	6,435.00	187.18	235.00	6,857.18	704.43	10.00%	213.93
200.01M Peterson Insurance Co.									
General Legal Counsel									
May	0.00	0.00	0.00	0.66	0.00	0.66	0.00		
June	8.05	179.04	1,441.25	28.25	25.00	1,494.50	0.00		
July	7.55	200.89	1,516.75	34.44	0.00	1,551.19	275.00		
Subtotal	15.60	189.62	2,958.00	63.35	25.00	3,046.35	275.00	9.00%	189.62
200.02M Peterson Insurance Co.									
Maintenance of Insurance Policies									
May	0.00	0.00	0.00	0.00	75.00	75.00	0.00		
June	1.30	70.00	91.00	0.00	40.00	131.00	0.00		
July	9.10	174.12	1,584.50	215.25	150.00	1,949.75	0.00		
Subtotal	10.40	161.11	1,675.50	215.25	265.00	2,155.75	0.00	0.00%	161.11
200 Peterson Insurance Co.									
May	0.00	0.00	0.00	0.66	75.00	75.66	0.00		
June	9.35	163.88	1,532.25	28.25	65.00	1,625.50	0.00		
July	16.65	186.26	3,101.25	249.69	150.00	3,500.94	275.00		
Subtotal	26.00	178.21	4,633.50	278.60	290.00	5,202.10	275.00	5.00%	178.21
GRAND TOTALS									
May	2.50	147.00	367.50	3.56	75.00	446.06	267.00		
June	20.10	173.50	3,487.25	196.18	100.00	3,783.43	167.50		
July	52.03	214.47	11,158.75	340.54	401.50	11,900.79	2,162.58		
Totals	74.63	201.17	15,013.50	540.28	576.50	16,130.28	2,597.08	16.00%	201.17

Menu ***Reports | Productivity | Client Analysis Report***

The Client Analysis Report is a date-based report that provides monthly comparisons of billed hours, amounts, and payments by client. It includes Billed Hours, Original Hours, Billed Amounts, and Payments for clients for an individual month or range of months. The columns included on the report are fully customizable, allowing you to select what information the report will display. The format makes it easy to see month-by-month figures for each client. The report includes Hours and Payment Ratios as well as Billed and Effective Rate information. Non-billable Hours and Amounts can be included as well as Write Offs and net Write-Ups/Write-Downs. Courtesy Discounts can be included as a separate column or can be combined with the Write-Up/Write-Down column.

The **Options** tab includes parameters that enable you to select a range of months to include on the report. The **Format** tab allows you to select what optional fields are included.

Definitions for Client Analysis Report

Date (heading) Used for reference only.

Date Range The range of months for which the report includes information.

(Client) Client ID, name and work description. The letter after the Client ID represents the billing frequency. An asterisk (*) preceding the work description indicates that the work description will not print on the client's statement.[1]

(Month) Each month included on the report.

Non-Bill Hours Total non-billable hours accumulated during the specified time frame.

Non-Bill Amount Total non-billable amount accumulated during the specified time frame. This amount includes both the non-billable fee and cost amount.

Billed Hours Total billable hours billed during the specified time frame. Billed figures are accumulated based on the statement date. Includes the Write-Up Hours and Write-Down Hours.

Original Hours Total hours worked for transactions billed during the specified time frame. Any write-up/write-down of hours will not affect this figure.

Hours Diff Billed Hours minus Original Hours.

Hours Ratio Billed Hours divided by Original Hours

Billed Rate Hourly billing rate based on billed hours. Fees Billed divided by Billed Hours.

Fees Billed Total billable fees billed during the specified time frame. Includes any Fee Tax amounts billed. Progress billed fee transactions (i.e., Type 6 transactions) and Progress Fee Tax are included in this amount.

Expenses Billed Total billable expenses billed during the specified time frame. Includes any Expense Tax amounts billed.

Advances Billed Total billable advances billed during the specified time frame. Includes any Advance Tax amounts billed.

Total Billed Total billable amount billed during the specified time frame. This amount includes total fees, expenses and advances billed. Includes any Sales Tax and Finance Charges billed.

Write-Up/Down Total net write-up/down amount billed during the specified time frame. This amount includes write-up/down amounts for fees, expenses and advances.

Courtesy Discount Total courtesy discount amount billed during the specified time frame. When **Include Write-Up/Down** is selected, the courtesy discount amount will be included in the Write-Up/Down column.

Write Offs Total write offs during the specified time frame. Write off figures are accumulated based on the write off transaction date.

Payments Payments with a payment transaction date during the specified time frame. Payments include both work-in-process and archived payments. Unapplied payments are included; however, any payments on hold are excluded.

Payment Ratio Payments divided by Billed Amount.

Effective Rate Hourly billing rate based on original hours. (Fees Billed minus Fee Write Offs) divided by Original Hours.

Note: Credits applied to previous balances can affect the billed values; for more information, see Knowledge Base Article **R11760**, "Best Practices When Applying Credits."

[1] Not shown on the sample report.

Client Realization Report

Date: 08/26/2024

Tabs3 Detail Client Realization Report

Jensen, Martin & Anderson, P.C.

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	Original Hours	Billed Hours	Realization Rate	Original Value	Billed Amount	Billing Realization	Collection Amount	Collection Realization
100.00M Phillips/Marcus								
Real Estate Acquisition								
1 Michael L. Jensen	96.85	96.85	163.97	13,014.49	15,880.25	122.02%	11,874.06	74.77%
2 Jennifer A. Martin	75.25	75.25	218.52	16,443.75	16,443.75	100.00%	15,339.80	93.29%
3 Ronald P. Anderson	54.25	54.25	187.56	10,175.00	10,175.00	100.00%	9,432.11	92.70%
Fee Tax					1,458.93		767.62	52.62%
Fees	226.35	226.35	194.20	39,633.24	43,957.93	110.91%	37,413.59	85.11%
0 Miscellaneous					107.05		96.75	90.38%
1 Phone					86.63		80.91	93.40%
2 Photocopies					56.40		40.42	71.67%
Expenses					250.08		218.08	87.20%
0 Miscellaneous					40.00		40.00	100.00%
1 Filing Fees					180.00		180.00	100.00%
2 Processor Fees					80.00		80.00	100.00%
3 Witness Fees					90.00		90.00	100.00%
Advances					390.00		390.00	100.00%
Subtotal					44,598.01		38,021.67	85.25%
120.00M Berger/Randall								
Real Estate Investment								
Progress Billing					5,637.50		0.00	0.00%
Fees	0.00	0.00	0.00	0.00	5,637.50	0.00%	0.00	0.00%
0 Miscellaneous					646.25		570.44	88.27%
1 Phone					300.00		264.81	88.27%
Expenses					946.25		835.25	88.27%
0 Miscellaneous					12.00		12.00	100.00%
1 Filing Fees					150.00		150.00	100.00%
2 Processor Fees					65.00		65.00	100.00%
3 Witness Fees					80.00		80.00	100.00%
Advances					307.00		307.00	100.00%
Subtotal					6,890.75		1,142.25	16.58%
200.01M Peterson Insurance Co.								
General Legal Counsel								
1 Michael L. Jensen	20.50	20.50	250.00	5,125.00	5,125.00	100.00%	5,125.00	100.00%
2 Jennifer A. Martin	18.00	18.00	160.00	2,880.00	2,880.00	100.00%	2,880.00	100.00%
3 Ronald P. Anderson	6.25	6.25	125.00	781.25	781.25	100.00%	781.25	100.00%
Fees	44.75	44.75	196.34	8,786.25	8,786.25	100.00%	8,786.25	100.00%
0 Miscellaneous					21.34		21.34	100.00%
1 Phone					9.75		9.75	100.00%
2 Photocopies					9.30		9.30	100.00%
Expenses					40.39		40.39	100.00%
0 Miscellaneous					4.00		4.00	100.00%
1 Filing Fees					75.00		75.00	100.00%
2 Processor Fees					25.00		25.00	100.00%
Advances					104.00		104.00	100.00%
Subtotal					8,930.64		8,930.64	100.00%
TOTALS								
1 Michael L. Jensen	117.35	117.35	179.00	18,139.49	21,005.25	115.80%	16,999.06	80.93%
2 Jennifer A. Martin	93.25	93.25	207.23	19,323.75	19,323.75	100.00%	18,219.80	94.29%
3 Ronald P. Anderson	60.50	60.50	181.10	10,956.25	10,956.25	100.00%	10,213.36	93.22%
Fee Tax					1,458.93		767.62	52.62%
Progress Billing					5,637.50		0.00	0.00%
Fees	271.10	271.10	215.35	48,419.49	58,381.68	120.57%	46,199.84	79.13%
0 Miscellaneous					774.64		688.53	88.88%
1 Phone					396.38		355.47	89.68%
2 Photocopies					65.70		49.72	75.68%
Expenses					1,236.72		1,093.72	88.44%
0 Miscellaneous					56.00		56.00	100.00%
1 Filing Fees					405.00		405.00	100.00%
2 Processor Fees					170.00		170.00	100.00%
3 Witness Fees					170.00		170.00	100.00%
Advances					801.00		801.00	100.00%
Totals					60,419.40		48,094.56	79.60%

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Jensen, Martin & Anderson, P.C.

	Original Hours	Billed Hours	Realization Rate	Original Value	Billed Amount	Billing Realization	Est. Hours Collected	Collection Amount	Collection Realization	Write Offs	Uncollected
100.00M Phillips/Marcus											
Real Estate Acquisition											
Fees	242.73	242.73	180.42	43,150.74	43,794.25	101.49%	207.37	37,413.59	85.43%	2,578.52	3,802.14
Expenses					312.28			218.08	69.83%	32.00	62.20
Advances					520.58			390.00	74.92%	0.00	130.58
Subtotal					44,627.11			38,021.67	85.20%	2,610.52	3,994.92
210.01M Peterson Insurance Co.											
General Legal Counsel											
Fees	44.75	44.75	196.34	8,786.25	8,786.25	100.00%	44.75	8,786.25	100.00%	0.00	0.00
Expenses					40.39			40.39	100.00%	0.00	0.00
Advances					104.00			104.00	100.00%	0.00	0.00
Subtotal					8,930.64			8,930.64	100.00%	0.00	0.00
TOTALS											
Fees	598.66	596.96	193.40	118,346.99	115,781.74	97.83%	560.70	108,749.58	93.93%	3,230.02	3,802.14
Expenses					529.62			435.42	82.21%	32.00	62.20
Advances					825.49			694.91	84.18%	0.00	130.58
Totals					117,136.85			109,879.91	93.80%	3,262.02	3,994.92

Menu ***Reports | Management | Client Realization Report***

Billing realization is the percentage of professional work performed that is billed to clients. The Client Realization Report shows billed information for a specified date range, the realized value compared to actual time spent, and the collections applied to the billed information. The Client Realization Report helps you evaluate the profitability of individual clients by showing the amounts collected on specific billings.

On the Detail Client Realization Report, the fees billed and collected print for each working timekeeper who did work for the client, and the expenses and advances billed and collected are broken down by Cost Type along with sales tax. Finance charge billed and collected will print on a separate row. The Summary Client Realization Report includes only a separate line for total billed and collected amounts for fees, expenses, advances, and finance charge for each client.

The **Options** tab includes parameters that enable you to select a range of dates to include on the report and restrict what transaction information is included. The **Format** tab allows you to select what optional fields are included.

Definitions for Client Realization Report

Date (heading) Used for reference only.

(Client) Client ID, name and work description. The letter after the Client ID represents the billing frequency. An asterisk (*) preceding the work description indicates that the work description will not print on the client's statement.[1]

Original Hours Total hours worked for transactions billed and updated for the specified period. Any write-up/write-down of hours will not affect this figure.

Billed Hours Total billable hours billed and updated for the specified period. Billed figures are accumulated based on the statement date. Includes the Write-Up Hours and Write-Down Hours.

Realization Rate Billed Amount divided by Original Hours.

Original Value Total billable amount billed and updated for the specified period prior to any write-up/write-down amounts.

Billed Amount Total billable amount billed and updated for the specified period. This amount includes total fees, expenses and advances billed. Progress billed fee transactions (i.e., Type 6 transactions) are shown as a separate line item. The Total Billed amount includes Sales Tax, Finance Charges, Write-Up, and Write-Down amounts.

Billing Realization The percentage of professional work performed that is actually billed to clients. Billed Amount divided by Original Value.

Est. Hours Collected Collection Realization multiplied by Billed Hours.

Collection Amount The total amount of payments applied to updated statements with a statement date within the specified period (i.e., not the payment transaction date).

Collection Realization The percentage of work billed and updated that is actually collected. Collection Amount divided by Billed Amount.

Write Offs Total write offs for statements billed and updated for the specified period. Write off figures are accumulated for the billing period for which the write off was performed (i.e., not the write off date).

Uncollected Billed Amount minus Collection Amount minus Write Offs.

Note: Credits applied to previous balances can affect the billed values; for more information, see Knowledge Base Article **R11760**, "Best Practices When Applying Credits."

[1] Not shown on the sample report.

Timekeeper Analysis Report

Date: 08/26/2024

Tabs3 Timekeeper Analysis Report
Jensen, Martin & Anderson, P.C.

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June 2024 Thru August 2024

	Billed Hours	Billed Amount	Write Offs	Fee Receipts	Effective Rate
001 Michael L. Jensen					
June	41.25	17,632.50	0.00	24,883.04	427.45
July	50.83	18,156.60	1,916.03	15,038.37	357.20
August	12.70	6,350.00	0.00	23,098.49	500.00
Subtotal	104.78	42,139.10	1,916.03	63,019.90	402.17
002 Paula Ann Martin					
June	40.75	17,736.25	0.00	27,067.12	435.25
July	37.30	13,692.50	1,525.54	19,917.00	367.09
August	10.25	4,612.50	0.00	21,411.13	450.00
Subtotal	88.30	36,041.25	1,525.54	68,395.25	408.17
003 Ronald P. Anderson					
June	20.00	7,310.00	0.00	5,411.98	365.50
July	8.25	1,296.25	0.00	5,312.04	157.12
August	0.00	0.00	0.00	4,710.44	0.00
Subtotal	28.25	8,606.25	0.00	15,434.46	304.65
GRAND TOTALS					
June	102.00	42,678.75	0.00	57,362.14	418.42
July	96.38	33,145.35	3,441.57	40,267.41	343.90
August	22.95	10,962.50	0.00	49,220.06	477.67
Totals	221.33	86,786.60	3,441.57	146,849.61	392.11

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Tabs3 Timekeeper Analysis Report by Month
Jensen, Martin & Anderson, P.C.

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June 2024 Thru August 2024

	Billed Hours	Original Hours	Hours Diff.	Hours Ratio	Billed Amount	Original Value	Amount Difference	Amount Ratio	Write Offs	Fee Receipts	Receipt Ratio	Billed Rate	Effective Rate
September													
001 Michael L. Jensen	41.25	41.25	0.00	100.00%	17,632.50	17,670.00	-37.50	99.79%	0.00	24,883.04	141.12%	427.45	427.45
002 Paula Ann Martin	40.75	40.75	0.00	100.00%	17,736.25	17,736.25	0.00	100.00%	0.00	27,067.12	152.61%	435.25	435.25
003 Ronald P. Anderson	20.00	20.00	0.00	100.00%	7,310.00	7,310.00	0.00	100.00%	0.00	5,411.98	74.04%	365.50	365.50
Subtotal	102.00	102.00	0.00	100.00%	42,678.75	42,716.25	-37.50	99.91%	0.00	57,362.14	134.40%	418.42	418.42
October													
001 Michael L. Jensen	50.83	50.83	0.00	100.00%	18,156.60	18,694.10	-537.50	97.12%	1,916.03	15,038.37	82.83%	357.20	357.20
002 Paula Ann Martin	37.30	37.30	0.00	100.00%	13,692.50	13,692.50	0.00	100.00%	1,525.54	19,917.00	145.46%	367.09	367.09
003 Ronald P. Anderson	8.25	8.25	0.00	100.00%	1,296.25	1,296.25	0.00	100.00%	0.00	5,312.04	409.80%	157.12	157.12
Subtotal	96.38	96.38	0.00	100.00%	33,145.35	33,682.85	-537.50	98.40%	3,441.57	40,267.41	121.49%	343.90	343.90
November													
001 Michael L. Jensen	12.70	12.70	0.00	100.00%	6,350.00	6,350.00	0.00	100.00%	0.00	23,098.49	363.76%	500.00	500.00
002 Paula Ann Martin	10.25	10.25	0.00	100.00%	4,612.50	4,612.50	0.00	100.00%	0.00	21,411.13	464.20%	450.00	450.00
003 Ronald P. Anderson	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	4,710.44	0.00%	0.00	0.00
Subtotal	22.95	22.95	0.00	100.00%	10,962.50	10,962.50	0.00	100.00%	0.00	49,220.06	448.99%	477.67	477.67
GRAND TOTALS													
001 Michael L. Jensen	104.78	104.78	0.00	100.00%	42,139.10	42,714.10	-575.00	98.65%	1,916.03	63,019.90	149.55%	402.17	402.17
002 Paula Ann Martin	88.30	88.30	0.00	100.00%	36,041.25	36,041.25	0.00	100.00%	1,525.54	68,395.25	189.77%	408.17	408.17
003 Ronald P. Anderson	28.25	28.25	0.00	100.00%	8,606.25	8,606.25	0.00	100.00%	0.00	15,434.46	179.34%	304.65	304.65
Totals	221.33	221.33	0.00	100.00%	86,786.60	87,361.60	-575.00	99.34%	3,441.57	146,849.61	169.21%	392.11	392.11

Menu ***Reports | Productivity | Timekeeper Analysis Report***

The Timekeeper Analysis Report provides an analysis of Billed Hours, Original Hours, Billed Amounts and gross receipts by working timekeeper for a date range, thus allowing you to analyze the information included on the report by month for each timekeeper, or to compare each timekeeper.

As shown in the above reports, the Timekeeper Analysis Report can be sorted by Timekeeper or by Month. Optional columns can be included for a more detailed report.

The **Options** tab includes parameters that enable you to select a range of months to include on the report, restrict what working timekeeper information is included, and to group results by month or by timekeepers. The **Format** tab allows you to select what optional fields are included.

Definitions for Timekeeper Analysis Report

Date (heading) Used for reference only.

Billed Hours Total billable hours billed and updated during the specified time frame. Billed figures are accumulated based on the statement date. *(Note: The Billed Hours includes the Write-Up Hours and Write-Down Hours.)*

Original Hours Total hours worked for transactions billed during the specified time frame. Any write-up/write-down of hours will not affect this figure.

Hours Difference Billed Hours minus Original Hours.

Hours Ratio Billed Hours divided by Original Hours.

Billed Amount Total billable fees billed and updated during the specified time frame including write-up and write-down amounts. Billed figures are accumulated based on the statement date. Progress billed fee transactions (i.e., Type 6 transactions) are not included in this amount.

Original Value A calculated amount for all transactions billed during the specified time frame based on Original Hours multiplied by Rate.

Amount Difference Billed Amount minus Original Value.

Amount Ratio Billed Amount divided by Original Value.

Write Offs Total write offs during the specified time frame. Write off figures are accumulated based on the write off transaction date.

Fee Receipts Receipts allocated during the specified time frame. The receipt information is accumulated based on the payment allocation date and can include both work-in-process and archived payment entries.

The receipt amounts represent the gross working timekeeper amounts and exclude payments on hold. Unapplied payments are not included.

Receipts Ratio Fee Receipts divided by Billed Amount.

Billed Rate Hourly billing rate based on billed hours (Billed Amount divided by Billed Hours).

Effective Rate Hourly billing rate based on original hours (Billed Amount divided by Original Hours).

Note: Credits applied to previous balances can affect the billed values; for more information, see Knowledge Base Article **R11760**, "Best Practices When Applying Credits."

Timekeeper Realization Report

Date: 08/26/2024 **Tabs3 Timekeeper Realization Report** Page: 1
Jensen, Martin & Anderson, P.C.

July 1, 2024 thru September 30, 2024

Timekeeper	Original Hours	Billed Hours	Realization Rate	Original Value	Billed Amount	Billing Realization	Est. Hours Collected	Collection Amount	Collection Realization	Write Offs	Uncollected
1 Michael L. Jensen	74.25	74.25	454.58	33,790.00	33,752.50	99.89%	72.77	33,079.12	98.00%	0.00	673.38
2 Paula Ann Martin	86.00	86.00	440.68	37,898.75	37,898.75	100.00%	85.59	37,716.94	99.52%	0.00	181.81
3 Ronald P. Anderson	27.50	27.50	373.00	10,257.50	10,257.50	100.00%	26.98	10,065.10	98.12%	0.00	192.40
4 Robert O. Burns	35.25	35.25	750.00	26,437.50	26,437.50	100.00%	35.25	26,437.50	100.00%	0.00	0.00
5 Kendra I. Michaels	11.25	11.25	350.00	3,937.50	3,937.50	100.00%	11.25	3,937.50	100.00%	0.00	0.00
Totals	234.25	234.25	479.33	112,321.25	112,283.75	99.97%	232.06	111,236.16	99.07%	0.00	1,047.59

Date: 08/26/2024 **Tabs3 Timekeeper Realization Report** Page: 1
Jensen, Martin & Anderson, P.C.

July 1, 2024 thru September 30, 2024

Timekeeper	Original Hours	Billed Hours	Realization Rate	Original Value	Billed Amount	Billing Realization	Collection Amount	Collection Realization
1 Michael L. Jensen	74.25	74.25	454.58	33,790.00	33,752.50	99.89%	33,079.12	98.00%
2 Paula Ann Martin	86.00	86.00	440.68	37,898.75	37,898.75	100.00%	37,716.94	99.52%
3 Ronald P. Anderson	27.50	27.50	373.00	10,257.50	10,257.50	100.00%	10,065.10	98.12%
4 Robert O. Burns	35.25	35.25	750.00	26,437.50	26,437.50	100.00%	26,437.50	100.00%
5 Kendra I. Michaels	11.25	11.25	350.00	3,937.50	3,937.50	100.00%	3,937.50	100.00%
Totals	234.25	234.25	479.33	112,321.25	112,283.75	99.97%	111,236.16	99.07%

Menu ***Reports | Management | Timekeeper Realization Report***

Billing Realization is the percentage of professional work performed that is billed to clients. The Timekeeper Realization Report shows billed information for a specified date range, the realized value (i.e. percentage of professional work performed that is actually billed to clients) compared to actual time spent, and the collections applied to the billed information. The report helps you evaluate the profitability of individual working timekeepers by showing the amounts collected on specific billings.

The **Options** tab includes parameters that enable you to select a range of months to include on the report and to limit what timekeeper's work will appear. The **Format** tab allows you to select what optional fields are included.

Definitions for Timekeeper Realization Report

Date (heading) Used for reference only.

(date range) The time period of billed transactions that the report includes. Can be a predetermined time period (i.e., Current Reporting Month), or any date range specified when the report is generated.

(timekeeper) Working timekeeper number and name.

Original Hours Total hours worked for transactions billed and updated for the specified period. Any write-up/write-down of hours will not affect this figure.

Billed Hours Total billable hours billed and updated for the specified period. Billed figures are accumulated based on the statement date. Includes the Write-Up Hours and Write-Down Hours.

Realization Rate Billed Amount divided by Original Hours.

Original Value	Total billable amount billed and updated for the specified period prior to any write-up/write-down amounts.
Billed Amount	Total billable fees billed and updated for the specified period including write-ups, write-downs, and courtesy discount amounts. Progress billed fee transactions (i.e., Type 6 transactions) are not included in this amount.
Billing Realization	The percentage of professional work performed that is actually billed to clients. Billed Amount divided by Original Value.
Est. Hours Collected	Collection Realization multiplied by Billed Hours.
Collection Amount	The total amount of work-in-process payments and updated payments applied to fees on updated statements with a statement date within the specified period (i.e., not the payment transaction date or payment allocation date).
Collection Realization	The percentage of work billed and updated that is actually collected. Collection Amount divided by Billed Amount.
Write Offs	Total write offs for statements billed and updated for the specified period. Write off figures are accumulated for the billing period for which the write off was performed (i.e., not the write off date).
Uncollected	Billed Amount minus Collection Amount minus Write Offs.

Note: Credits applied to previous balances can affect the billed values; for more information, see Knowledge Base Article **R11760**, "Best Practices When Applying Credits."

Timekeeper Productivity Report

Date: 08/26/2024 **Tabs3 Timekeeper Productivity Report** Page: 1

Jensen, Martin & Anderson, P.C.

	Jun 2024	Jul 2024	Total	YTD Total
1 Michael L. Jensen				
Billed				
Hours Worked	37.60	42.25	79.85	79.85
Billed Hours	39.67	42.41	82.08	82.08
Write-Up Hours	3.07	0.16	3.23	3.23
Write-Down Hours	1.00	0.00	1.00	1.00
Worked Value	8,952.50	9,887.50	18,840.00	18,840.00
Write-Up Hours Value	617.50	40.00	657.50	657.50
Write-Down Hours Value	200.00	0.00	200.00	200.00
Billed Amount	9,338.24	9,716.39	19,054.63	19,054.63
Write-Up Amount	0.00	0.00	0.00	0.00
Write-Down Amount	31.76	73.29	105.05	105.05
Courtesy Discount	0.00	137.82	137.82	137.82
Total Write-Up	617.50	40.00	657.50	657.50
Total Write-Down	231.76	211.11	442.87	442.87
Worked Rate	248.36	229.97	238.63	238.63
Billed Rate	235.40	229.11	232.15	232.15
Write Offs	0.00	0.00	0.00	0.00
Effective Rate	235.40	229.11	232.15	232.15
Worked				
Billable Hours Worked	37.60	42.25	79.85	146.50
Non-billable Hours Worked	0.00	0.00	0.00	1.50
Hours to Bill	39.67	42.41	82.08	148.89
Worked Value	8,952.50	9,887.50	18,840.00	34,427.50
Non-billable Amount	37.50	0.00	37.50	440.00
Amount to Bill	9,338.24	9,716.39	19,054.63	34,682.13
Total Hours	37.60	42.25	79.85	148.00
Total Amount	8,990.00	9,887.50	18,877.50	34,867.50

You can pick and choose which values you want included on the report.
The reports on page 127 and page 128 are the same except that the report on page 127 includes rows for Write-Up Hours Value and Write-Down Hours Value whereas the report on page 128 does not. Billed and Worked Percentages are not included on these reports and neither is Cumulative WIP.

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Tabs3 Timekeeper Productivity Report

Jensen, Martin & Anderson, P.C.

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	Jun 2024	Jul 2024	Total	YTD Total
1 Michael L. Jensen				
Billed				
Hours Worked	37.60	42.25	79.85	79.85
Billed Hours	39.67	42.41	82.08	82.08
Write-Up Hours	3.07	0.16	3.23	3.23
Write-Down Hours	1.00	0.00	1.00	1.00
Worked Value	8,952.50	9,887.50	18,840.00	18,840.00
Billed Amount	9,338.24	9,716.39	19,054.63	19,054.63
Write-Up Amount	0.00	0.00	0.00	0.00
Write-Down Amount	31.76	73.29	105.05	105.05
Courtesy Discount	0.00	137.82	137.82	137.82
Total Write-Up	617.50	40.00	657.50	657.50
Total Write-Down	231.76	211.11	442.87	442.87
Worked Rate	248.36	229.97	238.63	238.63
Billed Rate	235.40	229.11	232.15	232.15
Write Offs	0.00	0.00	0.00	0.00
Effective Rate	235.40	229.11	232.15	232.15
Worked				
Billable Hours Worked	37.60	42.25	79.85	146.50
Non-billable Hours Worked	0.00	0.00	0.00	1.50
Hours to Bill	39.67	42.41	82.08	148.89
Worked Value	8,952.50	9,887.50	18,840.00	34,427.50
Non-billable Amount	37.50	0.00	37.50	440.00
Amount to Bill	9,338.24	9,716.39	19,054.63	34,682.13
Total Hours	37.60	42.25	79.85	148.00
Total Amount	8,990.00	9,887.50	18,877.50	34,867.50

Date: 08/26/2024 **Tabs3 Timekeeper Productivity Report** Page: 1
Jensen, Martin & Anderson, P.C.

	Jun 2024	Jul 2024	Total	YTD Total
1 Michael L. Jensen				
Billed				
Billed Hours	39.67	42.41	82.08	82.08
Billed Amount	9,338.24	9,716.39	19,054.63	19,054.63
Billed Rate	235.40	229.11	232.15	232.15
2 Paula A. Martin				
Billed				
Billed Hours	4.00	1.75	5.75	5.75
Billed Amount	1,100.00	425.32	1,525.32	1,525.32
Billed Rate	275.00	243.04	265.27	265.27
3 Ron P. Anderson				
Billed				
Billed Hours	6.08	1.46	7.54	7.54
Billed Amount	861.25	215.48	1,076.73	1,076.73
Billed Rate	141.65	147.59	142.80	142.80
4 Ronald O. Burns				
Billed				
Billed Hours	6.75	3.07	9.82	9.82
Billed Amount	1,181.25	513.35	1,694.60	1,694.60
Billed Rate	175.00	167.21	172.57	172.57
5 Kendra I. Michaels				
Billed				
Billed Hours	4.00	0.00	4.00	4.00
Billed Amount	600.00	0.00	600.00	600.00
Billed Rate	150.00	0.00	150.00	150.00
GRAND TOTALS				
	Jun 2024	**Jul 2024**	**Total**	**YTD Total**
Billed				
Billed Hours	60.50	48.69	109.19	109.19
Billed Amount	13,080.74	10,870.54	23,951.28	23,951.28
Billed Rate	216.21	223.26	219.35	219.35

This report only includes Billed Hours, Billed Amount, and Billed Rate.

Date: 08/26/2024 **Tabs3 Timekeeper Productivity Report** Page: 1
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	Jun 2024	Jul 2024	Total	YTD Total
1 Michael L. Jensen				
Billed				
Hours Worked	37.60	42.25	79.85	79.85
(HW / Grand Total HW)	64.4%	87.3%	74.8%	74.8%
Billed Hours	39.67	42.41	82.08	82.08
(BH / Grand Total BH)	65.6%	87.1%	75.2%	75.2%
Write-Up Hours	3.07	0.16	3.23	3.23
(WUH / Hours Worked)	8.2%	0.4%	4.0%	4.0%
Write-Down Hours	1.00	0.00	1.00	1.00
(WDH / Hours Worked)	2.7%	0.0%	1.3%	1.3%
Worked Value	8,952.50	9,887.50	18,840.00	18,840.00
(WV / Grand Total WV)	71.0%	89.3%	79.6%	79.6%
Billed Amount	9,338.24	9,716.39	19,054.63	19,054.63
(BA / Grand Total BA)	71.4%	89.4%	79.6%	79.6%
Total Write-Up	617.50	40.00	657.50	657.50
(TWU / Worked Value)	7.0%	0.0%	3.0%	3.0%
Total Write-Down	231.76	211.11	442.87	442.87
(TWD / Worked Value)	3.0%	2.0%	2.0%	2.0%
Worked Rate	248.36	229.97	238.63	238.63
Billed Rate	235.40	229.11	232.15	232.15
Write Offs	0.00	57.75	57.75	57.75
Effective Rate	235.40	227.74	231.44	231.44
Worked				
Billable Hours Worked	37.60	42.25	79.85	146.50
(BHW / Total Hours)	100.0%	100.0%	100.0%	99.0%
Non-billable Hours Worked	0.00	0.00	0.00	1.50
(NHW / Total Hours)	0.0%	0.0%	0.0%	1.0%
Hours to Bill	39.67	42.41	82.08	148.89
(HB / Total Hours)	105.5%	100.4%	102.8%	100.6%
Worked Value	8,952.50	9,887.50	18,840.00	34,427.50
(WV / Total Amount)	99.6%	100.0%	99.8%	98.7%
Non-billable Amount	37.50	0.00	37.50	440.00
(NA / Total Amount)	0.4%	0.0%	0.2%	1.3%
Amount to Bill	9,338.24	9,716.39	19,054.63	34,682.13
(AB / Total Amount)	103.9%	98.3%	100.9%	99.5%
Total Hours	37.60	42.25	79.85	148.00
(TH / Grand Total Hours)	62.0%	87.3%	73.3%	59.0%
Total Amount	8,990.00	9,887.50	18,877.50	34,867.50
(TA / Grand Total Amount)	69.3%	88.8%	78.3%	64.2%

WIP Hours to Bill	66.81
WIP Amount:	15,332.22
Average Age:	180 Days

*This report includes percentages. The **Compare to Recommended Hours** option was not selected.*

Menu ***Reports | Productivity | Timekeeper Productivity Report***

The Timekeeper Productivity Report shows billed information, worked information or a combination of both for a range of timekeepers and timekeeper levels. You can select exactly which items you want included on the reports and optionally include percentages. Any range of months during the current reporting year can be included on the report. Totals are shown for all months selected on the report as well as year-to-date totals, which include the figures from the first month of the reporting year thru the Ending Reporting Month specified on the **Options** tab. Optional information is selected on the **Format** tab, as well as the option to print in portrait or landscape format.

For example, assume your current reporting month is October and your fiscal year runs from January through December. If you were to run the report for August through October, the Total figures would include August through October amounts and the YTD Total figures would include January through October amounts. You have the option to print one timekeeper per page and to print zero activity timekeepers. Various figures from this report can optionally be generated in a graphical format *(page 155)*.

Billed Portion Definitions

The Billed section of the report includes hours and amounts based on the statement date of the updated statement. When the **Billed Information** check box is selected on the **Options** tab, the following items can be included or excluded from the report via the **Format** tab.

Hours Worked Total hours worked for transactions billed during the month.

% Percentage comparison to the Grand Total Hours Worked in the same column on the report.

Billed Hours Total billable hours billed during the month based on Statement Date. (Note: The Billed Hours includes the Write-Up Hours and Write-Down Hours.)

% Percentage comparison to the Grand Total Billed Hours in the same column on the report.

Write-Up Hours Total write-up for hours billed during the month. This figure is calculated based on the total Hours to Bill for transactions billed for the month minus the total Hours Worked for the same transactions.

% Percentage comparison to the Grand Total Write-Up Hours in the same column on the report.

Write-Down Hours	Total write-down for hours billed during the month. This figure is calculated based on the total Worked Hours for transactions billed for the month minus the total Hours to Bill for the same transactions.
%	Percentage comparison to the Grand Total Write-Down Hours in the same column on the report.
Worked Value	A calculated amount for all transactions billed during the month based on Hours Worked multiplied by Rate.
%	Percentage comparison to the Grand Total Worked Value in the same column on the report.
Write-Up Hours Value	A calculated amount for all transactions billed during the month based on (Billed Hours - Hours Worked) multiplied by rate.
%	Write-Up Hours Value divided by Worked Value.
Write-Down Hours Value	A calculated amount for all transactions billed during the month based on (Hours Worked - Billed Hours) multiplied by rate.
%	Write-Down Hours Value divided by Worked Value.
Billed Amount	Total billable fees billed during that month. *(Note: The Billed Amount includes the Write-Up Amount and Write-Down Amount but does not include Write Offs or any previous balance that was manually entered for the client on the **A/R & Fund Balances** tab of the Client file.)*
%	Percentage comparison to the Grand Total Billed Amt in the same column on the report.
Write-Up Amount	Total write-up for fees billed during the month.
%	Write-up percentage [Write-Up divided by (Billed Amt - Write-Up + Write-Down)].
Write-Down Amount	Total write-downs for fees billed during the month.
%	Write-down percentage [Write-Down divided by (Billed Amt - Write-Up + Write-Down)].
Courtesy Discount	Dollar value of any billed and updated courtesy discounts.
%	Courtesy Discount divided by Worked Value.
Total Write-Up	Write-Up Hours Value plus Write-Up Amount.
%	Total Write-Up divided by Worked Value.
Total Write-Down	Write-Down Hours Value plus Write-Down plus Courtesy Discount.
%	Total Write-Down divided by Worked Value.
Worked Rate	Hourly worked rate (Billed Amount divided by Hours Worked).
Billed Rate	Hourly billing rate (Billed Amt divided by Hours).
Write Offs	Write offs for that month by working timekeeper. Write off figures are accumulated based on the write off date. A report of write offs for a specified range of write off dates can be generated using the Client Ledger Report for Write Offs Only.
Effective Rate	Effective hourly billing rate [(Billed Amt minus Write Offs) divided by Billed Hours].

Worked Portion Definitions

Information in the Worked section is based on transaction dates in the current reporting period. There is no distinction made as to whether or not the billable worked hours and amounts have been billed. Fee transactions entered with a previous month's date will be included in the month of the fee transaction's date. When the **Worked Information** check box is selected on the **Options** tab, the following items can be included or excluded from the report via the **Format** tab.

Billable Hours Worked	Total billable hours worked during the month including hours on hold.

%	Percentage comparison to timekeeper's Total Billable and Non-billable Hours (Billable Hours Worked divided by Total Hours).
Non-billable Hours Worked	Total non-billable hours worked during the month including hours on hold.
%	Percentage comparison to timekeeper's Total Billable and Non-billable Hours (Non-billable Hours Worked divided by Total Hours).
Hours to Bill	Total billable hours to bill during the month including hours on hold.
%	Percentage comparison to timekeeper's Total Hours (Hours to Bill divided by Total Hours).
Worked Value	A calculated amount for all transactions during the month based on Billable Hours Worked multiplied by rate of transactions. Transactions on hold are included. Does not include write-up or write-down.
%	Percentage comparison to timekeeper's Total Amount (Worked Value divided by Total Amount).
Non-billable Amount	Total non-billable fee amount for transactions entered during the month. Transactions on hold are included.
%	Percentage comparison to timekeeper's Total Amount (Non-billable Amount divided by Total Amount).
Amount to Bill	Total billable fee amount for transactions entered during the month. Includes write-up and write-down.
%	Percentage comparison to timekeeper's Total Amount (Amount to Bill divided by Total Amount).
Total Hours	Billable Hours Worked + Non-billable Hours Worked.
%	The calculations for these percentages depend on whether the "Compare to Recommended Hours" check box was selected.

"Compare to Recommended Hours" Check Box Cleared

Total	When the "Compare to Recommended Hours" check box is cleared, the percentage for the timekeeper's worked hours in the **Total** column uses the following formula: timekeeper's Total Hrs in the Total column divided by the Total Hours in the Grand Totals section.
YTD Total	The percentage for the timekeepers worked hours in the YTD Total column uses the following formula: timekeeper's Total Hrs in the YTD Total column divided by the YTD Total Hours in the Grand Totals section.

(Note: A Total Hours percentage comparison will not be included in the Grand Totals section unless you are comparing figures to recommended hours.)

"Compare to Recommended Hours" Check Box Selected

Total When the "Compare to Recommended Hours" check box is selected, the percentage for the timekeeper's worked hours in the **Total** column is compared to the hours specified in the **Recommended Hours per Month** field by using the following formula: timekeeper's Total Hours in the Total column divided by (the number of months on the report multiplied by the Recommended Hours).

YTD Total The percentage for the timekeeper's worked hours in the **YTD Total** column is compared to the hours specified in the **Recommended Hours per Month** field by using the following formula: timekeeper's Total Hours in the YTD Total column divided by (the number of months in the YTD multiplied by the Recommended Hours).

Total in Grand Totals If more than one timekeeper is used in the report, percentages in the Grand Totals Worked section are calculated using the following. The percentage for the grand total worked hours in the **Total** column is compared to the hours specified in the **Recommended Hours per Month** field by using the following formula: Total Hours in the Total Column divided by (the number of timekeepers on the report multiplied by the number of months on the report multiplied by the Recommended Hours).

YTD Total in Grand Totals The percentage for the Grand Total worked hours in the **YTD Total** column is compared to the hours specified in the **Recommended Hours per Month** field by using the following formula: Total Hours in the YTD Total column divided by (the number of timekeepers on the report multiplied by the number of months in the YTD multiplied by the Recommended Hours).

Total Amount Worked Value + Non-billable Amount.

% Percentage comparison to Grand Total Amount.

WIP Hours to Bill Accumulative billable work-in-process hours to bill through the ending reporting month selected (including credits and excluding non-billable hours).

WIP Amount Accumulative billable work-in-process amounts through the ending reporting month selected (includes credits, write-ups and write-downs, and excluding non-billable hours).

Average Age Average age of billable work-in-process fees based on the age of each transaction times the amount of each transaction divided by the total work-in-process (weighted average). *[Tip: If this number is negative or seems excessively large, you can run a Transaction File List for fee work-in-process transactions using mm/dd/yyyy for the beginning and ending date and subtotal by transaction date in order to identify which transaction(s) is skewing this calculated figure.]*

Note: Credits applied to previous balances can affect the billed values; for more information, see Knowledge Base Article **R11760**, "Best Practices When Applying Credits."

Category Productivity Report

Date: 08/26/2024 **Tabs3 Category Productivity Report** Page: 1
Jensen, Martin & Anderson, P.C.

	Jun 2024	Jul 2024	Total	YTD Total
1 Business Consulting				
Billed				
Hours Worked	3.50	6.65	10.15	10.15
Billed Hours	3.65	6.94	10.59	10.59
Worked Value	605.00	1,405.25	2,010.25	2,010.25
Billed Amount	581.99	1,201.79	1,783.78	1,783.78
Billed Rate	159.45	173.17	168.44	168.44
5 Other Consulting				
Billed				
Hours Worked	40.85	35.25	76.10	76.10
Billed Hours	42.85	35.25	78.10	78.10
Worked Value	9,393.75	8,043.75	17,437.50	17,437.50
Billed Amount	9,893.75	7,893.75	17,787.50	17,787.50
Billed Rate	230.89	223.94	227.75	227.75
15 Business Tax				
Billed				
Hours Worked	1.00	6.50	7.50	7.50
Billed Hours	1.00	6.50	7.50	7.50
Worked Value	250.00	1,625.00	1,875.00	1,875.00
Billed Amount	250.00	1,625.00	1,875.00	1,875.00
Billed Rate	250.00	250.00	250.00	250.00
20 Real Estate				
Billed				
Hours Worked	8.25	0.00	8.25	8.25
Billed Hours	8.25	0.00	8.25	8.25
Worked Value	1,590.00	0.00	1,590.00	1,590.00
Billed Amount	1,590.00	0.00	1,590.00	1,590.00
Billed Rate	192.73	0.00	192.73	192.73

GRAND TOTALS

	Jun 2024	Jul 2024	Total	YTD Total
Hours Worked	53.60	48.40	102.00	102.00
Billed Hours	55.75	48.69	104.44	104.44
Worked Value	11,838.75	11,074.00	22,912.75	22,912.75
Billed Amount	12,315.74	10,720.54	23,036.28	23,036.28
Billed Rate	220.91	220.18	220.57	220.57

Date: 08/26/2024 **Tabs3 Category Productivity Report** Page: 1
Jensen, Martin & Anderson, P.C.

	Jun 2024	Jul 2024	Total	YTD Total
1 Business Consulting				
Billed				
Hours Worked	3.50	6.65	10.15	10.15
(HW / Grand Total HW)	100.0%	100.0%	100.0%	100.0%
Billed Hours	3.65	6.94	10.59	10.59
(BH / Grand Total BH)	100.0%	100.0%	100.0%	100.0%
Write-Up Hours	0.15	0.29	0.44	0.44
(WUH / Hours Worked)	4.3%	4.4%	4.3%	4.3%
Write-Down Hours	0.00	0.00	0.00	0.00
(WDH / Hours Worked)	0.0%	0.0%	0.0%	0.0%
Worked Value	605.00	1,405.25	2,010.25	2,010.25
(WV / Grand Total WV)	100.0%	100.0%	100.0%	100.0%
Write-Up Hours Value	26.70	61.85	88.55	88.55
(WUHV / Worked Value)	4.4%	4.4%	4.4%	4.4%
Write-Down Hours Value	0.00	0.00	0.00	0.00
(WDHV / Worked Value)	0.0%	0.0%	0.0%	0.0%
Billed Amount	581.99	1,201.79	1,783.78	1,783.78
(BA / Grand Total BA)	100.0%	100.0%	100.0%	100.0%
Write-Up Amount	0.00	0.00	0.00	0.00
(WUA / Worked Value)	0.0%	0.0%	0.0%	0.0%
Write-Down Amount	49.71	115.31	165.02	165.02
(WDA / Worked Value)	8.2%	8.2%	8.2%	8.2%
Courtesy Discount	0.00	150.00	150.00	150.00
(CD / Worked Value)	0.0%	10.7%	7.5%	7.5%
Total Write-Up	26.70	61.85	88.55	88.55
(TWU / Worked Value)	4.0%	4.0%	4.0%	4.0%
Total Write-Down	49.71	265.31	315.02	315.02
(TWD / Worked Value)	8.0%	19.0%	16.0%	16.0%
Worked Rate	166.28	180.72	175.74	175.74
Billed Rate	159.45	173.17	168.44	168.44
Write Offs	0.00	0.00	0.00	0.00
Effective Rate	159.45	173.17	168.44	168.44
Worked				
Billable Hours Worked	3.50	6.65	10.15	45.15
(BHW / Total Hours)	100.0%	100.0%	100.0%	97.8%
Non-billable Hours Worked	0.00	0.00	0.00	1.00
(NHW / Total Hours)	0.0%	0.0%	0.0%	2.2%
Hours to Bill	3.65	6.94	10.59	45.75
(HB / Total Hours)	104.3%	104.4%	104.3%	99.1%
Worked Value	605.00	1,405.25	2,010.25	10,004.00
(WV / Total Amount)	94.2%	96.2%	95.6%	96.8%
Non-billable Amount	37.50	55.00	92.50	327.50
(NA / Total Amount)	5.8%	3.8%	4.4%	3.2%
Amount to Bill	581.99	1,201.79	1,783.78	9,817.53
(AB / Total Amount)	90.6%	82.3%	84.8%	95.0%
Total Hours	3.50	6.65	10.15	46.15
(TH / Grand Total Hours)	100.0%	100.0%	100.0%	100.0%
Total Amount	642.50	1,460.25	2,102.75	10,331.50
(TA / Grand Total Amount)	100.0%	100.0%	100.0%	100.0%

Menu ***Reports | Productivity | Category Productivity Report***

The reports shown above are Category Productivity Reports. This report can be run for billed information, worked information or both for a range of categories. The report can be run for any number of consecutive months during the current year. The figures in the Total column are totals of all months on the report. The figures in the YTD Total column are year-to-date totals.

For example, assume your current reporting month is October and your fiscal year runs from January through December. If you were to run the report for August through October, the Total figures would include August through October amounts and the YTD Total figures would include January through October amounts. You have the option to print one category per page and to print zero activity categories, as well as to print in portrait or landscape orientation. Various figures from this report can optionally be generated in a graphical format *(page 155)*.

Billed Portion Definitions

The Billed section of the report includes hours and amounts based on the statement date of the updated statement. When the **Billed Information** check box is selected on the **Options** tab, the following items can be included or excluded from the report via the **Format** tab.

Hours Worked Total hours worked for transactions billed during the month.

% Percentage comparison to the Grand Total Hours Worked in the same column on the report.

Billed Hours Total billable hours billed during the month based on Statement Date. *(Note: The Billed Hours includes the Write-Up Hours and Write-Down Hours.)*

% Percentage comparison to the Grand Total Billed Hours in the same column on the report.

Write-Up Hours Total write-up for hours billed during the month. This figure is calculated based on the total Hours to Bill for transactions billed for the month minus the total Hours Worked for the same transactions.

% Percentage comparison to the Grand Total Write-Up Hours in the same column on the report.

Write-Down Hours	Total write-down for hours billed during the month. This figure is calculated based on the total Worked Hours for transactions billed for the month minus the total Hours to Bill for the same transactions.
%	Percentage comparison to the Grand Total Write-Down Hours in the same column on the report.
Worked Value	A calculated amount for all transactions billed during the month based on Hours Worked multiplied by Rate.
%	Percentage comparison to the Grand Total Worked Value in the same column on the report.
Write-Up Hours Value	A calculated amount for all transactions billed during the month based on (Billed Hours - Hours Worked) multiplied by rate.
%	Write-Up Hours Value divided by Worked Value.
Write-Down Hours Value	A calculated amount for all transactions billed during the month based on (Hours Worked - Billed Hours) multiplied by rate.
%	Write-Down Hours Value divided by Worked Value.
Billed Amount	Total billable fees billed during that month. *(Note: The Billed Amount includes the Write-Up Amount and Write-Down Amount but does not include the Write Offs)*.
%	Percentage comparison to the Grand Total Billed Amt in the same column on the report.
Write-Up Amount	Total write-up for fees billed during the month.
%	Write-up percentage [Write-Up divided by (Billed Amt - Write-Up + Write-Down)].
Write-Down Amount	Total write-downs for fees billed during the month.
%	Write-down percentage [Write-Down divided by (Billed Amt - Write-Up + Write-Down)].
Courtesy Discount	Dollar value of any billed and updated courtesy discounts.
%	Courtesy Discount divided by Worked Value.
Total Write-Up	Write-Up Hours Value plus Write-Up Amount.
%	Total Write-Up divided by Worked Value.
Total Write-Down	Write-Down Hours Value plus Write-Down plus Courtesy Discount.
%	Total Write-Down divided by Worked Value.
Worked Rate	Hourly worked rate (Billed Amount divided by Hours Worked).
Billed Rate	Hourly billing rate (Billed Amt divided by Hours).
Write Offs	Write offs for that month by category. Write off figures are accumulated based on the write off date. A report of write offs for a specified range of write off dates can be generated using the Client Ledger Report for Write Offs Only.
Effective Rate	Effective hourly billing rate [(Billed Amt minus Write Offs) divided by Billed Hours].

Note: Credits applied to previous balances can affect the billed values; for more information, see Knowledge Base Article **R11760**, “Best Practices When Applying Credits.”

Worked Portion Definitions

Information in the Worked section is based on transaction dates in the current reporting period. There is no distinction made as to whether or not the billable worked hours and amounts have been billed. Fee transactions entered with a previous month’s date will be included in the month of the fee transaction’s date. When the **Worked Information** check box is selected on the **Options** tab, the following items can be included or excluded from the report via the **Format** tab.

Billable Hours Worked	Total billable hours worked during the month including hours on hold.

%	Percentage comparison to category's Total Billable and Non-billable Hours (Billable Hours Worked divided by Total Hours).
Non-billable Hours Worked	Total non-billable hours worked during the month including hours on hold.
%	Percentage comparison to category's Total Billable and Non-billable Hours (Non-billable Hours Worked divided by Total Hours).
Hours to Bill	Total billable hours to bill during the month including hours on hold.
%	Percentage comparison to category's Total Hours (Hours to Bill divided by Total Hours).
Worked Value	A calculated amount for all transactions during the month based on Billable Hours Worked multiplied by rate of transactions. Transactions on hold are included. Does not include write-up or write-down.
%	Percentage comparison to category's Total Amount (Worked Value divided by Total Amount).
Non-billable Amount	Total non-billable fee amount for transactions entered during the month. Transactions on hold are included.
%	Percentage comparison to category's Total Amount (Non-billable Amount divided by Total Amount).
Amount to Bill	Total billable fee amount for transactions entered during the month. Includes write-up and write-down.
%	Percentage comparison to category's Total Amount (Amount to Bill divided by Total Amount).
Total Hours	Billable Hours Worked + Non-billable Hours Worked.
%	Percentage comparison to Grand Total Hours.
Total Amount	Worked Value + Non-billable Amount.
%	Percentage comparison to Grand Total Amount.
WIP Hours to Bill	Accumulative billable work-in-process hours to bill through the ending reporting month selected (including credits and excluding non-billable hours).
WIP Amount	Accumulative billable work-in-process amounts through the ending reporting month selected (includes credits, write-ups and write-downs, and excluding non-billable hours).
Average Age	Average age of billable work-in-process fees based on the age of each transaction times the amount of each transaction divided by the total work-in-process (weighted average). *[Tip: If this number is negative or seems excessively large, you can run a Transaction File List for fee work-in-process transactions using mm/dd/yyyy for the beginning and ending date and subtotal by transaction date in order to identify which transaction(s) is skewing this calculated figure.]*

Timekeeper Profitability Report

Date: 08/26/2024 **Tabs3 Timekeeper Profitability Report** Page: 1

Jensen, Martin & Anderson, P.C.

	Jun 2024	Jul 2024	Aug 2024	Total
1 Michael L. Jensen				
Billed Fees	15000	17633	16907	43285
Overhead	10000	10000	10000	30000
Fee % of Overhead	150%	176%	169%	144%
Net Profit	5000	7633	6907	13285
2 Paula Ann Martin				
Billed Fees	12938	15271	12725	41037
Overhead	10000	10000	10000	30000
Fee % of Overhead	129%	153%	127%	137%
Net Profit	2938	5271	2725	11037
3 Ronald P. Anderson				
Billed Fees	13000	17310	10456	40766
Overhead	10000	10000	10000	30000
Fee % of Overhead	130%	173%	105%	136%
Net Profit	3000	7310	456	10766

GRAND TOTALS

Billed Fees	40938	50214	40088	125088
Overhead	30000	30000	30000	90000
Fee % of Overhead	137%	167%	134%	139%
Net Profit	10938	20214	10088	35088

Menu ***Reports | Management | Timekeeper Profitability Report***

The report shown above is a Timekeeper Profitability Report. This report shows billed amounts and overhead amounts for each timekeeper for any range of months in the current fiscal year. Net profits are calculated as well as a percentage of overhead. Before using this report, monthly overhead figures must be provided by the user and entered via the Profitability button in the Timekeeper Information window. Only managers can print a Timekeeper Profitability Report. This report can optionally be generated in a graphical format *(page 155)*.

This report can be run for a range of timekeepers and a range of months in the current reporting year. You can optionally include timekeepers with no billed fees and start each timekeeper on a new page.

Note: The Timekeeper Profitability Report displays dollar amounts without cents. As a result, some amounts may be rounded, and minor differences may exist between the amounts on this report and other reports that include cents.

Definitions for Timekeeper Profitability Report

Date (heading) Used for reference only.

(Timekeeper) Timekeeper number and name.

Billed Fees Amounts Billed by this timekeeper in the specified reporting month. This amount is based on the statement date of the updated statement *(similar to the Billed Amount on the Timekeeper Productivity Report)*.

Overhead Overhead amount for the month. Overhead amounts are entered in the Timekeeper Profitability Amounts window which is accessed via the **Profitability** button in the Timekeeper Information window.

% of Billed Fees This figure is calculated by dividing the Billed Fees amount by the Overhead amount.

Net Profit This figure is calculated by subtracting the Overhead amount from the Billed Fees amount.

Totals Total amounts for the months included on the report.

Timekeeper Status Report

Date: 08/26/2024 **Tabs3 Detail Timekeeper Status Report** Page: 1

Jensen, Martin & Anderson, P.C.

Primary Timekeeper	WIP Hours	WIP Amount	Accounts Receivable 0-30	31-60	61-90	91-120	121-180	181+	Balance	Total WIP + A/R
1 Michael L. Jensen										
Fees:	44.55	10,997.25	0.00	5,770.85	2,276.66	0.00	0.00	0.00	8,047.51	19,044.76
Expenses:		12.00	0.00	86.69	0.00	0.00	0.00	0.00	86.69	98.69
Advances:		0.00	0.00	200.00	0.00	0.00	0.00	0.00	200.00	200.00
Fin. Chrg:			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:		11,009.25	0.00	6,057.54	2,276.66	0.00	0.00	0.00	8,334.20	19,343.45
2 Paula Ann Martin										
Fees:	39.70	8,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,800.00
Expenses:		115.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	115.43
Advances:		211.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	211.50
Fin. Chrg:			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:		9,126.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,126.93
				Unapplied Payments:		694.25		Balance Due:	-694.25	
3 Ronald P. Anderson										
Fees:	14.00	2,838.00	20,818.90	1,584.50	91.00	0.00	0.00	0.00	22,494.40	25,332.40
Expenses:		4.28	1.31	215.25	0.00	0.00	0.00	0.00	216.56	220.84
Advances:		0.00	78.38	150.00	40.00	75.00	0.00	0.00	343.38	343.38
Fin. Chrg:			8.41	22.26	0.00	0.00	0.00	0.00	30.67	30.67
Total:		2,842.28	20,907.00	1,972.01	131.00	75.00	0.00	0.00	23,085.01	25,927.29
5 Kendra I. Michaels										
Fees:	13.00	2,200.00	0.00	840.00	0.00	0.00	0.00	0.00	840.00	3,040.00
Expenses:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Advances:		0.00	0.00	150.00	0.00	0.00	0.00	0.00	150.00	150.00
Fin. Chrg:			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:		2,200.00	0.00	990.00	0.00	0.00	0.00	0.00	990.00	3,190.00
GRAND TOTALS										
Fees:	111.25	24,835.25	20,818.90	8,195.35	2,367.66	0.00	0.00	0.00	31,381.91	56,217.16
Expenses:		131.71	1.31	301.94	0.00	0.00	0.00	0.00	303.25	434.96
Advances:		211.50	78.38	500.00	40.00	75.00	0.00	0.00	693.38	904.88
Fin. Chrg:			8.41	22.26	0.00	0.00	0.00	0.00	30.67	30.67
Total:		25,178.46	20,907.00	9,019.55	2,407.66	75.00	0.00	0.00	32,409.21	57,587.67
				Unapplied Payments:		694.25		Balance Due:	31,714.96	

Menu ***Reports* | *Management* | *Timekeeper Status Report***

The Timekeeper Status Report is a report that can be printed by primary, secondary or originating reporting timekeeper and combines work-in-process with accounts receivable information. Progress billing information is also shown on this report. The data for the accounts receivable figures is retrieved from the client ledger file. The work-in-process information is retrieved from the fee and cost transaction files. The report includes all processed payments regardless of report date and unprocessed payments (excluding payments on hold) through the **WIP Pymt Cut-Off Date** specified. Timekeepers with zero amounts will not be included in the report. You can run this report in a detail or summary format. The detail report breaks down the amounts by fees, expenses, advances, finance charge, and totals, whereas the summary report prints totals only for each timekeeper.

Definitions for Timekeeper Status Report

Date Used as a basis for calculating the aging of accounts receivable. The WIP Pymt Cut-Off Date specified is used as a cut-off date for work-in-process payments. All processed payments and work-in-process fees and costs are included regardless of the WIP Pymt Cut-Off Date and Report Date specified.

Accounts Receivable 0-30, 31-60, 61-90, 91-120, 121-180, 181+ The aging of amounts is determined each time the report is run. The number of days between the Report Date and the statement date determines the aging period of each past due amount. All billed and updated statement amounts are included in the report regardless of the report date. Work-In-Process payments through the **WIP Pymt Cut-Off Date** (excluding payments on hold) are applied to past due amounts. The aging periods are assigned on the **Options** tab in Tabs3 Billing Customization.

WIP column Hours (Hours to Bill) Amount Credit transactions and transactions on hold are included. Non-billable transactions are not included. Type 6 “progress fee” transactions are not included in WIP Fees. Amounts for work-in-

	process Fees, Expenses, Advances, Finance Charge, and WIP Totals are accumulated by primary, secondary or originating reporting timekeeper—not working timekeeper. All work-in-process fees and costs are included regardless of the WIP Pymt Cut-Off Date and Report Date specified.
Unapplied Payments	This figure includes unprocessed regular payments (Type "1") through the report date and all processed regular payments that exceed the Balance Due. Unapplied payments are also included in the client Balance Due figure. Excess fee payments (Type 2) are shown as a credit amount in the 0-30 bracket of the Fees column. Excess cost payments (Type 3) are shown as a credit amount in the 0-30 bracket of the Expenses or Advances column.
Balance Due	Client's Total Balance minus Unapplied Payments.
Progress WIP[1]	Total amount of Type 6 "progress fees" in work-in-process.
Progress Billed[1]	Total amount of Type 6 progress fees billed since the last time the client was "reconciled" *(from the Progress Billed field on the* ***A/R & Fund Balances*** *tab in the Client file)*. Progress WIP Tax is not included.
Progress Paid[1]	Progress Billed minus Fees Due *(from the* ***A/R & Fund Balances*** *tab in the Client file)*.

Note: Credits applied to previous balances can affect the billed values; for more information, see Knowledge Base Article **R11760**, "Best Practices When Applying Credits."

[1] Not shown on the sample report.

Client Budget Report

Date: 08/26/2024

Tabs3 Client Budget Report
Jensen, Martin & Anderson, P.C.

Page: 1

Primary Timekeeper: 3 Ronald P. Anderson

	Hours	Budget	Fees	Expenses	Advances	Total	Budget
415.00 M MegaConstruction Corporation							
Corporate Merger - Megabuilders and BuilderCorp							
Billed	1,840.45		746,422.50	642.00	0.00	747,064.50	
% of Budget			83%	0%	0%	83%	
WIP	52.45		20,472.50	1.25	75.00	20,548.75	
% of Budget			2%	0%	0%	2%	
Total	1,892.90	0.00	766,895.00	643.25	75.00	767,613.25	900,000.00
% of Budget			85%	0%	0%	85%	

Menu ***Reports | Management | Client Budget Report***

The report above is a Client Budget Report. This report shows the hours and amount budgeted for a client as well as the percentage of those budget amounts that have been billed and the percentage that are in work-in-process. The total percentage is also shown. The **Options** tab includes parameters that enable you to include a date range for statements.

Definitions for Client Budget Report

(client)	Client ID, name and work description. The letter after the Client ID represents the billing frequency. An asterisk (*) preceding the work description indicates the work description will not print on the client's statement.[1]
(Timekeeper)[1]	Primary timekeeper number and initials will print to the left of the work description if the report is not printed in timekeeper order.
Billed Hours	Total hours billed within the date range specified.

% Percentage comparison to Total Budget Hours.

Billed Fees Total fees billed within the date range specified.

% Percentage comparison to Total Budget Amount.

Billed Expenses Total expenses billed within the date range specified.

% Percentage comparison to Total Budget Amount.

Billed Advances Total advances billed within the date range specified.

% Percentage comparison to Total Budget Amount.

Billed Total Total fees and costs billed within the date range specified.

% Percentage comparison to Total Budget Amount.

WIP Hours Total unbilled hours within the date range specified.

% Percentage comparison to Total Budget Hours.

WIP Fees Total unbilled fees within the date range specified. Type 6 transactions are not included.

% Percentage comparison to Total Budget Amount.

WIP Expenses Total unbilled expenses within the date range specified.

% Percentage comparison to Total Budget Amount.

WIP Advances Total unbilled advances within the date range specified.

% Percentage comparison to Total Budget Amount.

Total Total unbilled fees and costs within the date range specified.

% Percentage comparison to Total Budget Amount.

Total Total of hours, fees and costs (billed and unbilled) within the date range specified.

Budget (Hours) Budget hours from the **Budget** tab in the Client file.

Budget (fees & costs) Budget amount on the **Budget** tab in the Client file.

[1] Not shown on the sample report.

Task Code Budget Report

Date: 08/26/2024 **Tabs3 Task Code Budget Report** Page: 1

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Phase/Task		ACTIVITY Billed	WIP	Total		Budget	EXPENSE Billed	WIP	Total		Budget
550.00 M Federated Casualty, Ltd. Andrew C. Gilbert v. Federated Casualty											Timekeeper: 1 MLJ
L100	Case Assessment, Development and Administration	575	281	856	214%	400	60	24	84	84%	100
L200	Pre-Trial Pleadings and Motions	250	0	250	25%	1000	7	0	7	6%	125
L300	Discovery	0	0	0	0%	1000	0	0	0	0%	125
L400	Trial Preparation and Trial	0	0	0	0%	2000	0	0	0	0%	250
L500	Appeal	0	0	0	0%	750	0	0	0	0%	100
	Total	825	281	1106	21%	5150	67	24	91	13%	700

Date: 08/26/2024 **Tabs3 Task Code Budget Report** Page: 1
Jensen, Martin & Anderson, P.C.

Phase/Task		ACTIVITY Billed	WIP	Total		Budget	EXPENSE Billed	WIP	Total		Budget
	200.01 M Peterson Insurance Co. General Legal Counsel										Timekeeper: 1 MLJ
L110	Fact Investigation/Development	0	125	125	42%	300	0	0	0	0%	100
L120	Analysis/Strategy	8504	0	8504	113%	7500	0	0	0	0%	0
L130	Experts/Consultants	0	0	0	0%	400	0	0	0	0%	0
	Subtotal for L100	8504	125	8629	105%	8200	0	0	0	0%	100
	Total	8504	125	8629	105%	8200	0	0	0	0%	100
	200.02 M Peterson Insurance Co. Maintenance of Insurance Policies										Timekeeper: 3 RPA
L100	Case Assessment, Development and Adm	3137	0	3137	63%	5000	485	0	485	24%	2000
	Total	3137	0	3137	63%	5000	485	0	485	24%	2000

Menu ***Reports | Transactions | Task Code Budget Report***

The Task Code Budget Report is available for task based billing clients only. It shows budgeted activity and expense amounts for each task in each phase. Task code budget figures are assigned on the **Budget** tab of the Client file. The report makes a percentage comparison of the billed amount and WIP amount to the budgeted amount. The **Options** tab allows you to specify a date range for transactions.

Definitions for Task Code Budget Report

(client) Client ID, name and work description. The letter after the Client ID represents the billing frequency. An asterisk (*) preceding the work description indicates the work description will not print on the client's statement.[1]

Timekeeper Primary timekeeper number and initials will print to the right of the work description if the report is not printed in timekeeper order.

Phase/Task Shows the phases or tasks that have been assigned budget amounts on the **Budget** tab of the Client file. Budgets can be entered for a phase or the tasks within a phase, but not both.

Billed Amount billed for the phase or task. This information comes from the transactions in the archive files within the date range specified.

WIP Amount in work-in-process for the phase or task.

Total The dollar amount is calculated by adding the Billed amount and the WIP amount. The percentage is calculated by dividing the Total amount by the Budget amount.

Budget Budget amount for the phase or task that was entered on the **Budget** tab of the Client file.

[1] Not shown on the sample report.

Productivity Report by Category for Each Timekeeper

Date: 08/26/2024 | **Tabs3 Productivity Report** | Page: 1

By Category For Each Timekeeper

Jensen, Martin & Anderson, P.C.

Timekeeper	**Billed YTD Hours**		**Billed YTD Amount**		**Rate**
1 Michael L. Jensen					
1 Administrative	3.50	1%	875.00	1%	250.00
5 Wills/Trusts/Estates	4.25	1%	1,062.50	1%	250.00
15 Probate	4.75	2%	565.00	0%	118.95
25 Real Estate	9.88	3%	1,888.30	1%	191.12
35 Family Law	3.00	1%	750.00	1%	250.00
40 Business Law	267.70	88%	133,550.00	95%	498.88
50 Criminal Law	3.50	1%	875.00	1%	250.00
55 Insurance Defense	2.50	1%	625.00	0%	250.00
60 General Litigation	4.00	1%	1,000.00	1%	250.00
Total for 1 Michael L. Jensen	303.08		141,190.80		465.85
2 Paula Ann Martin					
1 Administrative	1.75	1%	236.25	0%	135.00
5 Wills/Trusts/Estates	1.00	0%	225.00	0%	225.00
15 Probate	1.25	0%	312.50	0%	250.00
25 Real Estate	9.50	3%	2,791.42	2%	293.83
40 Business Law	263.50	94%	118,575.00	96%	450.00
50 Criminal Law	3.30	1%	742.50	1%	225.00
55 Insurance Defense	1.00	0%	225.00	0%	225.00
Total for 2 Paula Ann Martin	281.30		123,107.67		437.64
3 Ronald P. Anderson					
1 Administrative	3.00	2%	375.00	1%	125.00
5 Wills/Trusts/Estates	1.25	1%	200.00	0%	160.00
15 Probate	4.25	3%	807.50	1%	190.00
25 Real Estate	1.25	1%	279.14	0%	223.31
40 Business Law	143.00	90%	64,350.00	96%	450.00
50 Criminal Law	5.25	3%	840.00	1%	160.00
55 Insurance Defense	1.75	1%	218.75	0%	125.00
Total for 3 Ronald P. Anderson	159.75		67,070.39		419.85
4 Robert O. Burns					
40 Business Law	130.45	100%	97,837.50	100%	750.00
Total for 4 Robert O. Burns	130.45		97,837.50		750.00
Grand Total	874.58		429,206.36		490.76

Menu ***Reports | Productivity | Productivity by Category for each Timekeeper***

The report shown above is a Productivity Report By Category For Each Timekeeper. This report shows year-to-date billed hours, amounts and effective billing rates by category for each timekeeper as well as a grand total figure. When selecting options for this report, you are able to specify a range of working timekeepers and categories to include. This report can optionally be generated in a graphical format *(page 155)*.

Definitions for Productivity Report by Category for Each Timekeeper

Timekeeper Working timekeeper's number and name.

(category) Category number and description.

Hours	Hours billed year-to-date (taken from the Hours to Bill field).
%	Percentage comparison to the total hours for the timekeeper.
Amount	Fees billed year-to-date. The Amount does not include write offs but does include credits.
%	Percentage comparison to the total amount for the timekeeper.
Rate	Effective billing rate (Amount divided by Hours).

Productivity Report by Tcode for Each Timekeeper

Date: 08/26/2024 | **Tabs3 Productivity Report** | Page: 1

By Tcode For Each Timekeeper

Jensen, Martin & Anderson, P.C.

Timekeeper	Billed YTD Hours		Billed YTD Amount		Rate
1 Michael L. Jensen					
1	265.63	88%	131,620.29	93%	495.50
2 Outside conference with	5.00	2%	2,500.00	2%	500.00
3 Telephone conference with	0.50	0%	87.50	0%	175.00
5 Letter to	3.25	1%	575.69	0%	177.14
7 Plan and prepare for	3.70	1%	925.00	1%	250.00
8 Draft and revise	3.00	1%	896.44	1%	298.81
9 Review and analyze	8.00	3%	1,402.60	1%	175.33
10 Legal research	5.00	2%	933.28	1%	186.66
14 Communicate with	6.50	2%	1,625.00	1%	250.00
18 (miscellaneous fee)	2.50	1%	625.00	0%	250.00
Total for 1 Michael L. Jensen	303.08		141,190.80		465.85
2 Paula Ann Martin					
1	261.80	93%	117,067.50	95%	447.16
2 Outside conference with	5.00	2%	2,250.00	2%	450.00
3 Telephone conference with	1.00	0%	225.00	0%	225.00
6 Receipt of	0.25	0%	62.50	0%	250.00
7 Plan and prepare for	1.00	0%	250.00	0%	250.00
8 Draft and revise	3.00	1%	881.50	1%	293.83
13 Attended	6.50	2%	1,909.92	2%	293.83
14 Communicate with	2.75	1%	461.25	0%	167.73
Total for 2 Paula Ann Martin	281.30		123,107.67		437.64
3 Ronald P. Anderson					
1	141.25	88%	61,000.00	91%	431.86
2 Outside conference with	5.00	3%	2,250.00	3%	450.00
5 Letter to	0.50	0%	103.33	0%	206.66
8 Draft and revise	2.00	1%	348.31	1%	174.16
9 Review and analyze	1.00	1%	125.00	0%	125.00
10 Legal research	7.25	5%	2,900.00	4%	400.00
14 Communicate with	2.75	2%	343.75	1%	125.00
Total for 3 Ronald P. Anderson	159.75		67,070.39		419.85
4 Robert O. Burns					
1	125.45	96%	94,087.50	96%	750.00
2 Outside conference with	5.00	4%	3,750.00	4%	750.00
Total for 4 Robert O. Burns	130.45		97,837.50		750.00
Grand Total	874.58		429,206.36		490.76

Menu ***Reports | Productivity | Productivity by Tcode for each Timekeeper***

The Productivity Report By Tcode For Each Timekeeper shows year-to-date billed hours, amounts and effective billing rates by transaction code for each timekeeper as well as a grand total figure. When selecting options for this report, you are able to specify a range of working timekeepers and transaction codes to include.

Definitions for Productivity Report by Tcode for Each Timekeeper

Timekeeper Working timekeeper's number and name.

(transaction code) Transaction code number and description.

Hours Hours billed year-to-date (taken from the Hours to Bill field).

% Percentage comparison to the total hours for the timekeeper.

Amount Fees billed year-to-date. The Amount does not include write offs but does include credits.

% Percentage comparison to the total amount for the timekeeper.

Rate Effective billing rate (Amount divided by Hours).

Conflict of Interest Report

Date: 08/26/2024

Tabs3 Conflict of Interest Report

Jensen, Martin & Anderson, P.C.

Page: 1

Client	Name	Description	File	Field
Phonetic Search Text: "SMITH"				
200.03	Jefferson Insurance Co.	Acquisition of Mid-State Insurance	Archive	Fee Arch Ref #: 07/14/2024
Office conference with Peter Smith, insurance salesman for company.				
600.00	Ace Manufacturing Company	General Legal Counsel	Archive	Fee Arch Ref #: 06/07/2024
Letter to Mr. Smith.				
600.00	Ace Manufacturing Company	General Legal Counsel	Archive	Fee Arch Ref #: 06/16/2024
Outside conference with Mr. Smith concerning personnel matters at Ace Manufacturing Co.				
600.00	Ace Manufacturing Company	General Legal Counsel	Archive	Fee Arch Ref #: 06/01/2024
Outside conference with Mr. Smith.				
600.00	Ace Manufacturing Company	General Legal Counsel	Archive	Fee Arch Ref #: 06/02/2024
Telephone conference with Mr. Smith, President of Ace Manufacturing Co.				
800.00	ABC Insurance Company	Death Benefits	Client	Misc. Desc. 1
Insured: Harvey Smith				
800.00	ABC Insurance Company	Death Benefits	Archive	Fee Arch Ref #: 06/02/2024
Letter to Mrs. Smith.				
800.00	ABC Insurance Company	Death Benefits	Archive	Fee Arch Ref #: 06/14/2024
Attended meeting with Mrs. Smith and family.				
800.00	ABC Insurance Company	Death Benefits	Archive	Fee Arch Ref #: 06/01/2024
Attended meeting with Mrs. Smith and ABC Insurance Co.				
800.00	ABC Insurance Company	Death Benefits	Archive	Fee Arch Ref #: 06/23/2024
Office conference with Mrs. Smith.				
800.00	ABC Insurance Company	Death Benefits	Archive	Fee Arch Ref #: 06/09/2024
Review and revise letter to Mrs. Smith.				
800.00	ABC Insurance Company	Death Benefits	Archive	Fee Arch Ref #: 06/09/2024
Draft and prepare letter to Mrs. Smith regarding insurance benefits.				
900.00	Sherman/Natalie K.	Divorce	Archive	Fee Arch Ref #: 07/07/2024
Letter to Smith London & O'Neill requesting financial net worth of spouse.				

Total finds for SMITH: 13

Menu ***Reports | Conflict of Interest Search***

The report shown above is a Conflict of Interest Report. This report is generated after a Conflict of Interest Check is performed in Tabs3 Billing. For each conflict found, the report shows the client name and work description as well as the file, field and text that contains the conflict. Each text item searched for can optionally be started on a new page.

Definitions for Conflict of Interest Report

Date The date the report was generated.

Search Text The text searched for. The text "Phonetic Search Text" will be printed if the **Use Phonetic Search** option was selected.

Client Client ID.

Name Client name.

Description Work description. An asterisk (*) before the work description indicates the work description will not be included on the client's statement.[1]

File File where the conflict was found. The files that can optionally be searched include the client file, the client notes file, the archive file, and the transaction files (i.e., the fee, cost, payment and client funds files).

Field The field where the conflict was found. If the conflict was found in the fee, cost, payment or client funds file, the reference number will be included. If the conflict was found in the archive file, the transaction date will be included. If the user running the report is assigned to certain timekeepers, transactions for unassigned timekeepers will display "Insufficient Timekeeper Rights" in this column.

(text) Text containing the conflict. This information is shown on the line beneath the Client ID and name. The specific search value will be shaded and underlined on the report.

The text "***Transaction not found***" or "***Contact not found***" will be printed if the transaction or contact no longer exists, such as if a fee or cost was final billed and updated while the report was being run, or a contact was renamed, merged, or delete. This text can also indicate that the record contains errors such as invalid characters.[1]

[1] Not shown on the sample report.

Email Statements Report

Date: 08/26/2024 **Tabs3 Email Statements Report** Page: 1
Jensen, Martin & Anderson, P.C.

Email Date	Contact	Email Address	PDF File Name	Stmt Date	User ID
101.00 Williams/John					
RE: State v. Williams					
07/31/2024	John Williams	jw2000@net.com	101.00_Stmt_7580.pdf	07/31/2024	RON
121.01 Phillips/Marcus					
RE: Real Estate Acquisition					
07/31/2024	Marcus Phillips	markp@emach.net	121.01_Stmt_7578.pdf	07/31/2024	RON
200.01 Peterson Insurance Co.					
RE: General Legal Counsel					
07/31/2024	Paul Franklin	pfranklin@petersoninsurance.com	200_Stmt_7577.pdf	07/31/2024	RON
415.00 MegaConstruction Corporation					
RE: Corporate Merger - Megabuilders and BuilderCorp					
07/31/2024	James R. Tatiki, Sr.	jt@megaconcorp.com	415.00_Stmt_7576.pdf	07/31/2024	RON
850.00 White/Kelly					
RE: Divorce					
07/31/2024	Kelly White	kelly_white_la@hushmail.com	850_Stmt_7579.pdf	07/31/2024	RON
07/31/2024	Kelly White	kelly@homeoffice.net	850.00_Stmt_7579_Dup.pdf	07/31/2024	RON

Menu ***Statements | Email | Email Statements Report***

The Email Statements Report shows all email statements that are successfully sent to clients who are set up to receive email statements. This report does not show emails that were deleted from the Email Statements window, failed to send, or were unbilled prior to updating statements.

The **Options** tab allows you to specify a range of contacts, statement dates, email dates, or user IDs. For each email that meets the selected criteria, the client, email date, recipient information, file name, statement date, and User ID of the sender are included in the report.

Definitions for Email Statements Report

Date The date the report was generated.

(client) Client ID, client name, and work description.

Email Date Date the email was sent to the Outlook Outbox or to the recipient via SMTP, based on the firm's Email Statements Method setting.

Contact Full name of the email recipient. This is usually the Bill To Name, unless the To field is edited in the Email Preview window.

Email Address Email address to which the email was sent. This address is also displayed in the client's Bill To record, unless the To field is edited in the Email Preview window.

PDF File Name	Name of the attached PDF statement. This file is stored in a Statements folder under the current working directory, in a folder holding all statements for the statement date. Use the drill-down feature to open the PDF statement in your PDF software associated with PDF files. This field will print with strike-through text if the updated statement is undone after the email is sent.[1] *(Note: The PDF file will not open if it is removed from the Statements folder.)*
Stmt Date	Statement Date of the PDF statement included with the sent email. This field will appear as strike-through text if the updated statement is undone after the email is sent.[1]
User ID	User ID of the user who sent the email.

[1] Not shown on the sample report.

Top Client Report

Date: 08/26/2024 Page: 1

Tabs3 Top Client Report
Ranked by Billed Fees
Jensen, Martin & Anderson, P.C.

From 07/01/2024 Thru 09/30/2024

Rank		Billed Fees	Fees Paid	Total Billed	Total Paid	Write Offs
1	**415M MegaConstruction Corporation**	40,547.50	109,065.00	40,636.53	145,011.69	0.00
2	**121M Phillips/Marcus**	5,000.00	1,270.40	5,252.25	5,269.93	0.00
3	**200M Peterson Insurance Co.**	3,101.25	366.00	3,500.94	1,726.00	0.00
4	**101M Williams/John**	3,057.50	1,491.65	3,147.60	1,617.65	0.00
5	**850M White/Kelly**	840.00	840.00	990.00	1,115.00	0.00

Grand Totals

	Billed Fees	Fees Paid	Total Billed	Total Paid	Write Offs
Top Clients Total	52,546.25	113,033.05	53,527.32	154,740.27	0.00

Date: 08/26/2024 Page: 1

Tabs3 Top Matter Report
Ranked by Fees Paid
Jensen, Martin & Anderson, P.C.

From 07/01/2024 Thru 09/30/2024

Rank		WIP Fees	Billed Fees	All Fees	Fees Paid	% Grand Total	Current Amount Due	Prim Tmkr
1	**121.01M Phillips/Marcus** RE: Real Estate Acquisition	2,337.50	4,254.10	6,591.60	5,102.90	66.1%	673.85	1 MLJ
2	**200.02M Peterson Insurance Co.** RE: Maintenance of Insurance Policies	1,451.00	1,584.50	3,035.50	1,451.00	18.8%	704.75	3 RPA
3	**101.00M Williams/John** RE: State v. Williams	4,482.50	0.00	4,482.50	887.50	11.5%	-694.25	2 PAM
4	**200.01M Peterson Insurance Co.** RE: General Legal Counsel	5,600.00	1,516.75	7,116.75	275.00	3.6%	2,660.35	1 MLJ
5	**100.00M Larson/Michael** RE: Larson v. Bel-Cor	2,934.75	0.00	2,934.75	0.00	0.0%	0.00	1 MLJ

Grand Totals

	WIP Fees	Billed Fees	All Fees	Fees Paid	% Grand Total	Current Amount Due
Top Matters Total	16,805.75	7,355.35	24,161.10	7,716.40	100.0%	3,344.70
Other Matters Total	4,505.47	0.00	4,505.47	0.00	0.0%	0.00
All Matters Total	21,311.22	7,355.35	28,666.57	7,716.40	100.0%	3,344.70

Date: 08/26/2024	**Tabs3 Top Matter Report** **Ranked by Total WIP** Jensen, Martin & Anderson, P.C.	Page: 1

Primary Timekeeper: 1 Michael L. Jensen
From 07/01/2024 Thru 09/30/2024

Rank		Total WIP
1	**200.01M Peterson Insurance Co.** RE: General Legal Counsel	5,612.00
2	**100.00M Larson/Michael** RE: Larson v. Bel-Cor	2,934.75
3	**121.01M Phillips/Marcus** RE: Real Estate Acquisition	2,337.50
	Total for Primary Timekeeper 1	11,109.25

Menu ***Reports | Client | Top Client Report***

The reports shown on page 146 are Top Client Reports.

- The first report on the previous page shows the Top Client Report, sorted by Client ID and ranked by Billed Fees.
- The second report on the previous page shows the Top Matter Report, sorted by Client ID and ranked by Fees Paid. This report includes Totals for other matters, includes the percent of total, and shows the grand totals for all clients.
- The report above shows the Top Matter Report, sorted by primary timekeeper and ranked by Total WIP.

The Top Client Report ranks clients or matters based on certain criteria. The criteria is selected by the user and can include work-in-process information, billed information, or receipts from clients as allocated to individual working timekeepers; primary, secondary, or originating timekeepers; or expenses, advances, taxes, and finance charge. The report can be printed by primary, secondary, originating, or working timekeeper. The **Options** tab includes options that let you print a certain number of top clients or matters, select ranking criteria, and include information based on ranked and unranked clients; define a reporting period to include; select a range of working timekeepers; and use fee compensation amounts. The **Format** tab allows you to select optional columns to include.

Definitions for Top Client Report

Date (heading) Used for reference only.

Title (heading) Displays whether the report is based on Clients or Matters (i.e., Top Client Report or Top Matter Report).

Ranked by (heading) Displays the criteria by which clients have been ranked. The **Ranked by** column is shaded, provided shading is enabled in Printer Setup.

Timekeeper The number and name of the report order timekeeper. If a report order other than Primary Timekeeper is selected, the **Prim Tmkr** column will print as the last column on the report, as shown on the second report on the previous page. This column will include the client's primary timekeeper number and initials.

Date Range The date range represents the period specified. This date range is used to select what transactions will be used to calculate the top clients for each ranking criteria, and which transactions will be used to calculate the totals for each included column. For billed transactions, the statement date is used. For work-in-process transactions, the transaction date is used. Receipts use the payment date. Write offs use the write off date.

WIP Hours to Bill Optional column. The number of hours to bill for each work-in-process fee transaction during the period.

WIP Hours Worked Optional column. The number of hours worked for each work-in-process fee transaction during the period.

WIP Fees Optional column. The total amount of fees in work-in-process during the period. Credit transactions and transactions on hold are included. Progress fee transactions (Type 6) and non-billable transactions are included.

WIP Expenses Optional column. The total amount of expenses in work-in-process during the period. Credit transactions and transactions on hold are included. Non-billable transactions are included.

WIP Advances Optional column. The total amount of advances in work-in-process during the period. Credit transactions and transactions on hold are included. Non-billable transactions are included.

Total WIP Optional column. Total amount of transactions in work-in-process during the period. Credit transactions and transactions on hold are included.

Billed Hours Optional column. The fee hours billed during the period.

Billed Hours Worked Optional column. The fee hours worked that were billed during the period.

Billed Fees Optional column. The total fee amount billed during the period.

Billed Expenses Optional column. The total expense amount billed during the period.

Billed Advances Optional column. The total advance amount billed during the period.

Finance Charges Optional column. The total finance charge amount billed during the period.

Total Billed Optional column. The total amount billed, including fees, expenses, advances, taxes and finance charges during the period.

All Hours to Bill Optional column. The total number of hours to bill for work-in-process and billed fee transactions during the period.

All Hours Worked Optional column. The total number of hours worked for work-in-process and billed fee transactions during the period.

All Fees Optional column. The total amount for work-in-process and billed fees during the period.

All Expenses Optional column. The total amount for work-in-process and billed expenses during the period.

All Advances Optional column. The total amount for work-in-process and billed advances during the period.

Total WIP + Billed Optional column. The sum of **Total WIP** and **Total Billed**.

Write Offs Optional column. Write off amounts during the period. There can be a write off amount for each working timekeeper, expense type, advance type, fee tax, expense tax, advance tax and finance charge.

Fees Paid Optional column. Total amount of payments during the period that have been applied to fees. This figure is based on the payment date and includes both work-in-process and processed payments.

Expenses Paid Optional column. Total amount of payments during the period that have been applied to expenses. This figure is based on the payment date and includes both work-in-process and processed payments.

Advances Paid Optional column. Total amount of payments during the period that have been applied to advances. This figure is based on the payment date and includes both work-in-process and processed payments.

Finance Charges Paid Optional column. Total amount of payments during the period that have been applied to finance charges. This figure is based on the payment date and includes both work-in-process and processed payments.

Unallocated Payments Optional column. Total amount of payments during the period that remain unapplied. This figure is based on the payment date and includes both work-in-process and processed payments.

Total Paid Optional column. Total amount of payments during the period. This figure is based on the payment date and includes both work-in-process and processed payments.

Current Amount Due	Optional column. The **Current Amount Due** figure shows what is currently due at the time the report is run. It is important to note that the period specified does not affect this amount. This figure includes the total amount billed (from the Client Ledger) minus all payments allocated minus any Write Off (i.e., Billed minus Paid minus Write Off).
% Total	Printed when the **Include % of Total** check box is selected. Percent calculated based on whether the **Include Totals for Other Clients/Matters** check box is selected. If selected, the percent will equal (Client or Matter Value) divided by (Total Ranked Clients + Total Other Clients or Matters). If cleared, the percent will equal (Client or Matter Value) divided by (Total Ranked Clients or Matters). If a Report Order other than None is selected, the percentages will be calculated separately for each report order.
% Grand Total	Printed when the **Include % of Total and Grand Total**s check boxes are selected. Percent calculated based on whether **Include Totals for Other Clients/Matters** is selected. If selected, the percent will equal (Client or Matter Value) divided by (Total Ranked Clients or Matters + Total Other Clients or Matters for all sort orders). If cleared, the percent will equal (Client or Matter Value) divided by (Total Ranked Clients for all sort orders). When a Report Order other than None is selected, the percentages will be calculated based on report-wide totals.
Total for Other Clients/Matters	Printed when the **Include Totals for Other Clients/Matters** check box is selected. Includes totals for clients/matters that met the client range and date period criteria, but did not qualify to be included on the Top Client Report.

Client Inactivity Report

Date: 08/26/2024 | **Tabs3 Client Inactivity Report** | Page: 1

Jensen, Martin & Anderson, P.C.

No Activity From: 07/01/2024 Thru 07/31/2024

Client	Name	Last Date	Activity	User ID	Pri
100.00	**Larson/Michael** Larson v. Bel-Cor	06/09/2024	Fee	MLJ	1 MLJ
101.00	**Williams/John** State v. Williams	06/25/2024	Statement	RON	2 PAM
102.00	**Gilbert/Andrew C.** Auto Accident	06/07/2024	Advance	PAULA	2 PAM
120.01	**Klein/Daniel P.** Klein vs. Simmons Construction	06/04/2024	Fee	RON	3 RPA
121.01	**Phillips/Marcus** Real Estate Acquisition	06/25/2024	Statement	RON	1 MLJ
200.01	**Peterson Insurance Co.** General Legal Counsel	06/25/2024	Statement	RON	1 MLJ
200.02	**Peterson Insurance Co.** Maintenance of Insurance Policies	06/25/2024	Statement	RON	3 RPA
300.00	**McBride/John** Copyright Infringement	05/11/2024	Fee	MLJ	1 MLJ
415.00	**MegaConstruction Corporation** Corporate Merger - Megabuilders and BuilderCorp	06/25/2024	Statement	RON	3 RPA
850.00	**White/Kelly** Divorce	05/26/2024	Statement	RON	5 KIM
850.01	**White/Kelly** Last Will & Testament	06/25/2024	Statement	RON	5 KIM

Number of Clients printed: 11
Number of Clients analyzed: 1058

Menu ***Reports | Client | Client Inactivity Report***

The Client Inactivity Report above can be used to easily identify clients and matters with no activity in a specified time frame. This report helps you determine which matters need followup and makes it easy to identify matters that should be marked inactive. The period of inactivity can be defined as the last number of days, weeks, months, or years.

The **Options** tab allows you to specify the period of inactivity and which records to search, including Fees, Costs, Statements, Payments, Payment Adjustments, Write Offs, and Client Funds. Work-In-Process and Archived transactions will be searched for all items selected. For each client that meets the selected criteria, the client, last activity date, activity, User ID who performed the last activity, and client's primary timekeeper are included in the report. The **Date Opened** and **Date Closed** fields in the Client file are considered activity. Therefore, if the value of the client's **Date Opened** or **Date Closed** field falls within the time frame specified, the client will not be included on the report. Each record provides drill-down capabilities.

Definitions for Client Inactivity Report

Date The date the report was generated.

Client Client ID.

Name Client name. Listed under the name is the work description of the client.

Last Date The date of last activity for the client, based on the date in the associated record.

Fees	The Transaction Date is used.
Costs	The Transaction Date is used.
Statements	The Statement Date is used.
Payments	The Transaction Date is used.
Payment Adjustments	The Adjustment Date is used.
Write Offs	The Write Off Date is used.
Client Funds	The Transaction Date is used.

Activity The type of record that contains the last activity for the client. Costs are listed as either Advances or Expenses.

User ID User ID of the user who entered the last activity for the client.

Print Client Information

Date: 08/26/2024 **Tabs3 Client Information** Page: 1

Jensen, Martin & Anderson, P.C.

200.01 Peterson Insurance Co.
General Legal Counsel

Address

Name Search:	Peterson General		
Address Line 1:	5th & Turner		
Address Line 2:			
Address Line 3:			
City:	Malcolm	State:	NE
Zip:	68633	Country:	
Location:	Omaha		
Date Opened:	07/25/2024	Date Closed:	mm/dd/yyyy
Contact Name:	Franklin/Paul		
Business:	402-435-1739x512		
Home 2:			
Home:	402-421-4677		
Mobile:	402-474-8605		
Email:	pfranklin@petersoninsurance.com		
Inactive Client:	No		
Secure Client:	No		

Setup

Billing Category: 40 Business Law
Billing Frequency: M Monthly
Primary Timekeeper: 1 MLJ Sec. Timekeeper: 3 RPA Orig. Timekeeper: 2 PAM
Method to Apply Payments: 2 - All (Oldest FinChg, Oldest Advs, Oldest Exps), All Fees

Task Based Billing Client: Yes Non-billable Client: No
Receipt Allocation by Invoice: Yes

Rates

Fee Rate Table Effective Date of New Rates: mm/dd/yyyy

Tkpr	Rate	New Rate	Tkpr	Rate	New Rate	Tkpr	Rate	New Rate
001-MLJ	250.00	0.00	002-PAM	225.00	0.00	003-RPA	225.00	0.00
005-KIM	150.00	0.00	009-JIM	150.00	0.00	010-JPP	80.00	0.00

Cost Rate Table Effective Date of New Rates: mm/dd/yyyy

Code	Billable	Rate	New Rate	Code	Billable	Rate	New Rate	Code	Billable	Rate	New Rate
E101	Yes	0.10	0.00	E109	No	0.45	0.00				

Timekeeper Level: None
Billing Rate Code: 1 - Timekeeper Rate 1

A/R & Fund Balances

	Fees	Expenses	Advances	Fin Charge
Amount Due:	2,690.91	34.44	0.00	0.00
Balance Due:	2,725.35			

Progress Billed:	0.00	Progress Billed Tax:	0.00
Last Statement Date:	07/31/2024	Unapplied Payments:	0.00
Last Payment Date:	08/04/2024	Last Payment Amount:	275.00
Last Statement #:	7594		

***** Activity Since Last Statement on 07/31/2024 *****

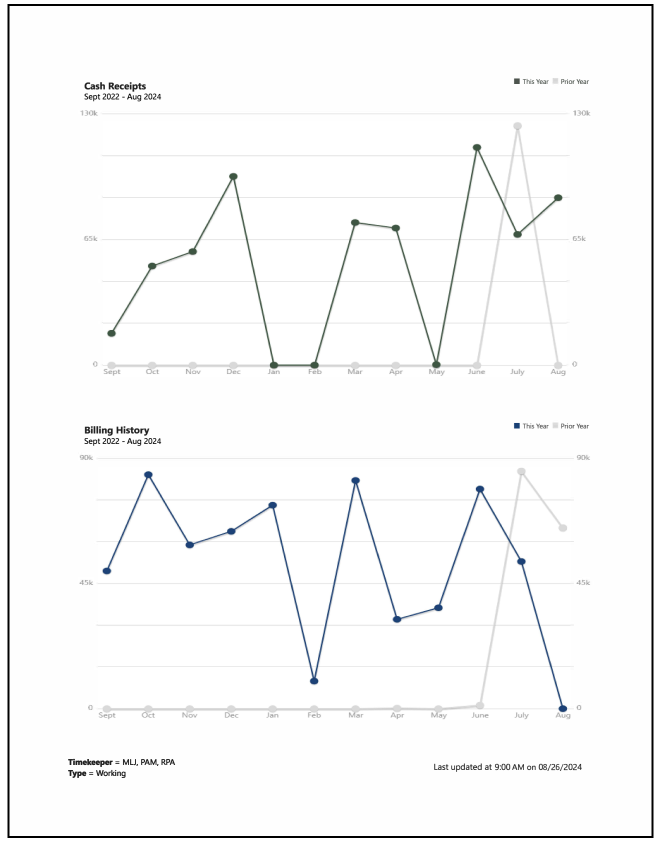
Fees:	5,325.00	Exps/Advs:	12.00	Total:	5,337.00
Prev. Balance:	2,725.35	Payments:	0.00	Bal Due:	2,725.35
Last Activity:	08/19/2024	Payment Date:		Curr Bal:	8,062.35

Menu ***File | Data Entry | Client |***

Printing the Client Information record provides a summary of all settings that has been entered for a specific matter. It consists of several sections, including the address, setup options, rates, accounts receivable, client funds, custom fields, billing options and preferences, statement options, and budget information.

The fields on this report are identical to the fields available in the Client File.

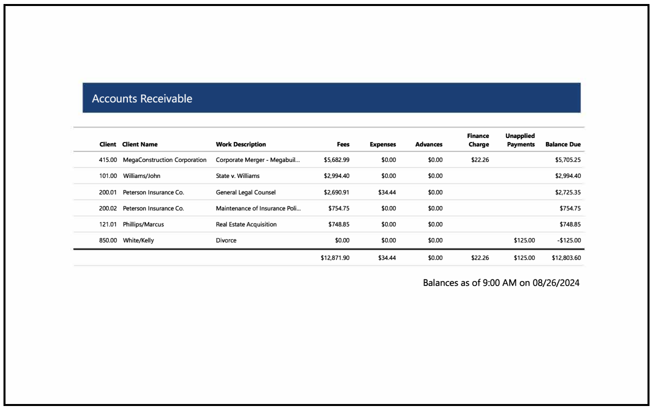
Dashboard Graphs



Menu ***File* | *Home Page* | *Dashboard tab* | *(Print Graphs)***

Clicking the Print Graphs button on the Dashboard will print the same graphs shown, including any display options (such as the **All**, **Fee**, or **Cost** views on the Accounts Receivable and Unbilled widgets). In the Platinum software, any applied Dashboard Filter will also be included. The date and time when the Dashboard was last refreshed and the filter itself will be printed at the bottom of the report.

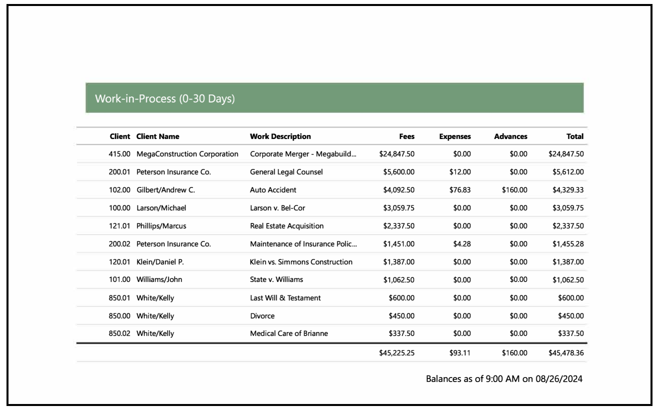
Additionally, drilling down to the Accounts Receivable or Work-in-Process windows allows you to print a list of clients whose A/R or WIP are included in the total.



Accounts Receivable

Client	Client Name	Work Description	Fees	Expenses	Advances	Finance Charge	Unapplied Payments	Balance Due
415.00	MegaConstruction Corporation	Corporate Merger - Megabuil...	$5,682.99	$0.00	$0.00	$22.26		$5,705.25
101.00	Williams/John	State v. Williams	$2,994.40	$0.00	$0.00			$2,994.40
200.01	Peterson Insurance Co.	General Legal Counsel	$2,690.91	$34.44	$0.00			$2,725.35
200.02	Peterson Insurance Co.	Maintenance of Insurance Poli...	$754.75	$0.00	$0.00			$754.75
121.01	Phillips/Marcus	Real Estate Acquisition	$748.85	$0.00	$0.00			$748.85
850.00	White/Kelly	Divorce	$0.00	$0.00	$0.00		$125.00	-$125.00
			$12,871.90	$34.44	$0.00	$22.26	$125.00	$12,803.60

Balances as of 9:00 AM on 08/26/2024



Work-in-Process (0-30 Days)

Client	Client Name	Work Description	Fees	Expenses	Advances	Total
415.00	MegaConstruction Corporation	Corporate Merger - Megabuild...	$24,847.50	$0.00	$0.00	$24,847.50
200.01	Peterson Insurance Co.	General Legal Counsel	$5,600.00	$12.00	$0.00	$5,612.00
102.00	Gilbert/Andrew C.	Auto Accident	$4,092.50	$76.83	$160.00	$4,329.33
100.00	Larson/Michael	Larson v. Bel-Cor	$3,059.75	$0.00	$0.00	$3,059.75
121.01	Phillips/Marcus	Real Estate Acquisition	$2,337.50	$0.00	$0.00	$2,337.50
200.02	Peterson Insurance Co.	Maintenance of Insurance Polic...	$1,451.00	$4.28	$0.00	$1,455.28
120.01	Klein/Daniel P.	Klein vs. Simmons Construction	$1,387.00	$0.00	$0.00	$1,387.00
101.00	Williams/John	State v. Williams	$1,062.50	$0.00	$0.00	$1,062.50
850.01	White/Kelly	Last Will & Testament	$600.00	$0.00	$0.00	$600.00
850.00	White/Kelly	Divorce	$450.00	$0.00	$0.00	$450.00
850.02	White/Kelly	Medical Care of Brianne	$337.50	$0.00	$0.00	$337.50
			$45,225.25	$93.11	$160.00	$45,478.36

Balances as of 9:00 AM on 08/26/2024

Definitions for Accounts Receivable and Work-in-Process

Client Client ID.

Client Name Client Contact Full Name.

Work Description Matter Work Description.

Fees Total of Fee A/R or WIP.

Expenses Total of Expense A/R or WIP.

Advances Total of Advance A/R or WIP.

Finance Charge Total of Finance Charge A/R. This column is only shown if finance charges are due.

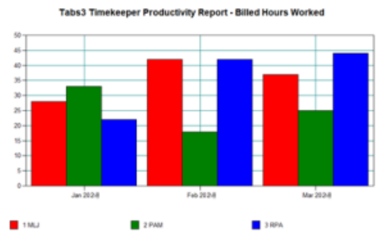
Unapplied Payments Total Unapplied Payments. This column is only present for the most current aging period and if all transaction types are included.

Balance Due A/R total.

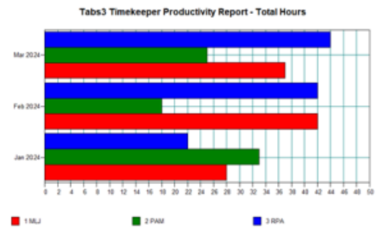
Total WIP total.

The same aging period (e.g., 0-30 days) and transaction type (Fees or Costs) are included in the title of the report, and any applied Dashboard Filters *(not shown)* are printed at the top of the report. The date and time when the Dashboard was last refreshed is printed at the bottom of the report.

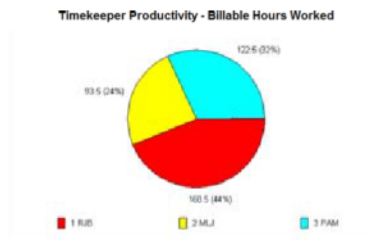
Graphical Report Examples



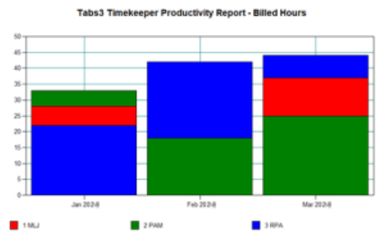
Vertical Bar Graph



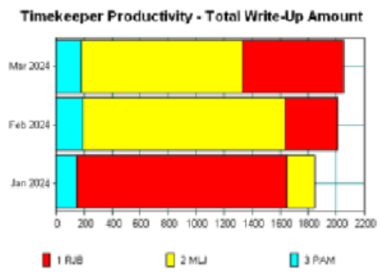
Horizontal Bar Graph



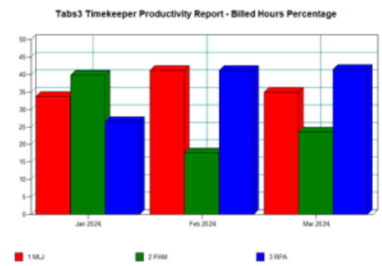
Standard Pie Chart



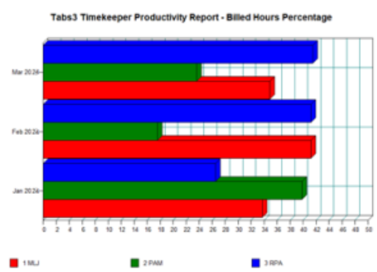
Stacked Vertical Bar Graph



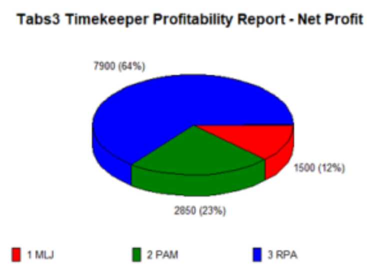
Stacked Horizontal Bar Graph



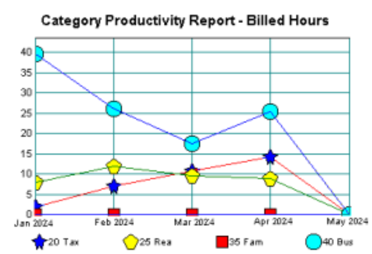
3D Vertical Bar Graph



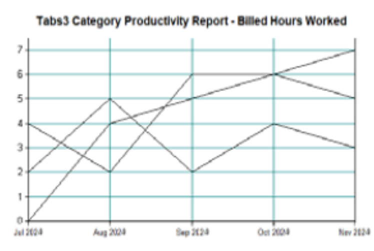
3D Horizontal Bar Graph



3D Pie Chart



Line Plot



Line Plot (No Points)

3D "Manhattan" Bar Graph

Strata Graph

The examples shown above are examples of the different types of graphs available in Tabs3 Billing. Graphs can be generated for the Timekeeper Productivity Report, Category Productivity Report, Timekeeper Profitability Report and Productivity Report by Category for each Timekeeper. A variety of information can be graphed for each report.

There are 12 different types of graphs that can be generated. Bar Graph variations include vertical, horizontal, vertical 3D, horizontal 3D, stacked vertical and stacked horizontal. Pie Chart variations include standard and 3D pie charts. Specialty Graphs include "3D Manhattan Bar Graph," Strata Graph and two different Line Graphs.

A separate **Graph** tab is available for each of these reports. To generate a graph for one of these reports, select the Create Graph from Report check box found on the respective report's **Graph** tab. Select the remaining options and click **OK**. A separate window will be opened with the graph shown in it. From this graph window, the graph can be printed.