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Statement Formatting Guide

Tabs3 Billing

PracticeMaster

Trust Accounting

Accounts Payable

General Ledger

TABS3.COM

Tabs3 Billing Statement Formatting Guide

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Introduction

One of Tabs3 Billing's most powerful features is the flexibility to customize how your statements look when generated for each client. Configuration of the statement format occurs at various levels. These levels include the following:

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Purpose of Guide

The Tabs3 Billing Statement Formatting Guide covers the various options for customizing your billing statement to look the way you want it to look. It includes information on mailing and emailing statements, designing the statement layout, changing the way information is formatted, and more.

A separate ***Statements Guide*** includes information for how to generate statements. Additional guides for other software features are also available on our website at:

Tabs3.com/support/docs.html

Tabs3 Billing Customization

The first level of defining the statement format can be found in Tabs3 Billing Customization. These options are firm-wide and affect all clients.

Setting Up Tabs3 Billing Customization

Menu: ***Utilities | Customization***
Home: ***All Actions | Setup | Customization***
Quick Launch: ***Customization***

The Customization tabs we will be looking at include the **Main** tab, **Options** tab, **Rates** tab, and **Client Defaults** tab.

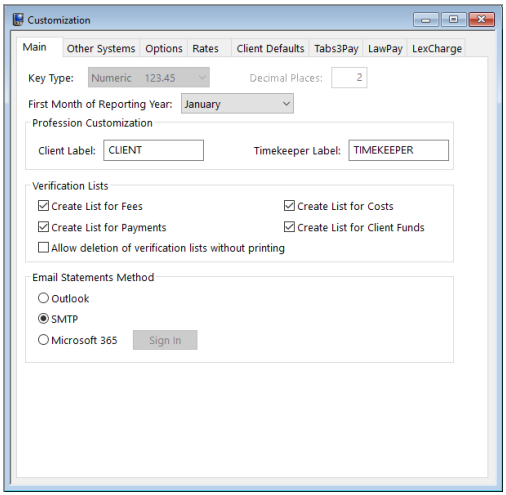

*Figure 1, Customization - **Main** tab*

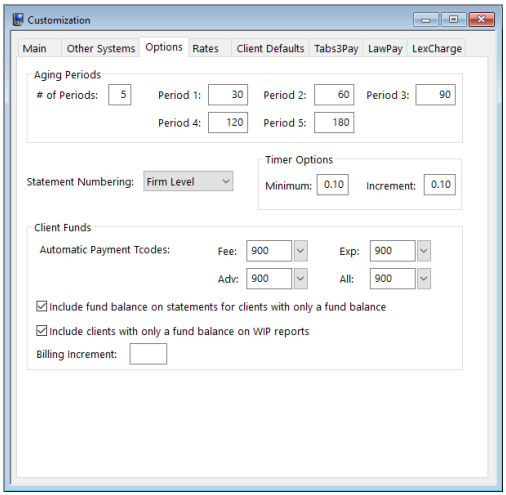

*Figure 2, Customization - **Options** tab*

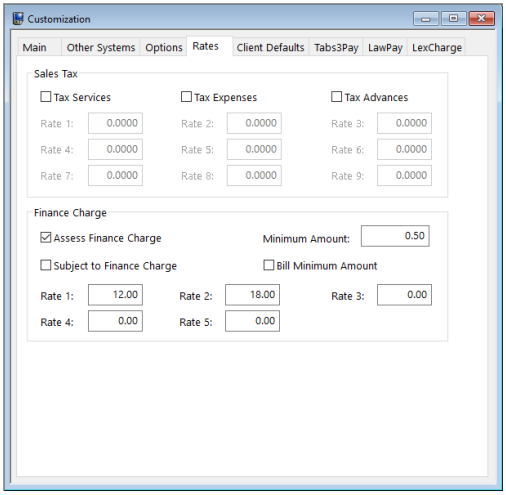

*Figure 3, Customization - **Rates** tab*

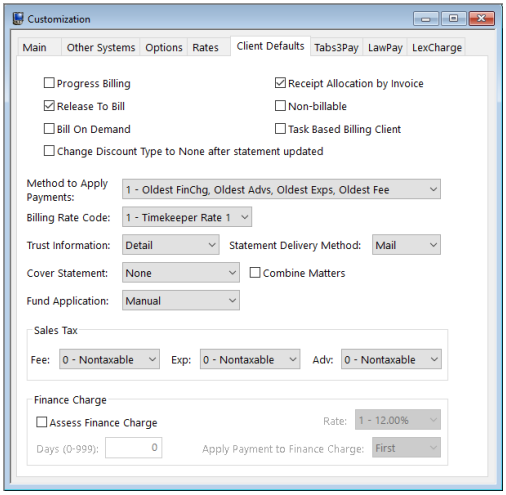

*Figure 4, Customization - **Client Defaults** tab*

Main tab

The **Main** tab allows you to select whether email statements will be sent via Microsoft® Outlook® or an SMTP server.

Options tab

The **Options** tab allows you to define your aging periods and also allows you to specify if statement numbering will be implemented at the firm level or the client level.

Rates tab

The **Rates** tab includes information regarding sales tax and finance charge.

- You can specify if you want sales tax charged for fees, expenses, or advances. Up to nine different sales tax rates can be defined. The sales tax feature in Tabs3 Billing is very sophisticated, allowing you to specify whether or not individual transactions will be taxed.
- The **Rates** tab can also be used to define whether you want a finance charge assessed, if the finance charge is subject to a finance

charge, and if you want to assess a minimum finance charge. Up to five different finance charge rates can be defined.

Client Defaults tab

The **Client Defaults** tab allows you to select the default settings for new clients.

Statement Customization

The next level of defining the statement format can be found in Statement Customization. Statement Customization allows you to define many additional firm-wide statement formatting options.

Setting Up Statement Customization

Menu:	***Statements | Statement Setup | Customization***
Home:	***All Actions | Statements | Statement Setup | Statement Customization***
Quick Launch:	***Statement Customization***

Statement Customization includes the following tabs:

- Options
- Terminology
- Headings
- Cover Stmt
- Months

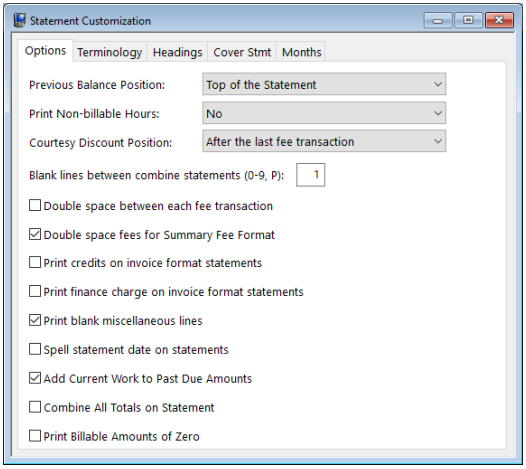

Figure 5, Statement Customization
***Options** tab*

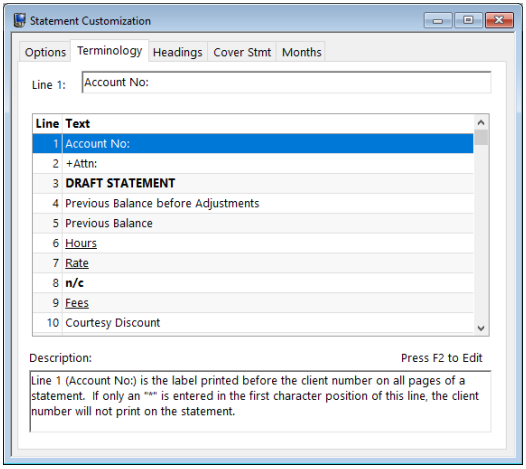

Figure 6, Statement Customization
***Terminology** tab*

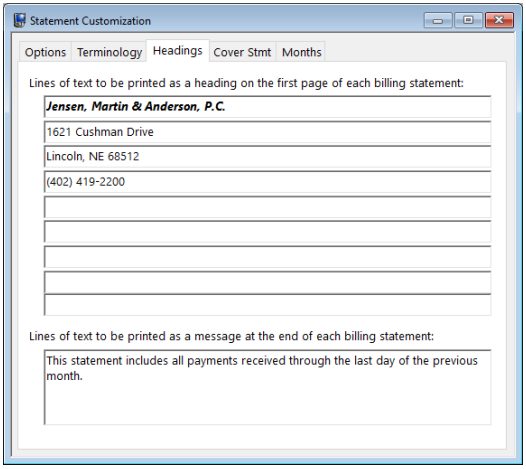

Figure 7, Statement Customization
***Headings** tab*

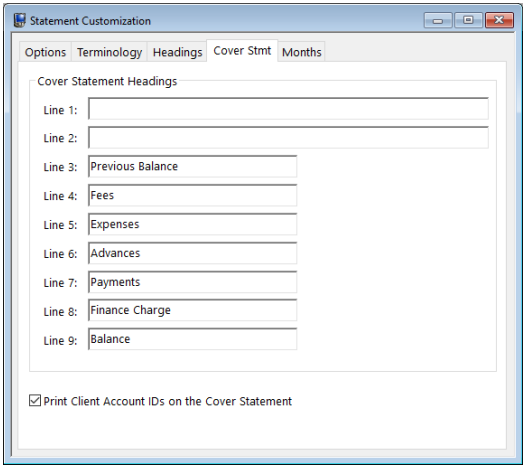

Figure 8, Statement Customization
***Cover Stmt** tab*

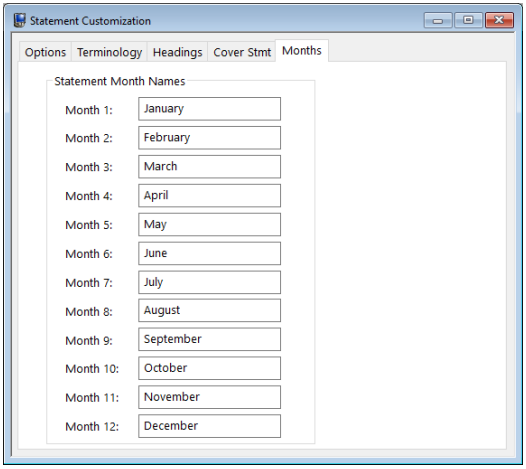

Figure 9, Statement Customization
***Months** tab*

Options tab

The **Options** tab allows you to specify if you want the previous balance line to print at the beginning of the statement or after fees and costs, whether you want non-billable hours to print, and where you want the Courtesy Discount to print. You can specify a number of blank lines or a page break between combined statements, whether you want fees double spaced, and if you want credits included on invoice format statements. You can specify if you want finance charges on invoice format statements and whether you want blank miscellaneous lines printed. You can specify whether you want the statement date to be printed in MM/DD/YYYY format or spelled out. You can specify whether current work will be included in past due amounts and if you want a combined total of all due amounts on a statement. You can specify whether you want "0.00" to print for billable transactions with zero amounts or not print an amount at all.

Terminology tab

The **Terminology** tab contains modifiable statement terminology. There are over 70 different areas of statement terminology that can be modified. For example, if you don't like the terminology "Balance Due," you can change it to whatever you like, such as "Total Amount Due." Or, as another example, you can change the "For Current Services Rendered" line to read "Professional Services." If desired, you can print optional headings for the fee, expense, advance, and payment sections of the statement. Tabs3 Billing also allows you to embed the statement date or cut-off dates in many of the statement terms. You can also apply bold, italic, and underline attributes to the statement terminology. You can configure Tabs3 Billing so the expenses and advances combine into one section on the statement. You can specify if the client's account number, the statement number, the page number, or the term "Continued" will print on statements. You can specify if you want the contact name to print before the client name.

Headings tab

The **Headings** tab allows you to enter up to nine lines of text for your firm's name and address, thus allowing you to use plain paper instead of pre-printed letterhead for your statements. These nine lines can alternatively be used to insert any type of global notes that you want printed at the top of every statement. You can also enter up to four lines of optional text that prints at the end of each statement. Many firms use these lines for a message regarding finance charge policy, payment terms, or perhaps a seasonal message. Alternatively, you can use a bitmap image file for the statement heading or you can create a custom heading and statement notes using the Statement Designer.

Cover Stmt tab	The **Cover Stmt** tab allows you to customize cover statement terminology and specify whether you want Client IDs included on the cover statement.
Months tab	The **Months** tab contains the names of the twelve months of the year. These names are used if you customized Tabs3 Billing to spell out the statement date.

Printer Setup

The next level of defining the statement format can be found in the Tabs3 Billing Statement Printer Setup.

Statement Printer Setup

Menu: ***File | Print Setup | Statement Setup button***
Home: ***All Actions | Setup | Print Setup | Statement Setup button***
Quick Launch: ***Print Setup | Statement Setup button***

You can use any Windows printer to generate statements. You can specify the font you want used, the paper size and source, and whether you want envelopes printed with statements. If you plan on using the nine lines specified in Customization for the statement heading, you can specify a heading font. As an alternative, you can include a bitmap of your firm's letterhead allowing you greater formatting flexibility. If you will be using the custom page layouts created by the Statement Designer (page 37), you must select the **Enable Statement Designer Layouts** check box as shown in Figure 10.

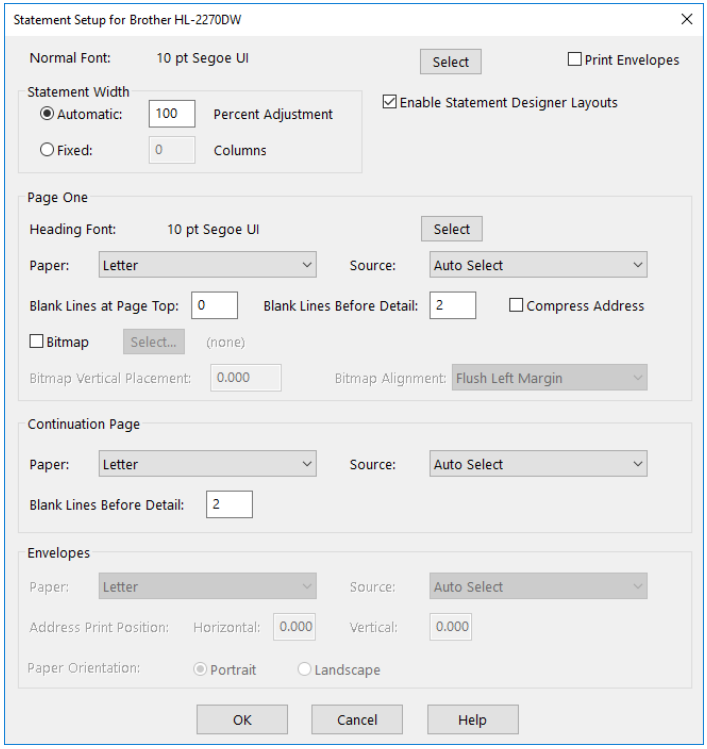

Figure 10, Print Setup - Statement Setup

Statement Templates

The next level of defining the statement format can be found in the Statement Templates window. Statement templates determine many options pertaining to the format of the billing statement.

Defining Statement Templates

Menu: ***Statements | Statement Setup | Statement Templates***
Home: ***All Actions | Statements | Statement Setup | Statement Templates***
Quick Launch: ***Statement Templates***

Each statement template includes the following tabs:

- General
- Fee Format

- Cost/Payment Format
- Layouts

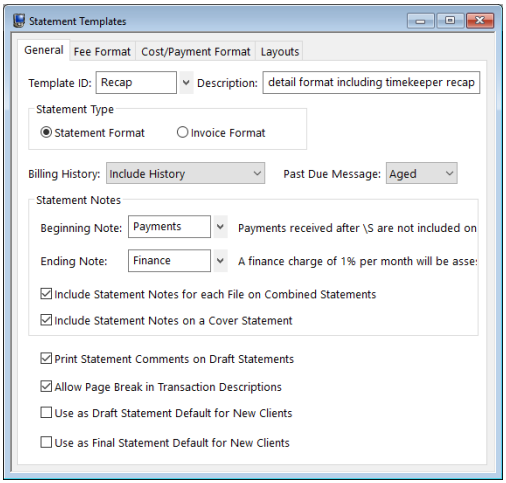

Figure 11, Statement Templates
***General** tab*

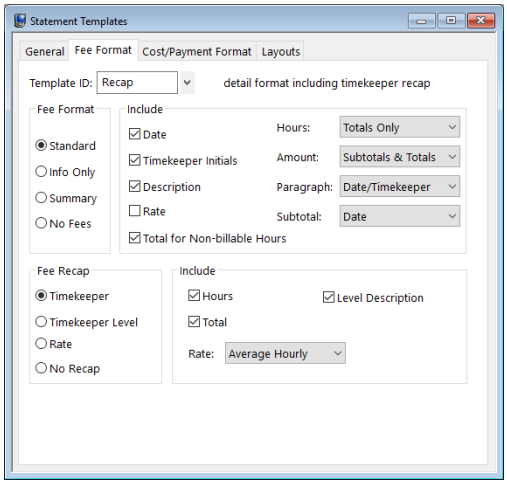

Figure 12, Statement Templates
***Fee Format** tab*

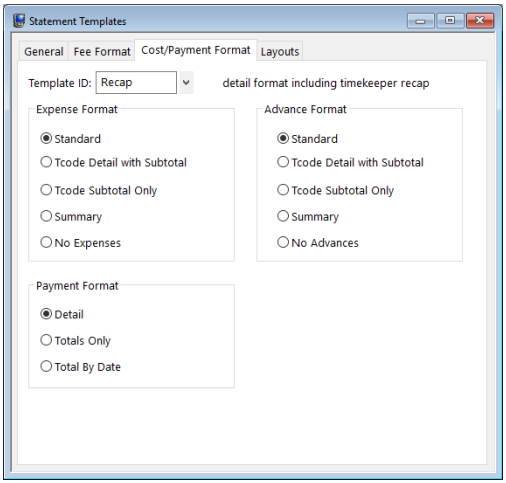

Figure 13, Statement Templates
***Cost/Payment Format** tab*

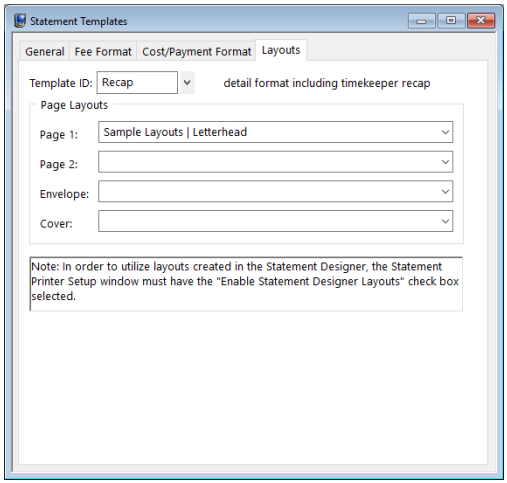

Figure 14, Statement Templates
***Layouts** tab*

General tab	The **General** tab is used to specify invoice or statement formatting, billing history options, past due messages and statement notes.
Fee Format tab	The **Fee Format** tab is used to determine whether fees print and, if so, whether timekeeper initials, dates, hours, hourly rates, and amounts are included. Subtotaling of fees is defined here. An optional fee recap by timekeeper, timekeeper level, or rate can also be set up. The recap can include hours, timekeeper levels, rates, and a total amount.
Cost/Payment Format tab	The **Cost/Payment Format** tab is used to specify whether expenses and advances print and, if so, the format used on the statement. You can also indicate whether payments will be shown in detail, be subtotaled by date, or show totals only.
Layouts tab	The **Layouts** tab is optional and is used to designate which custom Page Layouts created by the Statement Designer will be used when statements are printed for clients that are assigned this template.

These options apply to all clients who are assigned the specified template. Each client is assigned two statement templates—one for draft statements and one for final statements. Once a template has been defined, any changes made to a statement template affect all clients who are assigned that template. Some firms will have separate statement templates for each timekeeper.

There is no limit to the number of statement templates that can be defined.

Typically, firms will set up a few statement templates to use before they begin to add clients. As clients are added, they are assigned statement templates on the **Statement Options** tab of the Client file. Once statement templates have been set up and fine-tuned, the Statement Templates window is typically used only when changes or a new template is required.

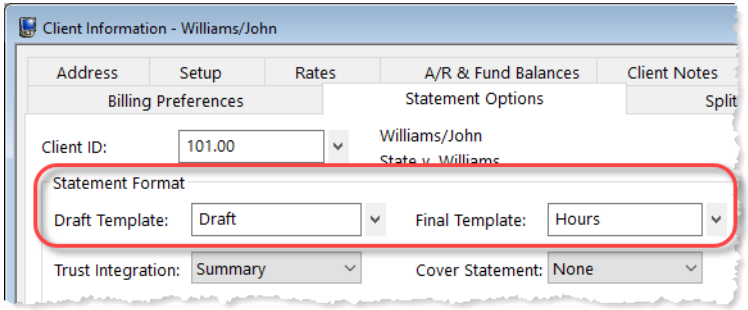

Figure 15, Statement Format Options

Adding a New Statement Template

You can add a new statement template based on default system settings.

▶ To add a statement template

1. In the Quick Launch, search for and select, "Statement Templates."
2. On the **General** tab, enter a new **Template ID**.
3. Enter the **Description**.
4. Select the desired options on the **General**, **Fee Format**, **Cost/Payment Format**, and **Layouts** tabs.
5. Click to save the new template.

Copying a Statement Template

You can copy an existing Statement Template and then make changes as needed.

▶ To copy a statement template

1. In the Quick Launch, search for and select, "Statement Templates."
2. On the **General** tab, select the **Template ID** you want to use as a basis for the new template.
3. Change the **Template ID** to the name of the new statement template.
4. In the **Description** field, enter a description for the new template.
5. Make the desired changes.
6. Click to save the new template.

Changing the Statement Template Used

When changing the statement template that is used, it can be changed either individually for each client, for multiple clients at one time, or when running specific statements.

Changing the Statement Template for One Client

You can change the Draft Template and/or Final Template via the Client file on an individual basis.

▸ To change the statement template used for a single client

1. In the Quick Launch, search for and select "Client Information."
2. Select the **Client ID** for which you want to change templates.
3. From the **Statement Options** tab, in the **Statement Format** section, select the desired **Draft Template** and/or **Final Template**.
4. Click to save the changes to the client.

Changing the Statement Template for Multiple Clients

If you want to change statement templates for multiple clients, you can use the Change Client Options utility.

▸ To change the statement template used for multiple clients

1. In the Quick Launch, search for and select, "Change Client Options."
2. Select the **Client ID** range, or click **Multiple** to select multiple ranges of clients.
3. From the **Statements** tab, click the **Select** button.
4. Select **Draft Template** and/or **Final Template** and click **OK**.
5. In the **Statement Format** section, select the desired **Draft Template** and/or **Final Template**.
6. Click **OK**.

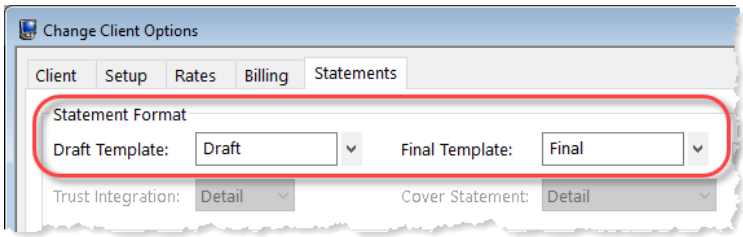

Figure 16, Change Client Options

Changing the Statement Template for One Statement

If you want to change the statement template temporarily, or test how it will look, you can select a template when generating statements.

▸ To change the template used at the time statements are generated

1. In the Quick Launch, search for and select, "Generate Statements."
2. Select the **Client ID** range, or click **Multiple** to select multiple ranges of clients.
3. From the **Options** tab, in the **Statement Options** section, click the **Statement Template** button.
4. In the Statement Template Options window, click the **Select Template** button.
5. In the **Template ID** field, select the desired **Template ID** and click **OK**.
6. Click **OK** to close the Statement Template Options window.
7. Generate the statement as normal.

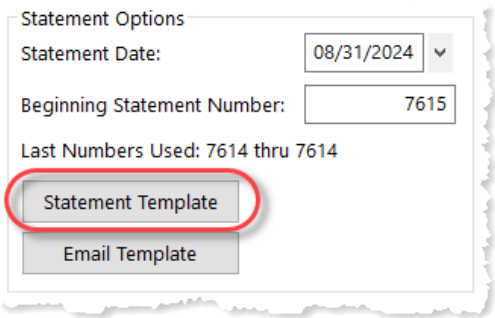

Figure 17, Generate Statements Window

After closing the Generate Statements window, the next time you run statements, the template selected in the Client file will be used unless a template has been defined and saved in a report definition.

Training Videos

You can view the following training video for more information. Clicking the link will open the training video in your browser. All training videos are also accessible in the Quick Launch by searching for and selecting "Training Videos," and at **Tabs3.com/video**.

Utilizing Statement Templates

Email Templates

The next level of defining the statement format can be found in the Email Templates window. Email templates are used by clients who are set up to receive statements via email. Email template options apply to all clients who are assigned the specified template. Once a template has been defined, any changes made to the email template affect all clients who are assigned that template. Some firms will have separate email templates for each timekeeper, category, or billing frequency. If desired, email templates can also be defined for specific clients.

Setting Up Email Templates

Menu: ***Statements | Statement Setup | Email Templates***
Home: ***All Actions | Statements | Statement Setup | Email Templates***
Quick Launch: ***Email Templates***

Each email template must have valid Email Identification information defined in the **From Name**, **From Address**, and **Reply To Address** fields. When sending via Microsoft Outlook, the **Reply To Address** is unavailable and instead is controlled by Outlook. Additional recipients can also be defined, including entering a firm email address in the **Bcc Recipients** field to ensure that a copy of the sent email statement is retained in a single account's email messages. The **Subject** and **Body** of the email message can be defined using variables from the Available Fields list. Using variables in place of text allows email statement messages to easily be customized for each individual client or matter that is set up to receive statements via email. Additionally, when the cursor is in the **Body** field, the Email Template Toolbar is available to format text.

You can include a variable for a payment and/or trust deposit link in your email message, which allows clients to pay their bill or deposit funds into their trust account online with a credit card, debit card, or eCheck. See Knowledge Base Article **R11905**, "Requesting and Importing Tabs3Pay Online Payments and Trust Deposits," for more information.

There is no limit to the number of email templates that can be defined.

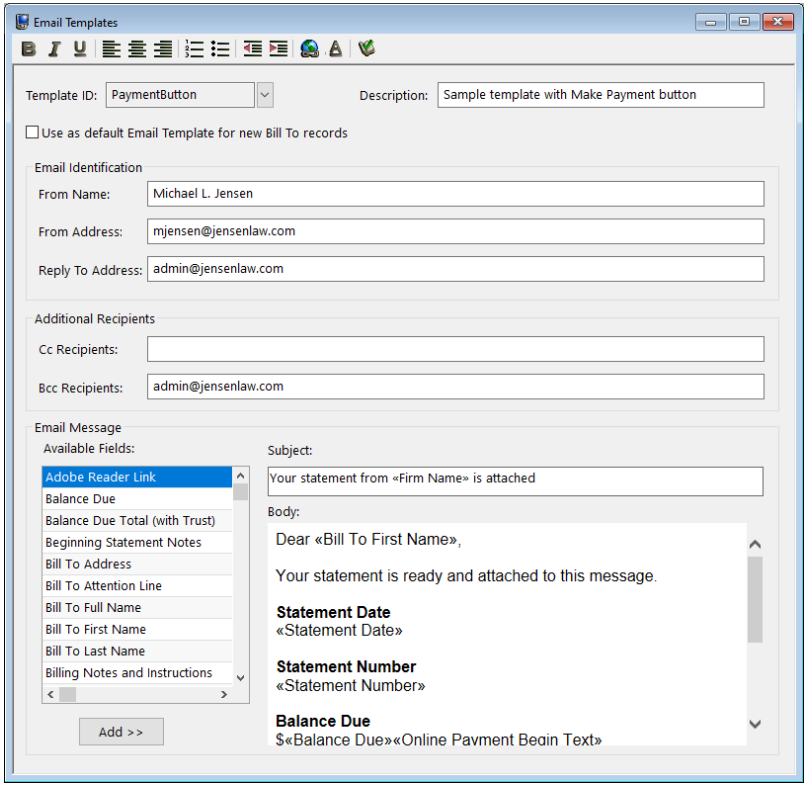

Figure 18, Email Templates

Typically, firms will set up a generic email template before they begin to add clients. As clients who will receive email statements are added, email templates are assigned in the Bill To Record window, which is accessed via the **Billing Preferences** tab of the Client file. Once email templates have been set up and fine-tuned, the Email Templates window is typically used only when a change or a new template is required.

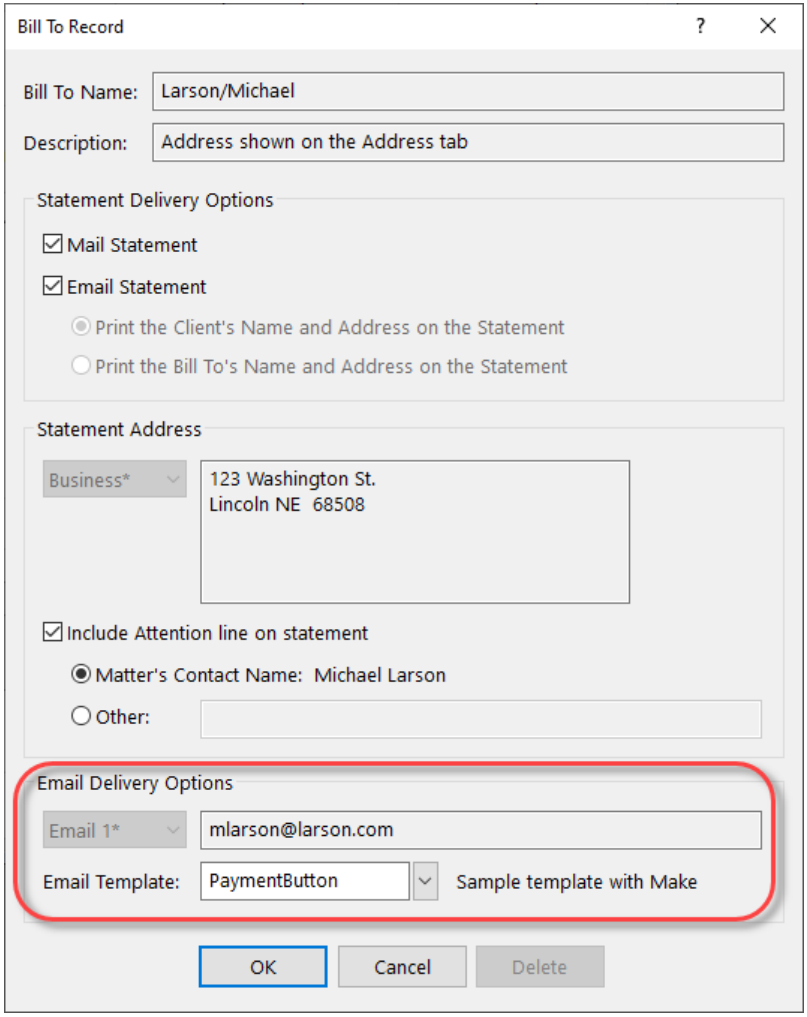

Figure 19, Bill To Record Window

More Info: Additional information on Email Templates can be found in Tabs3 Billing Help and in Knowledge Base Article **R11338**, "Emailing Tabs3 Billing Statements."

Adding a New Email Template

You can create a new email template from scratch.

To add a new email template

1. In the Quick Launch, search for and select "Email Templates."
2. Enter a new **Template ID**.
3. Enter the **Description**.
4. Enter the desired information for the email template.
5. Click to save the new template.

Copying an Email Template

You can copy an existing email template and then make changes as needed.

To copy an email template

1. In the Quick Launch, search for and select "Email Templates."
2. Enter the **Template ID** you want to use as a basis for the new template.
3. Press Esc.
4. Change the **Template ID** to the name of the new email template.
5. Enter the **Description**.
6. Make the desired changes.
7. Click to save the new template.

Changing the Email Template Used

When changing the email template used, it can be changed either individually for each client, for multiple clients at one time, or for a specific statement run.

Changing the Email Template for One Client

You can change the email template via the Client file on an individual basis.

▶ To change the email template used for a single client

1. In the Quick Launch, search for and select "Client Information."
2. Select the **Client ID**.
3. From the **Billing Preferences** tab, in the **Statement Delivery Options** section, select the **Bill To Name** for which you want to change the email template.
4. Click the **Edit** button.
5. Select the **Email Template** you want to use.
6. Click **OK**.
7. Click to save the changes to the client.

Changing the Email Template for Multiple Clients

If you want to change email templates for multiple clients, you can use the Change Client Options utility.

▶ To change the email template used for multiple clients

1. In the Quick Launch, search for and select "Change Client Options."
2. Select the **Client ID** range, or click **Multiple** to select multiple ranges of clients.
3. From the **Billing** tab, click the **Select** button.
4. Select **Email Template** and click **OK**.
5. In the **Statement Delivery Options** section, select the desired **Email Template**.
6. Click **OK**.

Note: Changing the Email Template using the Change Client Options utility will change the template for all Bill To records associated with the selected client(s).

Changing the Email Template for One Statement

If you want to change the email template temporarily, or test how it will look, you can select a template when generating statements.

▸ To change the email template used at the time statements are generated

1. In the Quick Launch, search for and select "Generate Statements."
2. Select the **Client ID** range, or click **Multiple** to select multiple ranges of clients.
3. From the **Options** tab, in the **Statement Type** section, select **Final**. **Final** must be selected before an email template can be selected.
4. In the **Statement Options** section, click the **Email Template** button.
5. In the Select Email Template window, select the desired **Template ID** and click **OK**.
6. Generate the statement as normal.

After closing the Generate Statements window, the next time you run statements, the template selected in the Client file will be used unless a template has been defined and saved in a report definition.

Training Videos

You can view the following training video for more information. Clicking the link will open the training video in your browser. All training videos are also accessible in the Quick Launch by searching for and selecting "Training Videos," and at **Tabs3.com/video**.

Email Statements Overview

Getting Paid Using Online Payments

Client Setup

The next level of defining the statement format can be found in the Client file. These options are specific to the individual client.

Setting up the Client

Menu:	***File | Open | Client***
Home:	***All Actions | People | Client***
Quick Launch:	***Client Information***

The Client tabs we will be looking at include the **Setup** tab, **A/R & Fund Balances** tab, **Billing Options** tab, **Billing Preferences** tab, and **Statement Options** tab.

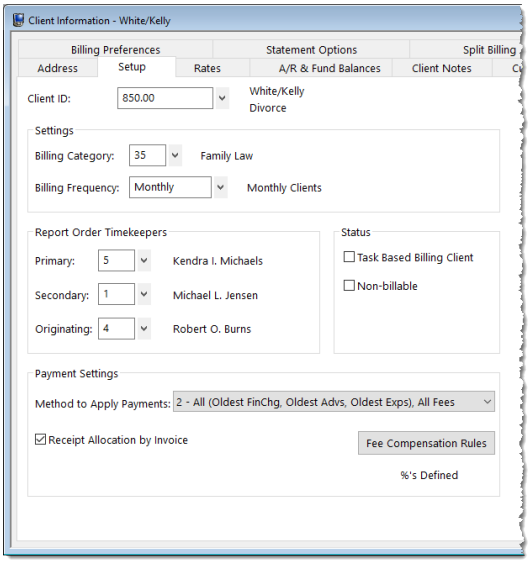

*Figure 20, Client - **Setup** tab*

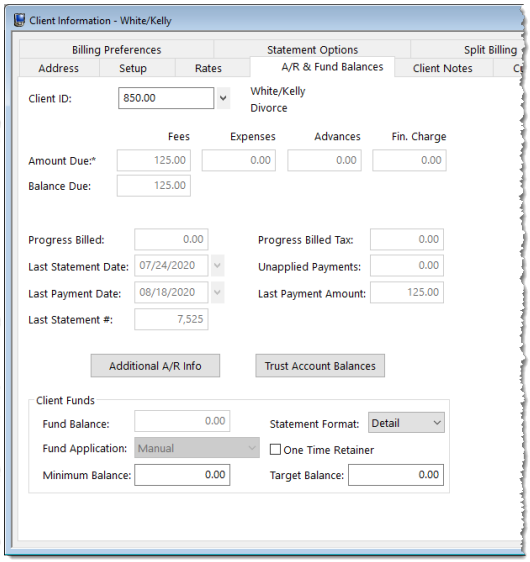

*Figure 21, Client - **A/R & Fund Balances** tab*

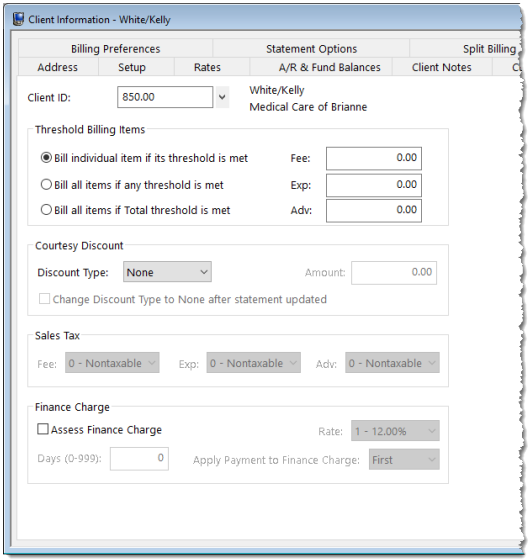

*Figure 22, Client - **Billing Options** tab*

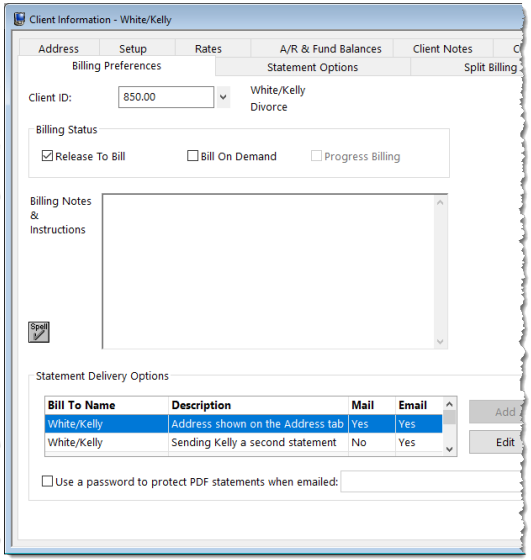

*Figure 23, Client - **Billing Preferences** tab*

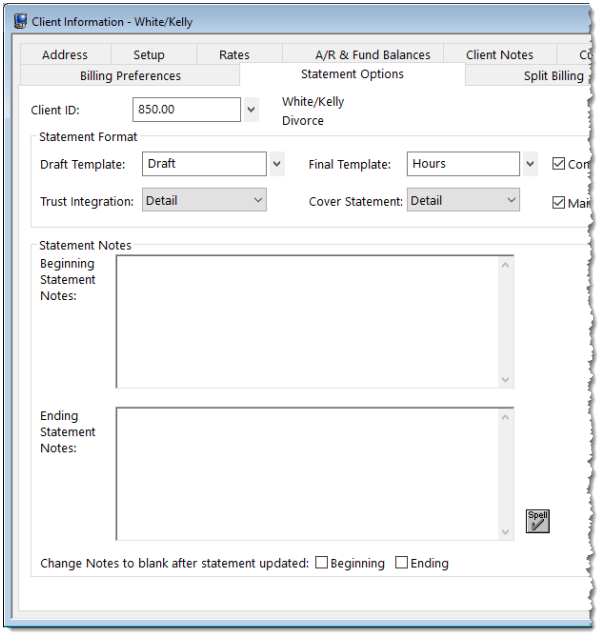

*Figure 24, Client - **Statement Options** tab*

Setup tab

The **Setup** tab of the Client file includes the billing frequency for defining client batches and the method to apply payments.

A/R & Fund Balances tab

The **A/R & Fund Balances** tab allows you to specify how client funds are applied, whether there is a minimum and/or target balance, and how funds are displayed on a client's statement.

Billing Options tab

The **Billing Options** tab allows you to specify billing to occur when thresholds are met, whether to apply a courtesy discount, sales tax rates, and finance charge options.

Billing Preferences tab

The **Billing Preferences** tab allows you to specify whether the client will receive statements via mail, email, or both. It also allows you to specify an additional Bill To contact to use when a client is to receive a duplicate statement or when a client's statement is to be sent to a third party.

Statement Options tab

The **Statement Options** tab is used to designate the draft and final statement templates that will be used for this client and includes an option to combine matters on statements, cover statement options, and trust integration information. This tab also contains Beginning and Ending Statement Notes that allow optional unique statement notes for the client to print at the beginning and end of the client's statement if desired.

Training Videos

You can view the following training video for more information. Clicking the link will open the training video in your browser. All training videos are also accessible in the Quick Launch by searching for and selecting "Training Videos," and at **Tabs3.com/video**.

Getting Started with Clients

Statement Notes

There are several different levels of statement notes that can be printed on a statement including notes individual to the client, notes printed for clients using a specific statement template, and notes that appear on all clients' statements. All levels or any combination thereof can be used on a client's statement.

Implementing Statement Notes

You can define notes that will be displayed on your clients' statements via the following areas:

- Client Statement Notes
- Statement Notes window
- Statement Customization window
- Miscellaneous Lines

Client Statement Notes

Beginning and Ending Statement Notes of up to 250 characters each can be added for any client. These notes are unique to the specific client. An example of Client Beginning and Ending Statement Notes can be seen in Figure 25.

▸ To add Beginning and Ending Statement Notes for a client

1. In the Quick Launch, search for and select "Client Information."
2. Select the **Client ID** for which you want to add notes.
3. From the **Statement Options** tab, in the **Statement Notes** section, enter the **Beginning Statement Notes** and/or **Ending Statement Notes** to be printed on the client's statement.
4. Optionally **Change Notes to blank after statement updated** by selecting the **Beginning** and/or **Ending** check box if you want the note to be printed on the next statement only.
5. Click to save the changes to the client.

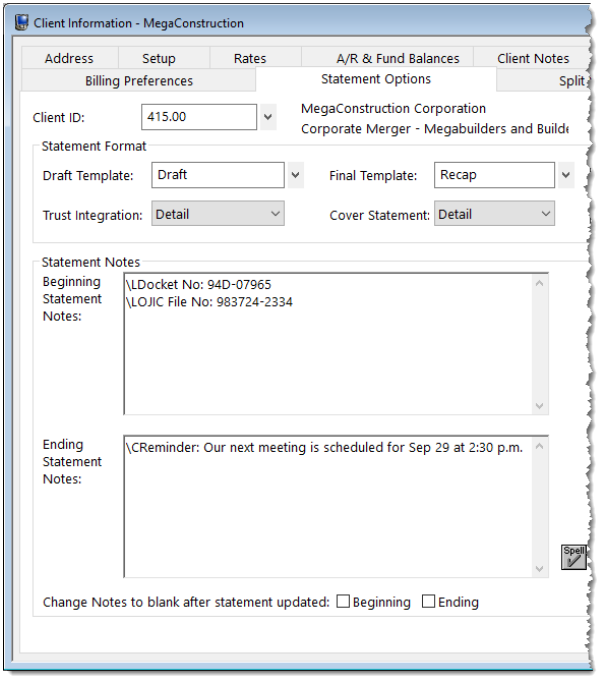

Figure 25, Client File

More Info: Additional information on client options can be found on page 27 of this guide and in Tabs3 Billing Help.

Statement Notes Window

The Statement Notes window is used to create statement notes of up to 511 characters. Once created, these notes can be assigned to a Statement Template. Statement Notes will then be used by all clients who are assigned that statement template. An example of Client Beginning and Ending Template Notes can be seen in Figure 25.

There is no limit to the number of statement notes that can be defined.

▸ To add a new Statement Note

1. In the Quick Launch, search for and select “Statement Notes.”
2. Enter a unique **Note ID**.
3. In the **Note Text** field, enter the information you want to have included in the

note.

4. Click to save the new note.

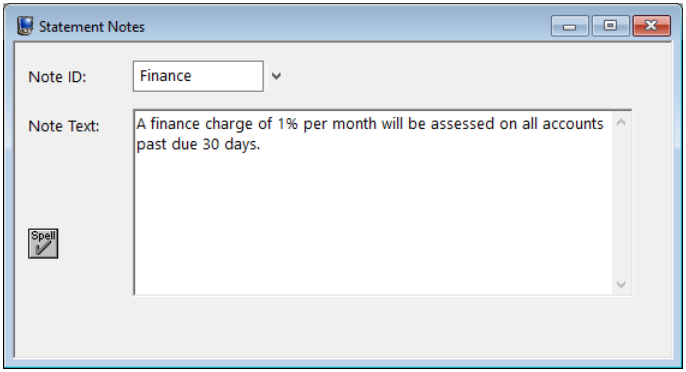

Figure 26, Statement Notes

To specify the Statement Notes used on a Statement Template

1. In the Quick Launch, search for and select "Statement Templates."
2. On the **General** tab, select the desired **Template ID**.
3. In the **Statement Notes** section, select the desired **Beginning Note** and/or **Ending Note**.
4. Click to save the template.

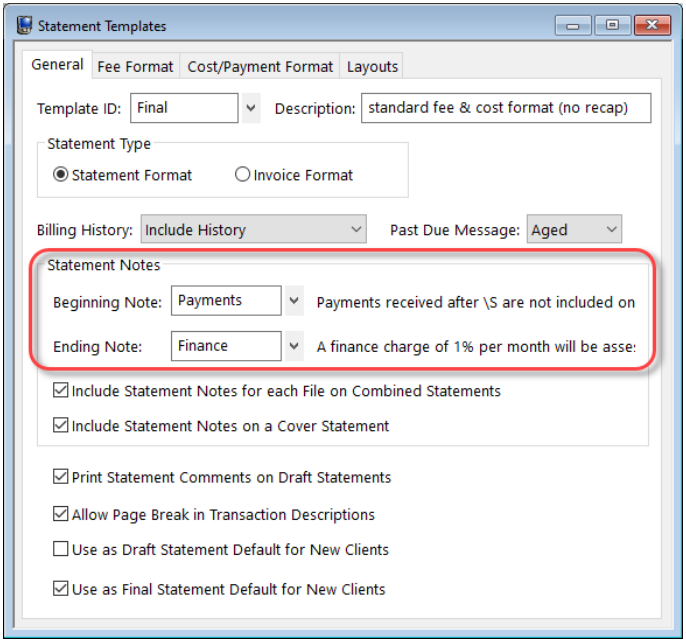

Figure 27, Statement Templates

More Info: Additional information on the statement templates can be found on page 14 of this guide and in Tabs3 Billing Help.

Statement Customization Window

The Statement Customization window provides a way to add nine lines of up to 60 characters each to be printed as a heading for each billing statement, and a message of up to 250 characters to be printed at the end of each billing statement. The text entered in Statement Customization is global, and will print on all billing statements. An example of global heading and ending messages can be seen in Figure 26.

▸ To add lines of text to a statement using Statement Customization

1. In the Quick Launch, search for and select "Statement Customization."
2. From the **Headings** tab, enter **Lines of text to be printed as a heading on the first page of each billing statement**.
3. Enter **Lines of text to be printed as a message at the end of each billing statement**.

4. From the **Cover Stmt** tab, enter text into **Line 1** and **Line 2** if you want text to be printed at the top of cover statements.
5. Click to save Statement Customization.

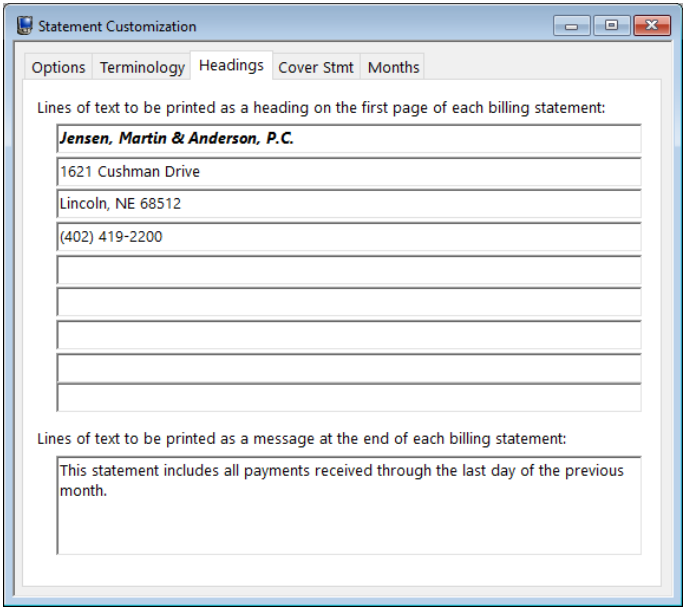

Figure 28, Statement Customization

More Info: Additional information on the Statement Customization window can be found on page 9 of this guide and in Tabs3 Billing Help.

Tip: Statement note text, regardless of where it is defined, can be formatted to include bold, italics, and underline attributes; can be aligned to the left, right, or center; and can take advantage of date codes to automatically use the statement date, beginning fee date, or ending fee date.

Miscellaneous Lines

Miscellaneous Lines 1 through 3 defined on the **Custom Fields** tab in the Client File are automatically displayed on statements, as shown in Figure 26, and can be used to add additional information about the matter. However, if using a Statement Designer Layout, these lines must manually be added to the Statement Designer Layout.

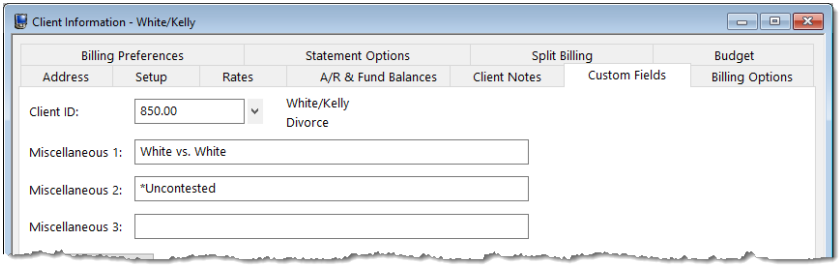

Figure 29, Miscellaneous Lines

▸ To add Miscellaneous Lines to a Statement Designer Layout

1. In the Quick Launch, search for and select "Statement Designer."
2. In the **Layout Tree** pane, select the desired layout.
3. In the **Field Selection** pane, expand the Client Fields folder.
4. Click and drag **Miscellaneous 1** to the location in the **Page Layout** pane where you want to place the line.
5. Repeat step 4 for Miscellaneous Line 2 and 3.
6. Click to save the layout.

More Info: Additional information on the Statement Designer window can be found on page 37 of this guide and in Tabs3 Billing Help.

Figure 30 is an example of where the various Statement Notes are printed on a statement:

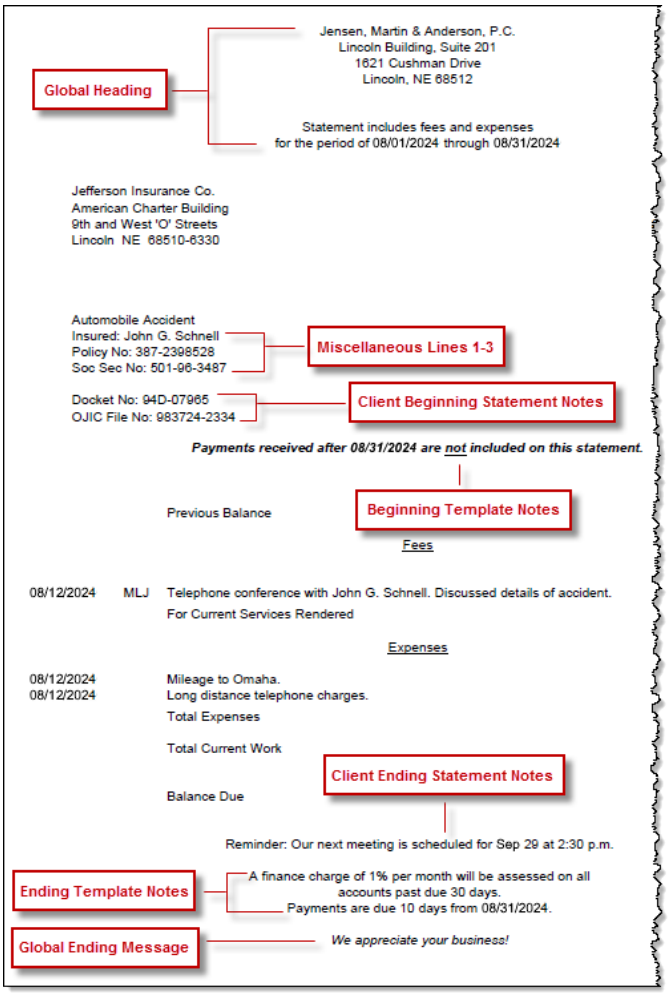

Figure 30, Statement Notes Locations

Statement Designer

The next level of defining the statement format is the Statement Designer. The Statement Designer window lets you create customized layouts for your statements that allow you to position images, text, and data. You can control the placement of various fields from the Client and Bill To files, and add customized text, images, and other layout elements to the statement. Once a page layout has been designed, it can be applied to one or more statement templates.

Using Statement Designer

Menu: ***Statements | Statement Setup | Statement Designer***
Home: ***All Actions | Statements | Statement Setup | Statement Designer***
Quick Launch: ***Statement Designer***

The Statement Designer window includes a **Layout Tree** pane, a **Field Selection** pane, and a **Page Layout** pane.

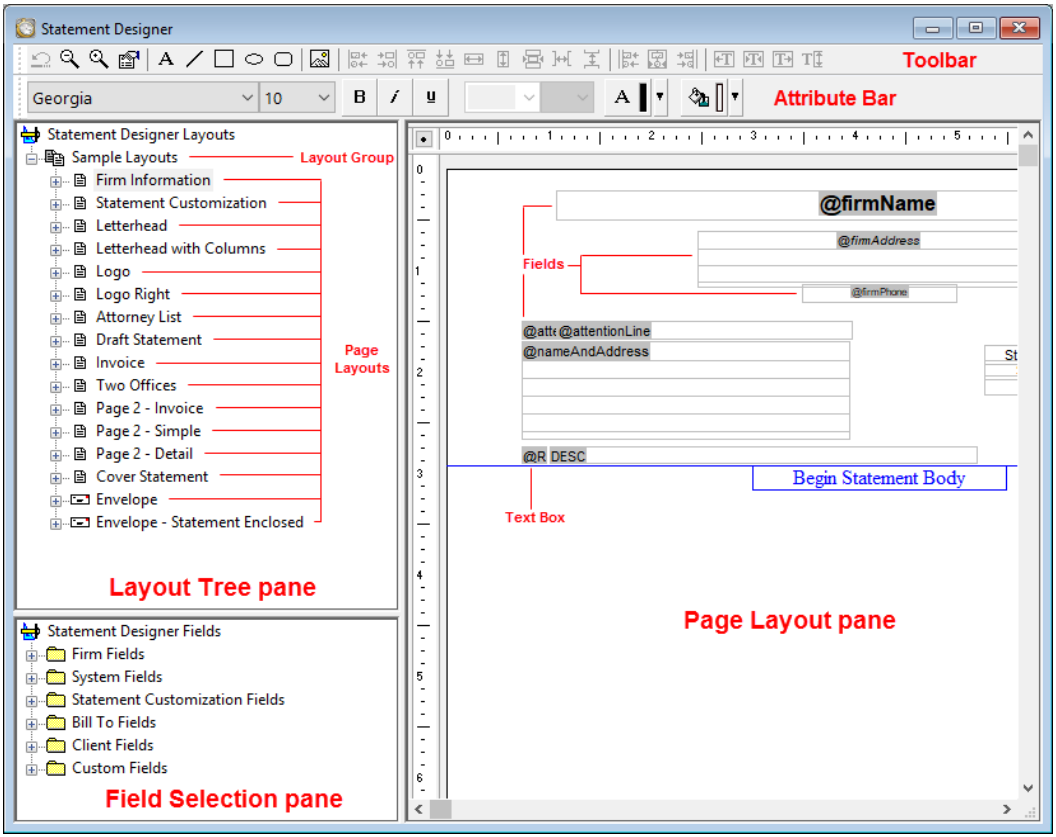

Figure 31, Statement Designer

Layout Tree pane

In the **Layout Tree** pane, you can manage the layout groups and page layouts. Each layout group consists of one or more page layouts. Clicking the plus (+) symbol next to the name of layout group (e.g., "New Layout Group") expands the layout group to display the page layouts contained therein. Likewise, clicking the minus (-) symbol next to the name of an expanded layout group will collapse that layout group, hiding its contents from view. In the **Layout Tree** pane of the Statement Designer, you can add, rename, delete, import and export layout groups, as well as add, rename, or delete individual page layouts.

Field Selection pane

The **Field Selection** pane is used to select and add fields from the Tabs3 Billing and System Configuration data files to the current page layout. Clicking the plus (+) symbol next to a branch in the **Field Selection** pane (e.g., "Firm Fields") expands that branch to show the fields contained therein. Likewise, clicking the minus (-) symbol next to an expanded branch collapses that branch, hiding its contents from view. To insert a field into the current page layout, double-click the desired field, or right-click it and select the **Insert** option.

Page Layout pane

The **Page Layout** pane is where you control the appearance of the current page layout. You can add, remove, or modify various elements such as text boxes, lines, rectangles, etc., and also control the page layout properties.

Tabs3 Billing includes a small library of statement layouts with designed letterheads, draft statement forms, and envelopes that you can modify to use your firm's information, thus allowing you to quickly get started with the Statement Designer.

You can include a variable to print a payment link as a QR code on statements, which allows clients to pay their bill online with a credit card, debit card, or eCheck. See Knowledge Base Article **R11905**, "Requesting and Importing Tabs3Pay Online Payments and Trust Deposits," for more information.

Complete details regarding the Statement Designer can be found in Help.

More Info: Additional information on using Statement Designer can be found in Tabs3 Billing Help, in Knowledge Base Article **R10923**, "Frequently Asked Questions About Statement Designer," and in Knowledge Base Article **R10901**, "Customizing the Sample Page Layouts Provided with the Tabs3 Billing Statement Designer."

Training Videos

You can view the following training video for more information. Clicking the link will open the training video in your browser. All training videos are also accessible in the Quick Launch by searching for and selecting "Training Videos," and at **Tabs3.com/video**.

Working with Statement Designer

Enabling Statement Designer Page Layouts

Once Statement Designer Layouts have been created or edited as desired, they must be selected in a client's Statement Template and enabled in Print Setup in order to be used on a statement.

Statement Templates

The client's assigned statement template must have the desired Statement Designer Layout selected.

▸ To specify a layout for a Statement Template

1. In the Quick Launch, search for and select "Statement Templates."
2. On the **General** tab, select the **Template ID**.
3. On the **Layouts** tab, in the **Page Layouts** section, select an existing layout for **Page 1**.
4. Optionally select an existing layout for **Page 2**, **Envelope**, and **Cover**.
5. Click to save the template.

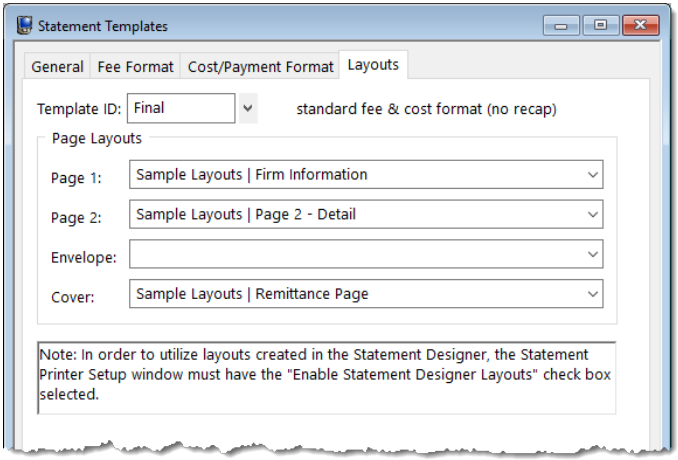

*Figure 32, Statement Setup - **Enable Statement Designer Layouts** check box*

Note: Changes to a statement template's settings will apply to every client with the template selected.

More Info: Additional information on statement templates can be found on page 14 of this guide and in Tabs3 Billing Help.

Print Setup

Statement Designer page layouts must be enabled for use in the Print Setup.

▸ To enable Statement Designer layouts in Print Setup

1. In the Quick Launch, search for and select "Print Setup."
2. Select the **Printer** to which you print statements.
3. Click the **Statement Setup** button.
4. Select the **Enable Statement Designer Layouts** check box.
5. Click **OK** on the Statement Setup window.
6. Click **OK** on the Print Setup window.

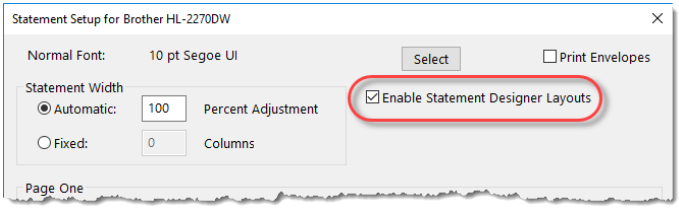

*Figure 33, Statement Setup - **Enable Statement Designer Layouts** check box*

More Info: Additional information on enabling Statement Designer Page Layouts can be found in Tabs3 Billing Help and in Knowledge Base Article **R10944**, "Printing Statements with Statement Designer Page Layouts."

Letterhead and Image Files

Certain image files can be included on your billing statements for a letterhead, or to enhance the heading. Bitmap files (*.bmp) can be added via Print Setup if you do not want to set up a Statement Designer Layout, or you can include *.bmp, *.jpg, and *.png files in your Statement Designer Layout.

Enabling Image Files

Use one of the following methods to add images on your statement.

▸ To add an image file via Statement Designer

1. In the Quick Launch, search for and select "Statement Designer."
2. Select the **Layout** to which you want to add an image.
3. Click the toolbar button.
4. Select the image file you want to have printed on statements.
5. Click the **Open** button.
6. Move the image to the desired placement.
7. Click to save the Statement Designer layout.

▸ To add a bitmap via Print Setup

1. In the Quick Launch, search for and select "Print Setup."
2. Select the printer to which you will be printing statements.
3. Click the **Statement Setup** button.
4. In the **Page One** section, select the **Bitmap** check box.
5. Optionally enter a **Bitmap Vertical Placement**.
6. Select a **Bitmap Alignment**.
7. Click **OK** on the Statement Setup window.
8. Click **OK** on the Printer Setup window.

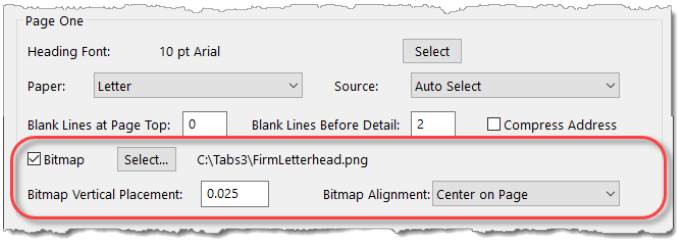

Figure 34, Printer Setup

Training Videos

You can view the following training video for more information. Clicking the link will open the training video in your browser. All training videos are also accessible in the Quick Launch by searching for and selecting "Training Videos," and at **Tabs3.com/video**.

Adding a Letterhead Using Statement Designer

Trust Accounts

When a Tabs3 Billing client is set up for Trust Integration, customized terminology can be used for trust account balances and activity on the billing statement.

Trust Account Integration and Terminology

Use the following to customize how trust accounts are shown on statements.

▸ To display trust information on statements

1. In the Tabs3 Billing Quick Launch, search for and select "Client Information."
2. Select the client for which you want trust information displayed on statements.
3. Click the **Statement Options** tab.
4. In the **Statement Format** section, in the **Trust Integration** field, select **Detail** or **Summary**.
5. Click to save the changes to the client.

Figure 35 is an example of how trust activity appears on the statement when the **Detail** option is selected:

```
                    Trust Account Activity

          Opening Balance                        $52,000.00
08/04/24  Expense money for Dawson
          PAYEE:  Charles L. Dawson               -1,200.00
08/10/24  Sale of Stock                            4,255.75
08/11/24  Attorney fees
          PAYEE:  Jensen & Burns, P.C.               -443.75
08/17/24  Real Estate taxes
          PAYEE:  Lancaster Country Treasurer     -1,450.00
                                                 ----------
          Closing Balance                        $53,162.00
```

*Figure 35, Example of **Detail** trust activity on a statement*

Figure 36 is an example of how trust activity appears on the statement when the **Summary** option is selected:

```
Your retainer balance is $53,162.00
```

*Figure 36, Example of **Summary** trust activity on a statement*

▶ To customize terminology for trust accounts

1. In the Trust Quick Launch, search for and select "Bank Account."
2. Select a **Bank Account**.
3. Click the **Integration Settings** button.
4. In the **Tabs3 Statement/WIP Terminology** section, enter the desired balance and remittance text.
5. Click to save the changes to the bank account.

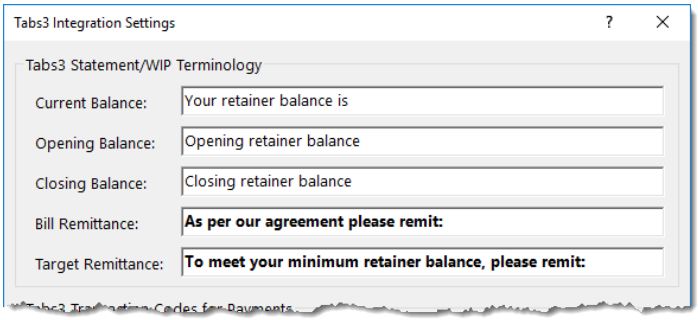

Figure 37, Trust - Tabs3 Statement/WIP Terminology

Conclusion

Resources

Tabs3 Billing statement customization features provide the tools to give your statements the look you want. Additional information on the features discussed in this guide can be found in the Tabs3 Billing Help. Simply press F1 from anywhere within the software to load the Help information for that particular topic.

Guides

Additional guides and resources for other software features are also available, including the following:

- **Statements Guide** - This guide provides an overview of the process of generating monthly billing statements.

All guides and sample report packs are available on our website at:

Tabs3.com/support/docs.html

Knowledge Base

Our Knowledge Base can be accessed 24 hours a day, 7 days a week. You can access the Knowledge Base in the Quick Launch by searching for and selecting "Knowledge Base."

- **R11582**, "Statements Information Resources" - This is a comprehensive list of Knowledge Base Articles containing more information about Tabs3 Billing statements.

All Knowledge Base Articles are available on our website at:

support.Tabs3.com

Training Videos

You can view the following training videos for more information. Clicking a link will open the associated training video in your browser. All training videos are also accessible in the Quick Launch by searching for and selecting "Training Videos," and at **Tabs3.com/video**.

Utilizing Statement Templates

Email Statements Overview

Getting Started with Clients

Tabs3 Support

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

Reliable software. Trusted service.

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

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

Appendix - Statement Examples

The following pages show various examples of statements. For each example, the settings used to create the statement are shown.

You can use these examples to configure your own statement templates.

Note: A comprehensive list of Knowledge Base Articles containing more information about Tabs3 Billing statements can be found in KB Article **R11582**, "Statements Information Resources."

Training Videos

You can view the following training video for more information. Clicking the link will open the training video in your browser. All training videos are also accessible in the Quick Launch by searching for and selecting "Training Videos," and at **Tabs3.com/video**.

Utilizing Statement Templates

Adding a Letterhead Using Statement Designer

Statement Example 1

JENSEN, MARTIN & ANDERSON, P.C.
1621 Cushman Drive
Lincoln, NE 68512
402-423-1440 • Fax 402-423-2561 • Email billing@jmalaw.com

STATEMENT

A Law Firm Specializing in Personal Injury, Business and Family Law

Federal ID No. 01-23456789

PRIVILEGED & CONFIDENTIAL

Jefferson Insurance Co.
American Charter Building
9th & West 'O' Streets
Suite 220
Lincoln, NE 68510-6330

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

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

DRAFT STATEMENT

Fees

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

Recapitulation

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

	Sales Tax on Services	39.50	

Expenses

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

Advances

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

Payments

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

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

Template Settings

Fee Format	Standard
Date	Yes
Tmkpr Initials	Yes
Description	Yes
Rate	Yes
Total Non-bill Hrs	Yes
Hours	Detail
Amount	Detail
Paragraph	No Paragraph
Subtotal	No Subtotal
Fee Recap	Timekeeper
Hours	Yes
Total	Yes
Level Desc	No
Rate	Calculated Rate
Expense Format	Standard
Advance Format	Standard
Pymt Format	Detail

Other Settings Summary

Letterhead Statement Designer custom page layout, draft statement with reference numbers, and statement comments.

Format Information

The statement shown above is a draft statement with reference numbers printed on the statement. A custom page layout created using the Statement Designer includes a header and footer and also controls the starting position of the body of the statement. Draft statements use the value entered in Line 3 of the **Terminology** tab of the Statement Customization window to indicate that the statement is being run in draft format. The value for Line 3 can be changed as desired. The statement template has been configured to include statement comments on draft statements. *(Statement comments are shown with a strikethrough character and will not be included on final statements.)* Sales tax is assessed on fees only. The option to print the number of hours on non-billable transactions is shown and the non-billable hours are totaled. The previous balance is configured to print after fees and costs but before the "Total Current Work" line. A fee recap by timekeeper and rate is shown. *(Note: Non-billable hours are not included in the recap.)*

Note: Duplicate statements, email statements, and envelopes are not generated when draft statements are run. However, cover statements are generated.

Statement Example 2

Jensen, Martin & Anderson, P.C.

Attorneys at Law

Jefferson Insurance Co.
American Charter Building
9th & West 'O' Streets
Suite 220
Lincoln, NE 68510-6330

Statement Date: 07/31/2024
Account No. 200 03
Statement No. 651
Page No. 1

RE: Acquisition of Mid-State Insurance

Fees

07/17/2024	Put together proposal for Mid-State Insurance Company.	787.50
07/17/2024	Office conference with Sam Reader.	200.00
07/22/2024	Office conference with Peter Smith.	
	For Current Services Rendered	987.50

Recapitulation

Timekeeper	Hours
Michael L. Jensen	3.50
Paula A. Madison	1.25

	Sales Tax on Services	39.50

Expenses

07/05/2024	Long distance telephone charges.	25.52
07/18/2024	Mileage to/from Omaha.	30.00
	Total Expenses	55.52
07/17/2024	Credit for overbilled mileage expense.	-15.00
	Total Credits for Expenses	-15.00

Advances

07/05/2024	Processor fee.	35.00
	Total Advances	35.00
	Total Current Work	1,102.52
	Balance Due	$1,102.52

INVOICE

1621 Cushman Drive • Lincoln, NE 68512 • 402-423-1440 • Fax 402-423-2561

Template Settings

Fee Format	Standard
Date	Yes
Tmkpr Initials	No
Description	Yes
Rate	No
Total Non-bill Hrs	No
Hours	No Hours
Amount	Detail
Paragraph	Date/Timekeeper
Subtotal	No Subtotal
Fee Recap	Timekeeper
Hours	Yes
Total	No
Level Desc	No
Rate	No Rate
Expense Format	Standard
Advance Format	Standard
Pymt Format	n/a

Other Settings Summary

Invoice Statement Designer custom page layout, expense credit.

Format Information

The Paragraph Format used on the statement shown above causes the fees for each date and each timekeeper to print in separate paragraphs. A fee recap showing the hours for each timekeeper is included. Sales tax is assessed on fees. An expense credit is shown. In order for credits to print on invoice format statements (i.e., statements with no previous balance and no payments), you must select the **Print credits on invoice format statements** check box on the **Options** tab of Statement Customization. This statement was printed using a Statement Designer custom page layout with a header, footer, and watermark image.

Statement Example 3

JENSEN, MARTIN & ANDERSON, P.C.

1621 Cushman Drive
Lincoln, NE 68512

402-419-2200

Attn: Mike Johnson
Jefferson Insurance Co.
American Charter Building
9th & West 'O' Streets
Suite 220
Lincoln, NE 68510-6330

Page: 1
Statement Date 07/31/2024
Statement No. 7576

RE: Acquisition of Mid-State Insurance

Fees through 07/31/2024

			Hours	
07/05/2024				
	MLJ	Put together proposal for Mid-State Insurance Company	3.50	
		Michael L. Jensen	3.50	
07/10/2024				
	PAM	Office conference with Peter Smith, insurance salesman for company.	1.75	
07/11/2024				
	PAM	Office conference with Sam Reader, Sally Farrows, and John Darrington.	1.25	
	PAM	Telephone conference with President of Mid-State Insurance Company		n/c
		Paula Ann Martin	3.00	
		For Current Services Rendered	6.50	1,550.00
		Total Non-billable Hours	0.50	

Recapitulation

Title	Hours	Rate	Total
Senior Partner	3.50	$250.00	$875.00
Partner	3.00	225.00	675.00

Sales Tax on Services	108.50
Total Current Work	1,658.50
Balance Due	$1,658.50

Note: Copy of Email only statement. mjohnson@jeffersonins.com

Template Settings

Fee Format	Standard
Date	Yes
Tmkpr Initials	Yes
Description	Yes
Rate	No
Total Non-bill Hrs	Yes
Hours	Detail
Amount	Totals Only
Paragraph	No Paragraph
Subtotal	Timekeeper
Fee Recap	Timekeeper Level
Hours	Yes
Total	Yes
Level Desc	n/a
Rate	Average Hourly
Expense Format	No Expenses
Advance Format	No Advances
Pymt Format	n/a

Other Settings Summary

Firm Information Statement Designer custom page layout and Fee heading. Previewed email only statement.

Format Information

The statement shown above displays the Email Statement footer that is included when a previewed statement for a client set up to receive statements via email only (i.e., not via mail or both) is printed from the Preview window. The footer allows you to distinguish between statements that are to be mailed and statements that are sent to the Email Statements window to be sent via email. The footer is not included when a statement is printed directly to the Email Statements window.

This statement shows the fees subtotaled by timekeeper. An optional fee heading is shown. The Fee Cut-Off Date is included on the fee heading line by entering a "\E" code on the fee heading line in Statement Customization *(line 9 on the **Terminology** tab)*. Non-billable transactions are indicated by "n/c" in the Amount column. A fee recap by timekeeper level is included. The timekeeper initials and transaction description print on the line below the transaction date because of the **Statement Width** specified in Statement Setup. A wider **Statement Width** would cause the information to print on the same line. Expenses and advances are not being billed because of the Expense Format and Advance Format selected.

Statement Example 4

JENSEN, MARTIN & ANDERSON, P.C.
Attorneys at Law
402-423-1440

Jefferson Insurance Co.
American Charter Building
9th & West 'O' Streets
Suite 220
Lincoln, NE 68510-6330

Statement Date: 07/31/2024
Statement No. 653
Account No. 200.03

Fees

		Hours	Amount
07/17/2024	Put together proposal for Mid-State Insurance Company. Office conference with Sam Reader.		
07/18/2024	Office conference with Peter Smith.		
	For Current Services Rendered	4.75	987.50

Recapitulation

Hours	Rate	Total
1.25	$160.00	$200.00
3.50	225.00	787.50

Sales Tax on Services	39.50

Expenses

Long distance telephone charges	25.52
Mileage to/from	30.00
Total Expenses thru 07/31/2024	55.52
Credit for overbilled mileage expense.	-15.00
Total Credits for Expenses	-15.00
Previous Balance	$1,461.29
Total Current Work	1,067.52

Payments

07/02/2024	Payment - thank you.	-500.00
	Balance Due	$2,028.81

Fax 402-423-2561 ◦ Email billing@jmalaw.com Page 1
1621 Cushman Drive ◦ Lincoln, NE 68512

Template Settings

Fee Format	Standard
Date	Yes
Tmkpr Initials	No
Description	Yes
Rate	No
Total Non-bill Hrs	No
Hours	Totals Only
Amount	Totals Only
Paragraph	Date
Subtotal	No Subtotal
Fee Recap	Rate
Hours	Yes
Total	Yes
Level Desc	n/a
Rate	n/a
Expense Format	Tcodes Subtotal Only
Advance Format	Tcodes Subtotal Only
Pymt Format	Detail

Other Settings Summary

Logo Statement Designer custom page layout (logo removed), "Previous Balance" line after fees and costs.

Format Information

The fees on the statement shown above are printed in paragraphs by date. A fee recap by rate is included. Sales tax is assessed on services. The expenses and advances are subtotaled by transaction code. An expense credit is shown. The Previous Balance is configured to print after fees and costs but before the "Total Current Work" line. A Statement Designer custom page layout is used to include a header and footer.

Statement Example 5

JENSEN, MARTIN & ANDERSON, P.C.
1621 Cushman Drive
Lincoln, NE 68512
402-423-1440 • Fax 402-423-2561 • Email billing@jmalaw.com

STATEMENT

A Law Firm Specializing in Personal Injury, Business and Family Law

Federal ID No. 01-23456789

PRIVILEGED & CONFIDENTIAL

Karen Barrett
3010 South 14th Street
Lincoln, NE 68510

Account No. 101.00
RE: Apartment Management

Statement Date: 07/31/2024
Statement No. 650
Page No. 1

	Previous Balance	$1,085.32

Fees

		Rate	Hours	Amount
07/02/2024	Communicate with George Patterson regarding lease.		0.25	n/c
07/11/2024	Telephone conference with Karen.	225.00	0.50	112.50
	Michael L. Jensen		0.50	112.50
07/02/2024	Office conference with Karen.	140.00	2.00	280.00
07/07/2024	Office conference with Karen regarding the payment of damage deposits collected.	140.00	2.50	350.00
	Paula A. Martin		4.50	630.00
	For Current Services Rendered		5.00	742.50
	Total Non-billable Hours		0.25	

Recapitulation

Timekeeper	Title	Hours	Rate	Total
Michael L. Jensen	Partner	0.50	$225.00	$112.50
Paula A. Martin	Associate	4.50	140.00	630.00

Finance Charge	5.28
Balance Due	$1,833.10

Your account is 30 days past due.

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

Template Settings

Fee Format	Standard
Date	Yes
Tmkpr Initials	No
Description	Yes
Rate	Yes
Total Non-bill Hrs	Yes
Hours	Detail
Amount	Detail
Paragraph	No Paragraph
Subtotal	Timekeeper
Fee Recap	Timekeeper
Hours	Yes
Total	Yes
Level Desc	Yes
Rate	Calculated Rate
Expense Format	n/a
Advance Format	n/a
Pymt Format	n/al

Other Settings Summary

Letterhead Statement Designer custom page layout, summary past due message, "Total Current Work" excluded.

Format Information

The statement shown above includes the description, rate, hours and amount for each transaction as well as total hours and amounts. *(Tip: When using this format, you may want to increase the **Statement Width** in Statement Setup.)* The fees are subtotaled by timekeeper. The fee recap shown includes the timekeeper name, title, hours, rate and amount billed. Expenses and advances are not billed on this statement. The default "Total Current Work" line has been omitted by placing an asterisk in the first character position of line 57 on the **Terminology** tab of Statement Customization. A summary past due message is shown. Non-billable hours are printed and totaled on this statement. Finance charge is assessed on the previous balance. A Statement Designer custom page layout is used to include a header and footer.

Statement Example 6

Jensen, Martin & Anderson, P.C.
ATTORNEYS AND COUNSELORS AT LAW
FEDERAL TAX ID # 12-3456789

Lincoln Office
1621 Cushman Drive
Lincoln, Nebraska 68512
(402) 423-1440
Fax: (402) 423-2561

Omaha Office
10400 West Dodge Road
Omaha, Nebraska 68108
(402) 397-1440
Fax: (402) 397-1441

Page: 1
07/31/2024

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

Account No: 102-00M
Statement No: 572

Manage personal finances

	Previous Balance	$3,658.35
	Expenses	
07/09/2024	Long distance telephone charges	6.75
07/10/2024	Photocopy charges	7.50
07/17/2024	Postage	2.50
	Total Expenses	16.75
	Sales Tax on Expenses	0.67
	Total Current Work	17.42
	Balance Due	$3,675.77

Past Due Amounts

0-30	31-60	61-90	91-120	121-180	181+
3,243.14	0.00	182.88	249.75	0.00	0.00

Template Settings

Fee Format	No Fees
Date	n/a
Tmkpr Initials	n/a
Description	n/a
Rate	n/a
Total Non-bill Hrs	n/a
Hours	n/a
Amount	n/a
Paragraph	n/a
Subtotal	n/a
Fee Recap	No Recap
Hours	n/a
Total	n/a
Level Desc	n/a
Rate	n/a
Expense Format	Standard
Advance Format	No Advances
Pymt Format	n/a

Other Settings Summary

Aged past due information, **Two Offices** Statement Designer custom page layout.

Format Information

Fees and advances are not billed because the Fee Format and Advance Format indicate no transactions are to be billed. An expense heading is shown. Sales tax is assessed on expenses. Aged past due information is shown at the bottom of the statement. The firm name and address shown at the top of the statement are part of a Statement Designer custom page layout.

Statement Example 7

Attn: James R. Tatiki, Sr.
James R. Tatiki, Sr.
PO Box 72345
201 E 48th Street
Manhattan NY 10017-1538

Page: 1
07/31/2024
Account No: 415-00M
Statement No: 7576

Corporate Merger - Megabuilders and BuilderCorp

Previous Balance $85,499.22

Fees

			Hours	Amount
07/03/2024				
	MLJ	Prepare Financial Disclosure Form	4.25	2,125.00
	MLJ	Receipt of request for changes to documents from company.	0.70	350.00
07/05/2024				
	MLJ	Prepare Notice and Articles of Dissolution for Megabuilder	6.00	3,000.00
07/17/2024				
	CB	Prepare Notice and Articles of Dissolution for BuilderCorp	3.75	675.00
	JAN	Prepare Pre-Hiring Concerns Checklist	3.00	750.00
	ROB	Review Status of Case	0.50	375.00
		For Current Services Rendered	18.20	7,275.00

Recapitulation

Timekeeper	Hours	Rate	Total
Michael L. Jensen	10.95	$500.00	$5,475.00
Robert O. Burns	0.50	750.00	375.00
Cheryl Bradley	3.75	180.00	675.00
Jennifer A. Noonan	3.00	250.00	750.00

Expenses

Total Expenses 21.60

Advances

Total Advances 85.00

Total Current Work 7,381.60

Payments

07/02/2024 Payment -20,000.00

Balance Due $72,880.82

Past Due Amounts

Stmt Date	Stmt #	Billed	Due
05/31/2024	7516	62,831.00	24,929.56
06/30/2024	7523	40,569.66	40,569.66
			65,499.22

Note: Copy of Email only statement. jt@megaconcorp.com

Template Settings

Fee Format	Standard
Date	Yes
Tmkpr Initials	Yes
Description	Yes
Rate	No
Total Non-bill Hrs	No
Hours	Detail
Amount	Detail
Paragraph	No Paragraph
Subtotal	No Subtotal
Fee Recap	Timekeeper
Hours	Yes
Total	Yes
Level Desc	n/a
Rate	Transaction Rate
Expense Format	Summary
Advance Format	Summary
Pymt Format	Detail

Other Settings Summary

Detail past due information.

Format Information

The statement shown above includes the description, hours, amount and Timekeeper initials for each transaction as well as total hours and amounts. The expenses and advances are shown in summary format. Detail past due information is shown at the bottom of the statement. A fee recap by timekeeper and individual transaction rate is shown. This statement was previewed for an email only client, and therefore a footer is included so that when printing from the preview window, statements for email only clients can be easily identified. The statement attached to the email does not include the footnotes.

Statement Example 8

Jensen, Martin & Anderson, P.C.
ATTORNEYS AND COUNSELORS AT LAW
FEDERAL TAX ID # 12-3456789

Lincoln Office
1621 Cushman Drive
Lincoln, Nebraska 68512
(402) 423-1440
Fax: (402) 423-2561

Omaha Office
10400 West Dodge Road
Omaha, Nebraska 68108
(402) 397-1440
Fax: (402) 397-1441

For Professional Services Rendered Thru 07/31/2024

Attn: Mike Johnson
Jefferson Insurance Co.
American Charter Building
9th & West 'O' Streets
Suite 220
Lincoln NE 68510-6330

07/31/2024
Account No: 200-03M

Acquisition of Mid-State Insurance

Fees

		Hours	Amount
07/17/2024	Put together proposal for Mid-State Insurance Company	3.50	
	Office conference with Peter Smith, insurance salesman for company.	1.75	
07/18/2024	Office conference with Sam Reader, Sally Farrows and John Darrington.	1.25	
	Telephone conference with President of Mid-State Insurance Company	0.50	n/c
	For Current Services Rendered	6.50	
	Total Non-billable Hours	0.50	

Costs

Long distance telephone charges	25.52
Mileage to/from	30.00
Filing fee	15.00
Total Costs	70.52
Total Current Work	70.52
Balance Due	$70.52

Template Settings

Fee Format	Info Only
Date	Yes
Tmkpr Initials	No
Description	Yes
Rate	No
Total Non-bill Hrs	Yes
Hours	Detail
Amount	n/a
Paragraph	No Paragraph
Subtotal	No Subtotal
Fee Recap	No Recap
Hours	n/a
Total	n/a
Level Desc	n/a
Rate	n/a
Expense Format	Tcodes Subtotal Only
Advance Format	n/a
Pymt Format	n/a

Other Settings Summary

Two Offices Statement Designer custom page layout, heading line, contingency client, statement number excluded.

Format Information

Tabs3 Billing allows you to use date codes to include the statement date in the statement heading. The "For Professional Services Rendered Thru 07/31/2024" line is included on one of the nine heading lines on the Headings tab of Statement Customization. The "\S" date code is included on the heading line to include the Statement Date in the heading.

The statement also uses the "Info Only" Fee Format. This format is frequently used for contingency and "progress billing" clients. This format code allows a range of fee transactions to print on the statement and not be billed. Costs can still be billed. Non-billable hours are printed and totaled. Advances and expenses are combined rather than being totaled separately. Headings are shown for fees and costs. The "Attn:" line is printed above the client's name as recommended by the U.S. Postal Service. The page number and statement number are excluded from the heading.

Statement Example 9 - Progress Billing

Jensen, Martin & Anderson, P.C.
ATTORNEYS AT LAW

Michael L. Jensen
Paula A. Martin
Ronald P. Anderson
Robert O. Burns
Kendra I. Michaels

Street Address
1621 Cushman Drive
Lincoln, NE 68512

Mailing Address
P.O. Box 1128
Lincoln, NE 68512-1128

Phone 402-419-2200
Fax 402-419-2201
Web www.jmalaw.net

Page: 1
07/31/2024

John McBride
Eastmont Towers
2920 Northwest Greenbriar Lane
Lincoln NE 68505

Account No: 300-00Q
Statement No: 538

Management of Estate Trust

Payments received after 07/31/2024 are not included on this statement.

		Previous Balance	$1,301.88
		Fees	
07/10/2024	PAM	Telephone conference with client	
07/10/2024	PAM	Letter to client's trustee	
07/17/2024	PAM	Telephone conference with client's trustee	
		For Current Services Rendered	200.00
		Sales Tax on Services	8.00
		Expenses	
		Long distance telephone charges	7.55
		Total Expenses	7.55
		Total Current Work	215.55
		Payments Received Thru 07/31/2024	
07/05/2024		Payment	-1,301.88
		Balance Due	$215.55

Template Settings

Fee Format	Info Only
Date	Yes
Tmkpr Initials	Yes
Description	Yes
Rate	No
Total Non-bill Hrs	n/a
Hours	No Hours
Amount	Totals Only
Paragraph	No Paragraph
Subtotal	No Subtotal
Fee Recap	No Recap
Hours	n/a
Total	n/a
Level Desc	n/a
Rate	n/a
Expense Format	Tcodes Subtotal Only
Advance Format	n/a
Pymt Format	Detail

Other Settings Summary

Progress billing client, **Letterhead with Columns** Statement Designer custom page layout, beginning template note.

Format Information

The statement shown above uses the "Info Only" Fee Format. This format is frequently used for progress billing and contingency clients. This format code allows a range of fee transactions to print on the statement and not be billed. Costs can still be billed. Headings are shown for fees, expenses and payments. The payment heading includes the "\E" date code to print the Payment Cut-Off Date. A Beginning Template Note is shown. The firm name and address shown at the top of the statement are part of a Statement Designer custom page layout.

Note: The $200.00 "For Current Services Rendered" amount is from the Type 6 ("progress billing") transaction code as opposed to the fee transactions displayed on the statement.

Statement Example 10 - Progress Billing Reconciliation

Jensen, Martin & Anderson, P.C.
ATTORNEYS AND COUNSELORS AT LAW
FEDERAL TAX ID # 12-3456789

Lincoln Office
1621 Cushman Drive
Lincoln, Nebraska 68512
(402) 423-1440
Fax: (402) 423-2561

Omaha Office
10400 West Dodge Road
Omaha, Nebraska 68108
(402) 397-1440
Fax: (402) 397-1441

Page: 1
07/31/2024
Account No: 300-00Q
Statement No: 584

John McBride
Eastmont Towers
2920 Northwest Greenbriar Lane
Lincoln NE 68505

Management of Estate Trust

	Previous Balance	$1,301.88
	Fees	
	Telephone conference with client, Letter to client's trustee Telephone conference with client's trustee	
	For Current Services Rendered	1,254.55
	Adjustment for Prior Billings	-1,000.00
	Sales Tax on Services	10.18
	Expenses	
	Long distance telephone charges	7.55
	Total Expenses	7.55
	Total Current Work	272.28
	Payments	
07/05/2024	Payment	-1,301.88
	Balance Due	$272.28

Template Settings

Fee Format	Standard
Date	No
Tmkpr Initials	No
Description	Yes
Rate	No
Total Non-bill Hrs	n/a
Hours	No Hours
Amount	Totals Only
Paragraph	Total
Subtotal	No Subtotal
Fee Recap	No Recap
Hours	n/a
Total	n/a
Level Desc	n/a
Rate	n/a
Expense Format	Tcodes Subtotal Only
Advance Format	n/a
Pymt Format	Detail

Other Settings Summary

Progress fee client reconciliation statement, **Two Offices** Statement Designer custom page layout.

Format Information

The statement shown above is a reconciliation statement for a progress fee client. Progressive billings of $1,000.00 have previously been billed to the client. Therefore, they are credited back to the client on the “Adjustment for Prior Billings” line. The Paragraph Format used combines all fee transactions into one paragraph regardless of date or timekeeper. Sales tax is assessed on services. The firm name and address shown at the top of the statement are part of a Statement Designer custom page layout.

Statement Example 11

Jensen, Martin & Anderson, P.C.
ATTORNEYS AT LAW

Michael L. Jensen
Paula A. Martin
Ronald P. Anderson
Robert O. Burns
Kendra I. Michaels

Street Address
1621 Cushman Drive
Lincoln, NE 68512

Mailing Address
P.O. Box 1128
Lincoln, NE 68512-1128

Phone 402-419-2200
Fax 402-419-2201
Web www.jmalaw.net

Page: 1
July 31, 2024
Account No: 200-03M
Statement No: 542

Jefferson Insurance Co.
American Charter Building
9th & West 'O' Streets
Suite 220
Lincoln NE 68510-6330

Attn: Mike Johnson

Acquisition of Mid-State Insurance

Previous Balance			$1,461.29
		Hours	Amount
For Current Services Rendered		6.50	1,267.50
Total Non-billable Hours		0.50	

Recapitulation

Timekeeper	Hours	Rate	Total
Michael L. Jensen	3.50	$225.00	$787.50
Paula A. Martin	3.00	160.00	480.00

	Sales Tax on Services	50.70
	Total Expenses Thru 07/31/2024	70.52
	Total Advances Thru 07/31/2024	90.00
	Total Current Work	1,478.72
07/05/2024	Payment - thank you	-500.00
	Balance Due	$2,440.01

Billing History

	Fees	Costs	Advances	Finance Charge	
	2,943.20	126.04	105.00	0.00	500.00
Write Off	221.58	12.65	0.00	0.00	

Template Settings

Fee Format	Standard
Date	n/a
Tmkpr Initials	No
Description	n/a
Rate	n/a
Total Non-bill Hrs	Yes
Hours	Totals Only
Amount	Totals Only
Paragraph	No Paragraph
Subtotal	No Subtotal
Fee Recap	Timekeeper
Hours	Yes
Total	Yes
Level Desc	No
Rate	Average Hourly
Expense Format	Summary
Advance Format	Summary
Pymt Format	Detail

Other Settings Summary

Billing history without hours, **Letterhead with Columns** Statement Designer custom page layout.

Format Information

The Summary Fee Format bills fees but does not print individual transactions. Transactions with a Bill Code of 4 (billable, always print) or a Type 4 transaction ("description only") can be printed before the fee total if desired. Neither a Type 4 transaction nor a transaction with a Bill Code of 4 is shown on this statement. The statement above charges sales tax on services. Non-billable hours are totaled. A fee recap by timekeeper is included. The statement date is spelled out. The firm name and address shown at the top of the statement are part of a Statement Designer custom page layout.

Statement Example 12

Jensen, Martin & Anderson, P.C.
Lincoln Building, Suite 201
1621 Cushman Drive
Lincoln, NE 68512

Page: 1
July 31, 2024
Account No: 102-00M
Statement No: 654

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

Manage personal finances

Fees

Prepared for conference with client.

For Current Services Rendered	236.25
Sales Tax on Services	7.55

Expenses

Total Expenses Thru 07/31/2024	7.50
Sales Tax on Expenses	0.30
Total Current Work	251.60
Previous Balance	$3,658.35
Balance Due	$3,909.95

Past Due Amounts

0-30	31-60	61-90	91-120	121-180	181+
3,477.32	0.00	182.88	249.75	0.00	0.00

Template Settings

Fee Format	Summary
Date	n/a
Tmkpr Initials	No
Description	n/a
Rate	n/a
Total Non-bill Hrs	No
Hours	No Hours
Amount	Totals Only
Paragraph	No Paragraph
Subtotal	No Subtotal
Fee Recap	No Recap
Hours	n/a
Total	n/a
Level Desc	n/a
Rate	n/a
Expense Format	Summary
Advance Format	n/a
Pymt Format	n/al

Other Settings Summary

Firm heading from Statement Customization, detail past due information, previous balance after “Total Current Work”.

Format Information

Tabs3 Billing allows you to specify a heading font in Statement Setup, which enables the firm’s heading to be printed using a different font if desired. The statement above shows the heading in a bold and italics font. The Summary Fee Format allows each transaction to be billed without the description printing. Transactions with a Bill Code of 4 (billable, always print) or a Type 4 (“description only”) transaction can be printed before the fee total if desired. Sales tax is assessed on both services and expenses. The previous balance is printed after the “Total Current Work” line. The detail past due information is included at the bottom of the statement. The statement date is spelled out.

Statement Example 13

Jensen, Martin & Anderson, P.C.
ATTORNEYS AND COUNSELORS AT LAW
FEDERAL TAX ID # 12-3456789

Lincoln Office
1621 Cushman Drive
Lincoln, Nebraska 68512
(402) 423-1440
Fax: (402) 423-2561

Omaha Office
10400 West Dodge Road
Omaha, Nebraska 68108
(402) 397-1440
Fax: (402) 397-1441

Page: 1
July 31, 2024
Account No: 98CV904-RJMM
Statement No: 561

RJ's Engine Repair
703 Cornhusker Highway
Lincoln NE 68521

Attn: Rod Johnston

IRS Audit

Fees

	Hours	Amount
Telephone conference with client	0.40	64.00
Research	1.30	208.00
Court appearance	0.90	144.00
For Current Services Rendered	2.60	416.00
Total Current Work		416.00
Balance Due		$416.00

Template Settings

Fee Format	Summary
Date	n/a
Tmkpr Initials	No
Description	n/a
Rate	n/a
Total Non-bill Hrs	n/a
Hours	Detail
Amount	Detail
Paragraph	No Paragraph
Subtotal	Transaction Code
Fee Recap	No Recap
Hours	n/a
Total	n/a
Level Desc	n/a
Rate	n/a
Expense Format	No Expenses
Advance Format	No Advances
Pymt Format	n/al

Other Settings Summary

Fee subtotal by transaction code, **Two Offices** Statement Designer custom page layout.

Format Information

The statement shown above uses a Summary Fee Format. The result is that only subtotals for each transaction code print rather than the detail. Transactions with a Bill Code of 4 (billable, always print), Type 5 (miscellaneous) transactions and Type 4 ("description only") transactions print before the fee total. The Client ID shown uses an Alpha Key Type.

Statement Example 14

Jensen, Martin & Anderson, P.C.

Attorneys at Law

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

Statement Date: 07/31/2024
Account No. 102 00
Statement No. 656
Page No. 1

RE: Manage personal finances

	Previous Balance before Adjustments			$3,158.35
07/02/2024	The check we received on 6/20/2024 (check #7554) was returned by the bank due to insufficient funds. Accordingly, the $500.00 payment shown on the 06/30/2024 statement has been reversed.			500.00
	Previous Balance			$3,658.35
	Fees			
		Rate	Hours	Amount
07/02/2024	Letter to client's banker.	185.00	0.50	92.50
	Office conference with Harold.	185.00	1.25	231.25
	07/02/2024		1.75	323.75
07/17/2024	Prepared for conference with client.	115.00	1.25	143.75
	07/17/2024		1.25	143.75
	For Current Services Rendered		3.00	467.50

Recapitulation

Title	Hours
Partner	1.75
Associate	1.25

	Expenses	
07/10/2024	Long distance telephone charges.	7.50
	Long distance telephone charges	7.50
	Total Expenses	7.50
	Balance Due	$4,133.35

INVOICE

1621 Cushman Drive • Lincoln, NE 68512 • 402-423-1440 • Fax 402-423-2561

Template Settings

Fee Format	Standard
Date	Yes
Tmkpr Initials	No
Description	Yes
Rate	Yes
Total Non-bill Hrs	n/a
Hours	Detail
Amount	Detail
Paragraph	No Paragraph
Subtotal	Date
Fee Recap	Timekeeper Level
Hours	Yes
Total	No
Level Desc	n/a
Rate	No Date
Expense Format	Tcodes Detail with Subtotal
Advance Format	No Advances
Pymt Format	n/al

Other Settings Summary

Statement Designer custom page layout, reversed payment.

Format Information

The statement shown above reflects a reversed payment. When a payment is reversed or refunded using the Payment Adjustment window, the user is given the opportunity to enter a Type 4 ("description only") transaction. When this transaction is included on a statement, the "Previous Balance before Adjustments" line is printed followed by the "description only" transaction (which includes the amount of the reversal or refund), followed by the "Previous Balance" line. The "Previous Balance before Adjustments" terminology can be changed on Line 4 of the Terminology tab in Statement Customization.

The fees and expenses shown above both use subtotal options. The individual fee transactions are printed and subtotaled by transaction date. The individual expense transactions are printed and subtotaled by transaction code. The fee recap reflects the number of hours for each timekeeper level. This statement was printed using a Statement Designer custom page layout with a header, footer, and watermark image.

Statement Example 15 - Task Based Billing

Page: 1
07/31/2024
Account No: 550-00M
Statement No: 561

Federated Casualty, Ltd.
2001 South 70th Street
Suite 300
Lincoln NE 68510

Attn: Samantha Kessler

Andrew C. Gilbert v. Federated Casualty
Federated Case # 98742-L
Policy Number: 92-365277-56

Fees

					Rate	Hours	Amount
07/03/2024	DHB	L110	A103	Draft/revise response to complaint	175.00	0.50	87.50
	DHB	L110	A102	Research *Hapton vs. Interstate Insurance*	175.00	1.00	175.00
07/10/2024	RJB	L120	A106	Phone call with Sam Kessler	250.00	0.25	62.50
	RJB	L130	A108	Phone call with Tom Alberts of **Alberts Investigations** regarding Gilbert v. Federated to discuss previous experience investigating arson, testifying in court, and payment for services. *(First report will be completed by the end of the month.)*	250.00	1.00	250.00
	RJB	L250	A103	Draft/revise motion for change of venue	250.00	1.00	250.00
				For Current Services Rendered		3.75	825.00

Expenses

07/10/2024		L250	E101	Copying	6.75
				Total Expenses	6.75

Advances

07/03/2024		L110	E106	Online research	60.00
				Total Advances	60.00
				Total Current Work	891.75
				Balance Due	$891.75

Task Code Summary

		Fees	Expenses
L110	Fact Investigation/Development	262.50	60.00
L120	Analysis/Strategy	62.50	0.00
L130	Experts/Consultants	250.00	0.00
L100	Case Assessment, Development and Administration	575.00	60.00
L250	Other Written Motions and Submissions	250.00	6.75
L200	Pre-Trial Pleadings and Motions	250.00	6.75

Template Settings

Fee Format	Standard
Date	Yes
Tmkpr Initials	Yes
Description	Yes
Rate	Yes
Total Non-bill Hrs	n/a
Hours	Detail
Amount	Detail
Paragraph	No Paragraph
Subtotal	No Subtotal
Fee Recap	No Recap
Hours	n/a
Total	n/a
Level Desc	n/a
Rate	n/a
Expense Format	Standard
Advance Format	Standard
Pymt Format	n/a

Other Settings Summary

Task Based Billing Client.

The **Task Based Billing Information** check box on the **Options** tab of the Generate Statements window is selected. This check box controls whether the task codes and Task Code Recapitulation are included on statements for task based billing clients.

Format Information

The statement shown above includes phase/task codes and activity expense codes that are entered for Task Based Billing Clients. When a client is designated as a Task Based Billing Client on the **Setup** tab of Client Information, the phase/task and activity/expense codes are optionally printed on the client's statement as well as a Task Code Summary that shows a breakdown of all fee and cost expenses entered for each phase/task code. The format of the fees, expenses, advances, and payments is still retrieved from the statement template assigned to the client on the **Statement Options** tab of Client Information.

Statement Example 16 - Courtesy Discount

Page: 1
07/31/2024

First National Bank
Platte Valley Building
13th & O Streets
Lincoln NE 68510

Account No: 403-00M
Statement No: 564

Attn: Lynn Traver

General File

		Hours	Amount
07/10/2024	Attended First National Bank board meeting	2.25	315.00
	Courtesy Discount		-24.75
	For Current Services Rendered	2.25	290.25
	Sales Tax on Services		11.61
	Total Current Work		301.86
	Balance Due		$301.86

Courtesy Discount Position - "After the last fee transaction"

Page: 1
07/31/2024

First National Bank
Platte Valley Building
13th & O Streets
Lincoln NE 68510

Account No: 403-00M
Statement No: 564

Attn: Lynn Traver

General File

		Hours	Amount
07/10/2024	Attended First National Bank board meeting	2.25	315.00
	For Current Services Rendered	2.25	315.00
	Courtesy Discount		-24.75
	Net Fees after Courtesy Discount		290.25
	Sales Tax on Services		11.61
	Total Current Work		301.86
	Balance Due		$301.86

Courtesy Discount Position -"After the Current Services rendered line"

Page: 1
07/31/2024

First National Bank
Platte Valley Building
13th & O Streets
Lincoln NE 68510

Account No: 403-00M
Statement No: 564

Attn: Lynn Traver

General File

		Hours	Amount
07/10/2024	Attended First National Bank board meeting	2.25	315.00
	For Current Services Rendered	2.25	315.00
	Sales Tax on Services		11.61
	Total Current Work		326.61
	Courtesy Discount		-24.75
	Balance Due		$301.86

Courtesy Discount Position -"Just before the Balance Due"

Template Settings

Fee Format	Standard
Date	Yes
Tmkpr Initials	No
Description	Yes
Rate	No
Total Non-bill Hrs	n/a
Hours	Detail
Amount	Detail
Paragraph	No Paragraph
Subtotal	No Subtotal
Fee Recap	No Recap
Hours	n/a
Total	n/a
Level Desc	n/a
Rate	n/a
Expense Format	Standard
Advance Format	Standard
Pymt Format	n/a

Other Settings Summary

Courtesy discount options.

Format Info

The three statements shown above illustrate the three positions where the fee courtesy discount line can print on the statement. The courtesy discount position is set on the **Options** tab of Statement Customization. The statement on the top left shows the courtesy discount after the last fee transaction. The statement on the top right shows the courtesy discount after the "For Current Services Rendered" line. The optional "Net Fees after Courtesy Discount" line is also shown. The bottom statement shows the courtesy discount before the balance due. The Courtesy Discount is not reflected in the Total Current Work line when using the last option.

Statement Example 17 - Split Billing

JENSEN, MARTIN & ANDERSON, P.C.

1621 Cushman Drive
Lincoln, NE 68512

402-423-1440

Attn: Andrew C. Gilbert
Andrew C. Gilbert
8974 Weatherby Road
Roswell, NM 88277

Statement Date: July 31, 2024
Statement No. 7627
Account No. 102.00
Page: 1

RE: Auto Accident

Payments received after 07/31/2024 are not included on this statement.

Previous Balance $550.65

Fees

			Hours	
07/19/2024	RPA	Communicate with Samantha Kessler regarding litigation.	1.00	160.00
07/22/2024	MLJ	Phone call with Tom Alberts of **Alberts Investigations** regarding Gilbert v. Federated to discuss previous experience investigating insurance fraud, testifying in court, and payment for services. *(First report will be completed by the end of the month.)*	1.00	250.00
07/22/2024	MLJ	Phone call with Sam Kessler.	2.00	500.00
07/23/2024	PAM	Communicate (with client).	2.50	562.50
07/24/2024	RPA	Research.	3.00	480.00
		For Current Services Rendered	9.50	1,952.50
		You are responsible for 50% of Fees		976.25

Expenses

07/22/2024	Photocopy charges.	6.75
07/22/2024	Postage	17.78
	Total Expenses	24.53
	You are responsible for 50% of Expenses	12.27
	Total Current Work	1,977.03
	Your portion of the Total Current Work	988.52
	Balance Due	$1,539.17

Show pre-split values on statements selected

JENSEN, MARTIN & ANDERSON, P.C.

1621 Cushman Drive
Lincoln, NE 68512

402-423-1440

Attn: Andrew C. Gilbert
Andrew C. Gilbert
8974 Weatherby Road
Roswell, NM 88277

Statement Date: July 31, 2024
Statement No. 7627
Account No. 102.00
Page: 1

RE: Auto Accident

Payments received after 07/31/2024 are not included on this statement.

Previous Balance $550.65

Fees

			Hours	
07/17/2024	RPA	Communicate with Samantha Kessler regarding litigation.	0.50	80.00
07/29/2024	MLJ	Phone call with Tom Alberts of **Alberts Investigations** regarding Gilbert v. Federated to discuss previous experience investigating insurance fraud, testifying in court, and payment for services. *(First report will be completed by the end of the month.)*	0.50	125.00
07/22/2024	MLJ	Phone call with Sam Kessler.	1.00	250.00
07/23/2024	PAM	Communicate (with client).	1.25	281.25
07/24/2024	RPA	Research.	1.50	240.00
		For Current Services Rendered	4.75	976.25

Expenses

07/22/2024	Photocopy charges.	3.38
07/22/2024	Postage	8.89
	Total Expenses	12.27
	Total Current Work	988.52
	Balance Due	$1,539.17

Show pre-split values on statements not selected

Andrew C. Gilbert
Account No. 102.00
RE: Auto Accident

Statement Date: 07/31/2024
Statement No. 7627
Page No. 2

Aged Due Amounts

0-30	31-60	61-90	91-120	121-180	181+
988.52	550.65	0.00	0.00	0.00	0.00

Split Billing Summary

	Fees	Expenses	Advances	Total
Gilbert/Andrew C. - Auto Accident	976.25	12.27	0.00	988.52
National Security Life Insurance - Andrew Gilbert Auto Accident	976.25	12.26	0.00	988.51
	1,952.50	24.53	0.00	1,977.03

Billing History

Fees	Expenses	Advances	Finance Charge	Payments
1,463.25	38.42	37.50	0.00	0.00

A finance charge of 1% per month will be assessed on all accounts past due 30 days.

Detail Split Billing Summary

Andrew C. Gilbert
Account No. 102.00
RE: Auto Accident

Statement Date: 07/31/2024
Statement No. 7627
Page No. 2

Aged Due Amounts

0-30	31-60	61-90	91-120	121-180	181+
988.52	550.65	0.00	0.00	0.00	0.00

Split Billing Summary

	Total
Gilbert/Andrew C. - Auto Accident	988.52
National Security Life Insurance - Andrew Gilbert Auto Accident	988.51
	1,977.03

Billing History

Fees	Expenses	Advances	Finance Charge	Payments
1,463.25	38.42	37.50	0.00	0.00

A finance charge of 1% per month will be assessed on all accounts past due 30 days.

Summary Split Billing Summary

The statements shown above were printed for a client set up for split billing. Client #102.00 is responsible for 50% of fees, expenses, and advances. In the statement on the left, the client is configured to show pre-split values on statements and the Split Billing Summary is set to Detail. In the statement on the right, the client is not configured to show pre-split values on statements and the Split Billing Summary is set to Summary.

Split billing settings are configured at the client level. From the Quick Launch, search for and select "Client Information," click the **Split Billing** tab, and select the client whose statement you want to configure. Click the **Edit** button and select the desired statement options. The terminology used for split billing statements is configured in Statement Customization.

Statement Example 18 - Combined Statement for Multiple Matters

Page: 1
July 31, 2024
Account No: 200-02C
Statement No: 573

Jefferson Insurance Co.
American Charter Building
9th & West 'O' Streets
Suite 220
Lincoln NE 68510-6330

Attn: Mark Allen

Hail Damage - Palmer farm
7255H-80-84833

	Previous Balance	$82.50

Fees

			Hours	Amount
07/05/2024		Initial conference with Mike Johnson and Cindy Jacobson regarding audit procedures	1.40	224.00
		For Current Services Rendered	1.40	224.00

Recapitulation

Timekeeper	Total
Paula A. Madison	$224.00

Expenses

07/10/2024	Long distance telephone charges	18.00
	Total Expenses	18.00
	Total Current Work	242.00
	Balance Due	$324.50

Account No: 200-03M
Statement No: 573

Acquisition of Mid-State Insurance

	Previous Balance	$1,461.29

Fees

			Hours	
07/17/2024	MLJ	Put together proposal for Mid-State Insurance Company	3.50	787.50
	PAM	Office conference with Peter Smith, insurance salesman for company.	1.75	280.00
07/18/2024	PAM	Office conference with Sam Reader, Sally Farrows and John Darrington.	1.25	200.00
	PAM	Telephone conference with President of Mid-State Insurance Company	0.50	n/c
		For Current Services Rendered	6.50	1,267.50
		Total Non-billable Hours	0.50	

Page: 2
July 31, 2024
Account No: 200-03M
Statement No: 573

Jefferson Insurance Co.

Acquisition of Mid-State Insurance

Recapitulation

Timekeeper	Total
Michael L. Jensen	$787.50
Paula A. Madison	480.00

	Sales Tax on Services	50.70

Expenses

07/05/2024	Mileage to/from	30.00
07/05/2024	Filing fee	15.00
07/17/2024	Long distance telephone charges	25.52
	Total Expenses	70.52

Advances

07/04/2024	Filing fee	75.00
07/17/2024	Filing fee	15.00
	Total Advances	90.00
	Total Current Work	1,478.72

Payments

07/07/2024	Payment - thank you	-500.00
	Finance Charge Finance Charge is calculated based on $961.29	14.54
	Balance Due	$2,454.55

Your account is 60 days past due.

	Total Balance Due	$2,779.05

The 2-page statement shown above was printed using the **Combine Matters** option. A fee recap by timekeeper with totals is shown for both matters. Note that fee sales tax is charged for client #200.03 but not for client #200.02. Non-billable hours are printed and totaled for client 200.03. A Total Balance Due for both matters is shown at the bottom of the statement. The following page shows both a detail and summary cover statement for these matters. The cover statement is optional.

Statement Example 19 - Cover Statements

Page: 1
07/31/2024
Account No: 200M

Jefferson Insurance Co.
American Charter Building
9th & West 'O' Streets
Suite 220
Lincoln NE 68510-6330

Attn: Mike Johnson

Cover Statement

Previous Balance	Fees	Expenses	Advances	Payments	Balance
Hail Damage - Palmer farm 7255H-80-84833					
82.50	224.00	18.00	0.00	0.00	$324.50
Acquisition of Mid-State Insurance					
1,461.29	1,318.20	70.52	90.00	-500.00	
			Finance Charge 14.54		$2,454.55
1,543.79	1,542.20	88.52	90.00	-500.00	
			Finance Charge 14.54		$2,779.05

Example of a Detail Cover Statement

Page: 1
07/31/2024
Account No: 200M

Jefferson Insurance Co.
American Charter Building
9th & West 'O' Streets
Suite 220
Lincoln NE 68510-6330

Attn: Mike Johnson

Cover Statement

Hail Damage - Palmer farm 7255H-80-84833	$324.50
Acquisition of Mid-State Insurance	$2,454.55
	$2,779.05

A finance charge of 1% per month will be assessed
on all accounts past due 30 days.

Example of a Summary Cover Statement

The detail and summary cover statements are shown above. The cover statement is optional and is generated after printing statements for the desired files. The cover statements shown above summarize the statements shown on the previous page. The "Cover Statement" text shown on the cover statement is a beginning statement note for the statement template *(i.e., clear the "Include Statement Notes for each File on Combined Statements" check box and select the "Include Statement Notes on a Cover Statement" check box on the **General** tab of the Statement Templates window)*. A heading can also be specified on the **Cover Stmt** tab of the Statement Customization window. The message about finance charge shown at the end of the cover statement is an ending statement note for the statement template.

The terminology used for the cover statement can be changed on the **Cover Stmt** tab of Statement Customization. The Client ID can optionally be printed next to the work description (not shown).

Cover statements can also be customized using the Statement Designer.

Statement Example 20 - Client Funds

Page: 1
07/31/2024

Natalie K. Sherman
5334 Cherrywood Drive
Lincoln NE 68504

Account No: 900-00M
Statement No: 661

Divorce
Sherman ads. Sherman

Fees

		Hours	Amount
07/04/2024	Open file/initial conference with client.		n/c
07/10/2024	Letter to spouse's accountant requesting tax returns.	0.40	50.00
	Letter to ***Smith London & O'Neill*** requesting financial net worth of spouse.	0.40	50.00
	Letters to banks and brokerage firms requesting status of accounts.	1.00	125.00
	For Current Services Rendered	1.80	225.00

Expenses

07/10/2024	Postage.	3.48
07/10/2024	Photocopy charges.	4.50
	Total Expenses	7.98
	Total Current Work	232.98

Payments

07/26/2024	Payment.	-232.98
	Balance Due	$0.00

Client Funds

	Beginning Client Funds Balance	$0.00
07/03/2024	Initial deposit to client funds.	425.00
07/10/2024	Payment to Smith London & O'Neill for processing of financial documents.	-100.00
07/26/2024	Payment.	-232.98
	Ending Client Funds Balance	$92.02
	Please Remit to Replenish Client Funds Balance	$307.98
	Total Amount to Remit	$307.98

You have agreed to maintain a Client Funds balance of $400.00

Page: 1
07/31/2024

Stewart Traver
2590 South 2nd Street
Lincoln NE 68517

Account No: 910-00M
Statement No: 587

Estate

Client Funds

Ending Client Funds Balance	$0.00
Please Remit Client Funds Balance Due	$500.00

Page: 1
07/31/2024

Roger Thomas
700 Mission Circle
Lincoln NE 68521

Account No: 915-00M
Statement No: 520

Manage Personal Finances

Retainers

07/02/2024	Retainer deposit	200.00
07/12/2024	Consulting payment to *Smith Consulting*	-45.00
	Ending Retainer Balance	$155.00

The statements shown above include examples of client funds activity. The statement on the top includes current work performed as well as the client funds activity. The client funds activity includes a deposit, a payment to a third party and an automatic payment to pay the client's current work shown on the statement. An amount is shown to replenish the client funds account balance. Ending Statement Notes from the Client file are used to make it clear to the client that the Total Amount to Remit is to replenish the client funds balance.

The statement shown in the middle shows a client being billed a $500 retainer transaction. In this case, the **One Time Retainer** check box has been selected on the **A/R & Fund Balances** tab of the Client file. Additionally, the **Retainer Amount** and **Amount to Bill** in the client file are both set to $500.

The statement shown on the bottom includes only client funds activity and no current work. In this example, the "Client Funds" terminology has been changed to "Retainers" on Lines 59-64 of the **Terminology** tab of Statement Customization. The "Beginning Client Funds Balance" has been suppressed by entering an asterisk in the first position of Line 61 of the **Terminology** tab.

Statement Example 21 - Trust Account Information

Page: 1
July 31, 2024
Account No: 100-00M
Statement No: 657

Charles L. Dawson
27550 Cottonwood Drive
San Bernardino CA 92408

Settlement of Grandfather's Estate

	Previous Balance	$324.00
	Fees	
07/01/2024	Preparation and filing of Federal Trust Tax Form.	250.00
07/17/2024	Office conference with Mr. Dawson.	150.00
	For Current Services Rendered	400.00
	Expenses	
07/08/2024	Facsimile costs.	3.75
	Total Expenses	3.75
	Total Current Work	403.75
	Payments	
	Total Payments thru 07/31/2024	-727.75
	Balance Due	$0.00

Your trust account balance is $53,162.00

Summary Trust Accounting Information

Page: 1
July 31, 2024
Account No: 100-00M
Statement No: 657

Charles L. Dawson
27550 Cottonwood Drive
San Bernardino CA 92408

Settlement of Grandfather's Estate

	Previous Balance	$324.00
	Fees	
07/01/2024	Preparation and filing of Federal Trust Tax Form.	250.00
07/17/2024	Office conference with Mr. Dawson.	150.00
	For Current Services Rendered	400.00
	Expenses	
07/05/2024	Facsimile costs.	3.75
	Total Expenses	3.75
	Total Current Work	403.75
	Payments	
07/01/2024	Payment from trust.	-443.75
07/02/2024	Expense payment.	-75.00
07/17/2024	Fee payment.	-209.00
	Total Payments thru 07/31/2024	-727.75
	Balance Due	$0.00

Trust Account Activity

	Opening Balance	$52,000.00
06/30/2024	Expense money for Dawson PAYEE: Dawson/Charles L.	-1,200.00
07/01/2024	Sale of stocks	4,255.75
07/02/2024	Attorney fees PAYEE: Jensen, Martin & Anderson, P.C.	-443.75
07/08/2024	Real estate taxes PAYEE: Lancaster County Treasurer	-1,450.00
	Closing Balance	$53,162.00

Detail Trust Accounting Information

Page: 1
July 31, 2024
Account No: 100-00M
Statement No: 568

Charles L. Dawson
27550 Cottonwood Drive
San Bernardino CA 92408

Settlement of Grandfather's Estate

	Previous Balance	$324.00
	Fees	
07/02/2024	Preparation and filing of Federal Trust Tax Form.	250.00
07/17/2024	Office conference with Mr. Dawson	150.00
	For Current Services Rendered	400.00
	Expenses	
07/05/2024	Facsimile costs	3.75
	Total Expenses	3.75
	Total Current Work	403.75
	Payments	
	Total Payments for 07/01/2024	-443.75
	Total Payments for 07/02/2024	-75.00
	Total Payments for 07/19/2024	-209.00
	Total Payments thru 07/31/2024	-727.75
	Balance Due	$0.00

Your trust account balance is $53,162.00

Payment Totals by Date

The statements on this page are identical except for the trust accounting integration information and the payment section of the statement. The statement on the top left uses the summary trust integration option and prints payment totals only whereas the statement on the top right uses the detail trust integration option and lists each payment separately. The statement on the bottom includes summary trust account information and shows payment totals by date.

The trust account information is retrieved from Tabs3 Trust Accounting (Trust). Trust is a separate Tabs3 Software application that can integrate with Tabs3 Billing.

Statement Example 22- Trust Account Remittance Information

Page: 1
07/31/2024

Arthur J. Carter
4920 Everett
Lincoln NE 68503

Account No: 350-00M
Statement No: 658

Protection of New Wave Patent

Reminder: We are meeting on August 8 at 2:00 p.m.

Fees

07/01/2024	Office conference with client regarding ownership of business.	
	For Current Services Rendered	825.00

Expenses

07/01/2024	Postage.	2.90
07/01/2024	Photocopy charges.	7.35
	Total Expenses	10.25
	Total Current Work	835.25

Payments

07/01/2024	Payment transferred from trust account.	-835.25
	Balance Due	$0.00

Trust Account Activity

	Opening Balance	$0.00
07/01/2024	Initial deposit	3,000.00
07/02/2024	Fees	
	PAYEE: Jensen, Martin & Anderson, P.C.	-835.25
	Closing Balance	$2,164.75
	Please remit	$835.25

Per our initial meeting, you have agreed to
maintain a balance of $3,000 in your trust account.

Page: 1
07/31/2024

Jack Maxwell
1047 North 26th Street
Lincoln NE 68508

Account No: 916-00M
Statement No: 570

Manage Personal Finances

Billing History

Fees	Hours	Expenses	Advances	Finance Charge	Payments
4,092.50	20.40	76.83	160.00	0.00	4,092.50

Your trust account #1 balance is $0.00
Please remit $1,000.00

The statements on this page are examples of the information that can be included from Tabs3 Trust Accounting (Trust). The statement on the left includes detail trust activity. A payment from the client's trust account is shown in the Trust Account Activity section and is included in the Payments section of the client's statement. The "Please remit" line prints when the trust account's Current Trust Balance is less than the Desired Minimum Balance. The amount to remit is included on this line, which is the difference between the Tabs3 Target Balance and the Current Trust Balance. The Current Trust Balance, Desired Minimum Balance and Tabs3 Target Balance fields are all found in the trust account file in Trust. The "Please remit" terminology can be changed in the Bank Account File in Trust. Ending statement notes remind the client of the agreement to maintain a $3,000 balance. Beginning statement notes remind the client of an upcoming appointment. The section headings on the statement shown on the left have been formatted to include bold, italic and underline attributes.

The trust account information shown on the statement on the right instructs the client to remit $1,000. The "Please remit" line prints when the trust account's Current Trust Balance is less than the Desired Minimum Balance. The amount to remit is included on this line, which is the amount shown in the Tabs3 Amount to Bill field in the Trust trust account file. The "Please remit" terminology can be changed in the Bank Account File in Trust.

Statement Example 23 - Reminder Statements

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Page: 1

Bradley Harrison
834 Fox Hollow
Toronto ONT M5J 4M2
Canada

07/31/2024
Account No: 751-00M
Statement No: 660

Purchase of Real Estate

Previous Balance $1,250.93

Stmt Date	Stmt #	Billed	Due
04/30/2024	279	1,500.51	1,200.51
05/31/2024	382	15.00	15.00
06/30/2024	394	35.42	35.42
			1,250.93

Finance Charge 18.91

Balance Due $1,269.84

Billing History

Fees	Hours	Expenses	Advances	Finance Charge	Payments
1,535.27	8.89	0.00	15.00	19.57	300.00

Payable in U.S. Dollars - Thank You.

A finance charge of 1% per month will be assessed
on all accounts past due 30 days.

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Page: 1

Bradley Harrison
834 Fox Hollow
Toronto ONT M5J 4M2

07/31/2024
Account No: 751-00M
Statement No: 660

Purchase of Real Estate

Previous Balance $1,250.93

Finance Charge 18.91

Balance Due $1,269.84

Your account is 90 days past due.

Billing History

Fees	Hours	Expenses	Advances	Finance Charge	Payments
1,535.27	8.89	0.00	15.00	19.57	300.00

Payable in U.S. Dollars - Thank You.

A finance charge of 1% per month will be assessed
on all accounts past due 30 days.

The statements shown above are examples of reminder statements. Reminder statements are generated by selecting the **Reminder Statement** check box on the **Options** tab of the Statements window. When a reminder statement is printed, current work is excluded from the statement.

You can select to print either a detail reminder statement or a summary reminder statement. A detail reminder statement includes the statement date, statement number, billed amount and amounts due for each outstanding statement along with a total balance due. The statement shown on the left is an example of a detail reminder statement. A summary reminder statement includes only the total balance due. The statement shown on the right is an example of a summary reminder statement.

The statements shown also reflect ending client notes and ending template notes.

Statement Run Totals

Draft Statement Run Totals 07/31/2024

Statements Printed:	9
Hours:	122.85
Fees:	36,520.75
Expenses:	17.53
Advances:	75.00
Fee Sales Tax:	818.90
Exp Sales Tax:	0.06
Adv Sales Tax:	3.38
Finance Charge:	2.80

	Rate	Taxed Fees	Fee Tax	Taxed Exps	Exp Tax	Taxed Advs	Adv Tax
(1)	4.0000	20,472.50	818.90				
(2)	4.5000			1.25	0.06	75.00	3.38

Statement run totals are optional and can be included when statements are run. The run totals page will print after all statements have printed. Statement run totals are particularly useful for showing billed sales tax broken down by rate.

PDF Statement Summary

Date: 07/31/2024 Tabs3 PDF Statement Summary Page: 1
Jensen, Martin & Anderson, P.C.

User ID: CATHY
Statement Date: 07/31/2024
PDF Location: S:\Tabs3\Statements\20240731

415.00 MegaConstruction Corporation
Corporate Merger - Megabuilders and BuilderCorp
James R. Tatiki, Sr. - jt@megaconcorp.com
415.00_Stmt_7576

PDF Statements Created: 1

The information shown above is an example of a PDF statement summary page. PDF Statement Summary pages are printed when PDF statements are generated. The summary will print after all statements have printed. When PDF statements are output to the Email Statements window or previewed, the PDF Statement Summary will be saved in the same location as the PDF statements. The PDF Statement Summary is particularly useful for showing the PDF name, recipient, and email address used in the Email Statements window for each email statement generated.

The **Statement Date** is only shown when initially generating statements. When reprinting statements, this line will not be included.

Automatic Trust Payments Report

Date: 07/31/2024 | Automatic Trust Payments Report | Page: 1
Jensen, Martin & Anderson, P.C.

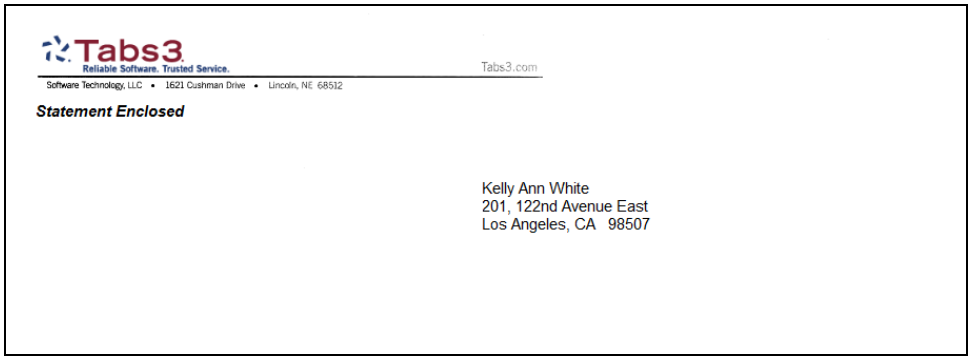
The following Trust Transactions were automatically generated by Tabs3 Billing

From Trust Bank 1 - First Bank IOLTA Account:

Client ID	Name	Work Description	Amount
101.00	Williams/John	State v. Williams	1,923.40
850.00	White/Kelly	Divorce	325.00
850.01	White/Kelly	Last Will & Testament	600.00
Total from Trust Bank 1			**2,848.40**

The Automatic Trust Payments Report is created in Tabs3 Billing when final statements are generated (provided that the Statement Run Totals option was selected for the statement run). The report will be printed at the end of the final statement run. This report will display information for each client who has had an automatic trust payment generated as well as a total for each bank account. This information can be used to determine how much should be transferred from the trust bank account to your firm's operating account when configured to create payments as EFTs.

Statement Envelope



Tabs3 Billing allows you to print envelopes when printing final statements. The **Print Envelopes** check box must be selected in the Statement Setup section of the Print Setup window and the desired paper tray must be selected. Envelopes are then automatically printed when final statements are run.

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