Tabs3
Reliable Software. Trusted Service.
by profitsolv

Tabs3 Remote Entry Manual

Tabs3 Billing

PracticeMaster

Trust Accounting

Accounts Payable

General Ledger

TABS3.COM

Tabs3 Remote Entry Manual

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Table of Contents

Chapter 1 - Introduction & Getting Started 1

Software Technology, Inc. 1
Tabs3 Remote Overview. 1
Computer Requirements 1
Tabs3 Remote Limits 1
Conventions Used in this Manual 2
Conventions Used in the Program. 2
Installing the Software 2
    Installing Tabs3 Remote 2
    Network Workstation Installation 3
Using Tabs3 Remote on a Network 3
Starting Tabs3 Remote 3
Select User Number Window 3
Main Application Window 4
    Task Folder 5
    Toolbar 5
    Status Bar 5
    Open Windows Maximized. 5
Active User List 5
    Resetting Users 6
Exiting Tabs3 Remote. 6
Multi-User Functionality. 6
Help Menu 7
Log File. 8
Backing Up 8
    Tabs3 Remote Data Files 8
    Dictionary Files 8
    Validation Files. 9
Tabs3 Remote Menu Bar 10

Chapter 2 - Using Tabs3 Remote 11

How Tabs3 Remote Works 11
How Tabs3 Remote Integrates with GLS 12
Validation Files. 12
Initial File Setup 13
    Set Up Users 13
    Customize Tabs3 Remote 13
    Create Validation Files 13
Checklist for New Installations. 13
Tabs3 Remote System Flow 14
Transferring Remote Data to Tabs3 14
    Transferring Files 15
Notes on Merging Remote Transactions. 15

Chapter 3 - Data Entry 17

Toolbar Buttons 17
Data Entry Keystrokes 18

Text Editing Keystrokes 18
General Windows Keystrokes 18
Date Fields 19
Calendar Window 20
QuickDate Calculator Window 21
Calculator 21
Lookup Windows 21
Rich Text Formatting 23
Shortcut Menus 23
Spell Check 23
Data Entry Programs 24
Fee File 24
Cost File 25
Deleting Records 26

Chapter 4 - Printing 27

Default Windows Printer 27
Printer Setup 27
Advanced Printing Features 29
Print Dialog Box 31
Print Control Window 34
Preview Window 35
Preview Window Keystrokes 36

Chapter 5 - Reports 39

Transaction File List 39
Task Code Billing Report 40
Verification Lists 42
Report Definitions 43
Loading Report Definitions 43
Saving Report Definitions 44
Date Conventions Used in Report Definitions 45

Chapter 6 - Maintenance & Utilities 47

Add/Delete Words 47
Spell Check Options 47
Data File Integrity Check 48
Tabs3 Remote Customization 48
User Configuration 49
Reindex Files 50

Appendixes 51

APPENDIX A - Technical Support 53

APPENDIX B - Glossary 55

APPENDIX C - Forms 61

Tabs3 Remote Fee Transactions 63
Tabs3 Remote Cost Transactions 64

Index 65

Chapter 1
Introduction & Getting Started

Software Technology, Inc.

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

Tabs3 Remote Overview

Tabs3 Remote is a remote data entry program that is used with Tabs3 Billing Software. Tabs3 Remote allows you to record billable and non-billable time and fee charges, expenses and advances along with credits at a remote site. Common methods for transferring the transactions from the remote site to the main office include, emailing the files, copying the files over a network, or copying the files onto a flash drive.

These transactions are then merged into Tabs3 at a later time by using the Tabs3 "Merge Tabs3 Remote Data" program. The main office can then print billing statements in a variety of user-selectable formats and produce several internal reports to help make effective billing decisions. By increasing the speed, accuracy and efficiency of your billing procedures, Tabs3 Remote leaves you free to spend your time more profitably.

Tabs3 Remote is licensed for use on up to 10 separate computers at the same physical location.

Computer Requirements

To use Tabs3 Remote, the following system hardware is required:

- ❑ Windows 7/Vista/XP.
- ❑ 23 MB of free hard disk space.
- ❑ Minimum 800 x 600 screen resolution. Recommended 1024 x 768 or higher.
- ❑ 32-bit color is recommended.
- ❑ A CD for installing the programs onto the hard disk.
- ❑ High speed wired network recommended for multi-user versions. Wireless networks are not recommended due to performance and reliability issues.

Tabs3 Remote Limits

- ❑ Unlimited records are allowed in the Tabs3 Remote fee file.
- ❑ Unlimited records are allowed in the Tabs3 Remote cost file (i.e., expenses and advances).

Conventions Used in this Manual

The term “click” or “clicking” means to select the specified item by clicking the primary mouse button once. The term “double-click” means to select the specified item by clicking the primary mouse button twice. The term “right-click” means to select the specified item by clicking the secondary mouse button once *(usually the right mouse button).* If desired, the keyboard method can be used to select the specified item. Details regarding keystrokes can be found on page 18.

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

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

Conventions Used in the Program

The software uses a “Multiple Document Interface.” This interface allows multiple program windows to be open at the same time. For example, you can have two fee windows open and a cost window open all at the same time. In addition to opening multiple program windows, each user can open multiple programs on the same workstation as well as open multiple copies of the same program on the same workstation. All of these tasks can be accomplished without logging in as another user. Keep in mind that certain tasks require exclusive use of the software. Detailed information about these tasks can be found beginning on page 6.

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

Installing the Software

Note: During installation a file named READWSTI.WRI is installed. This file contains information regarding the Software that may not appear elsewhere in the documentation.

Note: If the software will be used on a network, read ***Using Tabs3 Remote on a Network*** found on page 3 *before* installing the software.

Installing Tabs3 Remote

Tabs3 Remote software is provided on the CD and must be installed to a hard disk.

To install Tabs3 Remote on your hard disk:

1. Insert the CD into your CD drive.
2. A CD Browser program will automatically start.

   Note: If the Autorun feature is disabled, click the **Start** button, and then click **Run**. Click the **Browse** button and navigate to the CD drive. Double-click the **LAUNCH.EXE** file. Click **OK**.

3. Select the appropriate menu option depending on whether you are installing a full working version or trial version.
4. Follow the on-screen instructions to install the software.

Network Workstation Installation

Once the software has been installed on the file server, each workstation that will be accessing the software must run the SETUP program located on the file server. This process installs the required files and Windows shortcuts on the workstation.

Note: The following process does not need to be run if the computer using Tabs3 Remote will have the software installed locally as opposed to accessing the software from a file server.

To install Tabs3 Remote on a workstation:

1. From the workstation click the **Start** button and then click **Run.**
2. Click the **Browse** button and select the directory where the Tabs3 Remote files were installed. Then, select the **SETUP.EXE** file found in the Tabs3 Remote program directory and click **OK** to run the program.
3. Follow the on-screen instructions to run the **SETUP** program.
4. Repeat steps 1 through 3 for each workstation that will be using Tabs3 Remote.

Using Tabs3 Remote on a Network

1. Before using Tabs3 Remote, you must assign each user the proper rights and access privileges for the program and data directories. All users must have *all rights* to the program and data directories.
2. ***DO NOT*** put Tabs3 Remote programs or data files in a directory that is in your path or mapped to a Search Drive. Doing so will inhibit file locking and could result in corrupted data files.
3. When using Tabs3 Remote software on a network, all program files must reside on the file server. Only one set of data files exists for the installation *(i.e., each workstation does not have a separate set of data files).* If you want each workstation to have its own set of data files, consider installing Tabs3 Remote as a local installation on each workstation.

Starting Tabs3 Remote

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

Desktop Shortcut — During installation, if you elected to create icons on the desktop, you can double-click the Tabs3 Remote desktop icon.

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

After starting Tabs3 Remote, the Select User Number window will be displayed.

Select User Number Window

The Select User Number window is used to access Tabs3 Remote when more than one user has been configured. It is displayed each time the software is started. This window shows the User Number and Description for all users that have been set up to use Tabs3 Remote. It also indicates which users are accessing Tabs3 Remote along with the task being performed. An asterisk (i.e., “*”) shown to the left of the User Number indicates the current workstation already has Tabs3 Remote open in another window.

The description “Windows - Multiple Occurrence Task(s)” indicates a

user has one or more windows open for Multi-Access functions (*page 6)* in Tabs3 Remote.

To access Tabs3 Remote, highlight the desired User Number and click the **OK** button. Or, you can double-click the desired User Number to access Tabs3 Remote and close the Select User Number window.

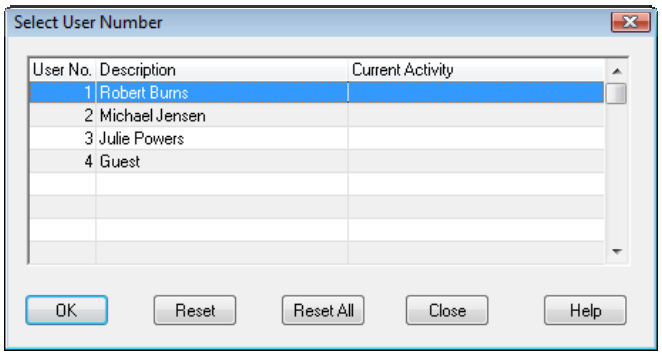


Fig. 1-1, Select User Number Window

The **Reset** and **Reset All** buttons allow you to reset users *(page 6)*.

The **Close** button will close the Select User Number window and exit Tabs3 Remote.

After selecting the user, the main application window will be displayed.

Main Application Window

The main application window is the base window that is opened after starting Tabs3 Remote. The main application window can be minimized, maximized or resized. The size and position of the main application window is saved in each workstation’s STI.INI file for subsequent sessions.

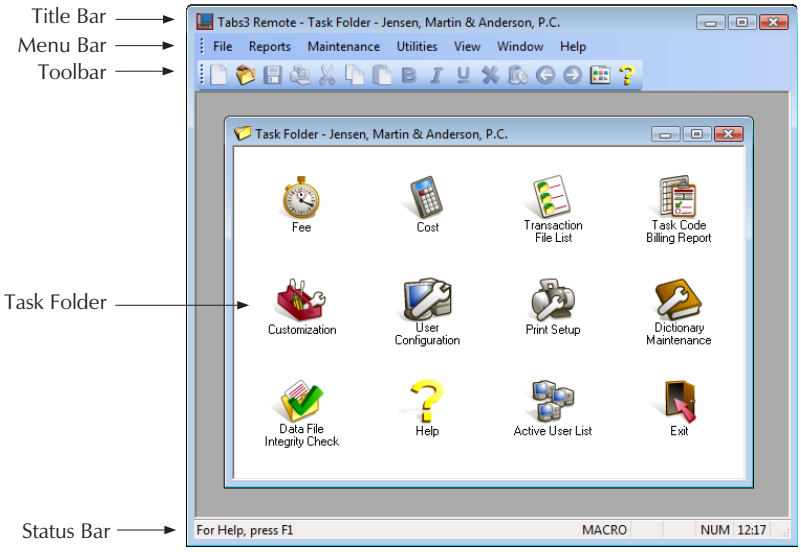


Fig. 1-2, Main Application Window

Task Folder

The task folder shows all programs in Tabs3 Remote and is optionally displayed when Tabs3 Remote is started. The graphical icons in the task folder can be used to launch Tabs3 Remote programs instead of using the menu bar options.

You can select any of the programs in the task folder by clicking once on the desired program icon. Each of the programs shown in the task folder can also be accessed via the menu bar.

A check mark shown to the left of the ***View | Task Folder*** menu option indicates the option is turned on. When the option is turned on, the Task Folder window will be displayed each time the software is started. Closing the Task Folder window closes the window for the current session only; it does not turn the option off for subsequent sessions.

Toolbar

By default, the toolbar is turned on and is positioned below the menu bar. Complete details regarding the toolbar buttons can be found on page 17.

When the toolbar feature is turned on, a check mark will be displayed to the left of the ***View | Toolbar*** menu option. If desired, you can turn the toolbar off or move it elsewhere on the desktop. This information is saved in the STI.INI file so it can be used for subsequent sessions. *(See **Toolbar** in Help for information on how to move the toolbar.)*

Status Bar

The status bar is shown at the bottom of the main application window. It is used to display descriptions of menu selections and graphical buttons when the mouse pointer is positioned over a menu selection or button. Indicators on the far right tell whether Caps Lock is on, Num Lock is on and the current system time. Different messages may also be displayed on the status bar at various times. An additional indicator on the far right shows whether Insert Mode or Overtype Mode (INS or OVR) is being used in rich text fields.

When the status bar is turned on, a check mark will be displayed to the left of the ***View | Status Bar*** menu option. If desired, you can turn the status bar off. This information is saved in the STI.INI file so it can be used the next time you start the software.

Open Windows Maximized

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

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

Active User List

The Active User List shows all users who are defined in Tabs3 Remote as well as which of those users are currently accessing Tabs3 Remote. It includes the User Number and Description of each user along with the task being performed. An asterisk (i.e., “*”) is shown to the left of the User Number of the user accessing the Active User List.

The description “Windows - Multiple Occurrence Task(s)” indicates a user has one or more windows open for Multi-Access functions *(page 6)* in Tabs3 Remote.

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

Resetting Users

All users should exit Tabs3 Remote properly when finished using the software so that the Active User List is correctly updated. If a user does not exit Tabs3 Remote properly, then the user must be reset.

The Active User List and Select User Number windows include the **Reset** button and the **Reset All** button.

Reset — Clicking the **Reset** button will reset the highlighted user.

Reset All — Clicking the **Reset All** button will reset all active users *(with the exception of the user who is performing the reset)*.

Caution: Users that are in the software should never be reset. Resetting users that are in the software can cause data loss, data corruption, and fatal errors. ***DO NOT*** reset users unless you are absolutely sure they are not using the software. Users should always exit the software properly. The reset option should only be used when a user is unable to exit the software properly due to a computer problem, such as a lockup or power failure.

Note: Resetting users in Tabs3 Remote does not reset users in any other system.

Exiting Tabs3 Remote

To exit Tabs3 Remote, you can use any of the following methods:

- ❑ Click the **EXIT** icon found on the Task Folder.
- ❑ From the **File** menu, click **Exit**.
- ❑ Click the **Close** button (last button on the right side of the title bar) or double-click the program icon shown on the left side of the title bar.
- ❑ Press Alt + F4.

Multi-User Functionality

The multi-user version of the software allows multiple users to simultaneously perform data entry, generate reports and view information. However, not all functions can be accessed at the same time. This is because different functions require different levels of control over the program’s data files. In Tabs3 Remote, there are two different levels of control that a function can have over the data files:

Exclusive — An Exclusive function requires exclusive control of the specific system’s data files. Only one user will be allowed to access the program if such a function is invoked. For example, when using the Customization program in Tabs3 Remote, no other users are allowed to access any other Tabs3 Remote program.

Multi-Access — A Multi-Access function can be accessed by multiple users simultaneously. Also, other Multi-Access functions can be accessed at the same time by other users. A single user can have more than one Multi-Access function open at the same time. For example, when one user is accessing a Fee Entry window in Tabs3 Remote, other users can also open a Fee Entry window at the same time.

Detailed lists of each program’s functionality can be found in our Knowledge Base under the keyword “multi-user functionality” *(www.support.Tabs3.com)*.

Help Menu

The Help Menu consists of the following menu selections:

Help Topics

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

What's New

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

Internet Resources

The Internet Resources menu consists of the following menu selections:

Web Site

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

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

Knowledge Base

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

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

Software Update

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

Submit Log Files

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

About Tabs3 Remote

The **About Tabs3 Remote** menu selection displays pertinent information about Tabs3 Remote including the version number, serial number, user number, current working directory, release date, program directory, firm name, maximum timekeeper limit, active user limit, Key Type and Decimal Places.

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

The **Print** button displays a Print dialog box, allowing you to print a report of the information shown in the About Tabs3 Remote window *(page 54)*.

License Notice

The License Notice is a reminder that the software is protected by federal copyright law and is provided based on the provisions of a License Agreement that restrict usage and distribution of the software. The most current License Agreement can be found in our Knowledge Base Article R10348, "Software License Agreements."

Log File

The following log file is maintained in the software for troubleshooting purposes and can be accessed via the **View** menu.

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

Backing Up

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

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

Tabs3 Remote Data Files

When you make a backup of the Tabs3 Remote data files from your hard disk, you must back up all files that start with "RMT" (i.e., RMT*.*). All Tabs3 Remote data files are stored in the Current Working Directory as indicated in ***Help | About Tabs3 Remote***.

The following is a list of the Tabs3 Remote data files:

RMTCOST.DAT	RMTFEE.DAT	RMTCOST.IDX	RMTFEE.IDX
RMTCSTID.DAT	RMTFEEID.DAT		
R3CSTVER.DAT[1]	R3CSTVER.IDX[1]	R3FEEVER.DAT[1]	R3FEEVER.IDX[1]
R3DFICER.LOG[1]	R3REORG.LOG[1]	R3CUSTOM.DAT[2]	R3TASK.DAT[2]
R3TERM.DAT[2]	*.R3D[3]	WR3REP.TOC[3]	

[1] These files are temporary files that may not exist at the time you make your backup. These files represent the cost and fee verification files and various log files.

[2] These files are configuration files and reside in the same directory as the program files. You may want to back up these files to avoid reconfiguring Tabs3 Remote in the event of a total disk failure. These files begin with "R3" (i.e., "R3*.*").

[3] These files represent the files used for report definitions. The WR3REP.TOC file is the table of contents file and *.R3D represents the individual report definitions.

Dictionary Files

You can also back up the user dictionary files using the file specification "*.TLX". The main dictionary files, SSCEAM2.CLX, SSCEAM.TLX, SSCELA2.CLX, and SSCELA.TLX cannot be edited and are provided on the Tabs3 Remote program CD. The following editable dictionary files are provided with Tabs3 Remote. Keep in mind that other user dictionaries can be created and will also have a file extension of TLX.

STDICT.TLX	STTECH.TLX

Validation Files

If you are using the Tabs3 validation files, you may or may not want to back up these files. All of the optional validation files begin with "R3" (i.e., R3*.*) and are created by Tabs3. These files are stored in the Tabs3 Remote Current Working Directory. Additional information regarding validation files can be found on page 12. The following is a list of the optional Tabs3 Remote validation files:

Filename	Contents
R3CLIENT.DAT	Client information
R3CLIENT.IDX	Client index file
R3CLRATE.DAT	Client rate table information
R3CLRATE.IDX	Client rate table index file
R3COSTRT.DAT	Cost rate file
R3COSTRT.IDX	Cost rate index file
R3EMPL.DAT	Timekeeper information
R3EMPL.IDX	Timekeeper index file
R3TCODE.DAT	Transaction code information
R3TCODE.IDX	Transaction code index file
R3CAT.DAT	Category information
R3CAT.IDX	Category index file
R3TBCODE.DAT	Task Code file
R3TBCODE.IDX	Task Code index file
R3MACRO.DAT	Text Macro information
R3MACRO.IDX	Text Macro index file

Tabs3 Remote Menu Bar

File
- Open
  - Fee
  - Cost
- Print Setup
- Exit

Reports
- Task Code Billing Report
- Transaction File List

Maintenance
- Add/Delete Words
- Spell Check Options

Utilities
- Customization
- Data File Integrity Check
- Reindex Files
- User Configuration

View
- Active User List
- Open Windows Maximized
- Error Log
- Status Bar
- Task Folder
- Toolbar

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

Help
- Help Topics
- What's New
- Internet Resources
  - Web Site
  - Knowledge Base
  - Software Update
  - Submit Log Files
- About Tabs3 Remote
- License Notice

Chapter 2
Using Tabs3 Remote

How Tabs3 Remote Works

Tabs3 Remote allows fees and costs for Tabs3 to be entered on other computers without the use of a network. Tabs3 Remote is useful in many different situations. For example:

- A firm with the single user version of Tabs3 may want to use Tabs3 Remote so other personnel can perform data entry for Tabs3 at a different computer.
- A firm may want timekeepers to perform data entry on their laptop computers.
- A firm in one city performs all accounting functions for the business but wants a branch in a separate city to perform their own data entry.
- A sole proprietor wants to perform data entry on his home computer.

Regardless of whether you have one workstation or many that use Tabs3 Remote, the concepts for using Tabs3 Remote remain the same.

Enter Data

File | Open | Fee / Cost
Fee and cost transactions for clients are added to Tabs3 Remote. As the transactions are entered, they are stored in the Tabs3 Remote data files. Periodically the information entered in Tabs3 Remote must be transferred and merged into Tabs3. This can be done daily, weekly, monthly or as often as desired.

Data File Integrity Check

Utilities | Data File Integrity Check
The Data File Integrity Check program ensures that the data files contain no errors introduced by hardware or power failures. This program should be run on each Tabs3 Remote workstation before transferring the data files to the main Tabs3 computer.

Transfer Remote Data to Tabs3

Transferring the Tabs3 Remote data files to the main Tabs3 computer is a function that is performed by the operator—Tabs3 Remote does not do this for you. Additional details on how to transfer data can be found on page 14.

It is important to note that once the data files have been transferred, no other information should be entered at the remote station until the remote data files have been renamed or deleted. Otherwise, duplicate transactions will result the next time data is transferred and merged.

Hint: If you are merging multiple sets of Tabs3 Remote data into Tabs3, you must complete the merge for the first set of data before transferring the second set of data, etc. Otherwise, the first set of data files will be overwritten before they are merged.

Merge Tabs3 Remote Data

Once the data files have been transferred, they must be merged with the main Tabs3 data. This step is performed by the operator of the main Tabs3 system

using the "Merge Tabs3 Remote Data" program found in Tabs3. Complete details regarding this program can be found in the Tabs3 Help. *(Note: If errors are reported by the Tabs3 merge program, they should be corrected before proceeding. Page 16 contains details regarding the correction of rejected transactions.)*

Delete Tabs3 Remote Data Files

Once the Tabs3 remote data files are successfully merged into Tabs3, you must make sure the remote data files that were on the remote computer have been deleted or renamed. Most firms rename or delete the remote data files after transferring the data files so the remote computer can continue to make entries. Renaming the files is preferred over deleting in the event a problem occurs with the transfer of the remote data files (i.e., damaged flash drive, poor wireless connection, etc.)

Update Validation Files

The validation files used by Tabs3 Remote should be updated on a periodic basis (page 12). These files are created using Tabs3's Create Validation Files program. Once created, these files must be transferred to the computer(s) running Tabs3 Remote.

How Tabs3 Remote Integrates with GLS

General Ledger Software (GLS) journal entries can be automatically created for cost entries merged into Tabs3 provided Tabs3 is set up to integrate with GLS *and* automatically post journal entries to GLS. One-sided journal entries will not be created or posted. Complete details regarding creation of General Ledger journal entries can be found in the Tabs3 Help.

Validation Files

Validation files are used to enhance the data entry verification features of Tabs3 Remote. When validation files are present, Tabs3 Remote verifies that the clients, timekeepers, categories, transaction codes and task codes specified during data entry are valid by displaying the appropriate name or description in the window. The information in the validation files can also be displayed in the lookup windows available throughout Tabs3 Remote. Validation files for Tabs3 Text macros can also be created for use in Tabs3 Remote fee and cost descriptions.

Validation files are created using Tabs3's "Create Validation Files" program. Once these files are created, they must be transferred to the drive and directory where Tabs3 Remote resides. Validation files are typically recreated whenever there have been substantial changes to the Tabs3 client, category, timekeeper or transaction code file. This may be daily, weekly, or monthly depending on the size of the firm.

Validation files are not required for Tabs3 Remote to work successfully. However, they will make data entry much easier for the data entry operators. Most firms who use Tabs3 Remote use the validation files.

All of the validation file names start with R3 (i.e., R3*.*). A list of the validation file names can be found on page 9.

Initial File Setup

Hint: A comprehensive checklist for new installations can be found on page 13.

Set Up Users

Each time the software is started, users are required to select a user record. Therefore, a user record should be set up for each user who will be accessing Tabs3 Remote. The User Configuration program (page 49) is used to set up user records. User records include a user number and description.

Hint: A command line parameter can be specified so that users do not need to select a user record each time the software is started. See **Startup Options** in Help for information on how to add startup options.

Customize Tabs3 Remote

When Tabs3 Remote is started for the very first time, the Customization window is automatically opened. Much of the information in Customization can be easily changed at any time.

Key Type & Decimal Places

The Key Type and Decimal Places fields represent your Client ID format. These fields must ***match*** the Key Type and Decimal Places specified on the **Main** tab of Tabs3 Customization.

Create Validation Files

Create the validation files using the main Tabs3 computer and transfer the validation files to the remote computer's data directory *(page 12).*

Checklist for New Installations

The following is a checklist of the steps that should be completed in order to get Tabs3 Remote up and running. Each step has a corresponding chapter or page number in the Tabs3 Remote manual. We recommend following these procedures to prepare your accounting and bookkeeping departments for the conversion to Tabs3 Remote.

Step #	Description	Chapter/Page #	Completed
1	Fill out and send in the Software Registration Cards that came with the software.	Included with software	
2	Familiarize key personnel with the Tabs3 Remote manual. Review Chapter 1, "Introduction & Getting Started" and also Chapter 2, "Using Tabs3 Remote."	Chapters 1 & 2	
3	Install the software: Tabs3 Remote.	Page 2	
4	Start up Tabs3 Remote. Set up user numbers/descriptions for each user. Customize Tabs3 Remote.	Page 3 Pages 13 and 49 Pages 13 and 48	
5	Create Validation Files.	Page 12	
6	Determine backup routine.	Page 8	
7	You are now ready to use Tabs3 Remote!		

Tabs3 Remote System Flow

Daily Functions	
Task Description	**Help Index**
Enter new time slips (fees) and costs. Print verification lists.	Fees: Adding a Fee Transaction Costs: Adding a Cost Transaction Verification Lists
Print Transaction File Lists as needed.	Transaction File List
Change existing fee and cost entries if needed.	Fees: Changing a Fee Transaction Costs: Changing a Cost Transaction

Weekly Functions	
Task Description	**Help Index**
Update Validation Files.	Validation Files: File Names
Run the Data File Integrity Check program.	Data File Integrity Check
Back up data files.	Back Up
Transfer Remote Data to Tabs3.	Transferring Remote Data to Tabs3

Monthly Functions	
Task Description	**Help Index**
Run the Data File Integrity Check (monthly).	Data File Integrity Check
Back up data files (monthly).	Back Up

Transferring Remote Data to Tabs3

The Tabs3 Remote data files periodically need to be transferred to the main Tabs3 computer and merged with the main Tabs3 data files. Once the data files have been transferred to Tabs3, the Tabs3 billing operator should merge them into Tabs3 using Tabs3's "Merge Tabs3 Remote Data" program. Complete details regarding this program can be found in the Tabs3 Help.

The remote data files that need to be merged all start with a "RMT" (i.e., RMT*.*). The remote data files can be transferred via e-mail, copied to a flash drive, or copied to the main Tabs3 directory on a network. The remote data files are listed below:

RMTFEE.DAT	RMTCOST.DAT
RMTFEE.IDX	RMTCOST.IDX
RMTFEEID.DAT	RMTCSTID.DAT

Validation Files Note: You do *not* need to transfer any of the optional Tabs3 validation files (i.e., R3*.*).

Hint: You may want to consider making a batch file to copy the remote data files to the desired drive and directory. This will save time for the data entry operator and reduce the possibility of operator errors during the transfer process. Once the batch files have been created, you can add shortcuts/icons to the appropriate workstations for the required tasks.

Detailed procedures to transfer the files follow.

Transferring Files

To transfer the Tabs3 Remote data files from the Tabs3 Remote data directory to the Tabs3 location

1. Make sure that no other users are accessing Tabs3 Remote. To do this, click the **View** menu and then select the **Active User List** menu option. Verify that no other users are shown with current activity in the Active User List. Click **Close** to close the Active User List.

2. Run the Data File Integrity Check program *(page 48)* in Tabs3 Remote. Proceed if there are no errors.

3. From the Tabs3 Remote main application window, click **Help** and then select **About Tabs3 Remote**. The Current Working Directory will be displayed in this window. Write down the data path that is shown. Click **OK** to close this window and then close Tabs3 Remote.

4. Transfer the RMT*.* files located in the Current Working Directory you wrote down is step 3 to the main Tabs3 installation. *(Note: Knowledge Base article R10794, "Sending Tabs3 Remote Data files to Tabs3," discusses methods of transferring Tabs3 Remote data to the main Tabs3 installation. The Knowledge Base is located at: www.support.Tabs3.com)*

5. Make an additional copy of the RMT*.* files. Should a problem occur when transferring the Tabs3 Remote data files to the main Tabs3 installation, you will still have a backup copy.

6. Once all of the remote data files have been transferred to the main Tabs3 installation, delete the "RMT*.*" files from the remote workstation's data directory so that new remote transactions will not be added to the existing remote files.

Caution: Failure to delete the original remote files before new remote transactions are added will result in duplication of transactions the next time remote data files are transferred and merged into the Tabs3 data files.

Notes on Merging Remote Transactions

The following notes pertain to the treatment of the Tabs3 Remote transactions when they are merged with the main Tabs3 data. Additional information regarding the merging of Tabs3 Remote data can be found in the Tabs3 Help.

- **Deletion of Remote Data Files:** If all transactions successfully merge and no error codes are generated, the "RMT*.*" files in the Tabs3 working directory will be deleted. However, if errors are generated, you will be asked if you want to delete the remote data files (RMT*.*). Each transaction that is successfully merged will be marked as such. *(Note: If errors of only 35, 36, or 37 are received, the files will be deleted.)*

- **Categories:** If a fee transaction was entered at the remote site with a zero (0) in the **Category** field, the Merge Tabs3 Remote Data program will automatically change the category to match the client's assigned category when the transaction is merged with the Tabs3 data files.

- **Rate and Amount fields:** If a fee transaction was entered with both the **Rate** and **Amount** fields as zero (0), the Merge Tabs3 Remote Data program will automatically change the **Rate** and **Amount** fields by entering the default billing rate and then computing the **Amount** field by multiplying the **Hours** times the **Rate**.

  Note: If you specifically want the **Amount** to be zero (0) and not computed by the Merge Tabs3 Remote Data program, then the transaction must be entered at the remote site with a **Rate** greater then zero.

- **Zero Amount:** Zero amount transactions are merged into Tabs3.

- **Bill Code:** Billable transactions (i.e., transactions with a Bill Code of “0” or “3”) that were entered for non-billable clients will be merged as non-billable transactions with a Bill Code of “2”.

- **Cost Timekeeper:** If a cost transaction was entered with a zero in the **Timekeeper** field, then the Primary Timekeeper from the client’s file will be assigned to the transaction when it is merged with Tabs3.

- **Sales Tax:** Sales Tax Rate Codes for individual transactions are specified in Tabs3 Remote. However, if a transaction from Tabs3 Remote with a sales tax rate code of 1-9 is merged into Tabs3 for a non-billable client, Tabs3 will automatically change the sales tax rate code to “0 - nontaxable.”

- **Description:** Transactions that are merged with no description are treated differently depending on whether or not the transaction code validation file was present at the remote site when the transaction was saved on the remote computer.

    - If the transaction code validation file was present at the remote site when the remote site saved a transaction and the description was blank, then the transaction will be merged into Tabs3 with a blank description

    - If the transaction code validation file was not present at the remote site when the remote site saved a transaction and the description was blank, then the default description from the Tabs3 transaction code file will be used when the transaction is merged into Tabs3.

- **Secure Clients:** Transactions for secure clients cannot be merged unless the user performing the merge has access rights to the client. If the user does not have access rights to the secure client, the transaction will be rejected and will be included on the error list with an error 10.

- **Assigned Timekeepers:** Transactions for all timekeepers are merged regardless of whether the user performing the merge has been assigned access rights for that timekeeper.

- **User ID:** Tabs3 stores the User ID who entered the transaction and the Date Entered; however, Tabs3 Remote does not. Therefore, when transactions are merged into Tabs3, the logged in User ID who is performing the merge is used for the User ID and the date the merge is performed is used for the Date Entered.

- **Correcting Rejected Transactions:** Each transaction successfully merged is marked as merged. Rejected transactions can either be reentered in Tabs3 or edited in Tabs3 Remote and remerged. To edit the transactions in Tabs3 Remote, copy the “RMT*.*” files from the host computer back to the remote computer (being careful not to overwrite any data entered at the remote site) and edit the transactions in Tabs3 Remote.

Note: When remerging the files, the transactions that were successfully merged will not be merged again. However, if you don’t copy the “RMT*.*” files back to the remote computer before editing or restoring the Tabs3 data files, then when you remerge the remote data files, you will end up with duplicate entries for those entries that were merged the first time.

Chapter 3
Data Entry

Toolbar Buttons

The following is a list of toolbar buttons found in Tabs3 Remote. Buttons that are dimmed on the toolbar indicate that they are not available in the current window.

	New	The **New** button or Ctrl+N allows you to enter a new record in a file by clearing the information shown in the data entry window.
	Close	The **Close** button or the ESC key closes the current window. If changes have been made, you will be asked if you want to save the changes.
	Save	The **Save** button or Ctrl+S saves the changes made in the data entry window to the appropriate data files.
	Print	The **Print** button or Ctrl+P allows you to output a report regarding the current file to a printer, screen or disk file.
	Cut	The **Cut** button or Ctrl+X deletes the selected text and places it in the Windows Clipboard.
	Copy	The **Copy** button or Ctrl+C copies the selected text to the Windows Clipboard.
	Paste	The **Paste** button or Ctrl+V inserts the text from the Windows Clipboard at the current cursor position in the active window.
	Bold	The **Bold** button or Ctrl+B turns the bold attribute on or off for the selected text or at the cursor position.
	Italic	The **Italic** button or Ctrl+I turns the italic attribute on or off for the selected text or at the cursor position.
	Underline	The **Underline** button or Ctrl+U turns the underline attribute on or off for the selected text or at the cursor position.
	Cancel	The **Cancel** button cancels any changes and returns the record to its original state.
	Delete	The **Delete** button deletes the currently displayed record. You will be asked to confirm that you want to delete the record.
	Prev	The **Previous** button or F3 displays the previous record in a file.
	Next	The **Next** button or F4 displays the next record in a file.

	Task Folders	The **Task Folders** button or Ctrl+T displays the Task Folders window *(page 5)*.
	Help	The **Help** button or F1 displays Help for the current window.

Data Entry Keystrokes

Text Editing Keystrokes

Left-Arrow	Moves the cursor left one character.
Right-Arrow	Moves the cursor right one character.
Ctrl + Left-Arrow	Moves the cursor left one word.
Ctrl + Right-Arrow	Moves the cursor right one word.
Home	Moves the cursor to the beginning of a field or line.
End	Moves the cursor to the end of a field or line.
Ctrl + Home	Moves the cursor to the beginning of a field.
Ctrl + End	Moves the cursor to the end of a field.
Tab	Moves the cursor to the next field.
Enter	Moves the cursor to the next field (data entry windows only).
Shift + Tab	Moves the cursor to the previous field.
Shift + Enter	Moves the cursor to the previous field (data entry windows only).
Del	Deletes the character to the right of the cursor or deletes selected text.
Backspace	Deletes the character to the left of the cursor or deletes selected text.
Ctrl + Del	Deletes all characters to the right of the cursor on the current line. In rich text fields *(page 23)*, Ctrl + Del deletes the text following the cursor up to the next word.

General Windows Keystrokes

Ctrl+F4	Closes the current window (not the main application window).
Alt+F4	Closes the main application window.
Ctrl+F6	Switch to the next window within the main application window.
Ctrl+Shift+F6	Switches to the previous window within the main application window.
Alt+Tab	Switch to the next application in Windows.
Ctrl+Tab *or* Ctrl+PgDn	Move forward through program tabs in a window.
Ctrl+Shift+Tab *or* Ctrl+PgUp	Move backward through program tabs in a window.
Alt + Down-Arrow	Displays drop-down lists and lookup windows where applicable.

Date Fields

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

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

MM/DD/YYYY	**M/DD/YY**	**MM/DD**	**MDDYYYY**
MM-DD-YYYY	**MM-DD-YY**	**MM-DD**	**MDDYY**
MM DD YYYY	**MM DD YY**	**MM DD**	**MDD**
MMDDYYYY	**MMDDYY**	**MMDD**	**DD**

For example, to enter December 1, 2014, you could enter 12/01/14, 12/1/14, 12/1/2014, 12-01-14, 12-1-14, 120114, 12012014, 12 01 14, 12 1 14, 12 01 2014, 12/01, 12-01, 1201, 12 01, or 12 1. Leading zeros are not required when using the slash, dash or space separator.

Entering one or two digits will display the number(s) in the day segment, using the current system date to determine the current month and year. For example, with the date field highlighted, entering "7" when the current date is 12/01/2014 will change the date to "12/07/2014". This feature is available only when the date field, or day segment of the date field, is entirely highlighted, or is cleared.

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

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

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

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

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

T or D — Pressing "T" (Today) or "D" (Date) in a date field will enter the computer's system date (even if a date is already present in the field).

Q or M — Pressing "Q" (QuickDate) or "M" (Date Math) in a date field will display a QuickDate Calculator window allowing you to calculate a date.

C — For date fields that allow a value of "mm/dd/yyyy", pressing "C" (Clear) will replace the current date with "mm/dd/yyyy". If the date field is highlighted, pressing Del or Backspace will remove the current date and leave the date field blank.

PgDn — Pressing "PgDn" in a date field will decrease the current month value by one. For example, pressing "PgDn" when the date reads "12/01/2014" will change the date to "11/01/2014".

PgUp — Pressing "PgUp" in a date field will increase the current month value by one. For example, pressing "PgUp" when the date reads "11/01/2014" will change the date to "12/01/2014".

+ — The "+" key can be used in the date field to increase the day of the month. For example, pressing "+" when the date reads "12/15/2014" will change the date to "12/16/2014". Clicking the month, day, or year will highlight the selected segment. Pressing "+" when a segment is highlighted will increase the current value of that segment by one. For example, pressing "+" when "2014" is highlighted will increase the year to "2015".

- The “-” key can be used in the date field to decrease the day of the month. For example, pressing “-” when the date reads “12/16/2014” will change the date to “12/15/2014”. Clicking the month, day, or year will highlight the selected segment. Pressing “-” when a segment is highlighted will decrease the current value of that segment by one. For example, pressing “-” when “2014” is highlighted will decrease the year to “2013”.

Up-Arrow, >, or . Pressing the Up-Arrow, “>”, or “.” (period) key in a date field will increase the current day value by one. For example, pressing the Up-Arrow, “>”, or “.” (period) key when the date reads “12/15/2014” will change the date to “12/16/2014”.

Down-Arrow, <, or , Pressing the Down-Arrow, “<”, or “,” (comma) key in a date field will decrease the current day value by one. For example, pressing the Down-Arrow, “<”, or “,” (comma) key when the date reads “12/16/2014” will change the date to “12/15/2014”.

Calendar Window

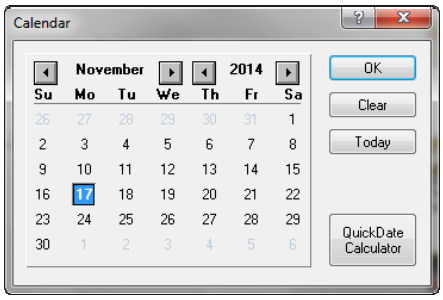


Fig. 3-1, Calendar Window

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

The Calendar window can be used to select any date.

Change Date You can click the desired date or use the arrow keys to move the cursor to a different date.

Change Month You can click the arrows surrounding the month or use the PgUp and PgDn keys to scroll to previous and subsequent months.

Change Year You can click the arrows surrounding the year or use the Ctrl-PgUp and Ctrl-PgDn keys to scroll to previous and subsequent years.

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

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

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

QuickDate Calculator Window

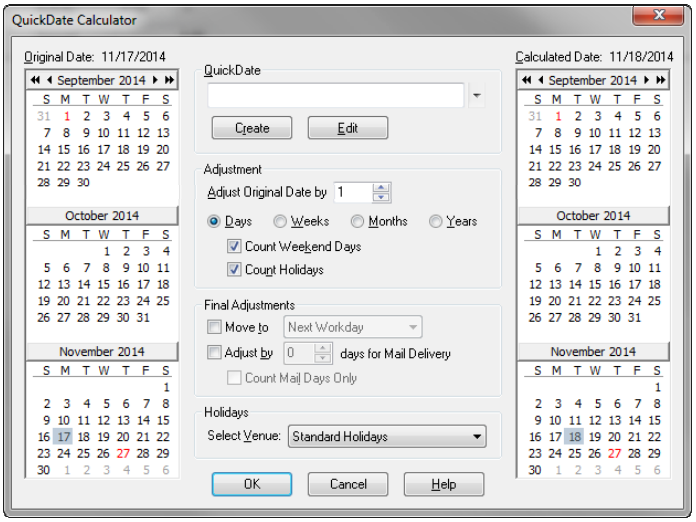


Fig. 3-2, QuickDate Calculator Window

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

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

Original Date Calendar

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

Calculated Date Calendar

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

QuickDate

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

Calculator

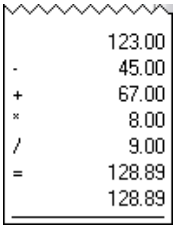


Fig. 3-3, Popup Calculator

When editing number or amount fields in the Tabs3 Remote Software, a popup calculator is available. The popup calculator is opened when "M" (Math) or any mathematical operator (+, -, *, /, or =) is pressed in a number field. When activated, the popup calculator is graphically displayed as calculator tape that extends above the field.

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

Lookup Windows

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

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

Cancel button or the ESC key can be used to close the window. Double-clicking can also be used to select a record and close the window.

Lookup windows can be repositioned and resized but must be closed before switching to any other Tabs3 Remote task. The size and position of each lookup window is saved each time the lookup window is closed. Column widths in the lookup window can also be resized and are saved. To resize a column, move the mouse pointer between the desired column headings, then click and drag the right side of the column to the desired size.

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

Incremental Searching

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

Autofill

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

Client Lookup Window

The Client Lookup window is available if the optional validation files are being used. The Client Lookup window includes the following columns: Client ID, Name Search, Client Name, Work Description, and Primary Timekeeper number. You can change the sorting order of the records by clicking a column heading. Inactive clients can be included or excluded by selecting the **Show Inactive** check box. Secure clients are not shown in the list unless the user who created the validation files has manager rights or has been assigned secure rights to the client.

You can include all clients in the window or include the last 20 clients accessed by selecting the **Recent** option. A **Filter** button makes it easy to filter which clients should be shown in the window. You can filter clients based on specified text found anywhere in the client name or work description. You can filter all clients *or* just the files for the current client.

The **Filter** button lets you search for text in the Client Name or Work Description fields.

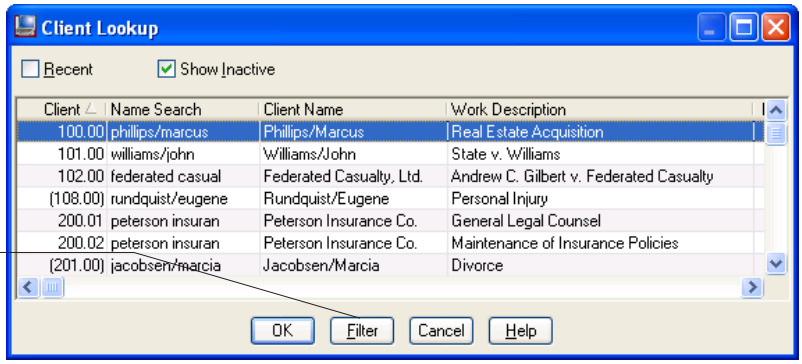


Fig. 3-4, Client Lookup Window

Rich Text Formatting

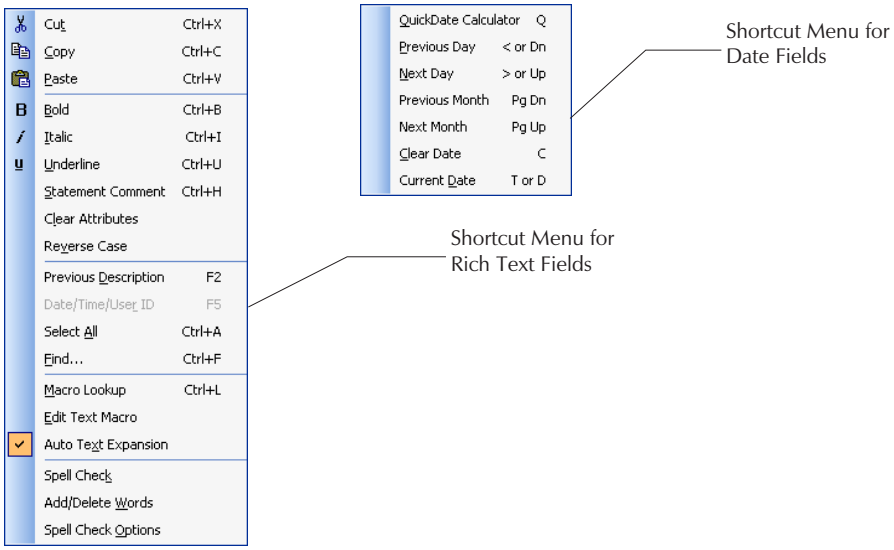
Tabs3 supports rich text formatting in many fields. Rich text fields can be formatted to include bold, italic and underline attributes. Selected text can have its case reversed. Right-clicking on a rich text field shows the available options on a shortcut menu. Insert Mode and Overtype Mode are available in rich text fields.

Fig. 3-5, Example of a Rich Text Field

Rich text fields can be found in Tabs3 Remote in the Description fields in the Fee and Cost data entry programs.

Shortcut Menus

A shortcut menu is displayed when you right-click in a rich text field or a date field. The shortcut menu displayed will list commands specific to the field type.



Spell Check

Tabs3 Remote's powerful spell check function includes advanced features such as the ability to check for duplicate words and irregular capitalization. Suggestions for alternative words can be listed when an unknown word is encountered. Words with numbers or all capital letters can be ignored if desired. Words can be added to user dictionaries and have an action associated with the word. Actions that can be associated with a misspelled word include: automatically change (using case of other word or checked word), conditionally change (using case of other word or checked word), ignore, or treat as a misspelled word.

Legal, technical, and standard dictionaries are included with the software. Dictionary files from other software packages can also be used *(provided the other dictionary file is stored with each word on a separate line).*

Spell checking is available in the Description field in the Fee Entry and Cost Entry programs.

Tabs3 can be configured at the workstation level to automatically spell check descriptions when transactions are added and can also be configured to spell check as you type. When spell check as you type is enabled, misspelled words are displayed with a red wavy underline. Right-clicking a misspelled word displays a shortcut menu that

allows you to replace the word with a suggested word from a list, add the word to a user dictionary, or ignore the word for the current session.

The spell check function can also be accessed by using the button or by right-clicking the field and selecting the **Spell Check** shortcut menu.

Hint: Tabs3 Remote uses the same dictionary files as Tabs3. If you have made changes to your Tabs3 dictionaries, you may want to copy these dictionaries to the Tabs3 Remote workstations so that these changes are reflected during the spell check process in Tabs3 Remote. The files that should be copied from the Tabs3 program directory to the Tabs3 Remote program directory all have a "TLX" file extension (i.e., "*.TLX").

Data Entry Programs

Virtually all files in the software use the same data entry conventions. Each file discussed in this chapter includes information on how to access the file, the purpose of the file, a brief summary of the fields in that file, any other pertinent information and a screen shot of the window. In Tabs3 Remote, the main data files are:

- **Fee File**
- **Cost File**

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

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

Fee File

Menu Selections — ***File | Open | Fee***

Task Folder — ***Fee***

Purpose — To enter time spent on specific activities for reporting and/or billing purposes.

Summary of Fields — Each fee transaction has an associated reference number used for editing purposes. Defaults are intelligently provided requiring the data entry operator to only specify the client, timekeeper, transaction code and time spent. The description for the transaction code is automatically shown in the Description field and you can enter additional text as desired. Up to 4,900 characters can be entered in the description field. The Description field is dynamically resized to show the most text possible based on your screen size. Text in the description can include bold, italic and underline attributes. Text macros can be defined and used to further expedite data entry. The description can be spell checked. Selected text in the description can be designated as a statement comment, thus allowing the text to print on internal reports but not on final statements to the client. Each transaction can be designated as billable or non-billable and whether it should print on a billing statement. Separate fields for Hours Worked and Hours to Bill are available making it easy to track the time worked vs. the time billed for each transaction.

When entering a fee for a task based billing client as shown in Fig. 3-6, the Tcode field is replaced with two fields—a Phase/Task Code and an Activity Code.

The **Detail/Rapid** button can be used to toggle from Rapid mode to Detail mode. When the **Detail** mode is shown, all fields are available (Fig. 3-6 and Fig. 3-7). The **Rapid** mode simplifies the data entry process by reducing the number of fields shown in the window. (Fig. 3-8 and Fig. 3-9).

Unlimited fee transactions are allowed in the Tabs3 Remote fee file. A fee timer is included on the window allowing you to easily time a billable event. Multiple

fee windows can be open at the same time making it ideal for timekeepers to track and time their own fee transactions. A fee verification list can be printed when exiting the program. This verification list has drill-down editing capabilities that give you the ability to edit data directly from the Preview window *(page 42)*.

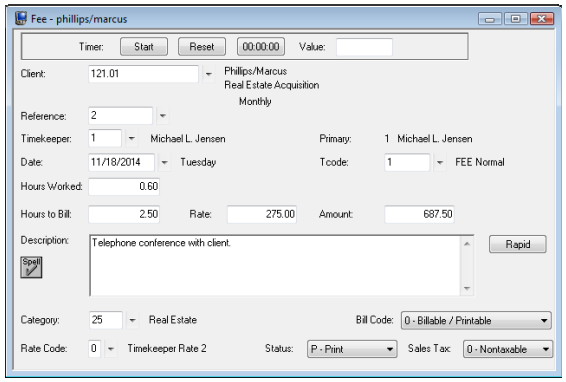


Fig. 3-6, Fee Entry

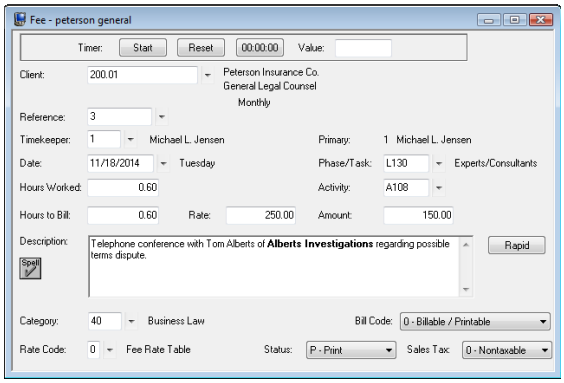


Fig. 3-7, Fee Entry for a Task Based Billing Client

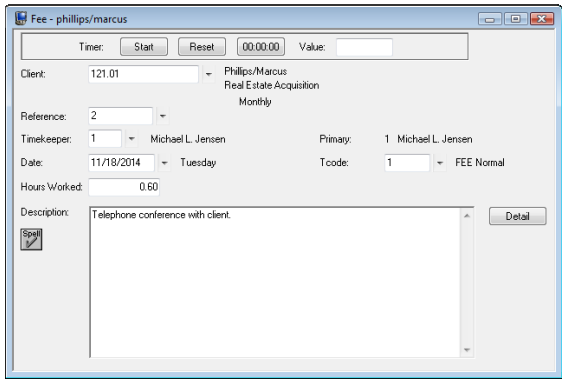


Fig. 3-8, Rapid Fee Entry

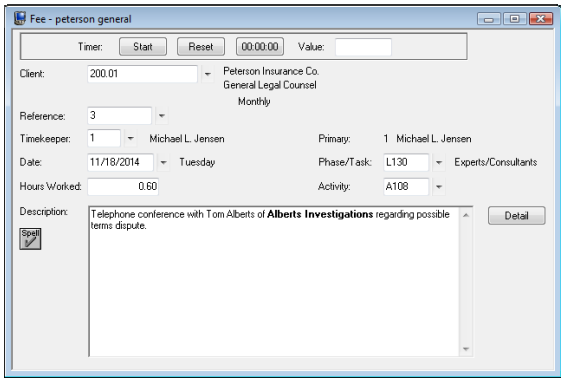


Fig. 3-9, Rapid Fee Entry for a Task Based Billing Client

Cost File

Menu Selections ***File | Open | Cost***

Task Bill ***Cost***

Purpose To enter expenses and advances for reporting and/or billing purposes. Tabs3 Remote provides sophisticated handling of cost transactions. Costs can be classified as expenses or advances. Expenses and advances can further be categorized by user defined Cost Types.

Summary of Fields Each cost transaction has an associated reference number used for editing purposes. Defaults are intelligently provided requiring the data entry operator to only specify the client, transaction code and amount. The transaction code's predefined type determines whether the cost transaction is an expense or an advance. The description for the transaction code is automatically shown in the Description field and you can enter additional text as desired. Up to 4,900 characters can be entered in the Description field. Text in the description can include bold, italic and underline attributes. Text macros can be defined to further expedite data entry. The description can be spell checked. Selected text in the description can be designated as a statement comment, thus allowing the text to print on internal reports but not on final statements to the client. Each

transaction can be designated as billable or non-billable and whether it should print on a billing statement.

When entering an expense for a task based billing client as shown in Fig. 3-11, the Tcode field is replaced with two fields—a Phase/Task Code and an Expense Code.

The **Detail/Rapid** button can be used to toggle between Rapid and Detail mode. When **Detail** mode is shown, all fields are available (Fig. 3-10 and Fig. 3-11). The **Rapid** mode simplifies the data entry process by reducing the number of fields shown in the window (Fig. 3-12 and Fig. 3-13).

Unlimited cost transactions are allowed in the Tabs3 Remote cost file. A built-in calculator makes it easy to bill for costs that have a rate, such as photocopies or mileage. Multiple cost windows can be open at the same time. As an option, general ledger journal entries can be posted directly to Tabs3 General Ledger Software or QuickBooks when the Tabs3 Remote cost transactions are merged with Tabs3. A cost verification list can be printed when exiting the program. This verification list has drill-down editing capabilities that give you the ability to edit data directly from the Preview window *(page 42)*.

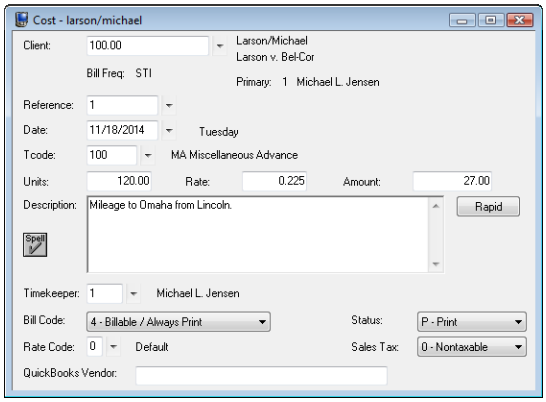


Fig. 3-10, Expense & Advance Entry

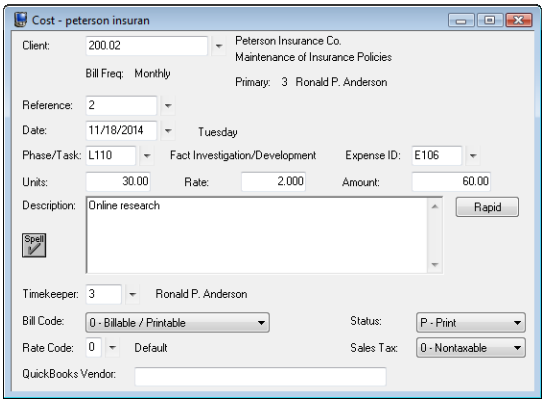


Fig. 3-11, Expense Entry for a Task Based Billing Client

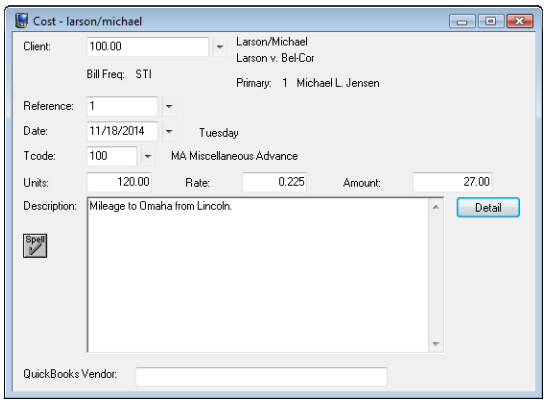


Fig. 3-12, Rapid Expense & Advance Entry

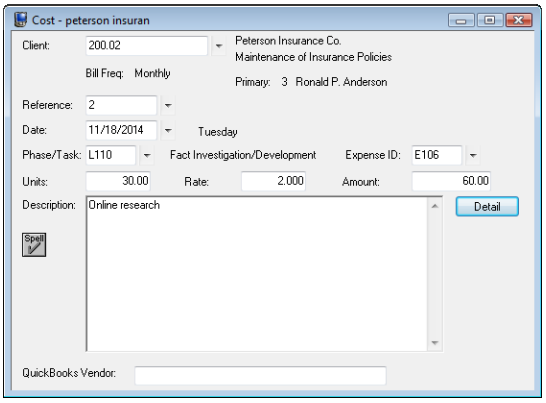


Fig. 3-13, Rapid Expense Entry for a Task Based Billing Client

Deleting Records

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

Chapter 4
Printing

Default Windows Printer

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

Printer Setup

Menu Selections ***File | Print Setup***

The Print Setup menu option displays the Printer Setup window as shown in the following figures. The Printer Setup window can also be accessed by clicking the **Setup** button in the Print dialog box *(page 31)*.

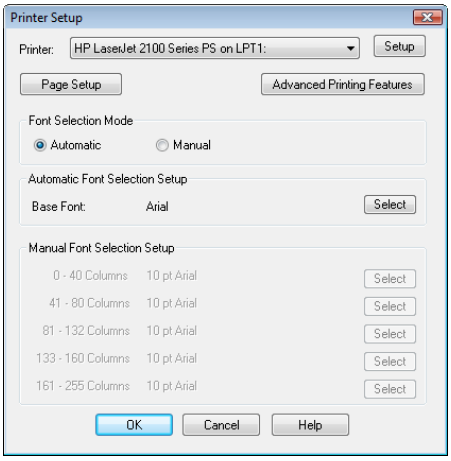


Fig. 4-1, Printer Setup Window with Automatic Font Selection

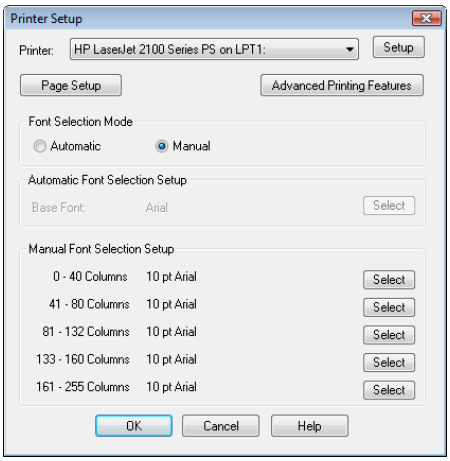


Fig. 4-2, Printer Setup Window with Manual Font Selection

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

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

Setup

Clicking the **Setup** button displays the standard Windows Print Setup dialog box for the specified Windows printer. Use this dialog box to change the paper size, source, orientation and properties (or options) for the printer.

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

Page Setup

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

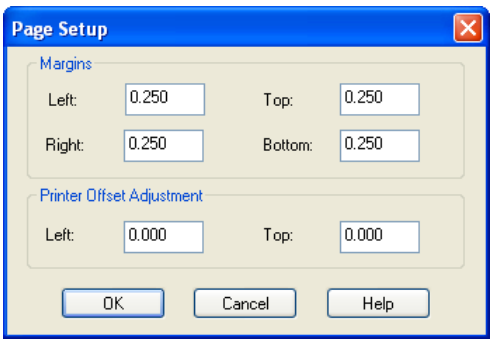


Fig. 4-3, Page Setup Window

Margins

You can specify a Left, Right, Top and Bottom margin for pages of reports. Margins can be a maximum of 9.999 inches. The minimum margin is determined by the printer. *(Note: You must have more than 2 inches of horizontal printing area and more than a half inch of vertical printing area.)*

Note: Each Windows printer has its own minimum margins. If you're not sure what the minimum margins are, you can easily check the margins by entering "0" (zero) in the selected margin field. After pressing the Tab key to move the cursor to the next field, the zero will automatically be replaced by the minimum margin.

Printer Offset Adjustment

This information is used for fine-tuning the exact starting position when printing labels (Tabs3 and APS), checks (TAS and APS), 1099 forms (APS and TAS) and any other forms. These adjustments can be a minimum of -9.999 inches and a maximum of 99.999 inches and affect all printed output. These adjustments affect only the printed output; they do not affect the output shown in the Preview window.

Font Selection Mode

Each Windows printer can be configured for **Automatic** Font Selection or **Manual** Font Selection.

Automatic

When a printer is configured for Automatic Font Selection, the appropriate font size for the specified Base Font will automatically be selected so reports print within the full width of the specified paper size (minus the margins). When Automatic Font Selection is selected, the fonts specified for Manual Font Selection Setup are not used.

Manual

When a printer is configured for Manual Font Selection, the fonts specified in the Manual Font Selection Setup will be used to print a report. The report width determines which manual font is used. When Manual Font Selection is selected, the Base Font specified for Automatic Font Selection Setup is not used.

Base Font

The Base Font is used to specify the Font (i.e., Arial, Times New Roman, Courier New, Letter Gothic, etc.) and Font Style (i.e., normal, italics, etc.) when Automatic Font Selection is used. The Base Font selection is dimmed when Manual Font Selection is used.

The **Select** button displays the standard Windows Font dialog box. The software supports proportional fonts and fixed pitch fonts, all of which are included in the font list. Although a Font Size can be selected, it is not used because the Font

Size will automatically be selected each time a report is run based on its report width. The Strikeout and Color options are not used.

Any change made to the Base Font for the selected printer is saved to the STI.INI file when the **OK** button in the Printer Setup dialog box is pressed.

Manual Font Selection Setup

When a printer is configured for manual font selection, the fonts specified in this setup area determine which font is used based on the report width. Manual font selections are dimmed when automatic font selection is used. The possible report widths are classified as follows:

0 - 40 Columns
41 - 80 Columns
81 - 132 Columns
133 - 160 Columns
161 - 255 Columns

An easy way to find out the width of a report with the options you've specified is to first preview the report, click the **Control** menu in the title bar of the Preview window, and select the **Report Info** menu option.

For each classification, the **Select** button can be used to display the standard Windows Font dialog box, allowing you to specify the Font, Font Style and Font Size. The software supports proportional fonts and fixed pitch fonts, all of which are included in this font list. The Strikeout and Color options are not used.

Any change made to the manual fonts for the selected printer is saved to the STI.INI file after clicking the **OK** button in the Printer Setup dialog box.

Advanced Printing Features

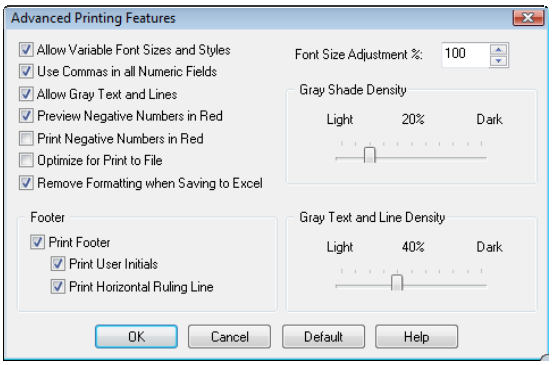


Fig. 4-4, Advanced Printing Features

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

Note: These settings apply to all reports in all Tabs3 and PracticeMaster software products unless noted otherwise.

Allow Variable Font Sizes and Styles

If this check box is selected, multiple font sizes and font styles (i.e., bold, italics, decreases and increases in point size) are used to enhance the appearance of the report. If this check box is cleared, only a single font size will be used for the report and some font styles will be removed. Typically, this check box is selected for laser and ink-jet printers but cleared for dot matrix printers and/or monospaced fonts.

Use Commas in all Numeric Fields

If this check box is selected, numeric fields and dollar amounts on reports will print with commas (e.g., 1,000). If this check box is cleared, commas will not be printed (e.g. 1000). Although selecting this check box improves readability of numeric fields on reports, selecting this check box causes a smaller font to be selected when Automatic Font Selection is being used. Additionally, when this check box is selected, longer numbers may be printed in a smaller font or cause a line break in order to show the entire number.

Allow Gray Text and Lines

Some reports may emphasize or de-emphasize certain sections by using gray text and lines, thereby providing contrast from the black text and lines in order to improve report readability. Select this check box if you want to use gray text and lines. Clear this check box if you want gray text and lines to print as solid black instead of gray. The **Gray Text and Line Density** slider bar in this window can be used to adjust how dark the gray text and lines print.

Preview Negative Numbers in Red

If this check box is selected, the negative numbers on most reports will be shown in red in the Preview window. If this check box is cleared, negative numbers will be shown in solid black in the Preview window. If both the **Preview Negative Numbers in Red** and **Allow Gray Text and Lines** check boxes are selected, negative numbers that print in the gray text area are shown as gray.

Print Negative Numbers in Red

If this check box is selected, the negative numbers on most reports will be printed in red. Printers not capable of printing color will print the negative numbers in a shade of gray. If this check box is cleared, negative numbers will print in solid black. If both the **Print Negative Numbers in Red** and **Allow Gray Text and Lines** check boxes are selected, negative numbers that print in the gray text area are shown as gray.

Optimize for Print to File

Select this option if you will be using the printer to save a report to a disk file. When this check box is selected, the software will make adjustments using character counts instead of font calculations, thus eliminating clipping problems encountered when printing to a file.

Note: It is not always possible for the output to match the printed output or Preview window.

Note: We do not recommend selecting this option for your normal printing jobs because of adjustments made to avoid clipping problems. The best solution is to configure a special printer for print-to-file output.

Font Size Adjustment %

Minimum of 50% and maximum of 150%. The default **Font Size Adjustment %** is 100%, which indicates no adjustment. You can use this option to adjust the selected font size by a percentage in the event that you want the calculated font size to be slightly larger (or slightly smaller). Adjusting the **Font Size Adjustment %** field will adjust the font size by the specified percentage but retain the report width. For example, if the font selected is a 10 point font, specifying a 120% adjustment will force the report to use a 12 point font instead (i.e., 10 point. x 120% = 12 point). If you find the font size too small, try starting with an adjustment of 110% and using a trial and error approach to determine if this adjustment works for all reports. Although this option is typically implemented in conjunction with Automatic Font Selection, it also applies when Manual Font Selection is employed.

Note: Be aware that this adjustment affects ***all*** reports in ***all*** Tabs3 and PracticeMaster software products and may cause undesirable results for some reports such as clipping, overprinting, and other spacing issues. Most firms will keep this setting at the default 100%.

Note: As an alternative to using this method, consider changing the Font Selection Mode to **Manual** and specifying the desired font size.

Tip: This feature is primarily used for micro adjustments for fine tuning the calculated font size. If most of your reports look good but you want to make adjustments for one particular report, consider setting up a special printer to be used for that report.

Note: This feature is not a zoom feature. A special zoom feature is available when previewing reports on the screen.

Technical Note: The vertical spacing is based on the height of the font actually printed (except for checks, forms, and labels which always print using 6 lines per inch).

Print Footer

If the **Print Footer** check box is selected, a footer prints at the bottom of all report pages (excluding statements, labels, checks and 1099 forms). The right side of the footer includes the date and time when the report was run and the left side of the footer optionally includes the initials of the User ID who ran the report. If this check box is cleared, a footer will not print on reports printed by this printer.

Print User Initials

This option is available only if the **Print Footer** check box is selected. Select this check box if you want the initials of the user who prints the report to print on the left side of the printer (not the User ID). The initials (up to 3 characters) are defined in the User Configuration program in System Configuration. Clear this check box if you do not want the user's initials to be printed in the footer.

Note: User initials are not available in Tabs3 Remote.

Print Horizontal Ruling Line

This option is available only if the **Print Footer** check box is selected. Select this check box if you want a horizontal ruling line to print across the page immediately above the footer. Clear this check box if you prefer the footer to print without the horizontal ruling line.

Gray Shade Density

Minimum of 0% and maximum of 100%. The default **Gray Shade Density** is 20%. Some reports emphasize certain text using a technique that prints a gray shaded area behind the text. The **Gray Shade Density** box includes a slider bar that can be used to lighten or darken the density of these gray shaded areas. When adjusting the slider bar, the corresponding percentage is shown above the slider bar. Setting the **Gray Shade Density** at 0% removes the gray shading completely whereas setting it at 100% prints an extremely dark gray--but not solid black (so as to allow black text to still be seen). Different printers have different thresholds of gray shading; therefore, we recommend experimenting with this setting to achieve the best result for your printer output. You may find that 25% is way too dark for your printer, 15% prints no shading but 17% is perfect. This option does not affect gray text or gray lines.

Gray Text and Line Density

Minimum of 0% and maximum of 100%. This option is only available if the **Allow Gray Text and Lines** check box is selected. The default **Gray Text and Line Density** is 40%. The **Gray Text and Line Density** box includes a slider bar that can be used to lighten or darken the density of the gray text and gray lines. When adjusting the slider bar, the corresponding percentage is shown above the slider bar. Setting the **Gray Text and Line Density** at 0% prints the gray text and lines extremely light, but does not remove the text and lines completely whereas setting it at 100% prints solid black. Different printers have different thresholds of gray shading; therefore, we recommend experimenting with this setting to achieve the best result for your printer output. You may find that 50% is too dark for your printer, 25% is too light but 43% is perfect. This option does not affect the gray shaded area that prints behind black text.

Print Dialog Box

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

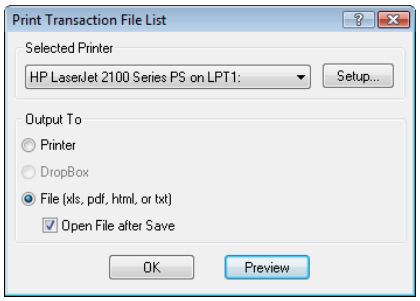


Fig. 4-5, Print Dialog Box

Selected Printer

Displays the printer last used in the Tabs3 & PracticeMaster software by the workstation. If you want to select a different Windows printer, click the drop-down button to display the available Windows printers. The **Setup** button displays the Printer Setup window *(page 27)*, allowing you to specify the font and other options for the selected printer.

Printer

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

DropBox

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

File

Allows you to save a report to a specified disk file in a PDF format, Excel format, HTML format, or ASCII text format. Saving a report allows you to display it or print it at a later time using other software such as a word processor, text editor, browser, or Microsoft® Excel®. You can also e-mail reports that have been saved as a file.

Note: We recommend setting up a separate printer that can be used when saving reports in TXT or HTML format to a disk file. Configure this printer using the Recommended Guidelines shown on page 33 for achieving the best results.

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

PDF Files (*.pdf)

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

Excel Files (*.xlsx)

Select this file type if you want to save the file as an Excel file. Excel files can be viewed and edited in Microsoft Excel.

Excel Files 97-2003 (*.xls)

Note: You can simplify the output by selecting the **Remove Formatting when Saving to Excel** check box in the Advanced Printing Features window *(page 29)*.

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

Text Files (*.*) Select this file type if you want to save the file as a text file. All output is based on the selected printer's page size, margins, and font.

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

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

Recommended Guidelines for Saving Reports to a TXT or HTML File

In order to reliably print to a TXT or HTML file and have the information in the saved file reliably match the printed or previewed information, use the following guidelines:

Note: We recommend setting up a special printer for generating TXT or HTML files. The following guidelines do not apply when generating PDF files.

	Advanced Printer Options	Print Setup Options
Minimum guidelines required to prevent clipping or overwriting of fields in the output file.	Select the **Optimize for Print to File** check box. Clear the **Use Commas in all Numeric Fields** check box.	
Additional guidelines to ensure that the file output matches the printed output and preview window as closely as possible.	Clear the **Allow Variable Font Sizes and Styles** check box. Make sure the **Font Size Adjustment %** field is set at 100%.	Select **Automatic** for the Font Selection Mode. Under Automatic Font Selection, select a Base Font that is a TrueType monospaced font, such as Courier New.

Note: It is not possible for the TXT or HTML file output to match the printed output or preview window when using proportional fonts.

Long file names are allowed.

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

Once the desired output option has been selected, click **OK** or **Preview** to continue. The **Preview** button allows you to display a report in the Preview window *(page 34)* as it would appear if it were printed on the specified Windows printer.

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

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

Print Control Window

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

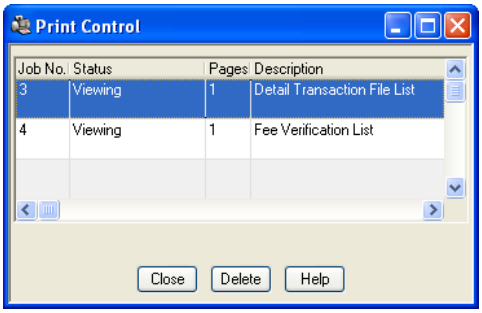


Fig. 4-6, Print Control Window

Multiple print jobs are processed in "First-In First-Out" order. For example, if a print job is being processed while another print job is sent, the first print job will continue to process until completion. Once that print job has completed, it will begin processing the next print job.

Close

The Print Control window cannot be manually closed. Therefore, the **Close** button does not really close the window; it either minimizes the window or hides it. *(Note: If the Open Windows Maximized option is turned on, the window will be hidden instead of minimized when selecting the Close button.)* The Print Control window will be closed automatically after the last print job for the system is completed. This means if a job is being previewed, the Print Control window will be closed when the Preview window is closed. If a job is being printed or saved to a disk file, the Print Control window will be closed once all information has been sent to the printer or disk file.

Delete

The **Delete** button can be used to pause or delete the highlighted print job.

If the print job is still processing, you will be asked if you want to abort the print job. Click **Yes** if you want to abort the print job; otherwise click **No** if you want to resume processing.

If the print job has completed processing and you are printing, the print job will no longer be shown in the Print Control window. At this point, the entire print job has already been sent to the printer.

If the print job is being previewed and processing has completed (i.e., Status = Viewing), the **Delete** button will close the associated Preview window.

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

Preview Window

The Preview window is displayed when the Preview option is specified in the Print dialog box *(page 32)*. The Preview window allows you to display a report as it would appear if it were printed using the specified Windows printer. The same fonts used for printing are used for previewing as well.

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

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

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

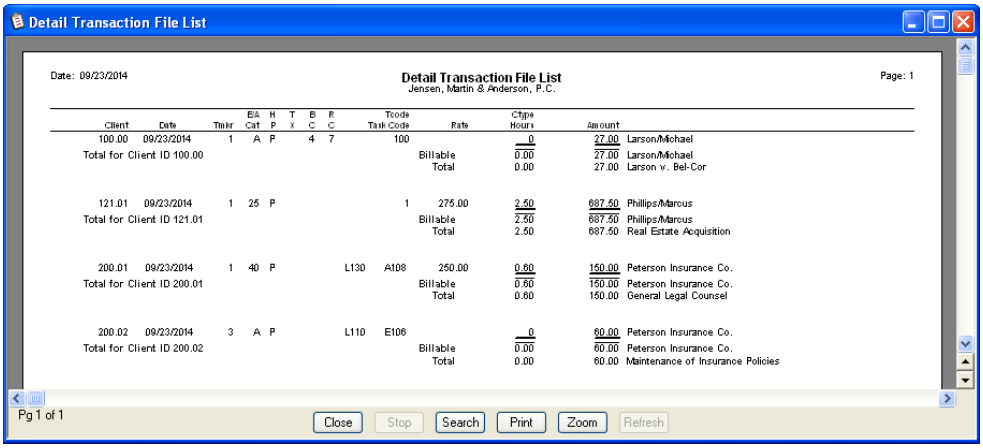


Fig. 4-7, Preview Window

Multiple Preview windows can be open or minimized at the same time. The following command buttons are available when previewing a report:

Close

The **Close** button or Esc closes the Preview window. The **Close** button is available only when a report has finished processing.

Stop

The **Stop** button pauses report processing. You will be asked to confirm that you want to stop processing the report. Click **Yes** if you want to abort the print job; otherwise click **No** if you want to resume processing. If you click **Yes** to abort the print job, the Preview window remains open; however, processing of the report cannot be resumed.

The **Stop** button is available only while the report is processing. Once the entire report is available in the Preview window, the **Stop** button will be dimmed and the **Close** button becomes available.

Search

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

Fig. 4-8, Search Toolbar

Print

The **Print** button or Ctrl+P allows the current page, all pages or a range of pages to be printed or saved to a disk file.

Zoom Controls

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

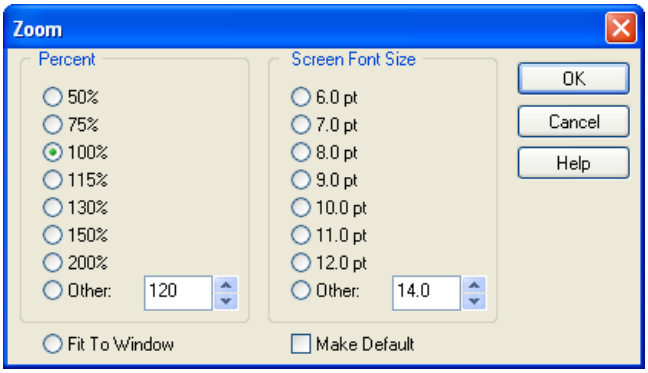


Fig. 4-9, Zoom dialog box

To enlarge the display in 5 percent increments

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

To reduce the display by 5 percent increments

- Press the **Ctrl** key while scrolling down
- Press **Ctrl** + "–"

To toggle between 100 percent and Fit to Window

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

Drill-Down Note: The Tabs3 Remote Preview window has drill-down capabilities for the following reports: Fee Verification List, Cost Verification List, and Transaction File List. When you mouse over a drill-down field, it will be highlighted in yellow. Clicking this field will open the appropriate data entry window for that field allowing you to edit the record. For example, if you preview a Transaction File List and want to edit a transaction, simply click on the transaction. After saving the change and closing the data entry window, you will be returned to the Preview window. Although the report in the Preview window will not reflect the edit you just made, rerunning the report will include the change.

Preview Window Keystrokes

The following keystrokes can be used to reposition a report within the Preview window. These keystrokes are only available when focus is on the body of a report. To place focus on the body of a report, click anywhere on the report.

Home Displays the top of the first page.

End Displays the bottom of the last page.

PgDn Displays the next screen.

PgUp Displays the previous screen.

Ctrl + PgDn	Displays the top of the following page. The lower down-arrow button on the scroll bar also performs this function.
Ctrl + PgUp	Displays the top of the previous page or current page. The lower up-arrow button on the scroll bar also performs this function.
Up-Arrow	Moves the view of the report up one line. The topmost up-arrow button on the scroll bar also performs this function.
Down-Arrow	Moves the view of the report down one line. The topmost down-arrow button on the scroll bar also performs this function.
Right-Arrow	Moves the view of the report to the right. The right-arrow button on the scroll bar also performs this function.
Left-Arrow	Moves the view of the report to the left. The left-arrow button on the scroll bar also performs this function.

Chapter 5
Reports

Transaction File List

Menu Selections — ***Reports | Transaction File List***

Task Folders — ***Transaction File List***

Purpose — The Transaction File List can be used to print a list of fee and cost transactions that have been entered in Tabs3 Remote but have not been deleted from the remote workstation. This report allows subtotaling and totaling on various criteria.

Benefit — An extremely flexible and powerful report that can generate a report of transactions for any range of dates, timekeepers, clients, categories, and/or transaction codes for a variety of purposes. Reference numbers can be included for easy editing. Several export formats are available for use with third-party software programs. This flexibility allows the list to be used for many purposes. This report has drill-down editing capabilities.

Frequency — As needed.

The following is an example of a Transaction File List:

Date: 11/17/2014 — **Detail Transaction File List** — Page: 1

Burns, Jensen & Powers, P.C.

Client	Date	Tmkr	E/A Cat	H P	T X	B C	R C	Tcode Task Code		Rate	Ctype Hours	Amount		Ref #
102.00	11/03/2014	1	5	P				7		200.00	0.50	100.00	Prepared for conference with client. Richardson/Harold	6
102.00	11/03/2014	1	E	P			7	51			2	7.55	Photocopy charges. Richardson/Harold	1
102.00	11/04/2014	1	5	P	2			1		200.00	1.25	250.00	Office conference with client. Richardson/Harold	5
Total for Client ID 102.00										**Billable**	1.75	357.55	Richardson/Harold	
										Total	1.75	357.55	Manage personal finances	
300.00	11/03/2014	1	30	P	1			3		250.00	0.25	62.50	Telephone conference with Mr. McBride. McBride/John	7
300.00	11/03/2014	1	30	P	1			5		250.00	0.75	187.50	Letter to client's trustee. McBride/John	8
300.00	11/04/2014	5	30	P				7		190.00	2.50	475.00	Preparation and filing of Federal Trust Tax Form. McBride/John	1
Total for Client ID 300.00										**Billable**	3.50	725.00	McBride/John	
										Total	3.50	725.00	Management of Estate Trust	
550.00	11/03/2014	1	90	P				L130	A108	250.00	0.60	150.00	Telephone call with Tom Alberts of **Alberts Investigations** regarding Gilbert v. Federated to discuss previous experience investigating arson, testifying in court, and payment for services. *(First report will be completed by the end of the month.)* Federated Casualty, Ltd.	2
550.00	11/10/2014	1	A	P			7	L110	E106		0	60.00	Online research. Federated Casualty, Ltd.	3
550.00	11/17/2014	1	E	P			7	L250	E101		2	3.75	Copying. Federated Casualty, Ltd.	4
Total for Client ID 550.00										**Billable**	0.60	213.75	Federated Casualty, Ltd.	
										Total	0.60	213.75	Andrew C. Gilbert v. Federated Casualty	
Grand Totals										**Billable**	5.85	1,296.30		
										Total	5.85	1,296.30		

Fig. 5-1, Transaction File List

The following program tabs are available in the Transaction File List window:

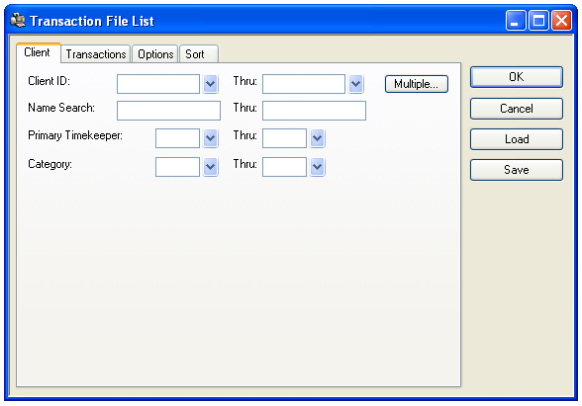


Fig. 5-2, Client Tab for Transaction File List

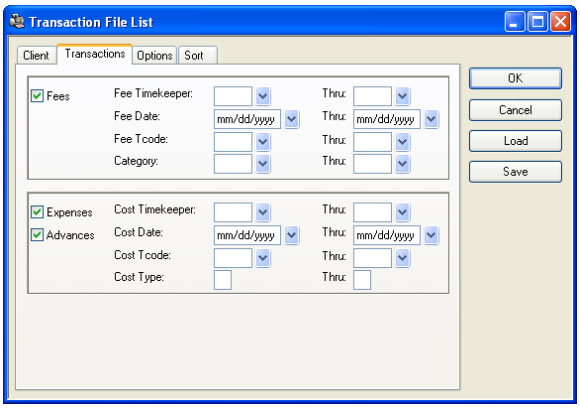


Fig. 5-3, Transactions Tab for Transaction File List

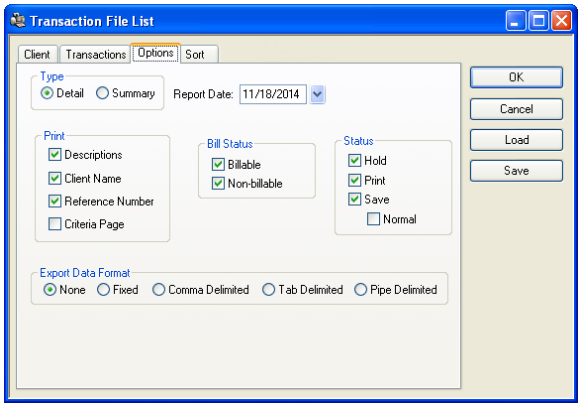


Fig. 5-4, Options Tab for Transaction File List

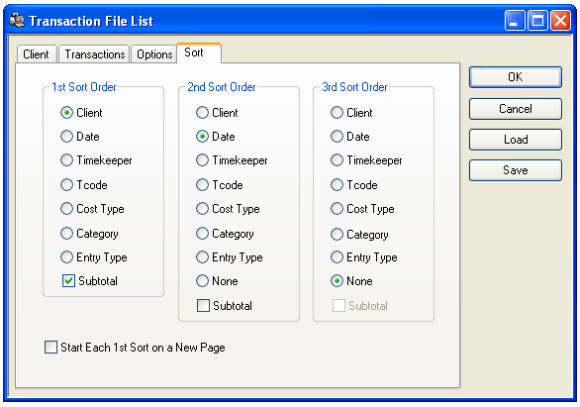


Fig. 5-5, Sort Tab for Transaction File List

Task Code Billing Report

Menu Selections — ***Reports | Task Code Billing Report***

Task Folders — ***Task Code Billing Report***

Purpose — The Task Code Billing Report can be used to print a list of fee and cost transactions that have been entered in Tabs3 Remote but have not been deleted from the remote workstation. This report includes task based billing clients only. Transactions can be sorted and subtotaled in various ways.

Benefit — An extremely flexible and powerful report that can generate a report of transactions for any range of dates, timekeepers, clients, categories, and/or task codes for a variety of purposes. Reference numbers can be included for easy editing. Several export formats are available for use with third-party software programs. This flexibility allows the list to be used for many purposes.

Frequency — As needed.

Note: The Task Code Billing Report is very similar to the Transaction File List *(page 39)* except the Task Code Billing Report includes task based billing clients only. Clients may have transactions that were entered when the client was not designated as a task based client. These transactions cannot be included on this report (because they have been assigned transaction codes as opposed to task codes). However, the Transaction File List will include task based transactions and non-task based transactions.

The following is an example of a Task Code Billing Report:

Date: 11/17/2014 **Detail Task Code Billing Report** Page: 1
Burns, Jensen & Powers, P.C.

Client	Date	Tmkr	E/A Cat	H P	T X	B C	R C	Task Code		Rate	Ctype Hours	Amount		Ref #
550.00	11/17/2014	1	90	P				L110	A102	250.00	0.75	187.50	Research *Hampton vs. Interstate Insurance.* Federated Casualty, Ltd.	10
550.00	11/17/2014	1	90	P				L110	A103	250.00	0.50	125.00	Draft/revise response to complaint. Federated Casualty, Ltd.	11
550.00	11/17/2014	1	A	P			7	L110	E106		0	60.00	Online research. Federated Casualty, Ltd.	3
Subtotal for Phase ID L110										**Billable**	1.25	372.50	Fact Investigation/Development	
										Total	1.25	372.50		
550.00	11/10/2014	1	90	P				L130	A108	250.00	0.60	150.00	Telephone call with Tom Alberts of **Alberts Investigations** regarding Gilbert v. Federated to discuss previous experience investigating arson, testifying in court, and payment for services. *(First report will be completed by the end of the month.)* Federated Casualty, Ltd.	2
Subtotal for Phase ID L130										**Billable**	0.60	150.00	Experts/Consultants	
										Total	0.60	150.00		
550.00	11/17/2014	1	90	P				L250	A103	250.00	1.25	312.50	Draft/revise motion for change of venue. Federated Casualty, Ltd.	12
550.00	11/10/2014	1	E	P			7	L250	E101		2	3.75	Copying. Federated Casualty, Ltd.	4
Subtotal for Phase ID L250										**Billable**	1.25	316.25	Other Written Motions and Submissions	
										Total	1.25	316.25		
Total for Client ID 550.00										**Billable**	3.10	838.75	Federated Casualty, Ltd.	
										Total	3.10	838.75	Andrew C. Gilbert v. Federated Casualty	
Grand Totals										**Billable**	3.10	838.75		
										Total	3.10	838.75		

Fig. 5-6, Task Code Billing Report

The following program tabs are available in the Task Code Billing Report window:

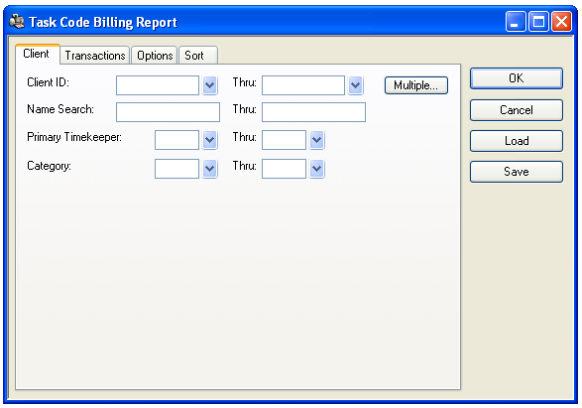


Fig. 5-7, Client Tab for Task Code Billing Report

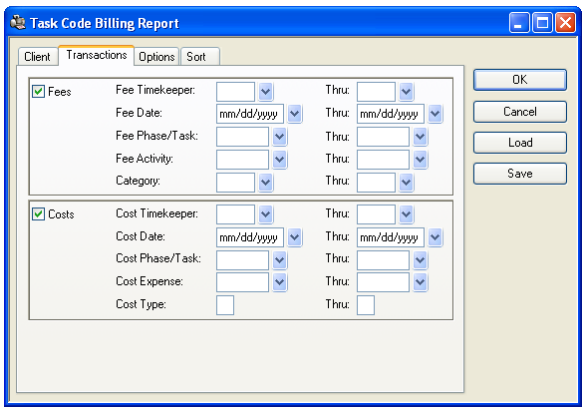


Fig. 5-8, Transactions Tab for Task Code Billing Report

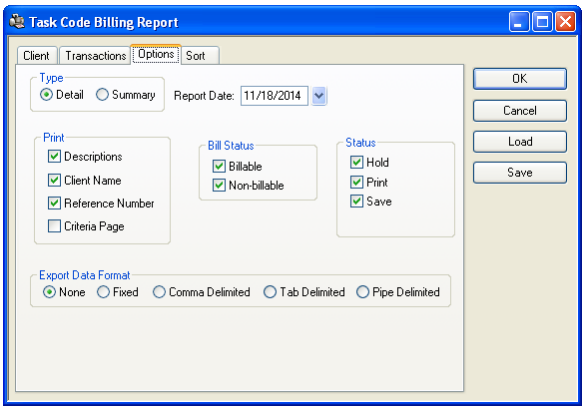


Fig. 5-9, Options Tab for Task Code Billing Report

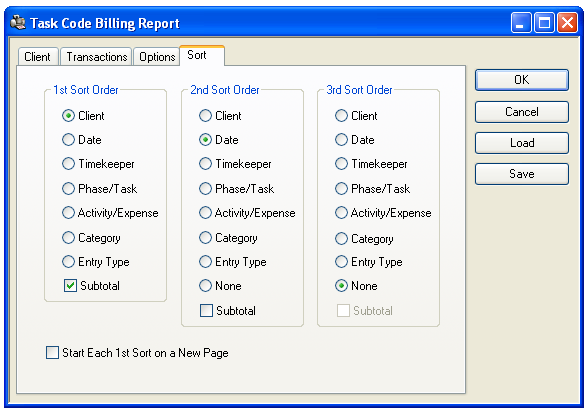


Fig. 5-10, Sort Tab for Task Code Billing Report

Verification Lists

Menu Selections

Upon exiting the Fee Entry or Cost Entry window, the operator will be prompted to print the list.

Purpose

Verification lists are used to verify transactions that have been added, changed or deleted using one of the data entry programs. Separate verification lists are maintained for each user. Each user's verification list is maintained until it is deleted by the user.

Benefit

Verification lists can serve as an audit trail for accounting purposes. They also allow data entry operators to check their work after each data entry session. The Fee and Cost Verification Lists have drill-down editing capabilities

Frequency

Usually after each data entry session, daily or weekly.

Date: 11/17/2014 — Page: 1

Fee Verification List
Burns, Jensen & Powers, P.C.
User: 1 Robert Burns

Ref #	Client	Tkr	Cat	Trans Date	H P	T X	B C	R C	Tcode Task Code	Rate	Hours Worked	Hours to Bill	Amount	
1	300.00	5	30	11/11/2014	P				7	190.00	0.60	2.50	475.00	Preparation and filing of Federal Trust Tax Form. *McBride/John*
2	550.00	1	90	11/10/2014	P				L130 A108	250.00	0.60	0.60	150.00	Telephone call with Tom Alberts of **Alberts Investigations** regarding Gilbert v. Federated to discuss previous experience investigating arson, testifying in court, and payment for services. *(First report will be completed by the end of the month.)* *Federated Casualty, Ltd.*
3	200.02	1	15	11/18/2014	P				1	150.00	2.00	2.00	300.00	Office conference with John Adams. *Jefferson Insurance Co.*
4	101.00	3	20	11/10/2014	P				1	210.00	2.50	2.50	525.00	Office conference with Karen Barrett and all of the apartment managers concerning the payment of damage deposits collected. *Barrett/Karen*
5	102.00	1	5	11/11/2014	P	2			1	200.00	1.25	1.25	250.00	Office conference with client. *Richardson/Harold*
6	102.00	1	5	11/07/2014	P				7	200.00	0.50	0.50	100.00	Prepared for conference with client. *Richardson/Harold*
7	300.00	1	30	11/07/2014	P	1			3	250.00	0.25	0.25	62.50	Telephone conference with Mr. McBride. *McBride/John*
8	300.00	1	30	11/07/2014	P	1			5	250.00	0.75	0.75	187.50	Letter to client's trustee. *McBride/John*
9	912.00	1	1	11/17/2014	P				9	250.00	1.00	2.00	500.00	Review and analyze documents. *Zimmer & Harrison Plumbing*
										Billable	9.45	12.35	2,550.00	
										Non-billable	0.00	0.00	0.00	
										Grand Total	9.45	12.35	2,550.00	
Changed Entries														
New														
1	300.00	5	30	11/11/2014	P				7	190.00	0.60	2.50	475.00	Preparation and filing of Federal Trust Tax Form. *McBride/John*
Old														
1	300.00	5	30	11/11/2014	P				7	190.00	0.60	0.60	114.00	
New														
3	200.02	1	15	11/17/2014	P				1	150.00	2.00	2.00	300.00	Office conference with John Adams. *Jefferson Insurance Co.*
Old														
3	200.02	1	15	11/17/2014	P				1	150.00	1.00	1.00	150.00	

Total Transaction Count = 11

Fig. 5-11, Fee Verification List

Date: 11/17/2014

Cost Verification List
Burns, Jensen & Powers, P.C.
User: 1 Robert Burns

Page: 1

Ref #	Client	E/A	Trans Date	H P	T X	B C	R C	Tcode Task Code		Tmkr	Rate	Units	Amount	
1	102.00	E	11/10/2014	P			7	51		1	0.150	1.00	7.55	Photocopy charges. *Richardson/Harold*
2	200.03	E	11/14/2014	P			7	52		1	0.225	120.00	27.00	Mileage to Omaha from Lincoln. *Jefferson Insurance Co.*
3	550.00	A	11/14/2014	P			7	L110	E106	1	2.000	30.00	60.00	Online research. *Federated Casualty, Ltd.*
4	550.00	E	11/17/2014	P			7	L250	E101	1	0.150	25.00	3.75	Copying. *Federated Casualty, Ltd.*
5	200.03	A	11/17/2014	P			8	70		1	0.000	0.00	75.00	Filing fee. *Jefferson Insurance Co.*
												Billable	173.30	
												Non-billable	0.00	
												Grand Total	173.30	

Changed Entries

New														
3	550.00	A	11/17/2014	P			7	L110	E106	1	2.000	30.00	60.00	Online research. *Federated Casualty, Ltd.*
Old														
3	550.00	A	11/17/2014	P			7	L110	E106	1	2.000	30.00	60.00	

Total Transaction Count = 6

Fig. 5-12, Cost Verification List

Report Definitions

Tabs3 Remote allows you to save all of the parameters specified for individual reports as a report definition. Report definitions can be retrieved at a later time as needed. This feature saves time when running reports on a regular basis by streamlining the process of selecting the options. You can also save your own report settings as the defaults for a report.

When saving a report definition, Tabs3 Remote also allows you to specify that the report definition should be used as the default for the report. The next time any user selects the report, the options from this report definition will be used by default.

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

Load

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

Save

The **Save** button can be used to save the specified options as a report definition. The Save Report Definition window (Fig. 5-) will be displayed allowing you to specify a report definition name and description.

Loading Report Definitions

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

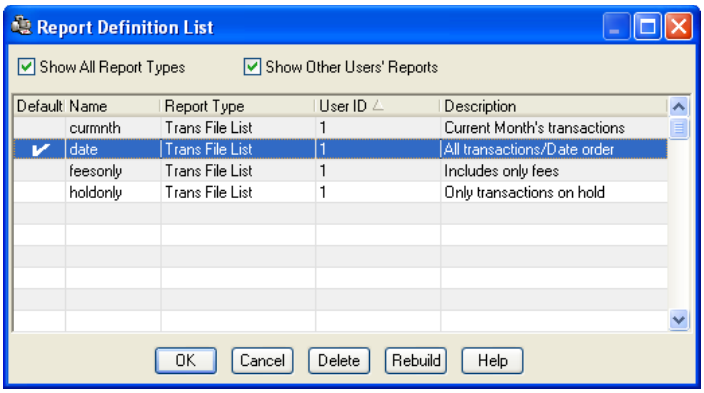


Fig. 5-13, Report Definition List Window

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

Show all Report Types

This option determines whether the report definitions for all reports will be included in the Report Definition List instead of just the report definitions for the selected report. For example, if you are generating a Transaction File List, the report definitions for all reports will be displayed in the Report Definition List—not just the report definitions for the Transaction File List. This option is saved in the STI.INI file for each workstation.

Show Other Users' Reports

This option determines whether the report definitions that have been defined by other users will be included in the Report Definition List. This option is saved in the STI.INI file for each workstation.

Delete

The **Delete** button can be used to delete the highlighted report definition.

Rebuild

The **Rebuild** button can be used to rebuild the table of contents file that stores the report definition information. The table of contents file (WR3REP.TOC) is updated to reflect the report definition files (*.R3D) found in the Tabs3 Remote current working directory.

Saving Report Definitions

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

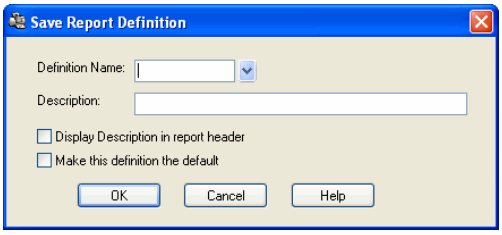


Fig. 5-14, Save Report Definition Window

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

Definition Name

Definition name for the report definition. Maximum of eight characters. The Definition Name is displayed in the Report Definition List.

Description

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

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

Display Description in report header

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

Make this definition the default

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

Date Conventions Used in Report Definitions

When a report definition is saved, Tabs3 Remote treats date fields as follows:

- When the current system date is specified in a date field, Tabs3 Remote saves a variable rather than the actual date. This allows a report definition to always use the current date rather than having to manually adjust dates each time a report definition is used.
- Likewise, Tabs3 Remote saves a variable in place of a date when the date specified is the first day of the current month, the last day of the current month, the first day of the current year and the last day of the current year.

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

Optional Report Footer

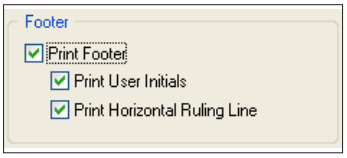


Fig. 5-15, Footer Section in the Advanced Printing Features Window

The software can be configured to include an optional footer on the reports. The footer includes the day of the week, date, and time the report is printed. You can optionally include a horizontal ruling line. *(Note: User initials are not available in Tabs3 Remote.)*

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

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

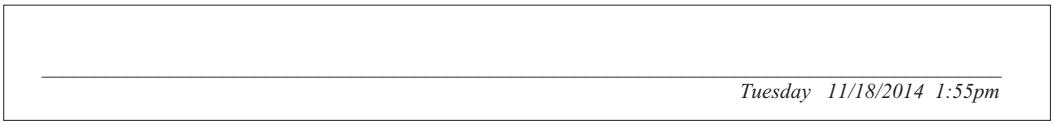


Fig. 5-16, Optional Footer

Chapter 6
Maintenance & Utilities

Add/Delete Words

Menu Selections — ***Maintenance | Add/Delete Words***

Task Folder — ***Dictionary Maintenance | Add/Delete Words***

Purpose — The Add/Delete Words menu selection displays a Dictionaries dialog box which is used to maintain the user dictionaries for your firm. The Dictionaries dialog box can be accessed via a right-click menu within a field that can be spell checked as well as during the spell check process.

Benefit — Allows you to add and delete words from the dictionaries used during the spell check process. You can also set up new user dictionaries, merge a list of words from another source and export a list of words to a file.

Frequency — As needed.

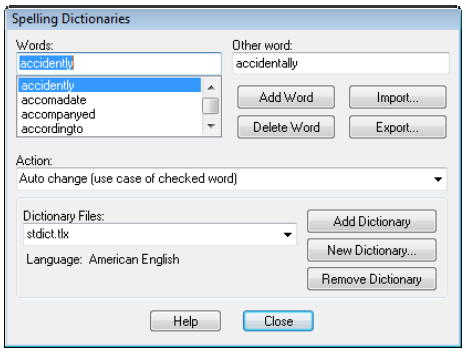


Fig. 6-1, Dictionaries Window

Spell Check Options

Menu Selections — ***Maintenance | Spell Check Options***

Task Folder — ***Dictionary Maintenance | Spell Check Options***

Purpose — The Spell Check Options menu selection displays an Options dialog box, which is used to configure various options for the spell checker. The Options dialog box can also be accessed via the right-click menu in all fields where spell checking is allowed.

Benefit — Allows you to configure spell checking options for each workstation including automatic spell checking for new transactions, automatic spell check as you type,

the treatment of words with different case combinations, words with numbers, duplicate words and domain names. Additionally, you can specify the types of words suggested by the spell checker when an unknown word is encountered.

Frequency As needed.

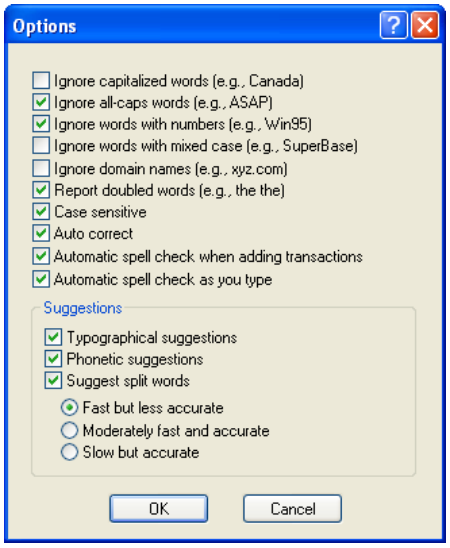


Fig. 6-2, Spell Check Options Window

Data File Integrity Check

Menu Selections ***Utilities | Data File Integrity Check***

Task Folder ***Data File Integrity Check***

Purpose This program is used to test Tabs3 Remote data files for valid information and structure.

Benefit It ensures that there is no data corruption in the Tabs3 Remote data files and Tabs3 validation files.

Frequency Weekly, prior to all backups, after transferring Tabs3 validation files and before transferring the Tabs3 Remote data files to Tabs3. In addition, this program should be run if a hardware failure occurs while using Tabs3 Remote (i.e., power failure, power surge, etc.) to ensure the integrity of your data.

Tabs3 Remote Customization

Menu Selections ***Utilities | Customization***

Task Folder ***Customization***

Purpose Tabs3 Remote Customization is used to define various parameters to customize Tabs3 Remote for your firm. Tabs3 Remote Customization is automatically invoked the first time Tabs3 Remote is started.

Note: The Key Type and Decimal Places defined in Customization ***must*** match the Key Type and Decimal Places defined in Tabs3.

Benefit

Tabs3 Remote Customization contains options that affect reports, spell checking and the configuration of Tabs3 Remote. You should familiarize yourself with the information in Customization so that you are aware of the options available to you.

Frequency

As needed.

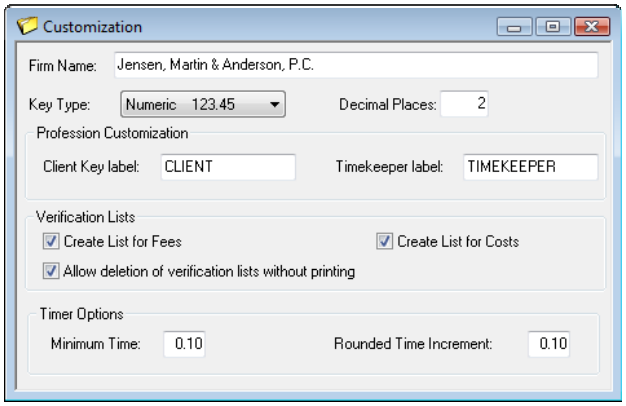


Fig. 6-3, Tabs3 Remote Customization

User Configuration

Menu Selections

Utilities | User Configuration

Task Folder

User Configuration

Purpose

The User Configuration window is used to specify the number of users that will be using a Tabs3 Remote installation. A description can be specified for each defined user number.

Benefit

Allows you to set up records for the users who will be accessing a Tabs3 Remote installation.

Frequency

As needed.

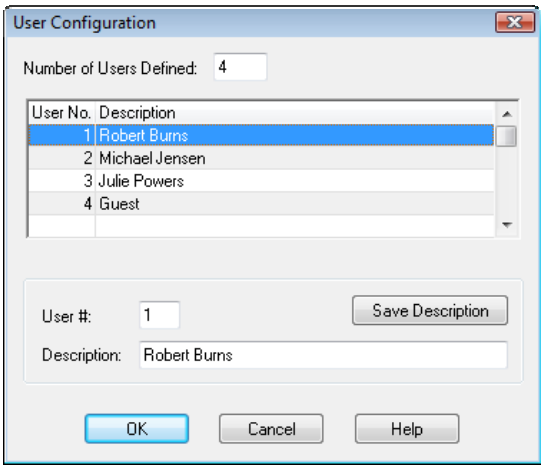


Fig. 6-4, User Configuration

Reindex Files

Menu Selections — ***Utilities | Reindex Files***

Purpose — This program is used to recreate the index files that Tabs3 Remote uses to sort information. This is typically only necessary when errors have been reported by the Data File Integrity Check program. This program can also be used to eliminate gaps in the transaction reference numbers caused by deleted transactions.

Benefit — Allows you to resolve certain errors reported by the Data File Integrity Check program without having to restore from a backup.

Frequency — As needed.

Caution: Make a backup before running this program. If you are running this program because of data corruption, back up using a new set of diskettes or tape (do not overwrite a current backup).

Appendixes

		Page #
❑ Appendix A	Technical Support	53
❑ Appendix B	Glossary	55
❑ Appendix C	Forms	61

Appendix A
Technical Support

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

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

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

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

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

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

1. Check the product documentation including the Help provided with the software. Often, you'll find the answer to your question there.

2. Refer to our Knowledge Base on the Internet. Our Knowledge Base contains extensive information on Error Troubleshooting, Networking & Windows Issues, "How To" Articles and Product-Related Articles. Our Knowledge Base can be launched from the ***Help | Internet Resources | Knowledge Base*** menu options or fount at: *support.Tabs3.com*

3. Consult your reseller. If you can't find the answer in the product documentation, your reseller may be able to assist you.

4. Call the our Technical Support Department. If you need to call Technical Support, do the following before calling:

    a. Have the program's Serial Number, Version and Release Date available. This information is displayed by selecting **Help** from the menu bar and then choosing **About Tabs3 Remote** (Fig. A-1).

    b. Be at your computer.

    c. If you are receiving an error message, write down the complete error message and the steps you performed before the error occurred.

d. Determine if the problem occurs repeatedly after a particular series of steps or if it appears to be random. If the problem occurs repeatedly, be able to describe in detail the series of steps that generate the problem.

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

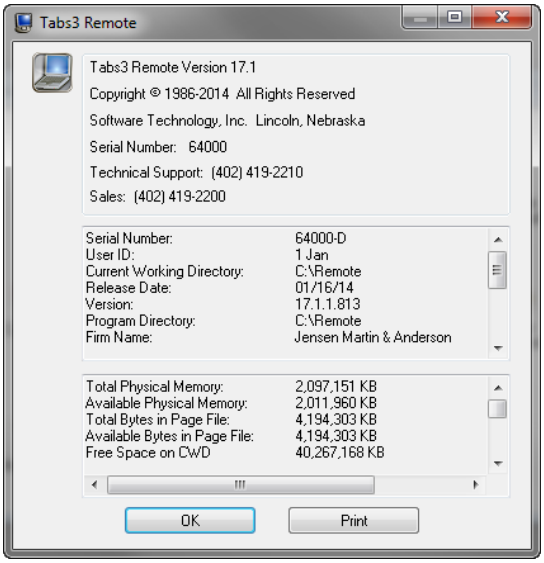


Fig. A-1, About Tabs3 Remote Window

Appendix B
Glossary

Active User List The Active User List shows the User Number and Description of all users who are allowed access to Tabs3 Remote. For each user shown, the function being accessed will also be displayed. If the user has one or more windows open for Multi-Access Functions in Tabs3 Remote, then the text "Windows - Multiple Occurrence Task(s)" will be displayed.

advances Cost advances are costs that are incurred by the firm for a specific cost or price. Cost advances include witness fees, medical costs, filing fees, etc. Cost advances are also known as "hard" costs or "direct" costs.

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

ASCII ASCII is an acronym for American Standard Code for Information Interchange. An ASCII text file contains recognizable characters that can be found on any keyboard and can be displayed on the screen or printed on a printer.

back up To back up is the process of making a copy of data files and/or program files to insure against loss of the originals. The copy of data files and/or program files is also called a backup. It is your responsibility to establish adequate and frequent backup procedures. Your reseller or computer dealer can assist you with this task. The following list includes the file specifications of the data files that should be backed up for Tabs3 Remote:

Data Files	*RMT*.**
Configuration, Validation & Verification Files	*R3*.**
Dictionary Files	*.TLX*
Report Definition Files	*.R3D, WR3REP.TOC*

bill code A field in each fee and cost transaction that indicates the printable/non-printable status and billable/non-billable status of the transaction.

billing frequency The billing frequency is a user-defined classification used to define how often a client is billed (monthly, quarterly, no frequency, etc.). The billing frequency is also used in selection of batches when running statements and reports. Billing frequencies are created and assigned to clients using Tabs3. In Tabs3 Remote, the billing frequency is displayed below the Client ID in the Fee Entry and Cost Entry windows.

billing rate code The billing rate code is a code entered on the Rates tab in the Tabs3 client data entry program. This code can be used to determine the default billing rate when entering fee transactions.

- 0 Flat Fee Client
- 1-6 Individual timekeeper billing rate codes
- 7 Rate from the transaction code file
- 8 Amount from the transaction code file
- 9 Hourly Rate from the client file

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

case insensitive Case insensitive searching is performed on all characters, regardless of the case of the text.

category Categories are defined in Tabs3 and are used to classify fee services into related groups for purposes of generating productivity reports by category of work (i.e., corporate, non-profit, real estate, tax, consulting, audit, etc.). Each category is assigned a number from 1-999.

Client ID The Client ID represents a unique identifier used to store and retrieve information for a specific client and file. The Client ID can use all numeric characters, all alphanumeric characters or mixed (alphanumeric characters for the client number and numeric characters for the file number). The type of Client ID allowed is determined by the Key Type specified in Tabs3 Remote Customization. The Key Type specified in Tabs3 Remote must match the Key Type used in Tabs3.

client rate table Client rate tables are optional and are defined in Tabs3. A client rate table includes a single rate for each timekeeper that will be working on a client. The client rate table is one method used by Tabs3 and Tabs3 Remote to determine the default billing rate when entering fees for a client.

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

codes Assigned letters or numbers that enable Tabs3 Remote or other programs to quickly retrieve and cross reference stored data (e.g., bill codes, transaction codes, etc.).

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

cost types Cost types are defined in Tabs3 and can be used to group similar types of costs into cost categories. Categorizing costs makes it possible to track billed and paid amounts by cost type in Tabs3.

Costs The term **costs** refers to both expenses and advances inclusively.

credit A transaction reducing hours and/or amounts billed to clients. A credit can also be applied to expenses, advances or finance charge. Only fee, expense and advance credits can be added using Tabs3 Remote.

criteria page A criteria page is an optional page that can be printed at the end of various reports. This separate page lists all of the options and criteria used for the generation of the report.

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

Decimal Places The Decimal Places is defined in Customization and determines the number of digits in the file portion of the Client ID (i.e., the number of digits to the right of the decimal point). You ***must*** use the same Key Type and Decimal Places that is used by the home office where the main Tabs3 data files are stored.

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

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

expenses Client expenses are costs that are incurred by the firm without a direct cash outlay. Examples of client expenses are photocopy expenses, long distance charges, postage, etc. Client expenses are also known as "soft" costs or "indirect" costs.

field A data file consists of a group of records, such as a client record in the client file. Each client record consists of a group of fields. Examples of fields in the client file include name, address, city, state, zip and phone.

focus In Windows, the mouse or keyboard can be used to select elements within a window. When using a mouse, the focus is always where the pointer is clicked. However, when using the keyboard, focus is shown in a variety of ways. Focus can be indicated by an insertion point, highlighting or a dotted box. Different keystrokes may behave differently depending on where the focus is in a window. For example, when a Lookup window is displayed, pressing PgDn to display the next screen of records will not work unless focus is on the list portion of the window. As another example, when previewing a report, the cursor keystrokes work only when focus is on the body of the report.

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

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

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

hold/pay See *status*.

inactive client An inactive client is a client whose Inactive check box is selected on the **Address** tab of the Tabs3 client data entry program. Only credits can be entered for inactive clients. Inactive clients can have a balance due.

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

Key Type The Key Type determines the format of your client numbering system and is defined in Customization. Client numbers are referred to as Client IDs. You can select to have an alphanumeric, numeric or mixed Key Type. You *must* use the same Key Type and Decimal Places that is used by the home office where the main Tabs3 data files are stored.

long file names Long file names allow up to 255 characters for a file name or folder. The software supports long file names when saving a report to a file.

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

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

Multi-Access function A Multi-Access function can be accessed by multiple users simultaneously. Other Multi-Access functions can be accessed at the same time by other users. A single user can have more than one Multi-Access function open on the same system.

name search The Name Search field is a 16-character field assigned in the Tabs3 client data entry program and is by default the first 16 characters of the client's Name. The Name Search field is used by the data entry programs and Client Lookup window to allow you to access client records by name if desired. It is also used to print reports and statements in alphabetical order.

non-billable Fee and cost transactions that are entered with a Bill Code of "1" or "2" have a non-billable status. Non-billable time is kept track of separately from billable time. Non-billable transactions may or may not be printed on a Tabs3 statement, but are never charged to the client. A client can be designated in Tabs3 as a non-billable client thus preventing billable transactions from being entered for that client.

path A specific drive and directory where data files are to be stored. An example of a path is: C:\Tabs3\

payment Payments are any monies received from clients for services rendered and costs incurred. Payments are classified as regular payments, fee payments, expense payments and advance payments. Payments are entered using the Payment Entry program in Tabs3—they cannot be entered using Tabs3 Remote.

phase A phase is the highest level category in the task based billing hierarchy. For litigation, examples include Pre-Trial Pleadings and Motions, and Discovery. Phases represent collections of tasks and activities that occur largely in a sequence during the course of a case. Within each phase, there may be tasks which represent more detail for the particular phase. Phases have Phase/Task Codes that end in "00" (e.g., 200, 400, 900, etc.). Activity and expense budgets can optionally be defined in Tabs3 for each phase.

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

primary timekeeper The primary timekeeper is typically the principal timekeeper in charge of the client. The client's primary timekeeper number and name is displayed after specifying a client number in the Fee Entry and Cost Entry programs in Tabs3 Remote.

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

QuickDates QuickDates are saved settings that are used to determine a calculated date based on an original date. QuickDates are created using the QuickDate Calculator.

rate code Code used to determine the billing rate to be used when entering fee transactions. The rate code is also used to calculate the default amount or units for a cost transaction.

record A record consists of multiple fields of information. A data file consists of a group of records, such as a client record in the client file. Each client record consists of fields, such as name, address, city, state, zip and phone.

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

registry The registry is an internal Windows database that stores configuration data for the workstation including the installed programs and hardware. Tabs3 and Tabs3 Remote store information for the spell checker in the registry.

report definition Tabs3 Remote allows you to save all of the parameters specified for a report as a report definition. These report definitions can be retrieved at a later time as needed. This feature saves time when running reports on a regular basis by streamlining the process of selecting the report options. Tabs3 Remote also allows you to save your own report settings as the defaults for a report. The Transaction File List and Task Code Billing Report are the only reports in Tabs3 Remote that use report definitions.

restore The procedure used to restore backed up data files to a hard disk. The method of backing up and restoring will vary depending on hardware, software, manufacturer's recommendations and reseller recommendations.

secure client A client can be designated as a secure client in Tabs3 if you want to restrict access to the client to specific users in Tabs3. Secure clients can be included or excluded when validation files are created in Tabs3. All Tabs3 Remote users can enter fees and costs for secure clients in Tabs3 Remote. However, transactions for secure clients cannot be merged unless the user performing the merge in Tabs3 has access rights to the client.

shortcut menu A shortcut menu is displayed when you right-click a field or area of a window. The shortcut menu lists commands specific to that field or area.

statement comment Statement comments can be added in the Description fields of fees and costs. Statement comment text will be displayed in red on the screen but will print with a strikethrough character on draft statements. Statement comments will not print on final statements in Tabs3 but will print on reports (i.e., Verification List, Detail Work-In-Process Report and Detail Transaction File List).

status A field defined for each fee and cost transaction that is used to determine whether the transaction is eligible to print on a statement.

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

System Configuration The System Configuration program is used to configure common elements including users and passwords, access profiles, access rights and firm information. This configuration information is used by Tabs3, PracticeMaster, GLS, TAS and APS software—it is not used by Tabs3 Remote. The System Configuration software is provided at no charge with the software.

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

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

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

Tabs3 Financial Software Tabs3 Financial Software refers to the following Tabs3 software products: Tabs3 General Ledger Software (GLS), Tabs3 Accounts Payable Software (APS), and Tabs3 Trust Accounting Software (TAS).

TAS TAS is an abbreviation for Trust Accounting Software. TAS is designed to help your firm keep track of the trusts you manage. TAS allows computer check writing from 99 different bank accounts as well as manually written checks. A bank account reconciliation program is included. IRS Form 1099 information can be printed in TAS or combined with APS 1099 information. TAS integrates with Tabs3, GLS and APS.

task In the context of task based billing, each phase can be divided into subgroups called tasks. Tasks are generally associated with tangible work accomplished. Examples of tasks within the administration phase of a bankruptcy case include Case Administration, Asset Analysis and Recovery, and Asset Disposition. Activity and expense budgets can optionally be defined for each task.

task based billing client A task based billing client has its Task Based Billing Client check box selected on the fee or cost data entry program.

task code set The task code set is the topmost level of the task based method of billing. Each task code set corresponds to a general classification of work such as Bankruptcy or Non-Litigation Counseling. Task code sets are defined in Tabs3.

tcode See *transaction code*.

text macros Each text macro consists of two components: a Macro ID (or abbreviation) and associated text. Whenever the Macro ID is typed, Tabs3 Remote automatically replaces the Macro ID with the associated text. For example, you might have a Macro ID named "ASAP" with the text "as soon as possible". When the Macro ID "ASAP" is entered during data entry, it is automatically replaced with the text "as soon as possible". Text macros are defined and maintained in Tabs3.

timekeeper Timekeeper is a generic label for personnel whose time is billed to clients. Each timekeeper is assigned a number and initials in Tabs3 for data entry purposes. The "timekeeper" label can be changed in Customization for report purposes. However, the label "timekeeper" is used on all windows and in all documentation.

transaction A service, activity or cost that results in a charge or credit entry (e.g., office conference, photocopies, postage, etc.).

transaction code A transaction code is a number used to represent or describe a type of service, activity, cost, payment or retainer. The transaction code file in Tabs3 is

used to add, change and delete transaction codes. Transaction codes are also referred to as tcodes or transcodes.

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

Uniform Task-Based Management System A method of budgeting and billing designed to provide clients and law firms with meaningful cost information on legal services. This method of billing was designed in part by the American Bar Association Section of Litigation, the American Corporate Counsel Association, and a group of major corporations and law firms coordinated and supported by Price Waterhouse LLP.

validation files Validation files are used to enhance the data entry verification features of Tabs3 Remote. When validation files are present, Tabs3 Remote verifies that the clients, timekeepers, categories and transaction codes specified during data entry are valid by displaying the appropriate name or description in the window. Validation files are optional and are created in Tabs3.

verification lists Lists used to verify transactions that are added, changed or deleted using one of the data entry programs. Verification lists can serve as an audit trail for accounting purposes. Separate verification lists are maintained for each user.

write-down The ability to adjust a client's fee or cost work-in-process balance to a lesser amount or zero. Neither the Rate nor the Hours on the transactions are affected when a client's fees are written-down. Write-downs are typically performed using the Write-Up/Write-Down Fees and Costs program in Tabs3.

write-up The ability to adjust a client's fee or cost work-in-process balance to a greater amount. Neither the Rate nor the Hours on the transactions are affected when a client's fees are written-up. Write-ups are typically performed using the Write-Up/Write-Down Fees and Costs program in Tabs3.

Appendix C
Forms

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

- ❑ Fee Transactions Form
- ❑ Cost Transactions Form

Tabs3 Remote Fee Transactions

Date _____ Timekeeper Name _____ Timekeeper # _____

Client	Category	Status	Sales Tax	Tcode or Task/Activity	Bill Code	Rate	Hours to Bill	Hours Worked	Amount	Description

Tabs3 Remote Cost Transactions

Date _____ Timekeeper Name _____ Timekeeper # _____

Client	Tcode or Task/Expense	Bill Code	Status	Rate Code	Sales Tax	Units	Rate	Amount	Description

Index

A

About Tabs3 Remote 7, 54
accelerators 17
Accounts Payable Software 55
active user limit
    where to find 7
Active User List 5, 55
Add/Delete Words (Dictionary) 47
Advanced Printing Features 29
advances
    See costs
APS
    See Accounts Payable Software
ASCII 55
autofill 22
automatic font selection 28

B

back up 8, 55
base font 28
bill code 55
billing category
    See category
billing frequency 55
bold 17
bottom margin 28
buttons (toolbar) 17
byte 55

C

calculator 21
calendar window 20
case insensitive 55
category 55
checklist for new installations 13
client
    inactive client 56
client rate table 55
clipboard 17, 56
codes 56
comma delimited file 56
commas on reports 29
company name 48
configuration 48
configuring a printer for print-to-file output 33
conventions
    manual 2
    program 2
cost
    file 25
    file limits 1
    Verification List 42
credits
    Refer to Help
criteria page 56
current working directory . . . . . 7 - 8
customer support 53
Customization 48
    file names 8
    first time 13
cut 17

D

daily functions 14
data entry 24
Data File Integrity Check 8, 48
data files . . . . . 8 - 9
data path 54
date fields 19
date range allowed 19
Decimal Places 7, 56
default printer 27
deleting records 26
dictionary
    file names 8
    importing 23
    maintenance 47
disk file 32
disk storage space requirements 1
displaying a report 35
drill-down capabilities 36
DropBox 32

Can't find your topic? Try the Tabs3 Remote Help Index.

E

error log 8
error messages
Refer to Help
Excel
file type 32
exclusive function 6
exiting the software 6
expenses
See costs

F

fee
file 24
file limits 1
Verification List 42
file
data files 8
limits 1
saving a report to a file 32
validation files 9, 12
firm's name 48
Font Selection Mode 28
fonts
base font 28
Font Selection Mode 28
footer on reports 29, 45
forms
cost transactions 64
fee transactions 63

G

General Ledger Software 12, 26, 56
glossary 55, 57, 59
GLS
See General Ledger Software
gray text and shading on reports 29

H

hard disk space storage requirements 1
hardware requirements 1
Help Topics 7
HTML
saving a report as HTML 32

I

icons 17
inactive client 56
incremental search 22
initial file setup 13
installing
checklist for new installations 13
workstations 3
integration
with GLS 12
with Tabs3 11
italics 17

K

Key Type 7, 56
keystrokes
Preview window 36
text editing 18
Windows 18
Knowledge Base 7

L

left margin 28
License Notice 7
limits 1
Log File 8
Logon
See Select User Number window
long file name 56
lookup windows 21

M

main application window 4
Maintenance Plan 53
manual font selection 28
margins 28
maximized windows 5
maximum file limits 1
maximum timekeeper limit 7
MDI 2
memory 7, 54
menu, Tabs3 Remote 10
Merge Tabs3 Remote Data 11
monthly functions 14
mouse
conventions used in manual 2
multi-access function 6
multi-user version 6
multiple document interface 2
multiple occurrence tasks 6

Can't find your topic? Try the Tabs3 Remote Help Index.

N

name search . . . 57
network . . . 3

O

open windows maximized . . . 5
optimize for print to file . . . 29
orientation . . . 27

P

Page Setup . . . 28
paper size . . . 27
paste . . . 17
path . . . 48
payments . . . 57
PDF file . . . 32
popup calculator . . . 21
preferences
  open windows maximized . . . 5
  print setup . . . 27
  status bar . . . 5
  Task Folder . . . 5
  toolbar . . . 5
preview
  keystrokes . . . 36
  option . . . 33
  Preview Window . . . 35
primary timekeeper . . . 57
Print Control Window . . . 34
Print Dialog Box
  previewing a report . . . 33
  printing a report . . . 32
  saving a report to a disk file . . . 32
Printer Offset Adjustment . . . 28
Printer Setup . . . 27
printers
  configuring for print-to-file output . . . 33
  default printer . . . 27
  where to configure . . . 27
printing
  a report . . . 32
  Print Control Window . . . 34
  Print Dialog Box . . . 31
  print job . . . 57
  print setup . . . 27
  to a file . . . 33
  troubleshooting
    Refer to Help
program directory . . . 54

Q

QuickDate Calculator window . . . 21
QuickDates . . . 57
quitting the software . . . 6

R

Rapid Entry . . . 24, 26
rate code . . . 57
rebuild table of contents (report definitions) . . . 44
red negative numbers on reports . . . 29
reference number . . . 57
  resetting . . . 50
registry, Windows . . . 57
Reindex Files . . . 50
release date . . . 7, 54
report definitions
  file names . . . 8
  overview . . . 43
report printer
  See Printer Setup
report width . . . 29
Reports
  Task Code Billing Report . . . 40
  Transaction File List . . . 39
  Verification Lists . . . 42
requirements . . . 1
resetting users . . . 6
restore . . . 57
rich text fields . . . 23
right margin . . . 28
right-clicking . . . 23

S

sales tax . . . 16
saving a record . . . 17
saving a report to a file . . . 32
screen resolution . . . 7
search drive . . . 3
secure client . . . 58
Select User Number window . . . 3
serial number . . . 7
  where to find . . . 54
shortcut menu . . . 58
shortcut menus . . . 23
software update . . . 7
spell check . . . 23
Spell Check Options . . . 47
Startup Option . . . 13
statement comment . . . 58
status bar . . . 5
Status field . . . 58
STI.INI file . . . 2, 29
Submit Log Files . . . 7
support . . . 53

Can't find your topic? Try the Tabs3 Remote Help Index.

System Configuration 58
system date 19
system requirements 1
system time 5

T

table of contents (report definitions)
    rebuild 44
Tabs3 Customization
    See Customization
Tabs3 Remote
    Customization 48
    data files 8
    How Tabs3 Remote Works 11
    menu 10
    Overview 1
TAS
    See Trust Accounting Software
task 58
task based billing client 58
Task Code Billing Report 40
task code set 58
Task Folder 5
tax (sales) 16
technical support 53
telephone support 53
text editing keystrokes 18
text macros 58
time 5
timekeeper 58
toolbar 5
toolbar buttons 17
top margin 28
Transaction File List 39
transferring data to Tabs3 14
troubleshooting
    Refer to Help
TrueType fonts 59
Trust Accounting Software 58
TXT file
    saving a report as TXT 33

U

underline 17
Uniform Task-Based Management System 59
User Configuration 49
User ID 54
user number 3
users
    resetting 6
    setting up 49

V

validation files
    definition 59
    file names 9
    overview 12
verification lists 42
version number 7, 54
viewing a report 35

W

Web site 7
weekly functions 14
width
    report 29
Windows Directory 7, 54
Windows printer 32
Windows Version 7, 54
working directory 7
workstation installation 3

X

XLSX (XLS) 32
    saving a report as XLSX (XLS) 32

Z

zoom 36

Can't find your topic? Try the Tabs3 Remote Help Index.