

Integration Guide



Tabs3 Billing



PracticeMaster



Trust Accounting



Accounts Payable




General Ledger

Tabs3 Software Integration Guide

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Purpose of Guide

This Integration Guide covers information related to integration between Tabs3 Software applications. This guide was written to introduce users to the integration features available and provide initial configuration information. Additional information related to integration is available throughout the Tabs3 Software documentation, particularly the built-in help feature in the software itself. See the [Resources](#) section (*page 115*) for a more detailed list of available resources.

Additional guides for separate software features are also available.

All guides are available on our website at:

Tabs3.com/support/docs.html

Knowledge Base

You may be referred to additional detailed information located in our Knowledge Base on the Internet at:

support.tabs3.com

Integration Between Tabs3 Software

The following section provides a simple introduction to each of the Tabs3 Software applications followed by an overview that explains the basics of integration between each of the applications. The remainder of the guide provides a more detailed view of integration between individual applications as well the steps required to configure integration in each application.

Introduction to Tabs3 Software

The Tabs3 Software family consists of the following applications:

- Tabs3 Billing
- PracticeMaster
- Tabs3 Financials
 - Tabs3 Trust Accounting (Trust)
 - Tabs3 Accounts Payable (AP)
 - Tabs3 General Ledger (GL)
- Tabs3 Connect

Tabs3 Billing

Tabs3 Billing is used to track clients, fees, costs, and payments for your firm. Once statements are generated in Tabs3, you can run accounts receivable and other productivity reports.

PracticeMaster

PracticeMaster is a complete practice management system that is used to track client and matter information and activity for your firm's matters. You can think of PracticeMaster as an electronic case file that organizes each matter's contacts, appointments, emails, documents, phone calls, notes, and more.

Tabs3 Trust Accounting

Trust Accounting is used to manage trust accounts for your clients.

Tabs3 Accounts Payable

Accounts Payable is used to track all of your firm's payables, including those incurred on behalf of your matters. Use Accounts Payable to write checks for those payables.

Tabs3 General Ledger

General Ledger is used to post and track all of the journal entries generated by the various financial transactions and provide financial statements for your firm.

Tabs3 Connect

Tabs3 Connect is a Platinum feature that lets you enter time, see your calendar, and review matters while away from the office. You can use Tabs3 Connect on your smartphone, tablet, or desktop computer —anywhere you have access to the Internet.

How It All Fits Together

Now that you are familiar with the various applications, let's take a look at how it all works together.

Clients

Clients are shared by Tabs3 Billing, PracticeMaster, and Trust. When you enter a client in one application, it is automatically entered in the other application.

Each of the applications stores additional unique information. For example, Tabs3 Billing stores billing settings for each client and matter, such as whether sales tax is charged and the applicable sales tax rate. Trust stores which bank account is used for the client's trust account and the client's trust account balance. PracticeMaster stores client and matter information such as the date of birth, date of fee agreement, jurisdiction, area of practice information, etc.

Contacts

Contacts can be entered and utilized throughout the Tabs3 Software, including remotely using Tabs3 Connect. When you enter a contact in one application, it is automatically available in the other applications. Basic contact information including address, phone, and email information is available in Tabs3 Billing, PracticeMaster, Trust, AP, System Configuration, and Tabs3 Connect.

Timekeepers, Categories, Transaction Codes, Task Codes, and Locations

These items must be added in Tabs3 Billing when integrating; the information is automatically added to PracticeMaster and Trust as applicable.

Fees

Fees are entered in Tabs3 Billing, PracticeMaster, or Tabs3 Connect. When you enter a fee in one application, it is automatically available in the other application. You can use PracticeMaster's "Convert to Fee" feature to create fee records from the items stored in PracticeMaster such as emails, calendar records, time tasks, phone tasks, notes, and research records. Once the item is converted to a fee in PracticeMaster, the fee record is automatically available in Tabs3 Billing and Tabs3 Connect.

Costs

Costs are entered in Tabs3 Billing, PracticeMaster, or Tabs3 Connect. When you enter a cost in one application, it is automatically available in the other application. Costs can also be entered via AP. When an invoice or manual check is entered in AP, a Tabs3 Billing Cost Entry window is displayed, allowing you to immediately post one or more costs to Tabs3 Billing clients for billing.

You can also configure the cost tcodes in Tabs3 Billing to automatically post GL journal entries when costs are entered in Tabs3 Billing. Firms that use AP will typically enter their direct costs (i.e., advances such as courier fees, medical costs, filing fees, etc.) in AP and their indirect costs (i.e., expenses such as photocopy, phone, and fax charges) in Tabs3 Billing. Firms that do not use AP will typically enter all of their costs directly in Tabs3 Billing.

Payments

Depending on the type of matter, you can enter money received from a client using one of the following methods:

- As a payment in Tabs3 Billing that is deposited directly into your operating account
- As a deposit in Trust that is deposited into the client's trust account
- As a deposit in Tabs3 Billing Client Funds

Payments are entered in Tabs3 Billing. When a payment is entered in Tabs3 Billing, journal entries are posted in GL to preconfigured accounts, or to an unapplied payments account, depending on whether the client has an accounts receivable balance in Tabs3 Billing.

- If the client has an accounts receivable balance, the journal entries will debit cash and credit the specified income accounts.
- If the client does not have an accounts receivable balance, then the journal entries will debit cash and credit the unapplied payments. Additional journal entries will be posted when the payment is applied to a balance due during the Update Statements process in Tabs3 Billing. These journal entries are posted in order to remove the payment from unapplied payments and apply it to the specified income account (i.e., debit unapplied payments, credit income).
- If the payment exceeds the client's accounts receivable balance, the journal entries will debit cash, credit the specified income accounts for the due amounts, and credit unapplied payments for the remaining amount that cannot be applied. As soon as additional work is performed and billed, the unapplied portion will be automatically applied.

Payments can also be generated by Trust to transfer the funds from the trust account to the firm's operating account. Payments from the trust account will include a transaction in Trust to remove the funds from the trust account and a linked payment transaction in Tabs3 Billing to pay the firm. These transactions can be created manually by a user in Trust Accounting, or automatically when generating statements in Tabs3 Billing.

- Manual payments from Trust are created when a check or electronic funds transfer (EFT) is entered in Trust with the **This is a payment to our firm** check box selected. A separate **Tabs3** tab allows you to specify which payment tcodes and amounts to use for the Tabs3 Billing payment. The actual payment is posted to Tabs3 Billing as follows:
 - When a check with a check number greater than zero or an EFT is entered with the **This is a payment to our firm** check box selected, then payment transaction(s) are created and posted to Tabs3 Billing at the same time the transaction is added to the trust data file.
 - When a check with a check number equal to zero is entered with the **This is a payment to our firm** check box selected, then payment transaction(s) are created and posted to Tabs3 Billing when the check is printed.

General Ledger journal entries for the manual payments are also posted to GL at the same time the payment is posted to Tabs3 Billing (i.e., either when the trust transaction is entered or when the check is printed in Trust).

- Automatic payments can be created once automatic trust payments have been configured. A "Pending" trust transaction is created when a final statement is generated. The Pending trust transaction and corresponding Tabs3 Billing payment are committed at different points in time depending on whether the software is configured to create EFTs or checks as well as other factors. General Ledger journal entries for the automatic payments are posted when the payment record in Tabs3 Billing is created, which is when the transaction is committed.

Payments can also be generated by Client Funds. A complete discussion of the Client Funds feature can be found in Tabs3 Billing Help.

Trust Accounting

You can post manual or automatic payments to Tabs3 Billing as discussed in the Payments section.

You can print statements in Tabs3 Billing that include Trust Accounting activity and optionally include a message to replenish the trust account balance.

You can view trust balances in several Tabs3 Billing reports, the Tabs3 Billing Matter Manager, and the PracticeMaster Matter Manager.

Accounts Payable

Invoices and manual checks for your operating account are added in Accounts Payable. You can create GL journal entries and immediately post Tabs3 Billing cost transactions. GL journal entries are posted when checks are paid and posted.

You can include GL bank account balances on the Accounts Payable Cash Requirements Report and the Pre-Check Register.

General Ledger

All integration from other software occurs by posting journal entries to GL Client 1.

Terminology

The following terms are used throughout the guide:

Client ID / Trust ID	The Client ID/Trust ID field is used to track clients, matters, and their associated trust accounts in Tabs3 Billing, PracticeMaster, and Tabs3 Trust Accounting.
Client (Tabs3 Billing/PM)	A client is a person or entity for whom your firm performs services.
Matter	A matter refers to an individual case or file related to a client.
Contact	<p>A contact is a person or business entity. Contacts are classified as individual or organization contacts. An organization contact can have multiple individual contacts associated with it. Contact records are shared throughout the Tabs3 Software. In PracticeMaster, contacts can be synchronized to Outlook.</p> <p>For more information on contacts, see the Clients & Contacts Guide.</p>
Invoice	A bill received for goods received or services rendered. An invoice can also represent an installment payment, loan payment, etc. Invoices are entered using the AP Invoice/Manual Checks data entry window. AP uses the invoice file when generating checks.
Vendor	A person or entity to whom payments are made in AP.
Payee	A person or entity to whom payments are made in Trust.
GL Client	In GL, a client is a business entity for which books are kept. GL allows up to 999 sets of data to be configured, which enables the firm to keep separate books for multiple entities on the same computer. However, only GL Client 1 is available for integration with other applications.

Timekeeper / Attorney

A timekeeper refers to someone who generates billable time in Tabs3 Billing (e.g., an attorney, paralegal, clerk, etc.). In Trust the equivalent term is Attorney. When both Tabs3 Billing and Trust are installed, the timekeeper and attorney records are stored in a shared data file and managed in Tabs3 Billing.

User ID

The User ID is a unique identifier with up to 8 characters that is assigned to each user who will be using the software. A User ID must be entered to gain access to the software. User IDs are also used for scheduling resources in the PracticeMaster calendar, such as conference rooms, projectors, etc. User IDs and passwords are defined using User Configuration in the System Configuration utility.

Timekeeper and User ID are two separate concepts in Tabs3 Software. When adding a timekeeper to Tabs3 Billing, you will also need to create a corresponding User ID for the timekeeper.

Note: See the [Administrator Guide](#) for information on setting up all of the above files in the Tabs3 Software.

Integration Resource in the Knowledge Base

Knowledge Base article [R11143](#), "Integration Overview of Tabs3 Software" provides an excellent reference regarding how integration occurs between the Tabs3 Software family of applications. This resource provides summarized information for all integrations and can be useful for reference purposes.

How This Guide Is Structured

The remaining sections of this guide provide additional detail regarding integration between individual applications. To reduce complexity, each section only deals with the integration between two applications. Each section provides a brief overview of

integration between the applications, an explanation of how integration works, and steps to configure integration between the two applications.

Integration with Tabs3 Billing

- [PracticeMaster Integration with Tabs3 Billing](#) (page 17)
- [Tabs3 Trust Accounting \(Trust\) Integration with Tabs3 Billing](#) (page 26)
- [Tabs3 General Ledger \(GL\) Integration with Tabs3 Billing](#) (page 44)
- [Tabs3 Accounts Payable \(AP\) Integration with Tabs3 Billing](#) (page 75)

Integration between Tabs3 Financial Software Applications

- [Tabs3 General Ledger \(GL\) Integration with Tabs3 Accounts Payable \(AP\)](#) (page 80)
- [Tabs3 Accounts Payable \(AP\) Integration with Tabs3 Trust Accounting \(Trust\)](#) (page 91)
- [Tabs3 Trust Accounting \(Trust\) Integration with Tabs3 General Ledger \(GL\)](#) (page 94)

PracticeMaster Integration with Tabs3 Billing

As the billing and practice management modules, Tabs3 Billing and PracticeMaster share a great deal of information. As a result, integration between the two applications is designed to be as seamless as possible. Information relevant to both products is automatically synchronized between them as it is entered. This makes it easy to convert work performed in PracticeMaster into billable time in Tabs3 Billing.

Note: This guide assumes you have already configured Tabs3 Billing and PracticeMaster for general use. The [Administrator Guide](#) includes instructions on configuring Tabs3 Billing and PracticeMaster including Tabs3 Billing and PracticeMaster Customization, setting up Tabs3 Billing data files, and working with clients and contacts in both products. We recommend that you familiarize yourself with the information found in the Administrator Guide before proceeding.

Overview

Both Tabs3 Billing and PracticeMaster are centered around the client, and are designed to share as much information as possible. Some files can be edited in either product. Other associated files are accessible from both products, but can only be edited from Tabs3 Billing.

Files Edited in Tabs3 Billing or PracticeMaster

- Clients
- Contacts
- Fees
- Costs
- Text Macros

Files Requiring Editing in Tabs3 Billing

- Timekeeper
- Category
- Transaction Code
- Task Code
- Location
- Client Notes

Configuration

Integration between Tabs3 Billing and PracticeMaster occurs automatically when both products are installed in the same directory. Since Tabs3 Billing and PracticeMaster mirror client records, the same client ID system is used for both products. The **Key Type** and **Decimal Places** settings for the first product configured are automatically applied to the

other product. (Note: The same client ID system applies to Tabs3 Trust Accounting.) Changing the **Key Type** or **Decimal Places** settings using the Change Key Type utility will change those settings in the corresponding products as well.

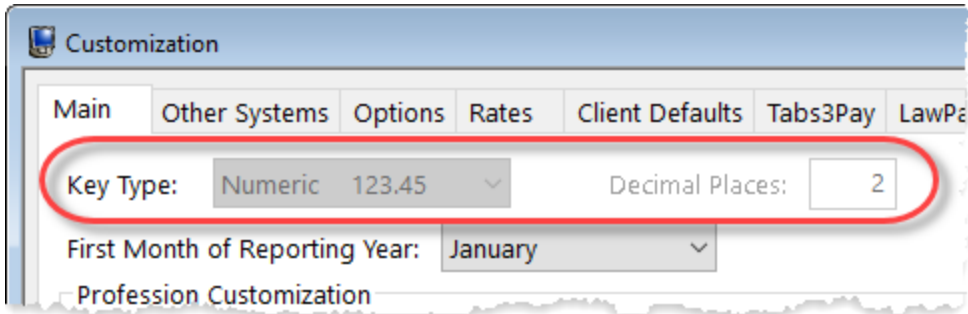


Figure 1, Tabs3 Key Type Configuration

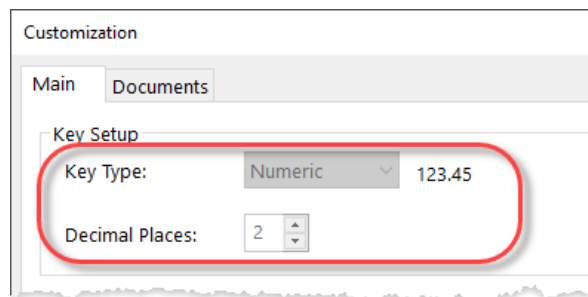


Figure 2, PracticeMaster Key Type Configuration

How Integration Works

Integration between Tabs3 Billing and PracticeMaster consists of the following:

Clients

Adding a client in Tabs3 Billing or PracticeMaster will automatically create a corresponding client record in the other application. Fields common to both applications (e.g., the **Work Description**, **Location**, **Date Opened**, etc.) will be automatically populated in the other application. Fields unique to each application will still need to be filled in manually. For example, Tabs3 Billing will not populate the **Court** tab in PracticeMaster, and PracticeMaster will not populate the **Rates** tab in Tabs3 Billing.

Changes made to common fields are automatically made in the other application. For example, changing a client's work description in Tabs3 Billing will change the work description in PracticeMaster and vice versa.

Deleting a client in Tabs3 Billing also removes the client from PracticeMaster.

Note: Clients designated as secure in one application are also secure in the other.

Contacts

Adding a contact in Tabs3 Billing or PracticeMaster (or any other Tabs3 Software application) will automatically create a corresponding contact record in the other applications. You can then fill in any additional fields that are not mirrored in the originating application, and assign the contact to additional records.

Changes made to common fields are automatically made in the other applications. For example, changing the contact's business address in Tabs3 Billing will change the business address in PracticeMaster and vice versa.

Renaming a contact in Tabs3 Billing renames the contact in PracticeMaster. Likewise, renaming or

merging contacts in PracticeMaster renames or merges the contacts in Tabs3 Billing.

Deleting a contact in Tabs3 Billing also removes the contact from PracticeMaster.

A Merge Contacts utility is available in PracticeMaster to combine duplicate contact records.

Note: See the [Clients and Contacts Guide](#) for more information on working with client and contact records in Tabs3 Software applications.

Billing System Lookup Files

Changes made to the Billing System Lookup Files (i.e., Timekeeper, Category, Transaction Code, Task Code, and Location) can only be performed in Tabs3 Billing.

Fees and Costs

Fee and cost records added in Tabs3 Billing are automatically copied to the PracticeMaster mirrored fee and cost files. Likewise, fee and cost records added in PracticeMaster are automatically copied to the Tabs3 Billing fee and cost files. Additional fields in Tabs3 Billing that are not used in PracticeMaster will be assigned the default value in Tabs3 Billing.

Additionally, fees created using the Process Timer Records window or the **Convert to Fee** function in the Calendar and Journal files in PracticeMaster are automatically synchronized to Tabs3 Billing.

Only transactions using a Type 0 (normal) or Type 5 (miscellaneous) transaction code in Tabs3 Billing will be displayed in PracticeMaster.

GL Integration Note: Cost entries added or changed in PracticeMaster do not integrate with GL. In order for costs to integrate with GL, they must be entered or changed via Tabs3 Billing or AP.

Tabs3 Client Notes / PracticeMaster Journal

When Client Notes are added in Tabs3 Billing, they are copied to PracticeMaster's Journal File as a read-only record. Editing of Client Notes must be done in Tabs3 Billing.

Assigned Timekeepers

Tabs3 Billing and PracticeMaster timekeepers can be assigned to a User ID by selecting the **Assign Tabs3/PracticeMaster Timekeepers** check box in the User file in System Configuration. When this check box is enabled, users will only be able to enter time and view reports for the timekeepers they are assigned.

Renumbering

Renumbering a client, timekeeper, transaction code, or category in one product renumbers the corresponding client, timekeeper, transaction code, or category in the other product.

Text Macros

Text Macros are mirrored between Tabs3 Billing and PracticeMaster. Additionally, the same Text Macros can be used in Tabs3 Connect.

Spelling Dictionaries

Changes made to the spelling dictionaries in Tabs3 Billing will change the PracticeMaster (and AP) spelling dictionaries.

Matter Manager

The Billing Summary pane (*Figure 3*) of the Matter Manager (*In the Quick Launch, search for and select "Matter Manager," or click a recent or pinned matter*) allows you to view a matter's Tabs3 Billing information in PracticeMaster.

Financial Information		Billing Information		
Amount Due:	\$7,510.35*	Primary Tkpr:	1 - Michael L. Jensen	
Work-In-Process Fees:	0.00	Billing Category:	25 - Real Estate	
Work-In-Process Costs:	0.00	Recent Billing Activity		
Current Balance:	7,510.35	Payment:	\$100.00 08/15/2024	
Funds Balance:	0.00	Statement:	#7521 07/29/2024	
Aged Accounts Receivable				
0 - 30	31 - 60	61 - 90	91 - 120	121+
0.00	0.00	0.00	0.00	7,510.35
Trust Account Balance				
Bank	Description	Balance		
2	First Bank Interest Bearing	7,695.49		
Total:		\$7,695.49		

Figure 3, Matter Manager, Billing Summary pane

Integration Management

Integration between Tabs3 Billing and PracticeMaster is designed to be as transparent as possible. However, it is occasionally necessary to manually synchronize data between the products. The following windows are used to manage the synchronization of Tabs3 Billing and PracticeMaster data.

Synchronize Tabs3 and PracticeMaster

Menu:	<i>(Tabs3 Billing) Maintenance Integration Synchronize Tabs3 and PracticeMaster (PracticeMaster) Maintenance Integration Synchronize PM and Tabs3/TAS</i>
Home:	<i>(Tabs3 Billing) All Actions Integration Synchronize Tabs3 and PM (PracticeMaster) All Actions Integration Synchronize PM and Tabs3/TAS</i>
Quick Launch:	<i>(Tabs3 Billing) Synchronize Tabs3 and PM (PracticeMaster) Synchronize PM and Tabs3/TAS</i>

Purpose

Information that is used by Tabs3 Billing and PracticeMaster is stored in mirrored data files. The Synchronize Tabs3 and PracticeMaster utility can be used to synchronize this information. Normally, synchronization occurs whenever a record is added, changed, or deleted. However, there may be instances when PracticeMaster data files do not match Tabs3 Billing data files.

Note: A mismatch between Tabs3 Billing and PracticeMaster data files is indicated by an Error 500 on a Data File Integrity Check report. See Knowledge Base Article [R10589](#), "DFIC Error 500 - PracticeMaster and Tabs3 / TAS Files are Not Synchronized," for more information.

Benefit

Allows on demand synchronization.

Frequency

Only when needed.

Transfer Billing Lookup Files from PracticeMaster

Menu: *Maintenance | Integration | Transfer Billing Lookup Files from PracticeMaster*

Quick Launch: *Transfer Billing Lookup Files from PracticeMaster*

Purpose

This utility is used to transfer the Billing Lookup Files information from PracticeMaster to Tabs3 Billing when PracticeMaster is already in use and Tabs3 Billing is added later.

Benefit

Since the synchronization utility only synchronizes Billing Lookup File information from Tabs3 Billing to PracticeMaster, this utility eliminates the need to recreate all of your Billing Lookup Files.

Frequency

This utility is designed to be used only once by the new Tabs3 Billing user who already has PracticeMaster set up.

PracticeMaster Integration with Tabs3 Accounts Payable (AP) and Tabs3 Trust Accounting (Trust)

Integration between PracticeMaster and Tabs3 Accounts Payable (AP) or Tabs3 Trust Accounting (Trust) consists of creating and optionally reviewing check request entries in PracticeMaster, and then creating an invoice in AP or a trust transaction in Trust based on the check request.

Note: This guide assumes you have already configured PracticeMaster, Trust, and AP for general use. The [Administrator Guide](#) includes instructions on configuring PracticeMaster, Trust, and AP. We recommend that you familiarize yourself with the information found in the Administrator Guide before proceeding. Additional information on entering and approving check requests can be found in the [Customizing PracticeMaster Guide](#), additional information about creating invoices or manual checks from check requests can be found in the [Accounts Payable Guide](#), and additional information about creating trust transactions from check requests can be found in the [Trust Accounting Guide](#). Additional information can be found in KB Article [R11923](#), "Tracking Check Requests."

Overview

Once a check request has been approved, it will appear in AP (if an operating check request) or Trust (if a trust check request) automatically. Users can start an invoice (in AP) or trust transaction (in Trust) based on the check request (provided the user has access rights to those entry windows).

- When **adding a check request**, select if it is an operating or trust check request. The new check request will have a status of Pending (unless review settings allow it to be automatically approved).
- While **reviewing a check request**, the reviewer can change the status to Approved or Denied. Approved check requests can no longer be edited and will be shown in AP (if it is an operating check request) or Trust (if it is a trust check request); denied check requests can be edited and resubmitted if necessary.
- After **adding an invoice or trust transaction** based on the check request, the check request will have a status of Unpaid. This shows the check request is ready to be paid, but a check or EFT has not yet been created.

- After **deleting an invoice or trust transaction** with a linked check request, the check request will return to an Approved status. This allows a new invoice or trust transaction to be created.
- When **voiding an invoice or trust transaction** with a linked check request, the check request will return to an Rejected status. The check request can be reviewed and approved again, if a new invoice or trust transaction is needed.
- When **printing a check or saving an EFT** for an invoice or trust transaction with a linked check request, the check request will show a status of Completed.

Check Requests

Menu: [\(PracticeMaster\) File | Open | Check Requests](#)

Home: [\(PracticeMaster\) All Actions | Files | Check Requests](#)

Quick Launch: [\(PracticeMaster\) Check Requests](#)

Purpose

The Check Requests window is used to display a list of check requests that you have entered, as well as to add check requests (provided the user has access rights to the window). Additionally, users with access rights can review check requests.

Benefits

Check requests allow tracking of reimbursement requests, including their status and history.

Frequency

As needed.

Menu: [\(AP/Trust\) Checks | Check Requests](#)

Home: [\(AP/Trust\) All Actions | Checks | Check Requests](#)

Quick Launch: [\(AP/Trust\) Check Requests](#)

Purpose

The Check Requests window is used to display a list of check requests, separated by status. Additionally, an associated invoice or trust transaction can be created based on the check requests (provided the user has access rights to create invoices/manual checks or trust transactions).

Benefits

Check requests allow payment information to be specified before the invoice or trust transaction is created.

Frequency

As needed.

Tabs3 Trust Accounting (Trust) Integration with Tabs3 Billing

Integration between Tabs3 Billing and Trust Accounting is designed to link your client's billing accounts with their associated trust accounts, allowing you to easily set up new trust accounts for your existing clients, include trust account information on billing statements, and generate payments to your firm from the trust account.

Note: This guide assumes you have already configured Tabs3 Billing and Trust for general use. The [Administrator Guide](#) provides instructions on configuring Tabs3 Billing and Trust including Trust Customization; setting up the Attorney and Bank Account files; and how to enter trust account opening balances. We recommend that you familiarize yourself with the information found in the Administrator Guide before proceeding.

Overview

Trust maintains each Tabs3 Billing client's trust account information. The following information is mirrored between Tabs3 Billing and Trust:

Clients/Trust Accounts

Every record in the Tabs3 Billing client file has a corresponding record in the trust account file, and vice versa. Fields that are common to both products are mirrored as well.

Note: Since trust accounts are not always opened on the same date as the corresponding matter, changes to the **Date Opened** field will not be passed from Trust to Tabs3 Billing or PracticeMaster. Likewise, changes to the **Date Opened** field in Tabs3 Billing or PracticeMaster will not be passed to Trust.

Note: Technically, a trust account is not created until a bank account has been assigned in the Trust Account window in Trust. However, a provisional trust account with the information from the corresponding Tabs3 Billing matter or client is present in Trust for all Tabs3 Billing Client IDs.

Contacts

Contact records are also shared between all Tabs3 Software applications. When contact information is updated in one application, it will be updated in the other applications as well.

Timekeepers/Attorneys

The Attorney file in Trust is linked to the Timekeeper file in Tabs3 Billing. Any changes must be made in Tabs3 Billing.

How Integration Works

Trust also integrates with Tabs3 Billing in the following ways:

- [Trust Information on Reports, Statements, and Matter Manager](#) (page 27)
- [Manual Payments to the Firm](#) (page 29)
- [Automatic Trust Payments](#) (page 31)

Trust Information on Reports, Statements, and Matter Manager

Tabs3 Billing will include a client's trust account balance(s) on the Detail and Summary Work-In-Process Reports, and on the Detail Collections Report. Tabs3 Billing can optionally be configured to include trust information on statements. Trust account balances can also be seen in the Tabs3 Billing Matter Manager and Client File.

Detail and Summary Work-In-Process Reports

When printing the Detail Work-In-Process Report and Summary Work-In-Process Report in Tabs3 Billing, a client's trust account balance(s) will be included on the report. When printing the reports, you have the option to include only clients that have a trust account balance. You also have the ability to customize Tabs3 to include clients on these reports that have a trust account balance but no previous balance or work-in-process. *(Figure 4)*

Detail Collections Report

The Detail Collections Report can optionally include clients' trust balances.

Trust information on statements

Each Tabs3 Billing client can be set up to include detail, summary or no trust account information on their statement. The **Trust Integration** option is set on the **Statement Options** tab of the Client file *(Figure 5)*. If the **Trust Integration** option is set to **Detail**, then trust transactions that are dated after the client's last statement date through the current statement date will print at the end of the client's statement along with the client's prior and current trust account balance. If the **Trust Integration** option is set to **Summary**, then only the current trust account balance will be included.

You also have the ability to customize Tabs3 Billing to generate statements for clients with a trust account balance but no previous balance or work-in-process. This option is set on the **Other Systems** tab of Tabs3 Billing Customization. The terminology used in the trust section of the statement can be customized using the Bank Account file in Trust.

Remittance request on statements

If a client's trust account balance falls below the trust account's **Desired Minimum Balance**, you can bill the client either the amount shown in the Tabs3 Billing **Amount to Bill** field or the difference between the **Current Trust Balance** and the **Tabs3 Billing Target Balance**. These amounts are specified in the Trust Account file (*Figure 11*).

Automatic trust information on statements

If automatic trust payments are enabled in Trust (*Figure 7*), Tabs3 Billing will include an Automatic Trust Payments Report when generating final statements. The Automatic Trust Payments Report includes a list of each client who had an automatic payment created during the final statement run as well as a total amount for automatic payments created for each configured bank account.

Matter Manager and Client File

You can view trust balances in the Tabs3 Billing Matter Manager in the **Client Funds/Trust Balance** pane, and on the **A/R and Fund Balances** tab of the Tabs3 Billing Client file (*in the Quick Launch, search for and select "Client Information."*).

Note: Trust accounts that have a balance of zero will not print on work-in-process or collections reports. Similarly, trust accounts that have a balance of zero and no transactions to print will not print on statements.

Manual Payments to the Firm

Trust will automatically post payment entries to a Tabs3 Billing client when a check or electronic funds transfer (EFT) is added in Trust with the **This is a payment to our firm** check box selected. This integration is referred to as manual payments to firm because it occurs after you have manually added a check or EFT trust transaction.

Tabs3 Billing Payment

The Trust Transactions file in Trust allows you to enter EFTs and checks with the **This is a payment to our firm** check box selected. When an EFT or check transaction is added with the **This is a payment to our firm** check box selected, you can specify the amount of the Tabs3 Billing regular, fee, expense, or advance payment(s) that will be created for the check/EFT. The payment transaction codes used are those that were specified for the Trust Bank Account.

- When a check with a check number greater than zero or an EFT is entered with the **This is a payment to our firm** check box selected, payment transaction(s) are created and posted to Tabs3 at the same time the transaction is added to the trust data file.
- When a check with a check number equal to zero (i.e., an unpaid check) is entered with the **This is a payment to our firm** check box selected, payment transaction(s) are created and posted to Tabs3 Billing when the check is printed using the Trust Print Checks window.

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

GL Journal Entries

When Tabs3 Billing is configured to integrate with GL, Trust payments to the firm will post GL journal entries based on the payment posting method and defined payment allocation in Tabs3. Journal entries will be posted to GL with a **Type of Check** (for checks) or **EFT** (for EFTs).

- When an EFT or a check with a check number greater than zero is entered with the **This is a payment to our firm** check box selected, then GL journal entries are created and posted to GL when the transaction is added to the Tabs3 Billing data file.

- When a check with a check number equal to zero is entered with the **This is a payment to our firm** check box selected, then GL journal entries (and Tabs3 Billing payment entries) are created and posted when the check is printed using the Trust Print Checks window.

Voided Checks

When a check to the firm is voided in Trust, the associated work-in-process payment will be deleted in Tabs3 Billing, and Tabs3 Billing will create the associated reversing GL journal entries (provided a journal entry has not been modified).

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

Automatic Trust Payments

Trust can be configured to allow Tabs3 Billing to automatically create Trust Transactions when final statements are generated in Tabs3 Billing. As final statements are generated in Tabs3, the software will automatically create trust transactions and Tabs3 Billing payment records based on the client's due amounts. This feature can be enabled or disabled on a global level, at the bank account level, and at the trust account level. You can specify whether to pay work-in-process, accounts receivable, or both; whether to pay fees, expenses, or advances from these amounts; and whether to create check or EFT transactions in Trust for these amounts.

When automatic Trust payments are enabled, trust transaction and payment information is displayed on draft and final statements. A "Pending" trust transaction is created when a final statement is generated. The Trust transaction is committed at different times depending on the type of transaction created. EFT transactions are committed when a final statement is updated or the EFT is included on a combined transaction, whereas check transactions are committed when the check is assigned a check number via the Print Checks window, the Trust Transactions window, or the Combine Transactions utility. GL integration occurs when the payment record in Tabs3 Billing is created, which is when the transaction is committed.

Configuration

Integration of shared data files between Tabs3 Billing and Trust occurs automatically. Since Tabs3 Billing client records are stored in a shared data file with trust account records in Trust, they use the same ID system. The **Key Type** and **Decimal Places** settings for the first application to be configured are automatically applied to the other product. *(Note: The same settings also apply to PracticeMaster.)*

In addition to the shared data files, Tabs3 Billing and Trust have additional integration options available in their respective Customization windows *(In the Quick Launch, search for and select "Customization")*, in individual client records in Tabs3 Billing, as well as in bank account and trust account records in Trust.

Tabs3 Billing Configuration

Tabs3 Billing integration with Trust is configured at the software level in Customization and at the individual client level.

- [Configuring Tabs3 Billing Customization for Trust Integration](#) (page 33)
- [Configuring Tabs3 Billing Clients for Trust Integration](#) (page 33)

Trust Configuration

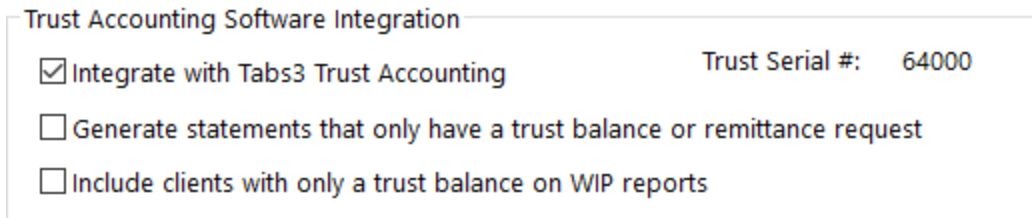
Trust integration with Tabs3 Billing is configured at the software level in Customization, at the bank level, and at the individual trust account level. This allows you to tailor your trust settings for each account.

- [Configuring Trust Customization for Integration with Tabs3 Billing](#) (page 35)
 - [Enabling Integration of Payments to Firm](#) (page 35)
 - [Configuring Automatic Trust Payments](#) (page 35)
- [Configuring Trust Bank Accounts for Integration with Tabs3 Billing](#) (page 37)
 - [Configuring Statement/WIP Terminology](#) (page 38)
 - [Configuring Payment Transaction Codes](#) (page 38)
 - [Configuring Automatic Trust Payments](#) (page 39)
- [Configuring Trust Accounts for Integration with Tabs3 Billing](#) (page 40)

Configuring Tabs3 Billing Customization for Trust Integration

General settings for Tabs3 Billing integration with Trust are configured in the Customization window in Tabs3 Billing (*In the Quick Launch, search for and select "Customization"*). These settings apply to all matters in Tabs3 Billing with trust accounts.

The **Other Systems** tab of the Tabs3 Billing Customization window includes a Tabs3 Trust Accounting Integration section (*Figure 4*).



Trust Accounting Software Integration

☒ Integrate with Tabs3 Trust Accounting Trust Serial #: 64000

☐ Generate statements that only have a trust balance or remittance request

☐ Include clients with only a trust balance on WIP reports

Figure 4, Tabs3 Trust Accounting Integration section

Integration between Tabs3 Billing and Trust consists of the following options:

Integrate with Tabs3 Trust Accounting

Select this check box to enable integration with Trust.

Generate statements that only have a trust balance or remittance request

Select this check box if you want Tabs3 Billing statements to be generated for clients that have a trust account balance or trust account activity, but do not have a previous balance or work-in-process.

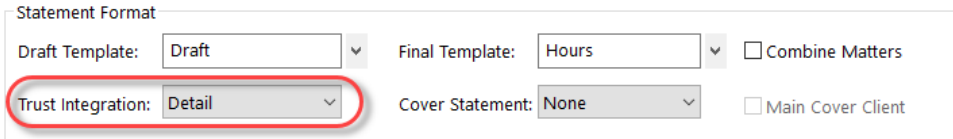
Include clients with only a trust balance on WIP reports

Select this check box if you want clients who have a balance other than zero in their Trust account but have no previous balance or work-in-process in Tabs3 Billing to appear on Detail and Summary Work-In-Process Reports.

Configuring Tabs3 Billing Clients for Trust Integration

In addition to the global settings in Tabs3 Billing Customization, each matter in Tabs3 Billing has its own **Trust Integration** option to determine whether trust information will be printed on statements. To access this option, in the Tabs3 Billing Quick Launch, search for and select "Client Information," enter the Client ID you want to edit, and click the

Statement Options tab. The **Trust Integration** option can be found in the **Statement Format** section (Figure 5).



Statement Format

Draft Template: Draft Final Template: Hours ☐ Combine Matters

Trust Integration: Detail Cover Statement: None ☐ Main Cover Client

Figure 5, Statement Format section

The Trust Integration options consist of **Detail**, **Summary**, or **No**. This option indicates the format of trust information on Tabs3 statements. This field will not be available if the **Integrate with Tabs3 Trust Accounting** option on the **Other Systems** tab of Customization is cleared.

Detail

The **Detail** option allows trust transactions for this account to print on the statement in detail. An opening and closing trust account balance is also included. The trust transactions that appear on the statement are those that have a date greater than the client's last statement date through the current statement date. If the payee for a check or electronic funds transfer transaction is made to the payee "Firm," then the firm's name from the Firm Information window in System Configuration will be printed in place of "Firm" for the Payee.

Trust Account Activity		
	Opening Balance	\$52,000.00
08/05/24	Expense money for Dawson	
	PAYEE: Charles L. Dawson	-1,200.00
08/09/24	Sale of Stock	4,255.75
08/12/24	Attorney fees	
	PAYEE: Jensen & Burns, P.C.	-443.75
08/16/24	Real Estate taxes	
	PAYEE: Lancaster Country Treasurer	-1,450.00

	Closing Balance	\$53,162.00

Summary

The **Summary** option allows the trust account balance to print as a single line at the end of the statement.

Your trust account balance is \$53,162.00

No

No information regarding the client's trust account will be printed on the statement.

Configuring Trust Customization for Integration with Tabs3 Billing

General settings for Trust integration with Tabs3 Billing are configured in the Customization window in Trust (*in the Quick Launch, search for and select "Customization"*). These settings apply to all accounts in Trust and can be further refined at the bank and trust account levels.

The **Main** tab of the Customization window in Trust, includes an **Integration of Payments to Firm** section and an **Automatic Trust Payments** section.

Enabling Integration of Payments to Firm in Trust Customization

Select the **Integrate with Tabs3 Billing (and GL)** option to generate payment entries in Tabs3 Billing when entering checks or electronic funds transfers with the **This is a payment to our firm** check box selected in Trust.



Integration of Payments to Firm

- ☐ None
- ☒ Integrate with Tabs3 Billing (and GL)
- ☐ Integrate with GL (no Tabs3 Billing)

Figure 6, Integration of Payments to Firm section

When this option is selected and Tabs3 Billing is configured to integrate with Tabs3 General Ledger (GL), any payments posted to Tabs3 Billing from Trust will create journal entries in GL. The settings in the Tabs3 Billing GLS Integration Setup window will be used to determine what GL debit and credit accounts are used to create GL journal entries.

Configuring Automatic Trust Payments in Trust Customization

The **Automatic Trust Payments** section allows Tabs3 Billing to automatically generate payments to the firm from trust accounts when generating statements (i.e., a trust transaction for the client is created with corresponding payment in Tabs3). This eliminates the need to manually create payments to the Firm using the Trust Transactions window in Trust. (*Figure 7*)

Automatic Trust Payments

☒ Allow Tabs3 Billing to automatically create Trust Transactions

Select the following defaults for new Clients:

Automatically use Trust Balance to pay:

☒ All
 ☒ Fee
 ☒ Exp
 ☒ Adv

Create auto transactions for the amount of:

Both current work and A/R

Figure 7, Automatic Trust Payments section

Allow Tabs3 Billing to automatically create Trust Transactions Select this check box if you want Tabs3 Billing to create automatic Trust Transactions when Tabs3 Billing statements are generated.

Automatically use Trust Balance to pay Select the transaction type(s) you want to be paid by automatic transactions.

Note: In order to pay a particular transaction type, that transaction type must have a Tabs3 Billing payment tcode configured for integration in the Bank Account file.

- **All** - When this option is selected, all transaction types will be paid (fee, expenses, advances, and all sales tax and finance charge). If **All** is selected, the other transaction types will be dimmed and unavailable.
- **Fee** - When this option is selected, fee transactions, fee sales tax, and finance charge on fees will be paid.
- **Exp** - When this option is selected, expense cost transactions, expense sales tax, and finance charge on expenses will be paid.
- **Adv** - When this option is selected, advance cost transactions, advance sales tax, and finance charge on advances will be paid.

Create auto transactions for the amount of

Select the method to use to create automatic transactions.

- **Both current work and A/R** - When this option is selected, Trust will default to creating automatic trust payments equal to the combined amount of a client's current work-in-process and accounts receivable.
- **Current work only** - When this option is selected, Trust will default to creating automatic trust payments equal to the amount of a client's current work-in-process.

Note: Current work is the total of all fees, expenses, advances, sales tax, and credits. Automatic trust payments also consider any finance charge incurred on a statement to be part of a client's current work.

- **A/R only** - When this option is selected, Trust will default to creating automatic trust payments equal to the amount of a client's accounts receivable.

The method selected in the **Create auto transactions for the amount of** field is used as the default for any trust accounts configured to create automatic trust transactions. Individual trust accounts can be configured to use an option other than the default specified (*page 35*).

Configuring Trust Bank Accounts for Integration with Tabs3 Billing

In addition to the global settings in Trust Customization, each bank account in Trust has its own integration settings to determine the following:

- What terminology to use when including trust information on Tabs3 Billing statements.
- Which Tabs3 Billing transaction codes to use when creating Tabs3 Billing payments.
- Whether to generate automatic trust payments from Tabs3 Billing, and what type of transaction to use (Check or EFT).

► To configure Trust Bank Account Integration

1. In the Trust Quick Launch, search for and select "Bank Account."
2. Select the bank account you want to edit.
3. Click the **Integration Settings** button to open the Tabs3 Billing Integration Settings window.

Configuring Statement/WIP Terminology for the Bank Account

The **Tabs3 Billing Statement/WIP Terminology** section of the Tabs3 Billing Integration Settings window allows you to specify the terminology you want to appear on Tabs3 Billing statements and Work-In-Process reports.

Tabs3 Billing Statement/WIP Terminology	
Current Balance:	Your retainer balance is
Opening Balance:	Opening retainer balance
Closing Balance:	Closing retainer balance
Bill Remittance:	As per our agreement please remit:
Target Remittance:	To meet your minimum retainer balance, please remit:

Figure 8, Tabs3 Statement/WIP Terminology section

Configuring Payment Transaction Codes for the Bank Account

The **Tabs3 Billing Transaction Codes for Payments** section of the Tabs3 Billing Integration Settings Window allows you to specify which Tabs3 Billing transaction codes to associate with each payment type. You can specify transaction codes for four payment types:

Tabs3 Billing Transaction Codes for Payments	
Regular Payment:	900 ▼ Payment
Fee Payment:	▼
Expense Payment:	▼
Advance Payment:	▼

Figure 9, Tabs3 Transaction Codes for Payments section

Regular

Regular payments apply to fees, expenses, advances, and finance charge. We recommend using Type 1 regular payments for all of your payments.

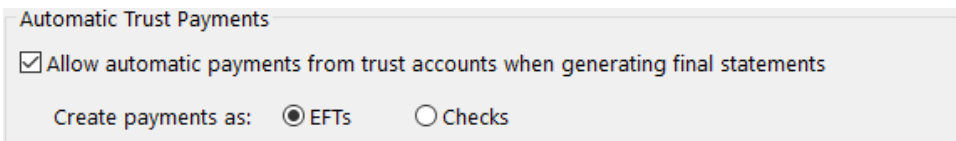
Fee/Expense/Advance

These are special payment types that only apply cash receipts to their respective transaction types (e.g., a Fee Payment can only be applied to fees).

Detailed information regarding use of regular payments vs. fee and expense/advance payments can be found in Knowledge Base Article [R11297](#), "Use Tabs3 Regular Payments Instead of Fee, Expense, and Advance Payments."

Note: Payments created in Tabs3 Billing by Trust will use the default description specified for the payment transaction code in Tabs3. If you want payments originating in Trust to have a different default **Description**, you can create additional transaction codes in Tabs3 Billing with the preferred Description value and associate them in this window.

Configuring Automatic Trust Payments for the Bank Account



Automatic Trust Payments

☒ Allow automatic payments from trust accounts when generating final statements

Create payments as: ☒ EFTs ☐ Checks

Figure 10, Automatic Trust Payments section

Allow automatic payments from trust accounts when generating final statements

When this check box is selected, Trust Accounts assigned to this bank account will have the ability to have automatic payments created when generating final statements in Tabs3. Additionally, you must enable automatic trust transactions for each trust account on the **Balances** tab of the Trust Account window.

Create payments as

This option is only available when the **Allow automatic payments from trust accounts when generating final statements** check box is selected. Once enabled, you must designate whether automatic trust payments are generated as EFTs or Checks for the bank account. This option controls whether a Check transaction or an EFT transaction will be created when automatic payments in Trust are generated for this bank account.

- **EFTs** - If **EFTs** is selected, individual EFTs are created in Trust for each Trust ID that is configured for automatic trust payments.
- **Checks** - If **Checks** is selected, in order to create the checks needed to pay the firm, checks must be assigned a check number. A check number can be assigned using one of the following methods:
 - By entering a **Check #** field for the selected transaction in the Trust Transactions window.
...or...
 - By printing a check.
...or...
 - By entering a **Check #** to a combined transaction that includes the specified check.

Configuring Trust Accounts for Integration with Tabs3 Billing

Once you have configured your bank accounts, you can configure individual trust accounts for integration.

► **To configure Trust Account Integration**

1. In the Trust Quick Launch, search for and select "Trust Account Information."
2. Select the trust account you want to edit.

3. Click the **Balances** tab.

The screenshot shows the 'Trust Account Information' window with the 'Balances' tab selected. The window contains the following fields and controls:

- Trust ID:** 101.00 (dropdown)
- Bank Account:** 1 (dropdown) First Bank IOLTA Account
- Name:** Williams/John
- Work Description:** State v. Williams
- Date Opened:** 05/24/2024 (dropdown)
- Responsible Attorney:** 2 (dropdown) Paula Ann Martin
- Current Trust Balance:** 1,923.40
- Desired Minimum Balance:** 1,000.00
- Activity...** button
- Tabs3 Billing** section:
 - Automatically use Trust Balance to pay:** ☒ All ☒ Fee ☒ Exp ☒ Adv
 - Create auto transactions for amount of:** Use Customization Default (dropdown)
 - Amount to Bill:** 500.00
 - Target Balance:** 2,000.00

Figure 11, Trust Account Information window - **Balances** tab

Desired Minimum Balance

Enter the amount you want to maintain in the trust account. If the **Current Trust Balance** is less than the **Desired Minimum Balance**, then a message can be printed at the end of the Tabs3 statement indicating the client should remit an amount to replenish its trust account. The amount that will be printed in the message depends on the amounts entered in the **Tabs3 Billing Amount to Bill** and **Tabs3 Billing Target Balance** fields for the trust account.

Automatically use Trust Balance to pay:

Determines what type of transactions in Tabs3 Billing will be paid by the automatic trust transaction.

Note: In order to pay a particular transaction type, that transaction type must have a Tabs3 Billing payment tcode configured for integration in the Bank Account file. The check boxes for the types of the transactions will be dimmed if a corresponding payment tcode has not been designated in the Bank Account file.

- **All** - All transaction types will be paid (fees, expenses, advances, all sales tax, and finance charges). *(Note: This setting corresponds to the **Regular Payment** field in the Bank Account window.)*
- **Fee** - Fee transactions and fee sales tax and finance charges will be paid.
- **Exp** - Expense transactions and expense sales tax will be paid.
- **Adv** - Advance transactions and advance sales tax will be paid.

Create auto transactions for amount of:

This option is only available if the **Automatically use Trust Balance to pay** option is selected and is used to determine the amount of the transactions that are automatically generated when statements are run. Select whether to pay current work and accounts receivable, current work only, or accounts receivable only.

- **Use Customization Default** - Auto trust transactions will be created based on the option specified in Trust Customization. An asterisk next to an item in this drop-down list indicates that the item is the default value specified in Trust Customization.
- **Both current work and A/R** - Auto trust transactions will be created for the amount of the matter's current work and accounts receivable combined.

- **Current work only** - Auto trust transactions will be created for the amount of the current work due for the matter.
- **A/R only** - Auto trust transactions will be created for the amount of the matter's accounts receivable balance.

Amount to Bill

Enter an amount in this field if you want a fixed amount to be billed to the client when a Tabs3 Billing statement is run if the **Current Trust Balance** is less than the **Desired Minimum Balance**. The amount entered in this field should represent the fixed amount you want billed.

Target Balance

Enter an amount in this field if you want the difference between the **Target Balance** and **Current Trust Balance** to be billed to the client when a Tabs3 Billing statement is run if the **Current Trust Balance** is less than the **Desired Minimum Balance**. The amount entered in this field should represent the balance you want maintained in the trust account.

Note: This field will not be used if an amount is entered in the **Amount to Bill** field.

Tabs3 General Ledger (GL) Integration with Tabs3 Billing

Integration between Tabs3 Billing and General Ledger (GL) consists of the creation and adjustment of GL journal entries via Tabs3 Billing.

Integration is one-way, meaning that entries made in Tabs3 Billing will create or modify GL records, but GL activity does not affect Tabs3 Billing records. As a result, all integration between Tabs3 Billing and GL is configured in Tabs3 Billing.

Note: This guide assumes you have already configured Tabs3 Billing and GL for general use. The [Administrator Guide](#) includes instructions on configuring Tabs3 Billing and GL including instructions for setting up a GL Client and Chart of Accounts. We recommend that you familiarize yourself with the information found in the Administrator Guide before proceeding.

Overview

The main focus of integration between Tabs3 Billing and GL is creating and updating journal entries in GL Client 1. Tabs3 Billing integration with GL is optional.

Note: GL Client 1 is the only GL client available for integration with other Tabs3 Software applications.

Tabs3 Billing can create or modify journal entries during the following processes:

Integration of Tabs3 Billing Payments

Tabs3 Billing and GL payment integration is very sophisticated and flexible. It allows you to configure the integration according to how a payment is applied to due amounts by specifying a payment posting method in the GLS Integration Setup window. Once a payment posting method is specified, GL accounts and journals can be mapped in an integration table. Tabs3 Billing can be configured to create journal entries for payments based on one of the following posting methods:

- Single Debit/Credit
- Working Timekeeper (for fees)
- Cost Type (for costs)
- Client Category

- Client Location
- Payment Tcode
- Primary Timekeeper
- Secondary Timekeeper
- Originating Timekeeper

Or, Tabs3 Billing can be configured to create journal entries based on a combination of any two of the above methods. The following are just a few examples of combinations of journal creation methods:

- Client Location & Client Category
- "Working Timekeeper / Cost Type" & Client Location
- Client Category & "Working Timekeeper / Cost Type"
- Client Location & Payment Tcode
- and more!

Once the integration is configured, journal entries for payments are created in GL when the following occurs:

- **Payment Entry** - A payment transaction is added, changed or deleted in Tabs3 Billing.
- **Update Statements** - An unallocated payment is allocated to an amount due. A client funds payment to FIRM is updated.
- **Payment Adjustment** - A payment transaction is reversed or refunded.
- **Undo Updated Statements** - An allocated payment is unallocated from an amount due.
- **Transfer Transactions** - A payment is moved from one matter to another.
- **Change WIP Transactions** - A work-in-process payment is modified using the Change WIP Transactions utility in Tabs3.

Unapplied Payments: Before payments can be entered, Tabs3 Billing requires that GL debit and credit accounts and a journal number be configured for unapplied payments. This allows Tabs3 Billing to post unapplied payments to a "holding" account in GL until the payment is allocated. Once the payment is allocated, Tabs3 Billing will create journal entries that transfer the allocated amount from the holding account to the account(s)

designated for the final payment allocation. Journal entries are created using the payment allocation date.

Note: When an unallocated payment becomes allocated, Tabs3 Billing will create journal entries that transfer the allocated amount from the holding account that is currently defined, regardless if that is the same account that the original entries were created for. In order to maintain accurate records in GL for payments that were unallocated and later become allocated, it is not recommended that the GL holding account defined in the GLS Integration Setup for unapplied payments be changed. Changing this account may require manual adjusting journal entries to be created.

Note: Making changes to a payment for which there are associated GL journal entries may result in a GLS Error Report being generated. This typically occurs when a change is made that affects a journal entry that is marked in GL as cleared, deposited, or reconciled.

Integration of Tabs3 Billing Client Funds

Tabs3 Billing allows you to optionally configure client funds transactions to integrate with GL by specifying a posting method in the GLS Integration Setup window. Once a posting method is specified, GL accounts and journals can be mapped in an integration table. Tabs3 Billing can be configured to create journal entries for client funds transactions based on one of the following posting methods:

- Single Debit/Credit
- Client Category
- Client Location
- Primary Timekeeper
- Secondary Timekeeper
- Originating Timekeeper

Or, Tabs3 Billing can be configured to create journal entries based on a combination of any two of the above methods.

Once the integration is configured, journal entries for client funds are created in GL when the following occurs:

- **Deposit Entry** - A Deposit or Credit Card client funds transaction is added, changed, or deleted in Tabs3 Billing.

- **Withdrawal Entry** - A Withdrawal client funds transaction is added, changed, or deleted in Tabs3 Billing.
- **Payment to Firm** - A Payment to Firm client funds transaction is added, either manually or automatically when a statement is generated.
- **Update Statements** - A client funds Payment to Firm is updated.
- **Undo Updated Statements** - A client funds payment to Firm is unupdated.

See Knowledge Base Article [R11340](#), "Tabs3 Client Funds GL Integration Overview," for detailed information on how journal entries are posted for client funds transactions.

Integration of Tabs3 Billing Costs

Tabs3 Billing allows you to configure exactly which costs integrate with GL by adding cost tcodes to an integration table via the GLS Integration Setup window. Mapping a debit account, credit account, and journal number to the tcode allows journal entries to be created automatically when a cost transaction is saved (i.e., no user intervention). When a tcode is added to the integration table without a debit account, credit account, or journal number, the GLS Integration Journal Entry window will be displayed at the time the cost entry is saved, thus allowing the user to manually enter the required information.

Once the integration is configured, journal entries for costs are created in GL when the following occurs:

- **Cost Entry** - A cost transaction is added, changed, or deleted in Tabs3 Billing.
- **Write-Up/Write-Down Costs** - Unbilled cost transactions are written up or down in Tabs3 Billing .
- **Perform Split Billing** - Unbilled cost transactions are split in Tabs3 Billing.

AP Note: Journal entries for cost transactions created in Tabs3 Accounts Payable (AP) are handled by AP and cannot be created or modified in Tabs3 Billing.

Note: When reconciling advanced client costs in GL, advanced client costs must be entered through AP so that the total can be properly calculated against the GL account. Additional information on configuring Tabs3 Billing, AP, and GL to reconcile advanced client costs can be found in KB Article [R11757](#), "Using and Troubleshooting Advanced Client Costs Integration."

Integration of Advanced Client Costs Write Offs and Write-Downs

Tabs3 Billing allows you to configure how write offs, write-downs, and other adjustments to advances integrate with GL by adding advance cost types to an integration table via the GLS Integration Setup window. Mapping a debit account and journal number to the cost type allows journal entries to be created automatically when an advance amount is adjusted (i.e., no user intervention).

Once the integration is configured, journal entries for advance cost adjustments are created in GL when the following occurs:

- Cost Entry - An advance transaction is changed or deleted in Tabs3 Billing.
- Write-Up/Write-Down Costs - Unbilled advance transactions are written up or down in Tabs3 Billing .
- Write Off Client - Billed advance amounts are written off in Tabs3 Billing.
- Reverse Write Off - A write-off including advance amounts is reversed in Tabs3 Billing.

AP Note: Journal entries for cost transactions created in Tabs3 Accounts Payable (AP) are handled by AP. Adjustments to these costs in Tabs3 Billing will create journal entries in GL; however, it is recommended that the invoice in AP be adjusted, which will then correct both the journal entries in GL and the cost in Tabs3 Billing.

Accrual Integration

As an option, you can periodically post GL journal entries for various Tabs3 Billing balances, thus providing the ability to print accrual basis financial statements. A posting utility in GL lets you post journal entries for accounts receivable balances, work-in-process balances, and client funds balances. These journal entries can be firm wide or by primary reporting timekeeper and are broken down by fees, expenses, advances, and finance charges. The same GL posting utility can also post journal entries for bank account balances from Trust.

Note: The Tabs3 Billing and GL integration is designed primarily for firms on a cash basis or modified cash basis of accounting. This Accrual Integration option simply provides the ability to post net change journal entries to accrual accounts that are not normally included on the Balance Sheet and Income Statement. This Accrual Integration option does not provide transaction-based postings for true accrual accounting.

Cost Entry

When an expense or advance is saved in Tabs3 Billing, corresponding journal entries are created in GL. Depending on your configuration, the credit account, debit account, and journal can be specified manually at the time the cost is saved, or configured to generate automatically.

Note: Journal entries for costs that originate in AP are created by AP rather than Tabs3 Billing. See the [Tabs3 General Ledger Integration with Accounts Payable](#) section (page 80) for more information.

Posting Accrual Balances

There are three areas in Tabs3 Billing for which accrual postings can be made: Accounts Receivable, Work-in-Process, and Client Funds. The Accounts Receivable and Work-in-Process areas are further broken down by type, such as fees, expenses, advances, etc. Debit and credit journal entries that summarize the net change can be posted, thus providing actual balances on the GL Balance Sheet.

Enabling GL Integration with Tabs3 Billing

Integration between Tabs3 Billing and GL is configured entirely in Tabs3 Billing.

► To enable GL integration in Tabs3 Billing

1. In the Tabs3 Quick Launch, search for and select "Customization."
2. Click the **Other Systems** tab (*Figure 12*), and select the **Integrate with Tabs3 General Ledger** check box.
3. Close the Customization window and click **Yes** when prompted to save.

The screenshot shows the 'Other Systems' tab of the Tabs3 Customization window. The 'Tabs3 General Ledger Integration' section is highlighted with a red box and contains the checkbox 'Integrate with Tabs3 General Ledger', which is checked. Below this, the 'Tabs3 Trust Accounting Integration' section has three checked checkboxes: 'Integrate with Tabs3 Trust Accounting', 'Generate statements that only have a trust balance or remittance request', and 'Include clients with only a trust balance on WIP reports'. The 'Trust Serial #' is set to 64000. The 'Practice Management Integration' section has an unchecked checkbox 'Integrate Tabs3 Client Information with a Practice Management System'. The 'QuickBooks Integration' section has a 'Type of Integration' dropdown set to 'None', an unchecked checkbox 'Append Client ID to QuickBooks General Journal Entry Description', and a 'Company File' field with a 'Browse' button.

Figure 12, **Other Systems** tab of Tabs3 Customization

Configuring GL Integration in Tabs3 Billing

Once you have enabled GL integration, you will need to determine which GL accounts to use when creating journal entries for payment, client funds, and cost transactions. Configuration is managed in the GLS Integration Setup (*In the Quick Launch, search for and select "GLS Integration Setup."*) window as shown in Figure 13. However, it may be necessary to configure new accounts in GL in the process of configuring integration with Tabs3 Billing. The [General Ledger Guide](#) includes information on configuring GL accounts.

The screenshot shows a software window titled "Miscellaneous". It contains several tabs: "Timekeeper", "Category", "Tcode", "Misc Desc", and "Bill Freq". The "GLS Integration Setup" section is active, displaying five main configuration areas, each with a "Configure" button:

- Payment Entries:** Includes the text "Payment Allocation to Fees, Costs, Finance Charge, Sales Tax, & Unapplied Payments" and a "Configure Payment Integration" button.
- Client Funds Transactions:** Includes a checked checkbox for "Allow posting of Client Funds Transactions" and a "Configure Funds Integration" button.
- Cost Entries:** Includes a checkbox for "Post Expense & Advance Cost Entries by Tcode" and a "Cost Entry Accounts" button.
- Write Offs:** Includes a checkbox for "Post Advanced Client Costs Write Off or Write-Downs" and a "Write Off Accounts" button.
- Accrual Integration:** Includes an unchecked checkbox for "Allow posting of Accrual Balances in GLS" and an "Accrual Accounts" button.

A "Print GLS Integration Setup Report" button is located at the bottom of the window.

Figure 13, GLS Integration Setup

From the GLS Integration Setup window, you can configure integration for the following transaction types:

- [Payment Entries](#) (page 51)
- [Client Funds Transactions](#) (page 57)
- [Cost Entries](#) (page 62)
- [Write Offs](#) (page 66)

Additionally, you can configure [Accrual Integration](#) (page 68).

Configuring Tabs3 Billing Payment Integration

Tabs3 Billing and GL payment integration allows you to determine which GL accounts to use when creating journal entries for a payment by specifying a payment posting method in the GLS Integration Setup window. Once a payment posting method is specified, GL


accounts and journals can be mapped in an integration table. Tabs3 Billing can be configured to create journal entries for payments based on one of the following posting methods:

- Single Debit/Credit
- Working Timekeeper (for fees) / Cost Type (for costs)
- Client Category
- Client Location
- Payment Tcode
- Timekeeper (Primary, Secondary, or Originating)

Additionally, with the exception of the Single Debit/Credit option, you can combine any two of the above methods.

Changing a payment amount or date in Tabs3 Billing will make adjustments in GL; however, changing a journal entry in GL will not make changes to the Tabs3 Billing payment entry. As a rule of thumb, changes and deletions should be made to the original entries in the system in which they were generated.

See the [GL Payment Integration Posting Methods](#) section (*page 51*) for a more detailed description of each posting method.

Alternatively, the GLS Integration window can be displayed each time a payment is saved by clicking the  button (or Ctrl+J), instead of the **Save** button (or Ctrl+S).

► **To configure payment integration using the Single Debit & Credit method**

1. In the Tabs3 Billing Quick Launch, search for and select "GLS Integration Setup." (*Figure 13*).
2. Click the **Configure Payment Integration** button in the **Payment Entries** section. This will open the Configure Payment Integration window (*Figure 14*).

Configure Payment Integration ? X

Post Unapplied Payments

By Single Debit & Credit Then None Unapplied Payment Accounts

Post Payments Allocated to

Fees

By Working Timekeeper Then None Fee Accounts

☒ Include Fee Compensation amounts in posting

Costs

By Cost Type Then None Cost Accounts

Finance Charge

By Client Location Then None Finance Charge Accounts

Progress Fees

By Client Category Then None Progress Fee Accounts

Fee Sales Tax

By Single Debit & Credit Then None Fee Sales Tax Accounts

Advance Sales Tax

By Single Debit & Credit Then None Advance Sales Tax Accounts

Expense Sales Tax

By Single Debit & Credit Then None Expense Sales Tax Accounts

OK

Figure 14, Configure Payment Integration Window

3. For the payment type you are configuring, select **Single Debit & Credit** in the **By** field and click the **Accounts** button to the right. You may be prompted to confirm that you want to erase the previous settings before configuring the new method. Click **Yes** to continue.
4. You will be prompted to specify a single **Debit Account**, **Credit Account**, and **Journal** to use when entering the payment type (Figure 15).

Assign GLS Accounts for Unapplied Payments

Single Debit & Credit:

Debit Account: 1110.00 Operating Account

Credit Account: 2270.00 Unapplied Payments

Journal: 2 Receipts

OK Cancel

Figure 15, Single Debit & Credit window

5. Once you have specified the accounts and journal you want to use, click **OK**.

► **To configure payment integration using a single method (other than Single Debit & Credit)**

1. In the Tabs3 Billing Quick Launch, search for and select "GLS Integration Setup." (Figure 13).
2. Click the **Configure Payment Integration** button in the **Payment Entries** section. This will open the Configure Payment Integration window (Figure 14).
3. For the payment type you are configuring, select the method you want to use in the **By** field and click the **Accounts** button to the right. You may be prompted to confirm that you want to erase the previous settings before configuring the new method. Click **Yes** to continue.
4. A GLS Accounts Table window will be displayed (Figure 16).

Note: The **All Other** line acts as a "catch all" for any clients or payments whose value for the specified method is not configured in this window. For example, if you are using the **Location** method, but only certain locations need specific accounts, you could specify a general account for all other locations.

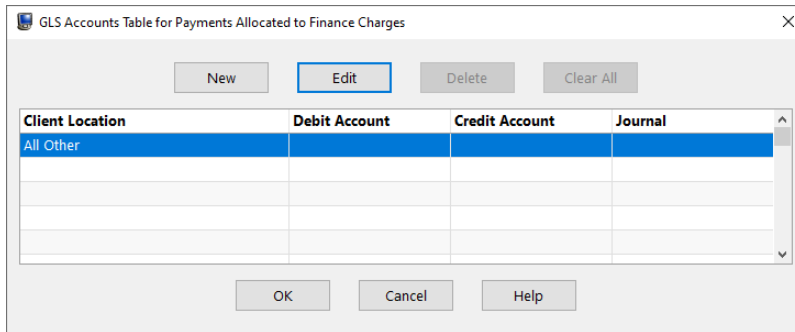


Figure 16, GLS Accounts Table window (Single Method)

5. Select the **All Other** line and click **Edit** to open the Assign GLS Accounts window (Figure 17).

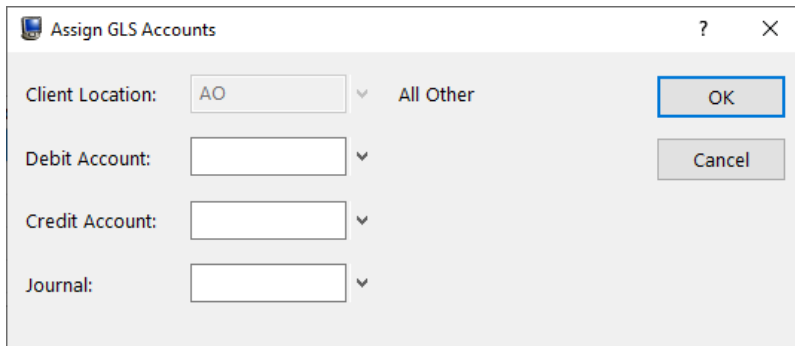


Figure 17, Assign GLS Accounts window (Single Method)

6. Specify the **Debit Account**, **Credit Account**, and **Journal** you want to use for All Other and click **OK**.
7. Click **New** to specify the information for a single instance of the posting method you are using (e.g., location, working timekeeper, etc.).
8. Specify the posting method value (e.g., location, working timekeeper, etc.), **Debit Account**, **Credit Account**, and **Journal** you want to use and click **OK**.
9. Click **OK** to return to the GLS Integration Setup window.

Note: When reconciling advanced client costs in GL, payments allocated to costs must be configured to use the Cost Type or Payment Tcode method, with Advance Tcodes or Cost Types configured to credit an Advanced Client Costs Account in GL. Additional information on configuring Tabs3 Billing, AP, and GL to reconcile advanced client costs can be found in KB Article [R11757](#), "Using and Troubleshooting Advanced Client Costs Integration."

► **To configure payment integration using two methods**

1. In the Tabs3 Quick Launch, search for and select "GLS Integration Setup." (Figure 13).
2. Click the **Configure Payment Integration** button in the **Payment Entries** section. This will open the Configure Payment Integration window (Figure 14).
3. For the payment type you are configuring, select the methods you want to use in the **By** and **Then** fields, and then click the **Accounts** button to the right. You may be prompted to confirm that you want to erase the previous settings before configuring the new method. Click **Yes** to continue.
4. A GLS Accounts Table window will be displayed (Figure 18).

Note: The **All Other** line acts as a "catch all" for any clients or payments whose value for the specified method is not configured in this window. For example, if you are using the **Working Timekeeper** and **Location** methods, but only certain timekeepers and locations need specific accounts, you could specify a general account for all other timekeepers and locations.

Working Timekeeper	Client Location	Debit Account	Credit Account	Journal
All Other	All Other			

Figure 18, GLS Accounts Table window (Double Method)

5. Select the **All Other** line and click **Edit** to open the Assign GLS Accounts window (Figure 19).

The screenshot shows a window titled "Assign GLS Accounts". It contains the following fields and controls:

- Working:** A dropdown menu with "AO" selected and a radio button labeled "All Other".
- Client Location:** A dropdown menu with "AO" selected and a radio button labeled "All Other".
- Debit Account:** An empty dropdown menu with a downward arrow.
- Credit Account:** An empty dropdown menu with a downward arrow.
- Journal:** An empty dropdown menu with a downward arrow.
- Buttons:** An "OK" button is located to the right of the "Working:" row, and a "Cancel" button is located to the right of the "Client Location:" row.

Figure 19, Assign GLS Accounts window (Double Method)

- Specify the **Debit Account**, **Credit Account**, and **Journal** you want to use for All Other and click **OK**.
- Click **New** to specify the information for a single instance of the posting method you are using (e.g., location, working timekeeper, etc.).
- Specify the posting method values (e.g., location, working timekeeper, etc.), **Debit Account**, **Credit Account**, and **Journal** you want to use and click **OK**.
- Click **OK** to return to the GLS Integration Setup window.

Note: Additional information on configuring Tabs3 Billing payment integration with GL can be found in KB Article [R11170](#), "Integrating Tabs3 Payments with GL."

Configuring Tabs3 Billing Client Funds Integration

Tabs3 Billing allows you to configure how a client funds deposit (client funds transaction with a **Type** of **Deposit** or **Credit Card**) is assigned to GL accounts by specifying a funds posting method in the GLS Integration Setup window. Once a funds posting method is specified, GL accounts and journals can be mapped in an integration table. Tabs3 can be configured to create journal entries for client funds deposits based on one of the following posting methods:


- Single Debit/Credit
- Client Category
- Client Location
- Timekeeper (Primary, Secondary, or Originating)

Additionally, with the exception of the Single Debit/Credit option, you can combine any two of the above methods.

Changing a client funds transaction's amount or date in Tabs3 Billing will make adjustments in GL; however, changing a journal entry in GL will not make changes to the Tabs3 Billing client funds entry. As a rule of thumb, changes and deletions should be made to the original entries in the system in which they were generated.

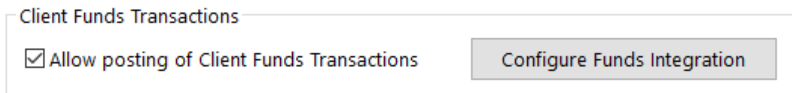
See the [GL Payment Integration Posting Methods](#) section (page 72) for a more detailed description of each posting method.

Client funds transactions with a **Type of Withdrawal** use the same GL accounts, but reverse the mappings (i.e., a credit journal entry is added to the Debit Account specified, and a debit entry is added to the Credit Account). Client funds transactions with a **Type of Payment to Firm** use the current Payment Allocation settings. See Knowledge Base Article [R11340](#), "Tabs3 Client Funds GL Integration Overview" for more information.

Alternatively, the GLS Integration window can be displayed each time a client funds transaction is saved by clicking the  button (or Ctrl+J), instead of the **Save** button (or Ctrl+S).

► To enable integration of Client Funds Transactions

1. In the Tabs3 Billing Quick Launch, search for and select "GLS Integration Setup." (Figure 13).
2. In the Client Funds Transactions section (Figure 20), select the **Allow posting of Client Funds Transactions** check box.



The screenshot shows a window titled "Client Funds Transactions". Inside, there is a checkbox labeled "Allow posting of Client Funds Transactions" which is checked. To the right of the checkbox is a button labeled "Configure Funds Integration".

Figure 20, Client Funds Transactions section

► To configure client funds integration using the Single Debit & Credit method

1. In the Tabs3 Billing Quick Launch, search for and select "GLS Integration Setup." (Figure 13).
2. Click the **Configure Funds Integration** button in the **Client Funds Transactions** section. This will open the Configure Client Funds Integration window (Figure 21).

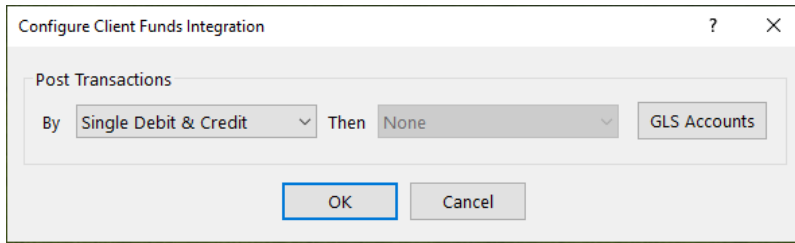


Figure 21, Configure Client Funds Integration window

3. In the **By** field, select **Single Debit & Credit** and click the **GLS Accounts** button. You may be prompted to confirm that you want to erase the previous settings before configuring the new method. Click **Yes** to continue.
4. You will be prompted to specify a single **Debit Account**, **Credit Account**, and **Journal** to use when entering the payment type (Figure 22).

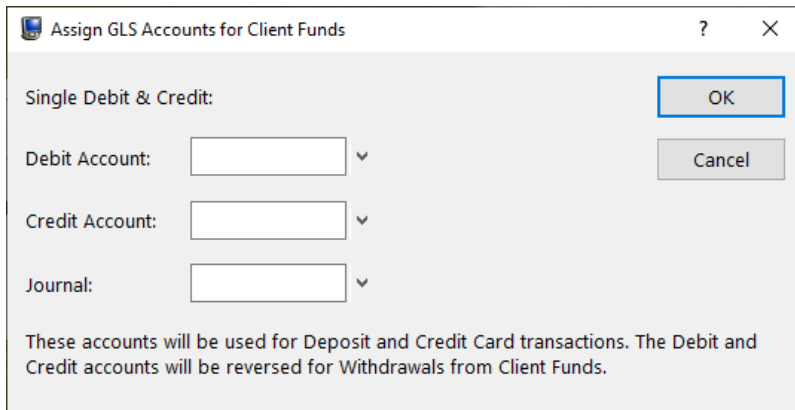


Figure 22, Single Debit & Credit window

5. Once you have specified the accounts and journal you want to use, click **OK**.

► **To configure client funds integration using a single method (other than Single Debit & Credit)**

1. In the Tabs3 Billing Quick Launch, search for and select "GLS Integration Setup." (Figure 13).
2. Click the **Configure Funds Integration** button in the **Client Funds Transactions** section. This will open the Configure Client Funds Integration window (Figure 21).

3. Select the method you want to use in the **By** field and click the **GLS Accounts** button. You may be prompted to confirm that you want to erase the previous settings before configuring the new method. Click **Yes** to continue.
4. A GLS Accounts Table for Client Funds window will be displayed (Figure 23).

Note: The **All Other** line acts as a “catch all” for any clients or transactions whose value for the specified method is not configured in this window. For example, if you are using the **Category** method, but only certain categories need specific accounts, you could specify a general account for all other categories.

Client Category	Debit Account	Credit Account	Journal
All Other			

Figure 23, GLS Accounts Table window (Single Method)

5. Select the **All Other** line and click **Edit** to open the Assign GLS Accounts window (Figure 24).

Client Category: AO All Other

Debit Account:

Credit Account:

Journal:

These accounts will be used for Deposit and Credit Card transactions. The Debit and Credit accounts will be reversed for Withdrawals from Client Funds.

Figure 24, Assign GLS Accounts window (Single Method)

6. Specify the **Debit Account**, **Credit Account**, and **Journal** you want to use for All Other and click **OK**.

7. Click **New** to specify the information for a single instance of the posting method you are using (e.g., location, category, etc.).
8. Specify the posting method value (e.g., location, working timekeeper, etc.), **Debit Account**, **Credit Account**, and **Journal** you want to use and click **OK**.
9. Click **OK** to return to the GLS Integration Setup window.

► **To configure client funds integration using two methods**

1. In the Tabs3 Billing Quick Launch, search for and select “GLS Integration Setup.” (Figure 13).
2. Click the **Configure Client Funds Integration** button in the **Client Funds Transactions** section. This will open the Configure Client Funds Integration window (Figure 21).
3. Select the methods you want to use in the **By** and **Then** fields, and then click the **Accounts** button to the right. You may be prompted to confirm that you want to erase the previous settings before configuring the new method. Click **Yes** to continue.
4. A GLS Accounts Table for Client Funds window will be displayed (Figure 25).

Note: The **All Other** line acts as a “catch all” for any clients or payments whose value for the specified method is not configured in this window. For example, if you are using the **Category** and **Working Timekeeper** method, but only certain categories and timekeepers need specific accounts, you could specify a general account for all other categories and timekeepers.

Client Category	Primary Timekeeper	Debit Account	Credit Account	Journal
All Other	All Other			

Figure 25, GLS Accounts Table window (Double Method)

5. Select the **All Other** line and click **Edit** to open the Assign GLS Accounts window (Figure 26).

The image shows a software window titled "Assign GLS Accounts". It contains several input fields and buttons. The "Client Category" and "Primary" fields are both set to "AO" with a dropdown arrow and the text "All Other" to the right. The "Debit Account", "Credit Account", and "Journal" fields are empty with dropdown arrows. There are "OK" and "Cancel" buttons on the right. At the bottom, a note states: "These accounts will be used for Deposit and Credit Card transactions. The Debit and Credit accounts will be reversed for Withdrawals from Client Funds."

Figure 26, Assign GLS Accounts window (Double Method)

6. Specify the **Debit Account**, **Credit Account**, and **Journal** you want to use and click **OK**.
7. Click **New** to specify the information for a single instance of the posting method you are using (e.g., location, category, etc.).
8. Specify the posting method values (e.g., location, working timekeeper, etc.), **Debit Account**, **Credit Account**, and **Journal** you want to use and click **OK**.
9. Click **OK** to return to the GLS Integration Setup window.

Configuring Tabs3 Billing Cost Integration

Tabs3 Billing allows you to configure exactly which costs integrate with GL by adding tcodes to an integration table via the GLS Integration Setup window. Mapping a debit account, credit account, and journal number to the tcode allows journal entries to be created automatically when a cost transaction is saved (i.e., no user intervention). When a tcode is added to the integration table without a debit account, credit account, or journal number, the GLS Integration Journal Entry window will be displayed at the time the cost entry is saved, thus allowing the user to manually enter the required information.

Once the integration is configured, journal entries for costs are posted to GL when the following occurs:

- **Cost Entry** - A cost transaction is added, changed, or deleted in Tabs3 Billing.
- **Write-Up/Write-Down Costs** - Unbilled cost transactions are written up or down in Tabs3 Billing.
- **Perform Split Billing** - Unbilled cost transactions are split in Tabs3 Billing.

Integration can be enabled for individual Tabs3 Billing cost transaction codes. This is done by adding each desired cost transaction code to a table using the GLS Integration Setup window.

Changing a cost amount or date in Tabs3 Billing will make adjustments in GL; however, changing a journal entry in GL will not make changes to the Tabs3 Billing cost entry. In general, changes and deletions should be made to the original entries in the system in which they were generated.



Note: For task based billing clients, an Expense ID is entered in lieu of a transaction code. Accordingly, the GL integration options for the Cost transaction code associated with the Expense ID are used.

AP Note: Tabs3 Billing does not create journal entries for costs that originate in AP. Instead, journal entries are created by the AP software. See the [Tabs3 General Ledger Integration with Accounts Payable](#) section on page 80 for more information.

Manual vs. Automatic

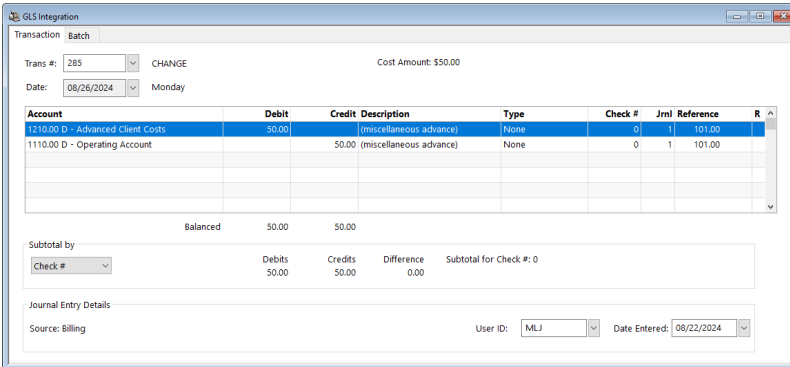
When adding a cost entry in Tabs3 Billing, the integration works differently depending on whether or not a Debit account, Credit account, and Journal have been mapped to the tcode.

Automatic

When all three items have been mapped, the integration is automatic when a cost is saved. You can verify what journal entries were created by accessing the cost transaction in the Cost Entry window and clicking the  button or pressing Ctrl+J. A GLS Integration window will be displayed as shown in Figure 27 (provided the user has access rights to the window). Alternatively, the GLS Integration window can also be displayed each time a cost is saved by clicking the  button (or Ctrl+J) to save the cost instead of the **Save** button (or Ctrl+S).

Manual

When one or more of the three items is not mapped, the integration is not automatic when a cost is saved. Instead, a GLS Integration window will be displayed allowing you to manually post the journal entries (provided the user has access rights to the window).



The screenshot shows the 'GLS Integration' window. At the top, there are tabs for 'Transaction' and 'Batch'. Below these, 'Trans #' is set to 285 and 'Batch' is 'CHANGE'. The 'Date' is 08/26/2024, and the 'Day' is Monday. The 'Cost Amount' is \$50.00. The main area contains a table with columns: Account, Debit, Credit, Description, Type, Check #, Jnl Reference, and R. The table has two rows: 1210.00 D - Advanced Client Costs (Debit 50.00, Description: (miscellaneous advance), Type: None, Check # 0, Jnl Reference 1, 101.00) and 1110.00 D - Operating Account (Credit 50.00, Description: (miscellaneous advance), Type: None, Check # 0, Jnl Reference 1, 101.00). Below the table, there is a 'Subtotal by' section with a 'Check #' dropdown, showing Debits 50.00, Credits 50.00, Difference 0.00, and Subtotal for Check #: 0. At the bottom, there is a 'Journal Entry Details' section with 'Source: Billing', 'User ID: MLJ', and 'Date Entered: 08/22/2024'.

Account	Debit	Credit	Description	Type	Check #	Jnl Reference	R
1210.00 D - Advanced Client Costs	50.00		(miscellaneous advance)	None	0	1	101.00
1110.00 D - Operating Account		50.00	(miscellaneous advance)	None	0	1	101.00

Subtotal by

Check #	Debits	Credits	Difference	Subtotal for Check #:
	50.00	50.00	0.00	0

Journal Entry Details

Source: Billing User ID: MLJ Date Entered: 08/22/2024

Figure 27, GLS Integration window for a cost

► To configure integration of cost entries

1. In the Tabs3 Billing Quick Launch, search for and select "GLS Integration Setup." (Figure 13).
2. In the Cost Entries section (Figure 28), click the **Cost Entry Accounts** button.

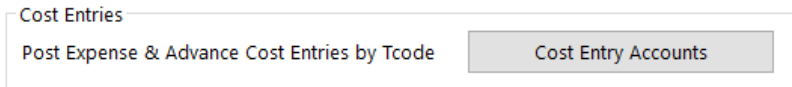


Figure 28, GLS Integration Setup window, **Cost Entry** section

3. In the GLS Accounts for Expense & Advance Cost Entries window (Figure 29), click the **New** button.

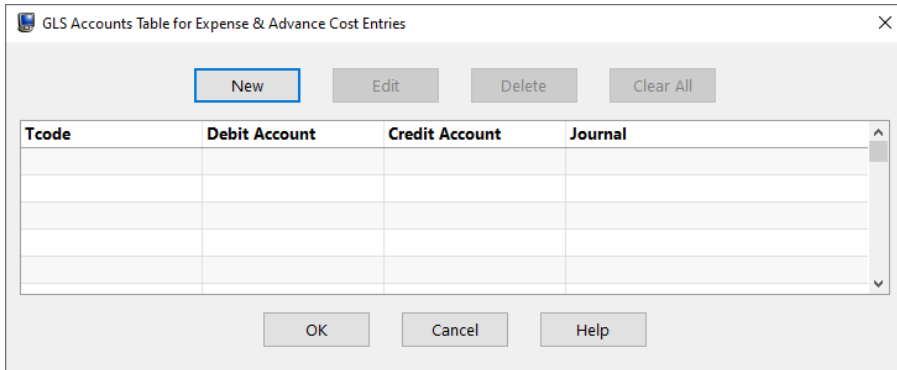


Figure 29, GLS Accounts Table for Expense & Advance Cost Entries

4. In the Assign GLS Accounts window (Figure 30), select the **Tcode** you want to configure.

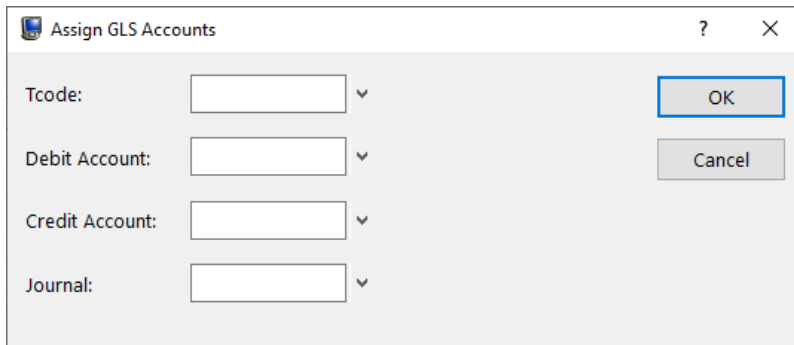


Figure 30, Assign GLS Accounts window

5. Specify a **Debit Account**, **Credit Account**, and/or a **Journal** to use when this tcode is used and click **OK**.

Note: If you do not specify values for all three fields, you will be prompted to enter values for the unspecified fields each time the tcode is used in Tabs3 Billing (e.g., if you only specify a **Credit Account** and a **Journal** for a tcode, you will be required to enter a **Debit Account** each time you use that tcode). See the [Manual vs. Automatic](#) (page 63) section for more information.

6. Repeat steps 4 and 5 for each **Tcode** you want to configure.
7. Click **OK** to return to the GLS Integration Setup window.

Configuring Advanced Client Cost Write Off or Write Down Integration

Tabs3 Billing allows you to configure how write offs, write-downs, and other adjustments to advances integrate with GL by adding advance cost types to an integration table via the GLS Integration Setup window. Mapping a debit account and journal number to the cost type allows journal entries to be created automatically when an advance amount is adjusted (i.e., no user intervention).

Once the integration is configured, journal entries for advance cost adjustments are created in GL when the following occurs:

- **Cost Entry** - An advance transaction is changed or deleted in Tabs3 Billing.
- **Write-Up/Write-Down Costs** - Unbilled advance transactions are written up or down in Tabs3 Billing .
- **Write Off Client** - Billed advance amounts are written off in Tabs3 Billing.
- **Reverse Write Off** - A write-off including advance amounts is reversed in Tabs3 Billing.

AP Note: Journal entries for cost transactions created in Tabs3 Accounts Payable (AP) are handled by AP. Adjustments to these costs in Tabs3 Billing will create journal entries in GL.

► To configure integration of advance cost adjustments

1. In the Tabs3 Billing Quick Launch, search for and select "GLS Integration Setup." (Figure 13).
2. In the Write Offs section (Figure 5), click the **Write Off Accounts** button.

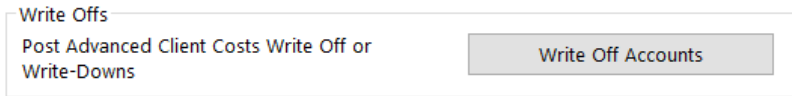


Figure 31, GLS Integration Setup window, **Write Offs** section

3. In the GLS Accounts for Advanced Client Costs Write Offs and Write-Downs window (Figure 32), click the **New** button.

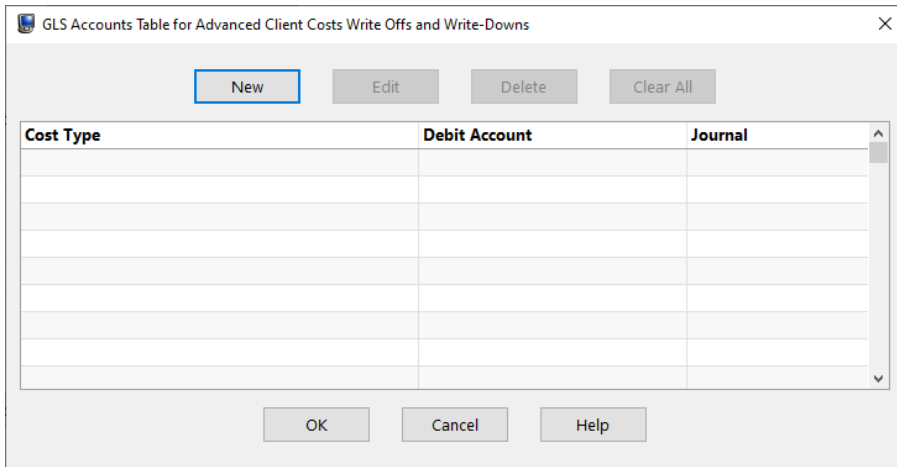


Figure 32, GLS Accounts Table for Advanced Client Costs Write Offs and Write-Downs

4. In the Assign GLS Accounts window (Figure 33), select the advance **Cost Type** you want to configure.



Figure 33, Assign GLS Accounts window

5. Specify a **Debit Account** and a **Journal** to use when this cost type is used and click **OK**.

Note: When reconciling advanced client costs in GL, adjustments to advances use the Credit Account configured for the **All Other Advances** line in the [GLS Accounts Table for Payments Allocated to Costs](#). The Cost section of the Configure Payment Integration window must be configured to use the Cost Type method, with Advance Cost Types configured to credit an Advanced Client Costs Account in GL. Additional information on configuring Tabs3 Billing, AP, and GL to reconcile advanced client costs can be found in KB Article [R11757](#), "Using and Troubleshooting Advanced Client Costs Integration."

6. Repeat steps 4 and 5 for each **Cost Type** you want to configure.
7. Click **OK** to return to the GLS Integration Setup window.

Note: When configuring the GLS Accounts Table for Advanced Client Costs Write Offs and Write-Downs, an **All Other Advances** line acts as a "catch all" for any cost types whose value is not configured in this window. This line will be shown and is required to be configured if any lines are added in this window.

Configuring Tabs3 Billing Accrual Integration

As an option, you can periodically post GL journal entries for various Tabs3 Billing balances, thus providing the ability to print accrual basis financial statements. A posting utility in GL lets you post journal entries for accounts receivable balances, work-in-process balances, and client funds balances. These journal entries can be firm wide or by primary reporting timekeeper and are broken down by fees, expenses, advances, and finance charges. The same GL posting utility can also post journal entries for bank account balances from Tabs3 Trust Accounting.

Note: Tabs3 Billing and GL integration is designed primarily for firms on a cash basis or modified cash basis of accounting. The Accrual Integration option simply provides the ability to post net change journal entries to accrual accounts that are not normally included on the Balance Sheet and Income Statement. This Accrual Integration option does not provide transaction-based postings for true accrual accounting.

There are three areas in Tabs3 Billing for which accrual postings can be made: Accounts Receivable, Work-in-Process, and Client Funds. The Accounts Receivable and Work-in-Process areas are further broken down by type, such as fee, expenses, advances, etc. Debit and credit journal entries that summarize the net change in each of the following items can be posted, thus providing actual balances on the GL Balance Sheet. Accrual integration can be configured to post journal entries for the following areas:

Accounts Receivable

- Fee Accounts Receivable
- Expense Accounts Receivable
- Advance Accounts Receivable
- Finance Charge Accounts Receivable
- Unapplied Payment Accounts Receivable
- Progress Fee Accounts Receivable

Work-in-Process

- Fee Work-in-Process
- Expense Work-in-Process
- Advance Work-in-Process
- Progress Fee Work-in-Process

Client Funds

- Client Funds

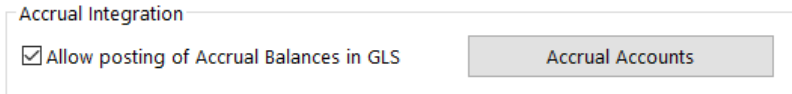
Configuration of the General Ledger accounts, General Ledger journal number, and Journal Entry description used for these accrual journal entries is set up in the GLS Accrual Integration section in the GLS Integration Setup window. Tabs3 Billing can be configured to post journal entries for the entire firm, for separate primary timekeepers, or a combination of firm and primary timekeepers.

Accrual journal entries are posted to GL when the Post Accrual Balances utility is run in GL. You can post journal entries for Accounts Receivable Balances only, Work-in-Process Balances only, Client Funds Balances only, or any combination thereof. Typically, this posting utility is run once a month, but may be run as often as desired.

Note: If GL is integrated with Trust, the Post Accrual Balances utility in GL can also post accrual journal entries to the GL accrual accounts configured for the Trust bank accounts.

► **To enable accrual integration**

1. In the Tabs3 Billing Quick Launch, search for and select "GLS Integration Setup." (Figure 13).
2. In Accrual Integration section (Figure 34), select the **Allow posting of Accrual Balances in GLS** check box.



Accrual Integration

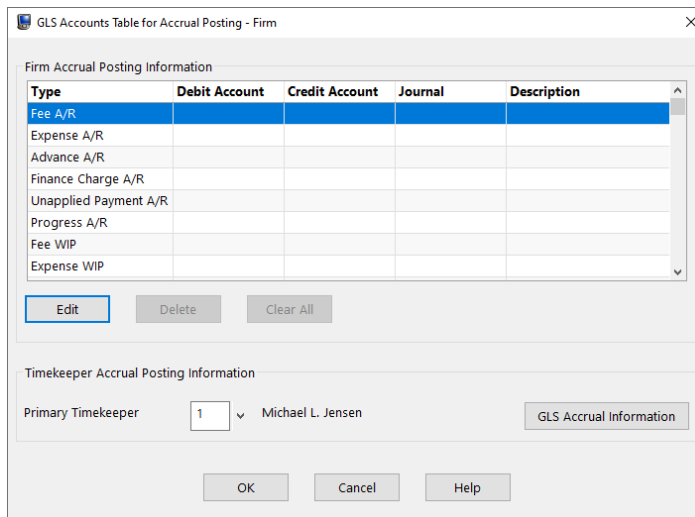
☒ Allow posting of Accrual Balances in GLS

Accrual Accounts

Figure 34, Accrual Integration section

► **To configure accrual integration at the firm level**

1. In the Tabs3 Billing Quick Launch, search for and select "GLS Integration Setup." (Figure 13).
2. Click the **Accrual Accounts** button in the **Accrual Integration** section. This will open the GLS Accounts Table for Accrual Posting - Firm window (Figure 35).



GLS Accounts Table for Accrual Posting - Firm

Firm Accrual Posting Information

Type	Debit Account	Credit Account	Journal	Description
Fee A/R				
Expense A/R				
Advance A/R				
Finance Charge A/R				
Unapplied Payment A/R				
Progress A/R				
Fee WIP				
Expense WIP				

Edit Delete Clear All

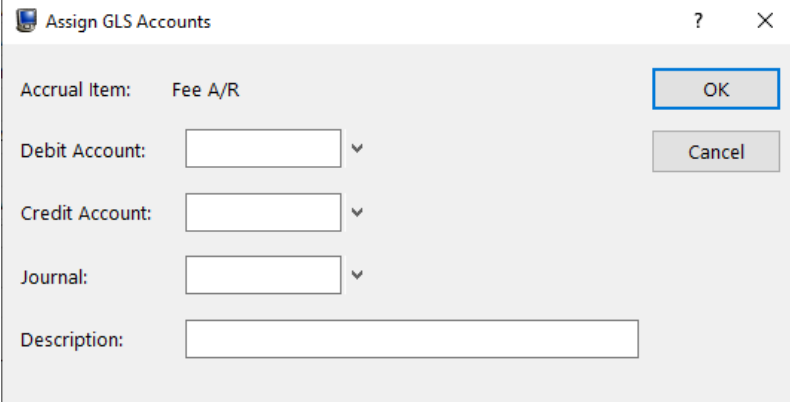
Timekeeper Accrual Posting Information

Primary Timekeeper 1 Michael L. Jensen GLS Accrual Information

OK Cancel Help

Figure 35, GLS Accounts Tabs3 for Accrual Posting - Firm window

3. Click the type of balance you want to configure and click the **Edit** button.



The image shows a software window titled "Assign GLS Accounts". It has a standard Windows-style title bar with a question mark icon and a close button (X). The window contains several input fields and two buttons. The "Accrual Item:" field is pre-filled with "Fee A/R". Below it are three dropdown menus for "Debit Account:", "Credit Account:", and "Journal:". At the bottom is a text input field for "Description:". On the right side, there are two buttons: "OK" (highlighted with a blue border) and "Cancel".

Figure 36, Assign GLS Accounts window

4. Specify a **Debit Account**, **Credit Account**, **Journal**, and **Description** to use for the journal entry for this type of balance and click **OK**.
5. Repeat steps 3 and 4 for each balance type and then click **OK** to close the GLS Accounts Table for Accrual Posting - Firm window. *(Note: In order to post A/R balances, you must have all A/R balance types configured; to post work-in-process, you must have all WIP balance types configured.)*
6. Click **OK** to return to the GLS Integration Setup window.

► **To configure accrual integration for individual timekeepers**

1. In the Tabs3 Billing Quick Launch, search for and select "GLS Integration Setup." *(Figure 13).*
2. Click the **Accrual Accounts** button in the **Accrual Integration** section. This will open the GLS Accounts Table for Accrual Posting - Firm window *(Figure 35).*
3. In the **Primary Timekeeper** field, select the timekeeper you want to configure and click the **GLS Accrual Information** button to open a new GLS Accounts Table for Accrual Posting window for the specified timekeeper *(Figure 37).*

GLS Accounts Table for Accrual Posting - Ronald P. Anderson

Ronald P. Anderson Accrual Posting Information

Type	Debit Account	Credit Account	Journal	Description
Fee A/R				
Expense A/R				
Advance A/R				
Finance Charge A/R				
Unapplied Payment A/R				
Progress A/R				
Fee WIP				
Expense WIP				

Edit Delete Clear All

Timekeeper Accrual Posting Information

Primary Timekeeper 3 Ronald P. Anderson GLS Accrual Information

OK Cancel Help

Figure 37, GLS Accounts Table for Accrual Posting window (single timekeeper)

- Click the type of balance you want to configure and click the **Edit** button.
- Specify a **Debit Account**, **Credit Account**, **Journal**, and **Description** to use for the journal entry for this type of balance and click **OK**.
- Repeat steps 4 and 5 for each balance type and then click **OK** to close the GLS Accounts Table for Accrual Posting window.
- Repeat steps 3-6 for each timekeeper you want to configure and then click **OK** to close the GLS Accounts Table for Accrual Posting - Firm window. *(Note: In order to post A/R balances, you must have all A/R balance types configured; to post work-in-process, you must have all WIP balance types configured.)*
- Click **OK** to return to the GLS Integration Setup window.

Single Debit/Credit

When integrating using the **Single Debit/Credit** method of integration, journal entries are always created using a single set of journal entries. For example, all payments allocated to fees can be configured to post to a bank account and to a fee income account.

Client Category

When integrating by **Client Category**, journal entries are created based on the category the client is assigned. For example, all payments for clients assigned a Personal Injury category can be configured to post journal entries to a Personal Injury income account, whereas all payments for clients assigned a Bankruptcy category can be configured to post to a Bankruptcy income account.

Client Location

When integrating by **Client Location**, journal entries are created based on the location the client is assigned. For example, all payments for clients assigned to the Lincoln location can be configured to post journal entries to a Lincoln income account, whereas all payments for clients assigned to the Omaha location can be configured to post to an Omaha income account.

Cost Type

When integrating by **Cost Type**, journal entries are created based on the cost type assigned to the expense or advance that is being paid. For example, a payment that allocates to an expense cost type for photocopies can be configured to post journal entries to an office supplies expense account.

Payment Tcode

When integrating by **Payment Tcode**, journal entries are created based on the tcode assigned to the payment transaction. For example, all payments entered with payment tcode 901 (Fee Payment) can be configured to post to a fee income account, whereas all payments entered with payment tcode 902 (Expense Payment) can be configured to post to an expense income account.

Working Timekeeper

When integrating by **Working Timekeeper**, journal entries are created based on the timekeeper the payment allocates to. For example, all payments that allocate to fees billed by Michael Jensen can be configured to post to an income account for Michael Jensen, whereas all payments that allocate to fees billed by Jennifer Larson can be configured to post to an income account for Jennifer Larson.

When a posting method of **Working Timekeeper** is specified, the amount posted to GL can be based on working timekeeper allocations (gross figures) or fee compensation allocations (net figures). This is configured using the **Include Fee Compensation amounts in posting** check box. Fee compensation allocations are defined by setting up fee compensation rules for a client. Fee compensation rules allow a percentage of receipts to be allocated to timekeepers that may or may not have worked on the case.

Primary, Secondary, or Originating Timekeeper

When integrating by **Primary Timekeeper**, **Secondary Timekeeper**, or **Originating Timekeeper**, journal entries are created based on the report order timekeeper the client is assigned. For example, all payments entered for clients with Michael Jensen as the Primary Timekeeper can be configured to post to one income account, whereas all payments entered for clients with Jennifer Larson as the Primary Timekeeper can be configured to post to a different income account.

Tabs3 Accounts Payable (AP) Integration with Tabs3 Billing

Integration between Tabs3 Billing and AP consists of creating cost entries in Tabs3 Billing to correspond with invoices, manual checks, or EFTs created in AP. Additionally, changes made to an invoice, manual check, or EFT in AP can be applied to any associated costs in Tabs3 Billing that have not yet been billed.

Note: This guide assumes you have already configured Tabs3 Billing and AP for general use. The [Administrator Guide](#) includes instructions on configuring Tabs3 Billing and AP including AP customization and bank account setup. We recommend that you familiarize yourself with the information found in the Administrator Guide before proceeding.

Overview

Disbursements incurred or paid on behalf of a client (i.e., client advances) can be added as invoices, manual checks, or EFTs using AP and are passed to Tabs3 Billing immediately when you save a cost transaction. Integration consists of the following:

- After **adding** an invoice, manual check, or EFT entry in AP, a Cost Entry window will be displayed. You can then add one or more cost transactions for client disbursements that were included on the invoice. The integration is “real-time,” meaning the cost transaction is immediately posted to the Tabs3 Billing data files just as if you had used the Tabs3 Cost Entry window.
- After **changing** an invoice, manual check, or EFT in AP, a Cost Entry window will be displayed with all of the cost transactions associated with the invoice, manual check, or EFT allowing you to make corresponding changes to the unbilled transactions.
- **Deleting** an invoice, manual check, or EFT in AP will delete all unbilled Tabs3 Billing cost transactions associated with the invoice.

Note: Tabs3 Billing cost transactions created, changed, or deleted by AP are included in the Tabs3 Billing Cost Verification List.

- When **voiding** a posted check or EFT, or voiding an unposted check, if you elect to delete the invoices paid by the check or EFT, any unbilled Tabs3 Billing cost entries

associated with the invoice will also be deleted. Tabs3 Billing cost entries associated with the invoice that have been included on a final statement will not be deleted; instead, you will be prompted to create a cost credit in Tabs3 Billing to offset the amount of the original cost entries.

- Tabs3 Billing cost transaction information can be included on the following AP reports:
 - Invoice by Vendor List
 - Invoice by Voucher List
 - Cash Requirements Report
 - Pre-Check Register
 - Check Register

Configuring AP Customization for Tabs3 Billing Integration

Integration between AP and Tabs3 Billing is configured in the AP Customization window. The AP Customization window (*In the Quick Launch, search for and select "Customization."*) includes a **Tabs3** tab (Figure 38).

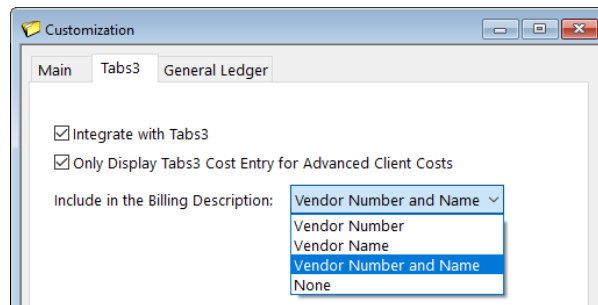



Figure 38, AP Customization window, **Tabs3** tab

Integration between AP and Tabs3 Billing consists of the following options:

Integrate with Tabs3

Select this option if you want to integrate with Tabs3 Billing.

Only Display Tabs3 Cost Entry for Advanced Client Costs

Select this option if you want the Tabs3 Billing Cost Entry window to only be displayed after saving an invoice if the GL Account specified for the linked journal entry is configured as an Advanced Client Costs Account. Even if this option is selected, Tabs3 costs can always be created for an invoice, regardless of the GL Account used, by clicking the  button on the Invoice/Manual Check entry toolbar.

Include in the Billing Description

This option determines what additional information from AP you want added to the end of the default **Description** when adding a Tabs3 Billing cost transaction through AP. Available options include:

- Vendor Number
- Vendor Name
- Vendor Number and Name
- None

Creating Tabs3 Billing Cost Records in AP

Once you have configured AP to integrate with Tabs3 Billing, a Cost Entry window (*Figure 39*) will be displayed after saving an invoice, manual check, or EFT (provided you have access rights to the window). This window is similar to the Cost transaction window in Tabs3 Billing, but includes two additional fields to help you track how much of the invoice amount has been applied to Tabs3 Billing costs:

Invoice Amount

This amount represents the **Invoice Amount** from the Invoice record. The **Discount Amount** and **Amount to Pay** fields on the invoice are ignored.

Remaining Amount

This amount represents the remaining Tabs3 amount to apply (i.e., Invoice Amount minus total of cost amounts for this invoice). The F2 key can be used to automatically enter this amount in the cost transaction's **Amount** field when focus is in the **Amount** field.

The screenshot shows the 'Cost Entry' window with the following fields and values:

- Client: 121.01 (dropdown)
- Reference: (empty dropdown)
- Date: 08/22/2024 (dropdown)
- Tcode: (empty dropdown)
- Units: 0.00
- Rate: 0.000
- Amount: 0.00
- Description: (empty text area)
- Timekeeper: 1 (dropdown)
- Bill Code: (empty dropdown)
- Rate Code: 0 (dropdown)
- Status: P - Print (dropdown)
- Sales Tax: 0 - Nontaxable (dropdown)
- Invoice Amount: 50.00
- Remaining Amount: 10.00

The table below shows the cost transactions associated with the invoice:

Client ID	Ref #	Date	Amount	Description
1.00	1	08/22/2024	17.50	Shipping charges (201) Fed Ex
121.01	52	08/22/2024	22.50	Shipping charges (201) Fed Ex

Figure 39, AP Cost Entry window

An unlimited number of cost transactions can be made for each invoice. The cost transactions are posted to the Tabs3 Billing data files and verification list immediately upon entry. For example, you might enter an invoice for Federal Express where 8 of the 9 items are for different matters. After entering the invoice, you would enter 8 separate cost transactions.

Changing an invoice will display the Tabs3 Billing cost transactions associated with the invoice, allowing you to make corresponding changes. Deleting an invoice automatically deletes any associated Tabs3 Billing cost transactions that have not been billed including costs that have been split. Costs that have been billed cannot be deleted from AP.

Note: Editing a cost in Tabs3 Billing that originated in AP will display a message indicating that the GL information associated with that cost must be edited in AP.

Note: When reconciling advanced client costs in GL, advanced client costs must be entered through AP so that the total can be properly calculated against the GL account. Additional information on configuring Tabs3 Billing, AP, and GL to reconcile advanced client costs can be found in KB Article [R11757](#), "Using and Troubleshooting Advanced Client Costs Integration."

Tabs3 General Ledger (GL) Integration with Accounts Payable (AP)

Integration between General Ledger and Accounts Payable consists of the creation of journal entries (and adjusting journal entries) in GL based on invoices, checks, and EFTs created in AP.

Integration is one-way, meaning that entries made in AP will create or modify GL records, but GL activity does not affect AP records. As a result, all integration between AP and GL is configured in AP.

Note: This guide assumes you have already configured GL and AP for general use. The [Administrator Guide](#) includes instructions on configuring GL and AP. We recommend that you familiarize yourself with the information found in the Administrator Guide before proceeding.

Overview

AP integration with GL is optional. When enabled, AP always integrates with GL Client 1.

Integration consists of the following:

- When adding invoices, manual checks, or EFTs in AP, you can specify the GL accounts to debit for the invoice/check. You can specify unlimited GL debit accounts, journal numbers and amounts for each invoice or manual check. The credit entries are to either the GL cash account or the accounts payable account depending on whether you are on a cash basis or accrual basis of accounting. These journal entries are not posted to GL at the time they are entered—they are posted when the Post Checks/EFTs or Post Unpaid Invoices utility is run.
- Once an invoice has been paid, the check or EFT can be posted to GL. The Post Checks/EFTs utility in AP posts journal entries to the GL data files for manual checks, for checks that have been printed through AP, and for EFTs. The credit entry will be to the GL cash account specified in the AP Bank Account file. The debit entry(s) will be to the GL account shown on the invoice.
- Reversing journal entries are created in GL when a posted check is voided in AP. The Void Posted Checks/EFTs utility allows checks to be voided even after they

have been posted to GL. This utility immediately creates reversing GL journal entries for the check and allows you to optionally retain the invoice for future payment.

- Unpaid invoices can be posted and unposted to GL so financial statements can be printed in GL with or without accounts payable information. The Post Unpaid Invoices utility is used to post unpaid invoices to GL so that financial statements can be printed with accounts payable information. Journal entries are posted using the GL accounts specified for each invoice (debits) and the GL Accounts Payable Account # specified in the Bank Account file (credits). Once the GL financial statements have been printed, you can use the Unpost Unpaid Invoices utility to reverse the journal entries created by the Post Unpaid Invoices utility. *(Note: If your firm is on an accrual basis of accounting, unpaid invoices are typically not unposted.)*

Note: Users with Access Rights to the Post Checks/EFTs, Post Unpaid Invoices, Unpost Unpaid Invoices, Unpost Single Unpaid Invoice, and Void Posted Checks/EFTs utilities do not require rights to GL in order for AP to automatically post applicable journal entries.

Configuring AP Customization for GL Integration

Integration between AP and GL is configured in the AP Customization window. The AP Customization window (*In the Quick Launch, search for and select "Customization."*) includes a **General Ledger** tab (*Figure 40*).

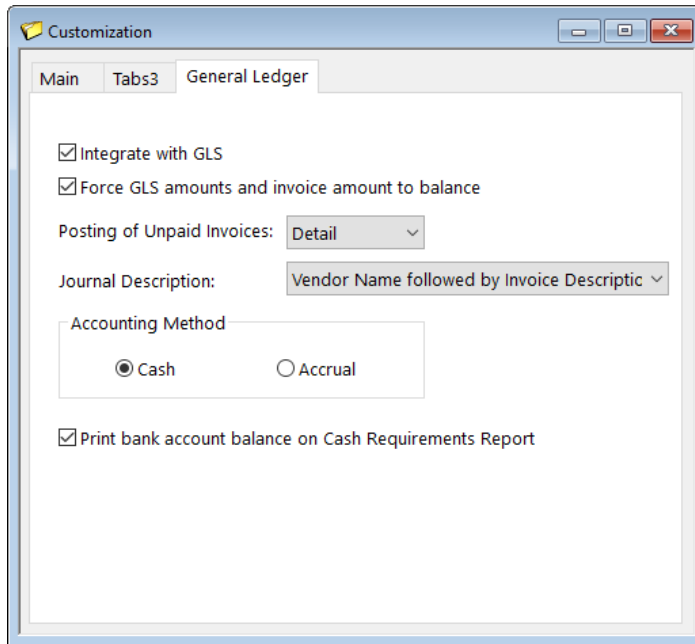


Figure 40, Setting Up Integration with GL

Integration between AP and GL consists of the following options:

Integrate with GLS

Select this check box to enable integration with GL.

Force GLS amounts and invoice amounts to balance

Select this check box if you want to prevent the user from saving an invoice, manual check, EFT, or recurring entry if the journal entries do not equal the Invoice Amount.

Note: If a discount is taken on an invoice and this option is selected, the GL journal entries will need to match the Invoice Amount. Once the check is posted, the GL journal entries will reflect the Net Amount rather than the Invoice Amount. If multiple debit entries are used for the invoice, each will be reduced proportionately to reach the Net Amount.

Posting of Unpaid Invoices

This option determines how many journal entries are generated and posted to GL when the Post Unpaid Invoices, Unpost Unpaid Invoices, and Unpost Single Unpaid Invoice utilities are run in AP.

Select **Detail** if you want GL journal entries posted for each debit journal entry when posting unpaid invoices. Separate corresponding credit entries will also be created and posted to the designated GL accounts payable account.

Select **Summary** if you want combined journal entries posted when posting unpaid invoices. Only one debit journal entry per account number per journal will be created and posted and only one credit journal entry for each AP account per journal will be created and posted.

Journal Description

Select the information you want posted to the **Description** field of the GL journal entry.

Select **Invoice Description** if you want the invoice description to be used for the GL journal entry description when GL journal entries are posted.

Select **Vendor Name** if you want the vendor name to be used for the GL journal entry description when GL journal entries are posted. If configured for Vendor Name and the invoice is for a Miscellaneous Vendor, the secondary vendor's name will be used for the description, not the primary vendor's name.

Select **Invoice Description followed by Vendor Name** if you want the invoice description followed by the vendor name to be used for the GL journal entry description when GL journal entries are posted. The GL journal entry description will consist of the invoice description followed by a "/" and then the vendor name. If the invoice is for a Miscellaneous Vendor, the secondary vendor's

name will be used for the description, not the primary vendor's name.

Select **Vendor Name followed by Invoice Description** if you want the vendor name followed by the invoice description to be used for the GL journal entry description when GL entries are posted. The GL journal entry description will consist of the vendor name followed by a "/" and then the invoice description. If the invoice is for a Miscellaneous Vendor, the secondary vendor's name will be used for the description, not the primary vendor's name.

Note: The secondary vendor's name refers to the name specified for a miscellaneous vendor when an invoice is created.

Accounting Method

Select **Cash** if your firm is using a cash basis method of accounting.

Select **Accrual** if your firm is using an accrual basis method of accounting.

Print bank account balance on Cash Requirements Report

Select this check box if you want the GL bank account balance to print on the Cash Requirements Report. If this check box is selected, the Cash Requirements Report will include the GL bank account balance at the beginning of the report, after each day on the report and at the end of the report, allowing you to see how the cash account's balance will be affected if all payables on the report were paid.

Configuring AP Bank Accounts for GL Integration

Once integration is configured in AP Customization, you will need to enter GL account numbers for each AP bank account. To access the **Bank Account** tab (*Figure 41*) from the Quick Launch, search for and select "Bank Account Entry."

The screenshot shows the 'Miscellaneous' window with the 'Bank Account' tab selected. The 'Bank Account #' is set to 1, 'Description' is 'First Bank', and 'Last Check #' is 25669. The 'GLS Accounts' section is highlighted with a red box, showing 'Cash Account #' as 1110.00 (Operating Account) and 'Accounts Payable Account #' as 2280.00 (Accounts Payable). The 'Check Layout' section shows 'Nelco Check Layout L1572' selected.

Figure 41, AP **Bank Account** tab

GL integration for the bank account is configured in the **GLS Accounts** section of this tab. Select the bank account you want to configure in the **Bank Account #** field and then specify accounts for the **Cash Account #** field and **Accounts Payable Account #** field (optional, see below).

Cash Account

Enter the GL cash account number that represents this bank account. This account number is used for generating the credit journal entry to the cash account when the AP Post Checks/EFTs utility is run. It is also used for generating the debit journal entry to the cash account when the Void Posted Checks/EFTs utility is run.

Accounts Payable Account

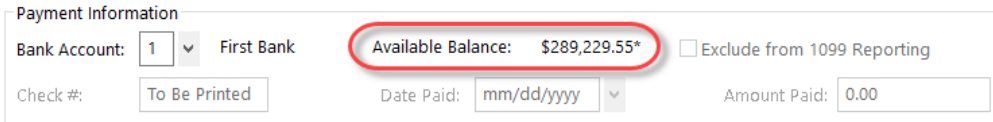
Enter the Accounts Payable Account # if you are integrating with GL using an accrual method of accounting or if you want the ability to post unpaid invoices to GL when using a cash method of accounting. If you are on a cash method of accounting and will not be using the Post Unpaid Invoices utility, you can leave this field blank.

If you have multiple bank accounts configured in AP, you will need to configure each bank account for GL integration.

There are no configuration options to set up in GL in order to integrate AP and GL.

Entering Invoices/Manual Checks

When integrating with GL, the Invoice/Manual Check window in AP (*In the Quick Launch, search for and select "Invoice/Manual Check Entry"*) includes the Available Balance of the linked GL bank account.



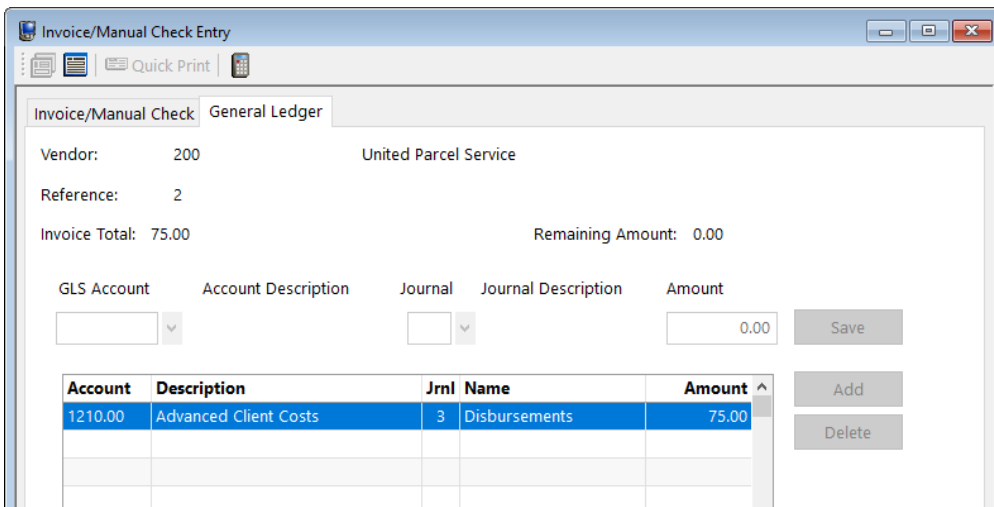
Payment Information

Bank Account: First Bank Available Balance: **\$289,229.55*** ☐ Exclude from 1099 Reporting

Check #: Date Paid: Amount Paid:

Figure 42, **Available Balance** field on the Invoice/Manual Check Entry window

The **General Ledger** tab is available while integrating with GL. While the credit account of the GL journal entries created for each invoice are determined by the **Operating Account** value in the Bank Account file, the debit entry or entries can be specified on the General Ledger tab.



Invoice/Manual Check Entry

Invoice/Manual Check General Ledger

Vendor: 200 United Parcel Service

Reference: 2

Invoice Total: 75.00 Remaining Amount: 0.00

GLS Account	Account Description	Journal	Journal Description	Amount
<input type="text"/>		<input type="text"/>		0.00

Save

Account	Description	Jrnl	Name	Amount
1210.00	Advanced Client Costs	3	Disbursements	75.00

Add

Delete

Figure 43, Invoice/Manual Check Entry window, **General Ledger** tab

The General Ledger tab can include a debit entry to a single account or an unlimited number of debit entries to multiple accounts. However, if the **Force GLS amounts and invoice amount to balance** check box is selected in AP Customization, the total of all the

debit entries much match the **Invoice Total** value in order to save the invoice or manual check. The **Remaining Amount** field indicates the difference between the **Invoice Total** and the total of all the specified debit entries.

Note: The default debit account number, journal, and amount for the first invoice for a vendor is blank. The General Ledger information for subsequent invoices will be the same information specified for the previous invoice for that vendor.

Post Checks/EFTs

Menu [Checks | Post Invoices/Checks | Post Checks/EFTs](#)

Quick Launch: [Post Checks/EFTs](#)

Purpose	The Post Checks/EFTs utility is used to post printed check, manual check, and EFT information to the proper files.
Benefit	GL journal entries are created for paid invoices, manual checks, and EFTs if you are integrating with GL. Complete details regarding journal entries posted can be found in the AP Help.
Frequency	Usually monthly (<i>though it can be run as often as desired</i>).

Post Unpaid Invoices

Menu [Checks | Post Invoices/Checks | Post Unpaid Invoices](#)

Quick Launch: [Post Unpaid Invoices](#)

Purpose	The Post Unpaid Invoices utility is used to post journal entries for all unpaid invoices to the GL data files.
Benefit	This utility allows you to print GL financial statements that include the accounts payable information. Detail or summary journal entries are posted depending on how GL integration was configured. Complete details regarding the journal entries posted to GL can be found in the AP Help.

Frequency Monthly or prior to printing GL financial statements with accounts payable information.

Unpost Unpaid Invoices

Menu *Checks | Post Invoices/Checks | Unpost Unpaid Invoices*

Quick Launch: *Unpost Unpaid Invoices*

Purpose The Unpost Unpaid Invoices utility is used to create reversing journal entries for journal entries that were created by the Post Unpaid Invoices utility.

Benefit This utility allows you to back out the payables information posted to GL. Complete details regarding the journal entries posted to GL can be found in the AP Help.

Frequency If your firm is on an accrual basis of accounting, this utility is typically not used. If your firm is on a cash basis of accounting, the unpaid invoices must be unposted before you can run the Post Checks/EFTs utility in AP.

Platinum Note: When using the Platinum edition of the software, you will not be asked to make a backup before running this process, nor is it necessary due to the Auto-Recovery feature.

Unpost Single Unpaid Invoice

Menu *Checks | Post Invoices/Checks | Unpost Single Unpaid Invoice*

Quick Launch: *Unpost Single Unpaid Invoice*

Purpose The Unpost Single Unpaid Invoice utility is used to create reversing journal entries for any single unpaid invoice that was posted using the Post Unpaid Invoices utility.

Benefit

When an unpaid invoice is posted, certain fields in the invoice cannot be edited (including the GL information). This utility allows you to reverse the posting process so that you can edit invoice information as needed. If desired, you can then re-run the Post Unpaid Invoices utility to post the updated invoice information to GL. Complete details regarding the journal entries posted to GL can be found in the AP Help.

Frequency

As needed.

GL Accounts Affected by AP

The following table shows which GL accounts are affected when an AP posting utility is run. Note that different accounts are affected when the Post Checks/EFTs and Void Posted Checks/EFTs utilities are run depending on the Accounting Method selected on the **General Ledger** tab in AP Customization.

Note: The term “Designated Accounts” in the following table refers to the expense, asset, or liability accounts designated on the **General Ledger** tab for the invoice/manual check.

AP Utility	Debit	Credit
Post Checks/EFTs <i>Cash Method</i>	Designated Accounts	Cash Account
Post Checks/EFTs <i>Accrual Method</i> ¹	Accounts Payable Account (Accounts Payable Account ²)	Cash Account (Designated Accounts ²)
Post Unpaid Invoices	Designated Accounts	Accounts Payable Account
Unpost Unpaid Invoices & Unpost Single Unpaid Invoice	Accounts Payable Account	Designated Accounts
Void Posted Checks/EFTs <i>Cash Method</i>	Cash Account	Designated Accounts
Void Posted Checks/EFTs ³ <i>Accrual Method - Delete Invoice</i>	Cash Account	Designated Accounts
Void Posted Checks/EFTs <i>Accrual Method - Retain Invoice</i>	Cash Account (Designated Accounts ²)	Accounts Payable Account (Accounts Payable Account ²)
<p>¹ If manual checks or EFTs were entered or checks were printed since the last time the Post Unpaid Invoices utility was run, then different journal entries will be created for these checks when the Post Checks/EFTs utility is run. The journal entries for these checks will be the same as the journal entries for the cash method (i.e., debit designated accounts, credit cash account).</p> <p>² When the Post Unpaid Invoices utility is run, AP makes GL journal entries for the full amount of the invoice because it is unknown at the time whether or not the discount will be taken. Therefore, if the invoice is paid and the discount was taken, journal entries for the discount portion are also made to the accounts shown in parentheses when the check or EFT is posted. Also, if the check is voided and the invoice is retained for future payment, journal entries for the discount portion are also made to the accounts shown in parentheses.</p> <p>³ When voiding a check for any invoice that was posted to GL as an unpaid invoice, the journal entries shown for <i>Accrual Method - Retain Invoices</i> are posted (because the invoice cannot be deleted).</p>		

Tabs3 Trust Accounting (Trust) Integration with Accounts Payable (AP)

Integration between Trust and AP is optional, and limited to merging 1099 data between the two products. Using the Configure AP 1099 Integration utility, Trust can optionally filter what 1099 information for payees is available in AP. AP can then optionally include this Trust 1099 information on the 1099 Report, 1099 Forms, and in the 1099 Disk File generated through AP. This feature is particularly useful if you have common vendors and payees in both Trust and AP.

Note: This guide assumes you have already configured Trust and AP for general use. The [Administrator Guide](#) includes instructions on configuring Trust and AP. We recommend that you familiarize yourself with the information found in the Administrator Guide before proceeding.

Configuring Trust Accounts

For payments made from a trust account to be designated as being paid by the firm for 1099 purposes, you must assign the firm's Federal ID # to the trust account.

► To designate the firm as the payer for a trust account

1. In the Trust Quick Launch, search for and select "Trust Account Information."
2. Select the trust account you want to edit in the **Trust ID** field.
3. Enter the firm's Federal ID # in the **Federal ID #** field.
4. Save and close the Trust Account Information window.

Configuring Payees in Trust

In order for a Trust payee's information to be merged with an AP vendor's 1099, both the payee and vendor must have the same information specified in their **Federal ID #** and **1099 Info** fields.

► To configure a payee's 1099 information

1. In the Trust Quick Launch, search for and select "Payee."
2. Select the payee you want to edit in the **Payee Name** field.
3. Verify that the **Federal ID #** and **1099 Info** fields match the values for the corresponding vendor in AP.
4. Save and close the Miscellaneous window.

Note: When a payee's information is merged with an AP vendor, the vendor's address information will be printed on the 1099 form. If no corresponding AP vendor is found, the payee's address will be used.

Optionally Configure AP 1099 Integration

Menu [Reports | 1099 Information | Configure AP 1099 Integration](#)
Quick Launch: [Configure AP 1099 Integration](#)

Purpose	This utility can be used to filter 1099 information in Trust that can be accessed by the 1099 utilities in AP. AP will combine amounts from the Trust information with the AP information so that a single 1099 can be generated for common entities.
Benefit	By combining paid amounts with AP, there is no need to total the amounts paid for vendors and payees manually.
Frequency	Typically annually.

Note: Any 1099's that originate from the trust account rather than the firm must still be generated in Trust.

Include Trust 1099 Information in AP

When running the 1099 Report, 1099 Forms, or Create 1099 Disk File utilities in AP, 1099 information from Trust can optionally be included.

► **To include Trust 1099 information**

1. In AP's 1099 Report, 1099 Forms, or Create 1099 Disk File utilities, click the **Options** tab.
2. Select the **Merge Trust transactions where Firm is the payer** check box.
3. Select any additional options.
4. Click **OK** to generate the report, form, or disk file with combined information.

Tabs3 Trust Accounting (Trust) Integration with General Ledger (GL)

Integration between Trust and GL is primarily focused on creating GL journal entries for payments made from trust accounts to the firm, with the additional ability to post GL journal entries for bank account balances when integrating on an accrual basis. All configuration is performed in Trust; there are no options to set up in GL in order to integrate Trust and GL.

Note: This guide assumes you have already configured Trust and GL for general use. The [Administrator Guide](#) includes instructions on configuring Trust and GL. We recommend that you familiarize yourself with the information found in the Administrator Guide before proceeding.

Configuring Integration of Payments to Firm

Note: This section only applies to firms that are integrating Trust and GL without Tabs3 Billing. For information on configuring integration with Tabs3 Billing and GL, see the [Tabs3 Trust Accounting \(Trust\) Integration with Tabs3 Billing](#) (page 18) section.

In order for integration between Trust and GL to work, the **Integrate with GL (no Tabs3 Billing)** option in Trust Customization must be selected, and each bank account must be configured for GL Integration.

► To enable integration of payments to firm with GL

1. In the Trust Quick Launch, search for and select "Customization."
2. In the **Integration of Payments to Firm** section, select **Integrate with GL (no Tabs3 Billing)**.
3. Close the Customization window and click **Yes** when prompted to save changes.



Integration of Payments to Firm

☐ None

☐ Integrate with Tabs3 Billing (and GL)

☒ Integrate with GL (no Tabs3 Billing)

Figure 44, Integration of Payments to Firm section

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

► **To configure bank accounts for GL integration**

1. In the Trust Quick Launch, search for and select "Bank Account."
2. In the **Bank Account** field, select the bank account you want to configure.
3. Click the **Integration Settings** button.

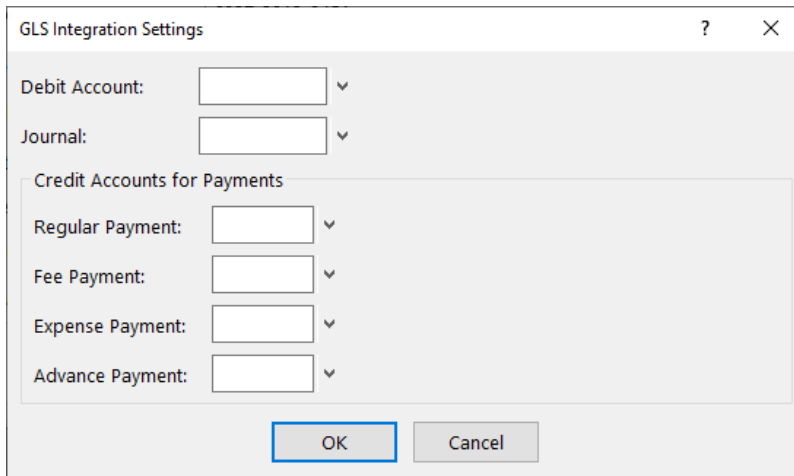


Figure 45, GLS Integration Settings window

4. Specify values for the following fields:

Debit Account

Enter the GL account number which represents your firm's bank account. This account number is used for generating the GL debit journal entry (i.e., deposit) to your firm's cash account whenever a payment with the **This is a payment to our firm** check box selected is posted from this bank account.

Journal

Enter the GL journal number to which you want the debit and credit journal entries posted. Only valid journal numbers are allowed.

Regular Payment

Enter the GL account number to be used for generating the GL credit journal entry whenever a regular payment is made.

Fee Payment

Enter the GL account number to be used for generating the GL credit journal entry whenever a payment for fees is made.

Expense Payment

Enter the GL account number to be used for generating the GL credit journal entry whenever a payment for expenses is made.

Advance Payment

Enter the GL account number to be used for generating the GL credit journal entry whenever a payment for advances is made.

5. Click **OK** to close the GL Integration Settings window.
6. Close the Miscellaneous window and click **Yes** when prompted to save.

Configuring Trust for Accrual Posting

In order for the Post Accrual Balances utility in GL to be able to post Trust bank account balances to GL, the GL debit account, credit account, and journal number must be specified for each bank account for which you want balances posted.

► To configure bank accounts for accrual posting

1. In the Trust Quick Launch, search for and select "Bank Account."
2. In the **Bank Account** field, select the bank account you want to configure.
3. Click the **Accrual Settings** button to open the Accrual Posting Settings window.

Figure 46, Accrual Posting Settings window

4. Select the **Post GLS Accrual Balances for this Bank Account** check box.
5. Specify values for the following fields:

Debit Account

Enter the GL debit account number you want used for this bank account. Typically the Debit Account will be an asset account with a debit balance.

Credit Account

Enter the GL credit account number you want used for this bank account. Typically the Credit Account will be a liability account with a credit balance.

Journal

Enter the GL journal number to which you want the debit and credit journal entries posted.

Description

Enter the text you want used for both the debit and credit journal entries.

6. Click **OK** to close the Accrual Posting Settings window.
7. Close the Miscellaneous window and click **Yes** when prompted to save.

Integration with Third-Party Products

In addition to integration between Tabs3 Software applications, Tabs3 Software integrates with multiple third-party products. Third-party integration features are available in the following applications:

- Tabs3 Billing
- PracticeMaster
- Tabs3 Trust Accounting (Trust)
- Tabs3 Accounts Payable (AP)
- Tabs3 General Ledger (GL)

More information regarding third-party products that integrate with Tabs3 Software can be found in Knowledge Base Article [R11950](#), "Third Party Integration Requirements," including contact information and supported versions.

This section of the Integration Guide provides a basic overview of each integration type, along with additional resources for more detailed information. Possible resources include:

- Knowledge Base Articles - support.tabs3.com
- Guides - tabs3.com/docs
- Training Videos - tabs3.com/video
- Help Files - Accessible from any Tabs3 Software application by pressing F1.

See Knowledge Base Article [R11506](#), "Resources for Importing Data into Tabs3 Software," for a list of resources for importing data.

Tabs3 Billing

Tabs3 Billing software integrates with the following third-party products:

- [LawPay](#)
- [LexCharge](#) (formerly ProPay)
- [QuickBooks](#)
- [Amicus](#)
- [Microsoft Outlook](#)

See also: [Additional Tabs3 Products](#) (page 113)

LawPay

Tabs3 Billing integrates with LawPay® (an Affinipay solution) to allow you to directly process payments or deposits to Client Funds using credit/debit cards or eChecks (direct charges to a client's checking or savings account). Once integration is enabled and configured, any time you enter a payment or Client Funds deposit with a LawPay payment method specified in the **Receipt Type** or **Type** field in Tabs3 Billing, the transaction will be processed automatically via LawPay. Credit card information can be entered manually or using a compatible card reader. You can also include LawPay payment links when using the Email Statements feature in Tabs3 Billing.

If you are considering electronic payment processing for the first time, please see Knowledge Base Article [R11871](#), "Tabs3Pay Frequently Asked Questions," for information on Tabs3Pay, our recommended payment processing solution.

The following resources include specific information regarding integration between Tabs3 Billing and LawPay.

- [LawPay Integration Guide](#)
- **Knowledge Base Articles**
 - [R11826](#) - Configuring LawPay Integration with Tabs3 Software
 - [R11832](#) - Processing Electronic Transactions Using LawPay
 - [R11828](#) - LawPay Integration Frequently Asked Questions
 - [R11767](#) - Using the Tabs3 Payment Link
 - [R11708](#) - Credit Card Refund Best Practices
 - [R11827](#) - LawPay Error Messages and Troubleshooting
- [Accepting Credit Cards Using LawPay Training Video](#)

LexCharge

Tabs3 Billing integrates with LexCharge® to allow you to directly process payments or deposits to Client Funds using credit/debit cards or eChecks (direct charges to a client's checking or savings account). Once integration is enabled and configured, anytime you enter a payment or Client Funds deposit with a **Type** of "Credit Card" in Tabs3 Billing, a separate LexCharge window is displayed. Credit card information can be entered manually or using a compatible card reader. Additionally, Tabs3 Billing allows you to

access your LexCharge account page in the Quick Launch by searching for and selecting "LexCharge Reports." You can also include LexCharge payment links when using the Email Statements feature in Tabs3 Billing.

If you are considering electronic payment processing for the first time, please see Knowledge Base Article [R11871](#), "Tabs3Pay Frequently Asked Questions," for information on Tabs3Pay, our recommended payment processing solution.

The following resources include specific information regarding integration between Tabs3 Billing and LexCharge.

- [LexCharge Integration Guide](#)
- **Knowledge Base Articles**
 - [R11850](#) - Configuring LexCharge Integration with Tabs3 Software
 - [R11688](#) - Processing Electronic Transactions Using LexCharge
 - [R11691](#) - LexCharge Integration Frequently Asked Questions
 - [R11767](#) - Using the Tabs3 Payment Link
 - [R11708](#) - Credit Card Refund Best Practices
 - [R11692](#) - LexCharge Messages and Troubleshooting

QuickBooks

When QuickBooks integration is enabled, a corresponding customer, cost, or bill is automatically added to QuickBooks whenever a client or cost is added to Tabs3 Billing. Journal entries are automatically created in QuickBooks for costs and payments in Tabs3 Billing. Additionally, you can merge new or changed clients and cost entries from QuickBooks to Tabs3 Billing as needed. Integration between Tabs3 Billing and QuickBooks uses the QBXML format.

The following resources include specific information regarding integration between Tabs3 Billing and QuickBooks.

- [QuickBooks Integration Guide](#)
- **Knowledge Base Articles**
 - [R11706](#) - QuickBooks Resources
 - [R11594](#) - Overview of QuickBooks Integration

- [R11591](#) - QuickBooks FAQ
- [R10883](#) - Troubleshooting QuickBooks Integration

Amicus

Tabs3 Billing integrates with Amicus Premium Edition. Transactions created in Amicus can be merged into Tabs3 Billing using the Tabs3 Device Interface cost recovery add-on utility.

See Knowledge Base Article [R11519](#), "Tabs3/Amicus Attorney Premium Edition Integration," for more information.

Outlook

Tabs3 Billing's Email Statements feature allows you to use Outlook to send your PDF statements. Using Outlook allows you to enable read receipts for PDF statements and simplifies configuration of the Email Statements feature.

The following resources include specific information regarding integration between Tabs3 Billing and Outlook.

- **Knowledge Base Articles**
 - [R11338](#) - Emailing Tabs3 Billing Statements
 - [R11409](#) - Comparing Methods for Email Statements
- [Email Statements Overview Training Video](#)

PracticeMaster

PracticeMaster integrates with the following products:

- [Microsoft Outlook](#)
 - [PracticeMaster Toolbar](#)
 - [Calendar & Contact Integration](#)
- Microsoft Word
 - [Document Management](#)
 - [Document Assembly](#)
- Microsoft Excel ([Document Management](#) and [Additional Toolbar Functions](#))

- Microsoft PowerPoint ([Document Management](#) and [Additional Toolbar Functions](#))
- WordPerfect ([Document Management](#) and [Additional Toolbar Functions](#))
- Adobe Reader and Acrobat ([Document Management](#) and [Additional Toolbar Functions](#))
- [HotDocs](#)
- [CalendarRules](#)
- [Worldox](#)
- [NetDocuments](#)
- [LexShare](#)
- [ScanSnap](#)
- [PaperPort](#)

Microsoft Outlook

PracticeMaster has the following integrations with Outlook:

- The PracticeMaster toolbar in Outlook is used to generate journal, calendar, or fee entries in PracticeMaster based on email records in Outlook.
- PracticeMaster can synchronize calendar records (events and tasks) and contact records both to and from Outlook.

PracticeMaster Toolbar

The PracticeMaster Toolbar in Microsoft Outlook can be used to quickly add journal, calendar, or fee records directly from the email sent and received while using Outlook. You can also add managed documents from PracticeMaster as attachments to outgoing email messages.

The following Knowledge Base Articles include specific information regarding the PracticeMaster Toolbar.

- [PracticeMaster Outlook Plug-in Quick Guide](#)
- **Knowledge Base Articles**
 - [R11424](#) - Installing and Uninstalling the Outlook Plug-in
 - [R11516](#) - Configuring the PracticeMaster Outlook Plug-in
 - [R11169](#) - Troubleshooting the PracticeMaster Outlook Plug-in

Calendar and Contact Integration

PracticeMaster can synchronize both calendar and contact records with Microsoft Outlook. Synchronization can be configured to only synchronize records created or modified in PracticeMaster, or to synchronize records from Outlook to PracticeMaster as well.

Typically, synchronization occurs automatically, with a periodic synchronization process to catch any records that cannot be synchronized automatically. Firms using the Platinum edition of the software can access the Exchange Connector, which simplifies the process of synchronizing calendar records for other users.

The following resources include specific information regarding integration between Tabs3 and Outlook.

- [Outlook Integration Guide](#)
- **Knowledge Base Articles**
 - [R11366](#) - Configuring PracticeMaster/Outlook Calendar & Contact Integration
 - [R11402](#) - PracticeMaster & Microsoft Outlook Calendar & Contact Integration FAQ
 - [R11368](#) - Troubleshooting Outlook Calendar & Contact Integration Issues
 - [R11478](#) - Transitioning Outlook Recurring Entries to PracticeMaster
 - [R11596](#) - Configuring the PracticeMaster Platinum Exchange Connector
 - [R11597](#) - Troubleshooting the PracticeMaster Platinum Exchange Connector

Document Management

The Document Management file in PracticeMaster is used to link documents to any client or contact by adding new document management records. By associating documents with specific clients or matters in document management records, the Document Management file helps you track and locate documents easily. Linked documents in the Document Management file can be searched using Conflict of Interest Search and Document Search when using PracticeMaster.

The following applications can create document management records via the PracticeMaster toolbar:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Windows Explorer
- Adobe Acrobat
- Adobe Reader
- Corel WordPerfect
- Ricoh (formerly Fujitsu) ScanSnap

The following resources include specific information regarding integration between these products and PracticeMaster.

- [Document Management Guide](#)
- **Knowledge Base Articles**
 - [R11638](#) - Document Management Resource List
 - [R11571](#) - Document Management Frequently Asked Questions
 - [R11630](#) - Document Management Quick Reference
 - [R11529](#) - Verify Documents Error Report
 - [R11344](#) - Troubleshooting PracticeMaster Toolbar Plug-ins
 - [R11549](#) - Troubleshooting Document Management

Additional Toolbar Functions

In addition to Document Management features, the PracticeMaster toolbar for Word, Excel, PowerPoint, Adobe, and WordPerfect allows you to create Journal, Calendar, and Fee records in PracticeMaster from the current document using the **PM Journal**, **PM Calendar**, and **PM Fee** buttons.

More information regarding the PracticeMaster Toolbar for products other than Outlook can be found in Knowledge Base Article [R11344](#), "Troubleshooting PracticeMaster Toolbar Plug-ins."

Microsoft Word Document Assembly

PracticeMaster has its own document assembly engine that was written specifically to integrate with Microsoft Word. Specially coded document templates in Word can be used to merge information from your PracticeMaster data files to easily create documents. If the information required is not in the data files, document assembly will pause allowing you to enter the required information. This information is then saved to the document and written to the PracticeMaster data files.

The following resources include specific information regarding Microsoft Word Document Assembly.

- [**Word Document Assembly Guide**](#)
- **Knowledge Base Articles**
 - [**R11447**](#) - Working with PracticeMaster Document Assembly
 - [**R11015**](#) - How To Start a New Word Document Template
 - [**R10667**](#) - Word Document Assembly Advanced Coding Tips
 - [**R10650**](#) - Troubleshooting Word Document Assembly

HotDocs Document Assembly

PracticeMaster integrates with HotDocs document assembly software from Lexis Nexis, when used with Microsoft Word and WordPerfect. When you integrate PracticeMaster with HotDocs, the document assembly process is simplified because the templates retrieve data from the PracticeMaster data files.

More information on HotDocs Document Assembly can be found in the PracticeMaster Help and Knowledge Base Article [**R10681**](#), "Troubleshooting HotDocs."

CalendarRules

PracticeMaster is capable of creating and maintaining Calendar Plans in PracticeMaster using rule sets provided by CalendarRules ([**www.CalendarRules.com**](http://www.CalendarRules.com)). When creating a Calendar Plan using CalendarRules, you can specify the jurisdiction and court you are working with to ensure that the correct calendar entries are created. Additionally, CalendarRules is constantly updating their rule sets as they change, ensuring that your associated events and tasks are always up to date.

More information on CalendarRules integration can be found in Knowledge Base Article [R11713](#), "CalendarRules™ Integration Overview."

Worldox

PracticeMaster software integrates with Worldox® document management software from World Software Corporation. Details regarding versions that integrate can be found in Knowledge Base Article [R11950](#), "Third Party Integration Requirements."

When integration is enabled between the two systems, new PracticeMaster client information is written to Worldox, PracticeMaster conflict of interest can search Worldox documents, Word Document Assembly triggers Worldox profiles and categorizes documents in a PracticeMaster favorite files section, and you can view a list of documents for a specific client. Additionally, you can install a PracticeMaster toolbar plug-in to display a PracticeMaster toolbar in Worldox.

The following Knowledge Base Articles include specific information regarding Worldox integration.

- [R10715](#) - PracticeMaster Integration with Worldox
- [R11580](#) - Configuring Worldox Integration
- [R10656](#) - Worldox Troubleshooting

NetDocuments

PracticeMaster integrates with NetDocuments cloud-based document management system.

When firm-level integration with NetDocuments is configured in PracticeMaster, clients that are added or modified in Tabs3 Billing, PracticeMaster, or Trust are automatically added to NetDocuments.

When user-level integration with NetDocuments is configured in PracticeMaster, NetDocuments users can access and email NetDocuments files assigned to clients from either the Client Information window or the PracticeMaster Matter Manager. Additionally NetDocuments files can optionally be included in the PracticeMaster Conflict of Interest Search tool.

More information regarding NetDocuments integration can be found in Knowledge Base Article [R11786](#), "NetDocuments Integration."

LexShare

PracticeMaster integrates with LexShare, a cloud-based secure file sharing and electronic signature service.

When firm-level integration with LexShare is configured in PracticeMaster, users can securely send and receive files to recipients, as well as request documents to be electronically signed. Users can then import the files from LexShare as document management records in PracticeMaster.

More information regarding LexShare integration can be found in Knowledge Base Article [R11901](#), "LexShare Integration."

ScanSnap

PracticeMaster software integrates with Ricoh® (formerly Fujitsu®) ScanSnap® scanners using either the ScanSnap Home or ScanSnap Manager software, allowing you to create Document Management records directly from scanned paper documents.

More information regarding ScanSnap integration can be found in Knowledge Base Articles [R11798](#), "Configuring and Using ScanSnap Home" and [R11686](#), "Configuring and Using ScanSnap Manager."

PaperPort

PracticeMaster integrates with the PaperPort software by Nuance (formerly ScanSoft) and with Visioneer's PaperPort scanner. Scanned documents dragged onto the PracticeMaster icon in the PaperPort software will automatically bring up a PracticeMaster document management record with the filename and User ID filled in.

More information regarding PaperPort integration can be found in the PracticeMaster Help.

File Import / Export

PracticeMaster supports importing and exporting data to and from the majority of its data files. The required format for these files is comma quote delimited text files, which can be easily viewed and edited in spreadsheet software, such as Microsoft Excel.

More information on importing and exporting data from PracticeMaster can be found in the PracticeMaster Help. Additionally, information regarding importing fees and costs

using this method can be found in Knowledge Base Article [R11724](#), "Importing Fees and Costs Into PracticeMaster from Microsoft Excel."

Tabs3 Trust Accounting (Trust)

Tabs3 Trust Accounting (Trust) integrates with ProPay in order to accept credit cards for trust account deposits. Trust allows you to transmit your 1099 information to an online service to have your 1099 forms mailed, emailed, or electronically filed on your behalf. Additionally, Trust can import transaction information via a file downloaded from your bank or credit card company, and import journal entries from a specifically formatted ASCII data file.

LawPay

Trust integrates with LawPay® (an Affinipay solution) to allow you to directly deposit funds to Trust Accounts using credit/debit cards. Once integration is enabled and configured, any time you enter a deposit with a LawPay payment method specified in the **Type** field in Trust, the transaction will be processed automatically via LawPay. Credit card information can be entered manually or using a compatible card reader.

If you are considering electronic payment processing for the first time, please see Knowledge Base Article [R11871](#), "Tabs3Pay Frequently Asked Questions," for information on Tabs3Pay, our recommended payment processing solution.

The following resources include specific information regarding integration between Trust and LawPay.

- [LawPay Integration Guide](#)
- **Knowledge Base Articles**
 - [R11826](#) - Configuring LawPay Integration with Tabs3 Software
 - [R11832](#) - Processing Electronic Transactions Using LawPay
 - [R11828](#) - LawPay Integration Frequently Asked Questions
 - [R11708](#) - Credit Card Refund Best Practices
 - [R11708](#) - Credit Card Refund Best Practices
 - [R11827](#) - LawPay Error Messages and Troubleshooting

LexCharge

Trust integrates with LexCharge® (formerly ProPay) to allow you to directly deposit funds to Trust Accounts using credit cards or eChecks (direct charges to a client's checking or savings account). Once integration is enabled and configured, anytime you enter a deposit with a **Type** of "Credit Card" in Trust, a separate LexCharge window is displayed. Credit card information can be entered manually or using a compatible card reader. Additionally, Trust allows you to access your LexCharge account page in the Quick Launch by searching for and selecting "LexCharge Reports."

If you are considering electronic payment processing for the first time, please see Knowledge Base Article [R11871](#), "Tabs3Pay Frequently Asked Questions," for information on Tabs3Pay, our recommended payment processing solution.

The following resources include specific information regarding integration between Trust and LexCharge.

- [LexCharge Integration Guide](#)
- **Knowledge Base Articles**
 - [R11850](#) - Configuring LexCharge Integration with Tabs3 Software
 - [R11688](#) - Processing Electronic Transactions Using LexCharge
 - [R11691](#) - LexCharge Integration Frequently Asked Questions
 - [R11692](#) - LexCharge Messages and Troubleshooting

Tabs3 E-file

Tabs3 E-file is an online service that allows you to send 1099 information from Trust (and AP) and then electronically file, email, or physically print and mail, 1099-MISC, 1099-NEC, 1096, and other forms with the IRS and to your vendors. More information on this process can be found in the Trust Help and Knowledge Base Article [R11788](#), "All About Tabs3 E-File."

Import Bank Transactions

Trust allows you to import your bank and credit card transactions via a file downloaded from your bank or credit card company's website. This feature allows you to streamline the reconciliation of your bank and credit card accounts. More information on this process can be found in the [Tabs3 Trust Accounting Guide](#) and the Trust Help.

Import Transactions

The Import Transactions utility allows you to post transactions to Trust that are in a specified ASCII text file named T4IMPORT.DAT. This utility allows you to import transactions from any other software package provided the data is in the specified format. More information on this process can be found in Knowledge Base Article [R11504](#), "Importing Data into Trust."

Positive Pay

The Positive Pay Export utility allows you to export a list of approved checks that you can provide to your bank or financial institution's fraud prevention program (commonly known as Positive Pay). The Positive Pay Export utility has multiple configuration options, allowing you to format the export file to meet your bank's requirements, with separate export configurations for each bank. More information on this process can be found in Knowledge Base Article [R11833](#), "Exporting Checks Using Positive Pay."

Tabs3 Accounts Payable (AP)

Tabs3 Accounts Payable (AP) allows you to transmit your 1099 information to an online service to have your 1099 forms mailed, emailed, or electronically filed on your behalf. Additionally, AP can import invoice entries from a specifically formatted ASCII data file.

Tabs3 E-file

Tabs3 E-file is an online service that allows you to send 1099 information from AP (and Trust) and then electronically file, email, or physically print and mail, 1099-MISC, 1099-NEC, 1096, and other forms with the IRS and to your vendors. More information on this process can be found in the AP Help and Knowledge Base Article [R11788](#), "All About Tabs3 E-File."

Import Invoices

The Import Invoices utility allows you to import transactions into AP that are in a specified ASCII text file named A3IMPORT.DTA. This utility allows you to import invoices and manual checks along with optional GL information from other software packages provided the data is in the specified format. More information on this process can be found in Knowledge Base Article [R11505](#), "Importing Data into AP."

Positive Pay

The Positive Pay Export utility allows you to export a list of approved checks that you can provide to your bank or financial institution's fraud prevention program (commonly known as Positive Pay). The Positive Pay Export utility has multiple configuration options, allowing you to format the export file to meet your bank's requirements, with separate export configurations for each bank. More information on this process can be found in Knowledge Base Article [R11833](#), "Exporting Checks Using Positive Pay."

Tabs3 General Ledger (GL)

Tabs3 General Ledger (GL) integrates with PenSoft Payroll software. Additionally, GL can import transaction information via a file downloaded from your bank or credit card company for reconciliation purposes, and import journal entries from a specifically formatted ASCII data file.

PenSoft Payroll

Tabs3 General Ledger is capable of importing data exported from PenSoft Payroll software in order to automatically create payroll journal entries. More information on this process can be found in Knowledge Base Article [R10253](#), "Integration Between GL and PenSoft Payroll."

Import Bank Transactions

GL allows you to import your bank and credit card transactions via a file downloaded from your bank or credit card company's website. This feature allows you to streamline the reconciliation of your bank and credit card accounts. More information on this process can be found in the [Tabs3 General Ledger Guide](#) and the GL Help.

Import Journal Entries

The Import Journal Entries utility allows you to post journal entries to GL that are in a specified ASCII text file named GLSASCII.DTA. This utility allows you to import journal entries from any other software package provided the data is in the specified format. More information on this process can be found in Knowledge Base Article [R11503](#), "Importing Data into GL."

All Applications - ODBC

Data from all of the previously referenced Tabs3 Software applications can be accessed using a compatible FairCom ODBC driver. Platinum SQL editions include both 32-bit and 64-bit ODBC drivers for all workstations. For non-Platinum SQL firms, licences for FairCom's 32-bit ODBC driver can purchased on a per workstation basis. These drivers allow you to read information from the Tabs3 software data files directly into other ODBC compatible applications, such as Microsoft Excel, Crystal Reports, etc.

The following resources include specific information regarding the ODBC Drivers included with Platinum SQL.

- [Platinum Server Guide](#)
- **Knowledge Base Articles**
 - [R11397](#) - Working with Platinum SQL ODBC Drivers
 - [R11426](#) - Platinum SQL Syntax Information

Additional information regarding the FairCom 32-bit ODBC Driver can be found in Knowledge Base Article [R10017](#), "Working with ODBC."

Additional Tabs3 Products

Tabs3 Billing integrates with two additional Tabs3 Software utilities: Tabs3 Taskbill and Tabs3 Device Interface.

Tabs3 Taskbill

Tabs3 Taskbill allows you to convert Tabs3 Billing statements into electronic bills in specific formats required by many insurance companies and organizations. More information regarding Tabs3 Taskbill can be found in the following Knowledge Base Articles:

- [R10435](#) - Tabs3 Taskbill Product Information
- [R11737](#) - Configuring and Using Taskbill

Tabs3 Device Interface



Tabs3 Device Interface, also known as TBDevice, has the ability to convert data from cost recovery devices into a format that can then be imported into Tabs3 Billing. The Merge

Tabs3 Remote Data utility included in Tabs3 Billing is used to import the data as billable fees and costs. More information regarding the Tabs3 Device Interface utility can be found in Knowledge Base Article [R11684](#), "Tabs3 Device Interface Instructions (TBDevice)."

Resources

Additional information regarding integration of Tabs3 Software can be found in the built-in help files, Guides, Videos, and the Tabs3 Software Knowledge Base.

Help

Help is installed with the software and is easily accessed by pressing F1, by clicking the  button, or in the Quick Launch by searching for and selecting "Help Topics." Help includes detailed information regarding specific applications and features. Clicking the  button opens Help for the window you are currently using. Many times, reading the appropriate Help topic may be the fastest way to find your answer.

Guides

There are multiple guides installed with the software. In the Quick Launch, search for and select "Documentation" for a list of all available resources. The following guides are useful references when familiarizing yourself with the software:

- [Administrator Guide](#)
- [Tabs3 General Ledger Guide](#)
- [Tabs3 Accounts Payable Guide](#)
- [Tabs3 Trust Accounting Guide](#)

The guides can also be accessed via our website at:

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

Report Packs

Report packs are available for all software. These report packs includes examples of each report in the software and include detailed information regarding each item on the report. In the Quick Launch, search for and select "Documentation" for a list of all available resources. The sample reports can also be accessed via our Web site at:

Tabs3.com/support/docs.html

Training Videos

Tabs3 Software includes numerous training videos to help you learn the software. In the Quick Launch, search for and select "Training Videos" to access the training video libraries.

The following training videos contain information on integration between Tabs3 Software applications. Clicking a link will open the associated training video in your browser.



[Filing 1099s Quickly and Easily Using Tabs3 E-file](#)



[Tracking Advanced Client Costs in Tabs3 Software](#)

Knowledge Base

The Knowledge Base includes information regarding Tabs3 Software applications and is provided for end-users, consultants, and other third parties who work with Tabs3 Software. It contains extensive information on Error Troubleshooting, Networking & Windows Issues, "How To" articles and product-related articles. The Knowledge Base requires Internet access. You can access the Knowledge Base in the Quick Launch by searching for and selecting "Knowledge Base."

The following articles contain information related to integration between Tabs3 Software applications.

- [R11143](#) - Integration Overview of Tabs3 Software
- [R11316](#) - PracticeMaster Integration Overview
- [R11139](#) - Integration from Tabs3 Billing to Other Tabs3 Applications
- [R10929](#) - Troubleshooting Tabs3 Billing/Trust Integration
- [R11152](#) - Creating an Unapplied Payment Account for Tabs3 Billing & GL Integration
- [R11340](#) - Tabs3 Client Funds GL Integration Overview
- [R11170](#) - Integrating Tabs3 Payments with GL

- [R11428](#) - Getting Started with Tabs3 Client Funds and GL Integration
- [R10693](#) - Tracking Tabs3 Cost Transactions Integrated from AP

The Knowledge Base can also be accessed at:

support.Tabs3.com

Tabs3 Support

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

Reliable software. Trusted service.

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

Email support is also available for all firms on maintenance. Our support team responds to emails during office hours. Our goal is to respond to your question within one business day. Please keep in mind that time-sensitive and complex issues are better handled over the phone. To request email support, visit Tabs3.com/support.

Tabs3 Consultants

Tabs3 Software applications are available through a national network of over 100 consultants. Those consultants are small independent firms that specialize in the sales of licenses and installation, training and support of billing, financial, and practice management software for law firms. By having consultants service all 50 states, you can work directly with a local person familiar with Tabs3 Software, who can provide personalized on-site installation, training, and support services. Visit our website for a consultant near you or contact our Sales team at (402) 419-2200.

Tabs3.com/find-a-consultant

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