Tabs3Pay Guide

Tabs3 Billing   PracticeMaster   Trust Accounting   Accounts Payable   General Ledger

Tabs3Pay Guide

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Introduction & Getting Started

Tabs3Pay® is an electronic payment processing solution for payments and client funds deposits in Tabs3 Billing and trust deposits in Tabs3 Trust Accounting (Trust).

Enabling Tabs3Pay gives you the ability to:

- Include payment and/or trust deposit links on statements.
- Send a trust deposit request email in Tabs3 Billing.
- Authorize electronic payments in Tabs3 Billing.
- Authorize electronic client funds deposits in Tabs3 Billing.
- Authorize electronic deposits in Trust.
- Credit or void electronic transactions entered in Tabs3 Billing and Trust.

Tabs3Pay allows you to link multiple merchant accounts to your Tabs3Pay account. You can then assign these merchant accounts to your firm, to separate locations, to individual primary timekeepers, or any combination thereof. This allows you to route payments and deposits to multiple bank accounts. Additionally, Trust allows you to link Tabs3Pay merchant accounts to separate trust bank accounts.

Tabs3Pay accepts credit/debit cards as well as directly debiting a checking or savings account using the automated clearing house (ACH) system.

Once Tabs3Pay has been enabled and configured, you can include payment links with your statements. These links allow clients to make payments online via a Tabs3Pay payment page using a credit card or bank account. Payments can then be imported into Tabs3 Billing using the Import Online Payments window. Transactions can also be entered manually via the Payment Entry and Client Funds Entry windows in Tabs3 Billing and the Trust Transaction Entry window in Trust.

You can specify an email address for each payment method, allowing the cardholder or client to receive a receipt for each transaction. You can also print or email a **Credit Card Transaction Receipt** *(page 23)* as needed. A **Credit Card Authorization List** *(page 26)* provides a list of electronic transactions authorized via Tabs3 Billing or Trust for a specified time period and can include charges, voids, credits, or any combination thereof.

For more information regarding Tabs3Pay, please visit:

Tabs3Pay.com

Security

Tabs3 Software does not store sensitive cardholder information.

Requirements

To accept electronic payments in Tabs3 Billing or Trust:

- The following Tabs3 Software applications can use Tabs3Pay:
    - Tabs3 Billing for payments and client funds deposits.
    - Tabs3 Trust Accounting (Trust) for trust deposits.
- An account must be created with Tabs3Pay. This can be handled via Tabs3 Billing or Trust.
- An Internet connection is required.

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**.

Accepting Credit Cards Using Tabs3Pay

Configuration

This section will walk you through the steps necessary to configure Tabs3 Billing and/or Trust for electronic payment processing using Tabs3Pay.

Signing Up for Tabs3Pay

Tabs3Pay allows you to sign up directly from Tabs3 Billing or Trust. At a minimum you must create a merchant account linked to your operating account. If you intend to use Tabs3Pay in Trust, you must create both a trust merchant account and an operating merchant account (to process fees), regardless of whether you have Tabs3 Billing installed. You can sign up for Tabs3Pay in Tabs3 Billing or Trust using one of the following methods:

- The Quick Launch pane by typing "Tabs3Pay Web Portal" in the **Search Actions** field.

- The **Reports** menu by clicking **Credit Card** and then **Tabs3Pay Web Portal**.

- The Home Page by clicking the **Tabs3Pay Web Portal** icon under **All Actions| Transactions** or **All Actions | Integration**.

- The Payment, Client Funds, and Trust Transaction Entry windows by clicking the **Accept Electronic Payments with Tabs3Pay** link (if present).

- By clicking the **Learn More** button on the **Tabs3Pay** tab of the Customization window in Tabs3 Billing or Trust.
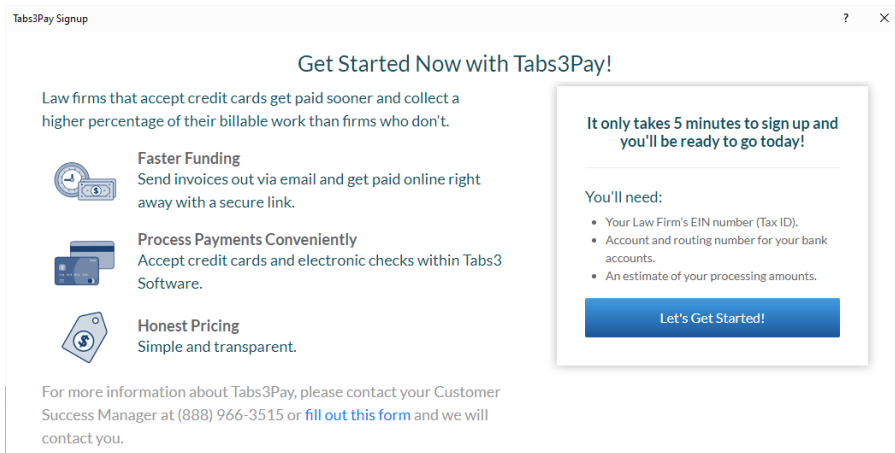

Figure 1, Tabs3Pay Signup Window (first page)

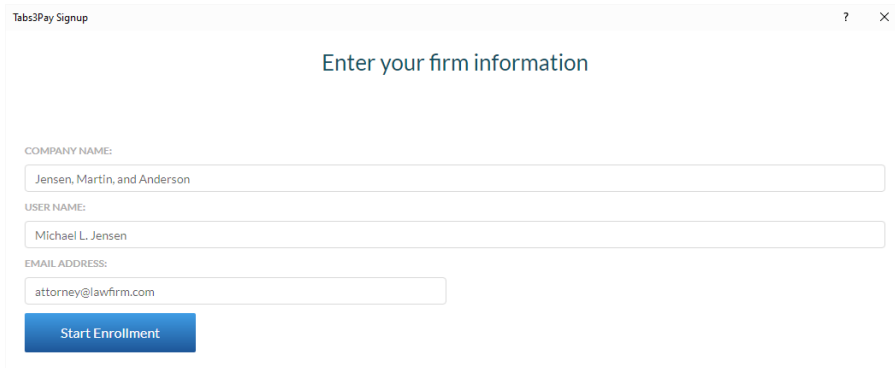To begin the signup process, click the **Let's Get Started** button.

Figure 2, Tabs3Pay Signup Window (second page)

On the next page, verify that the **Company Name**, **User Name**, and **Email Address** fields are correct and click the **Start Enrollment** button to begin the enrollment process in your default web browser.

> **Note:** If you have questions regarding the enrollment process, contact Tabs3Pay Support at 888-966-3515 or by email at **support@tabs3pay.com**.

Once your application has been approved, Tabs3Pay is automatically enabled in Tabs3 Billing and Trust (if you chose to add a trust merchant account during the signup process).

The default configuration for Tabs3Pay in Tabs3 Billing is to deposit all funds received from electronic payments and client funds deposits to the operating merchant account created during the signup process. Tabs3Pay is automatically enabled for payments, client funds deposits, and payment links.

If you created a trust merchant account during the signup process, it is automatically linked to the bank account in Trust with a matching account number (if present). All trust deposits processed via Tabs3Pay are deposited in the linked trust bank account. All fees associated with the trust merchant account are deducted from your Tabs3Pay operating bank account.

For advanced Tabs3Pay configuration options, see Knowledge Base Article **R11869**, "Configuring Tabs3Pay." Advanced configuration includes:

- Manually configuring Tabs3Pay using an existing account.

- Obtaining your Tabs3Pay API Keys.

- Associating additional merchant accounts in Tabs3 Billing with locations or timekeepers.

- Associating additional trust merchant accounts in Trust with bank accounts.

Electronic Transactions

Tabs3Pay provides electronic processing of credit card and bank (ACH) transactions for payments and client funds deposits in Tabs3 Billing as well as for trust account deposits in Trust.

Sending Payment Links with Statements

The easiest and most secure method to receive credit card and bank payments from Tabs3Pay is to include payment links with your statements. These links can be added as QR codes to the statement itself, and/or inserted as hyperlinks into the email message that accompanies the statement, and open a Tabs3Pay payment page in the recipient's web browser.

Upon receipt of the email, clients can pay their statement directly via credit card or bank account. This eliminates the need for your firm to handle sensitive payment information, reducing your potential liability regarding fraudulent payments.

Once the client has made a payment using a payment link, it can be imported into Tabs3 Billing using the Import Online Payments utility. To access the Import Online Payments utility from the Quick Launch, search for and select "Import Online Payments."

Tabs3Pay payment links do not expire.

For more information on configuring and importing payment links in Tabs3 Billing, see KB Article **R11905**, "Requesting and Importing Tabs3Pay Online Payments and Trust Deposits."

Sending Trust Request Link Emails

Tabs3 Billing provides the ability to request an online payment through a trust deposit link in an email, either with Email Statements or using the **Request Trust Deposit** action in the Tabs3 Billing Matter Manager. This link opens a Tabs3Pay payment page in the recipient's web browser.

Upon receipt of the email, clients can deposit funds into their trust account directly via credit card or bank account. Once the client has made a payment using a trust deposit link, it can be imported into Tabs3 Billing using the Import Online Payments utility. To access the Import Online Payments utility from the Quick Launch, search for and select "Import Online Payments."

Tabs3Pay trust deposit links do not expire.

For more information on configuring and importing trust deposit links in Tabs3 Billing, see KB Article **R11905**, "Requesting and Importing Tabs3Pay Online Payments and Trust Deposits."

Adding and Managing Tabs3Pay Payment Methods

Once Tabs3Pay has been configured, you can add payment methods for individual clients. Payment methods are linked to client contacts, which means that all matters that share the same client contact have access to any payment methods that have been added. Payment methods can be added from the Tabs3 Billing Matter Manager, Payment Entry, and Client Funds Entry windows in Tabs3 Billing as well as the Trust Transaction Entry window in Trust.

▸ **To add a new Tabs3Pay Payment Method from the Matter Manager in Tabs3 Billing**

1. In the Quick Launch, search for and select "Matter Manager," and then select the client for whom a new payment method is being added.

2. In the **Other Actions** group of the **Take Action** pane, click **Manage Payment Methods**.

3. Click the **Add Payment Methods** button to open the Add Tabs3Pay Payment Method window.

4. The Contact Information section will be populated automatically based on the client's information. Verify the email address is correct. This field is required and will be used to send the receipt to the payer.

5. Select **Credit Card** or **Bank Account**. See the **Credit Card Fields** section *(page 11)* or the **Bank Account Fields** section *(page 12)* for information on the fields shown for each payment type.

6. The Billing Details section will be populated automatically based on the client's information. Verify the information is correct. See the **Billing Details Fields** section *(page 13)* for information on the fields shown.

7. Once you have finished entering the new payment method, click the **Submit** button.

8. Close the Manage Tabs3Pay Payment Methods window, and then close the Tabs3 Billing Matter Manager.

▶ **To add a new Tabs3Pay Payment Method from a transaction entry window in Tabs3 Billing or Trust**

1. Open the transaction entry window for the type of transaction you want to create:
   - **Payment:** In the Tabs3 Billing Quick Launch, search for and select "Payment Entry."
   - **Client Funds:** In the Tabs3 Billing Quick Launch, search for and select "Client Funds Entry."
   - **Trust:** In the Trust Quick Launch, search for and select "Trust Transaction Entry."

2. Select the client for whom the payment or deposit is being made.

3. Depending on whether the client has any existing payment methods, one of two links will be displayed to the right of the **Receipt Type** field (Payment) or below the **Type** field (Client Funds / Trust Transaction):
   - Click the **Add Payment Method** link to open the Add Tabs3Pay Payment Method window.
   - Click the **Manage Payment Methods** link and then click the **Add Payment Method** button to open the Add Tabs3Pay Payment Method window.

4. The Contact Information section will be populated automatically based on the client's information. Verify the email address is correct. This field is required and will be used to send the receipt to the payer.

5. Select **Credit Card** or **Bank Account**. See the **Credit Card Fields** section *(page 11)* or the **Bank Account Fields** section *(page 12)* for information on the fields shown for each payment type.

6. The Billing Details section will be populated automatically based on the client's information. Verify the information is correct. See the **Billing Details Fields** section *(page 13)* for information on the fields shown.

7. Once you have finished entering the new payment method, click the **Submit** button to return to the transaction entry window.

8. The new payment method will be selected in the **Receipt Type** or **Type** field.

Credit Card Fields

All fields are required.

Figure 3, Tabs3Pay Card Fields

Card Number	Enter the full credit card number. Do not enter dashes.
Expiration	Enter the month and year the card will expire in MM/YY format.
CVV	Enter the three or four digit code found on the signature block on the back of the card.

Bank Account Fields

Figure 4, Tabs3Pay Bank Fields

Bank Name	Enter the name of the bank associated with the checking or savings acount.
Routing Number	Enter the routing number of the account. The routing number is typically shown in the bottom left of a check or deposit slip.
Account Number	Enter the account number of the account. The account number is typically shown to the right of the routing number on a check or deposit slip.
Account Type	Select the option to specify a **Checking** or **Savings** account.
Bank Holder Type	Select the option to specify a **Personal** or **Business** account.

Billing Details Fields

Billing Details

First Name *
Marcus

Last Name *
Phillips

Company Name

Phone *
(909) 884-7525

By entering your phone number, you are consenting to receiving SMS messages from this merchant.

Billing Address *
27550 Cottonwood Drive

Address Line 2

Billing Postal/Zip Code *
92408

City *
San Bernadino

Country *
United States ✕ ▾

State *
California ✕ ▾

Figure 5, Tabs3Pay Billing Details

Fields with a red asterisk (*) are required.

First Name	Enter the first name of the individual associated with the payment method.
Last Name	Enter the last name of the individual associated with the payment method.
Company Name	Enter the name of the business associated with the payment method.
Phone	Enter the phone number associated with the payment method.
Billing Address	Enter the billing address associated with the payment method.
Address Line 2	Enter the second line of the billing address associated with the payment method (if present).
Billing Postal/Zip Code	Enter the Zip Code or Postal Code of the billing address associated with the payment method. If the country associated with the payment method does not use Postal or Zip Codes, enter "00000" in this

field.

City	Enter the city of the billing address associated with the payment method.
Country	Enter the country of the billing address associated with the payment method.
State	Enter the state of the billing address associated with the payment method.

Payment

When Tabs3Pay is enabled, payments entered with a Tabs3Pay payment method selected in the **Receipt Type** field will automatically initiate an electronic transaction when saved.

▶ **To process a payment using a credit card or bank account**

1. In the Tabs3 Billing Quick Launch, search for and select "Payment Entry."

2. Enter the payment as you normally would.

3. Select an existing Tabs3Pay payment method in the **Receipt Type** field, or **add a new payment method** *(page 10)*.

Figure 6, Tabs3 Billing Payment Entry

4. Press Ctrl+S to save the transaction. Click **Yes** to confirm that you want to process the payment electronically. (Clicking **No** will return you to the Payment Entry window without saving the payment.)

Client Funds Deposit

When Tabs3Pay is enabled, client funds transactions entered with a Tabs3Pay payment method selected in the **Type** field will automatically initiate an electronic transaction when saved.

▶ **To process a client funds deposit using a credit card or eCheck**

1. In the Tabs3 Billing Quick Launch, search for and select "Client Funds Entry."

2. Enter the deposit as you normally would.

3. Select an existing Tabs3Pay payment method in the **Type** field, or **add a new payment method** *(page 10)*.

Figure 7, Tabs3 Billing Client Funds Entry

4. Press Ctrl+S to save the deposit. Click **Yes** to confirm that you want to process the deposit electronically. (Clicking **No** will return you to the Client Funds Entry window without saving the deposit.)

Trust Deposit

When Tabs3Pay is enabled, trust transactions entered with a Tabs3Pay payment method selected in the **Type** field will automatically initiate an electronic transaction when saved.

▶ **To process a trust deposit**

1. In the Trust Quick Launch, search for and select "Trust Transaction."

2. Enter the deposit as you normally would.

3. Select an existing Tabs3Pay payment method in the **Type** field, or **add a new payment method** *(page 10)*.

Figure 8, Trust Transaction Entry

4. Press Ctrl+S to save the transaction. Click **Yes** to confirm that you want to process the deposit electronically. (Clicking **No** will return you to the Trust Transaction Entry window without saving the deposit.)

Error Messages & Troubleshooting

Detailed information regarding error messages or rejections when a transaction is submitted to Tabs3Pay can be found in Knowledge Base Article **R11870**, "Tabs3Pay Error Messages and Troubleshooting," which provides information and troubleshooting steps for messages related to credit card processing.

If you need assistance with correcting errors, please contact Tabs3Pay Support by phone at 888-966-3515 or by email at **support@tabs3pay.com**.

Credit and Void Transactions

In the event you need to delete or adjust a transaction, Tabs3 Billing and Trust will provide the option to issue a credit or void through Tabs3Pay for the associated credit card or bank charge.

Issuing a Credit/Void in Tabs3 Billing

When payments or client funds deposits linked to Tabs3Pay are deleted or adjusted, Tabs3 Billing will prompt you to void or credit the associated transactions in the Tabs3Pay system.

Credit/Void a Payment

The process for crediting or voiding a payment in Tabs3 Billing differs depending on whether the payment has been included on a statement that has been final billed and updated yet.

▶ **Determine the Payment's Status**

1. In the Quick Launch, search for and select "Matter Manager," and load the client associated with the payment.

2. In the list at the bottom of the window, click the Payments heading and then locate the payment associated with the Tabs3Pay transaction.

   - If the **Status** column shows "P - Print" or "H - Hold", click the payment entry to open the Payment Information window, then see the steps to **Credit/Void a Work-in-Process Tabs3Pay Payment Transaction** *(page 18)*.

   - If the **Status** column shows "Archived", click the payment entry to open the Payment Information window, then see the steps to **Credit/Void an Archived Tabs3Pay Payment Transaction** *(page 18)*.

   - If the **Status** column shows "U - Update", you must either unbill the matter's most recent final statement and then use the steps to **Credit/Void a Work-in-Process Tabs3Pay Payment Transaction** *(page 18)*, or run Update Statements and use the steps to **Credit/Void an Archived Tabs3Pay Payment Transaction***(page 18)*.

▶ **Credit/Void a Work-in-Process Tabs3Pay Payment Transaction**

1. From the Payment Information window, click the **Edit Payment** link in the **Take Action** pane to open the payment in the Payment Entry window.

2. Click the 🖳 button to delete the payment transaction. You will be prompted to confirm that you want to reverse the Tabs3Pay transaction.

   - Click **Yes** to delete the payment and reverse the Tabs3Pay transaction.
   - Click **No** to delete the payment without reversing the Tabs3Pay transaction.
   - Click **Cancel** to return to the Payment Entry window without deleting the payment or reversing the TabsPay transaction.
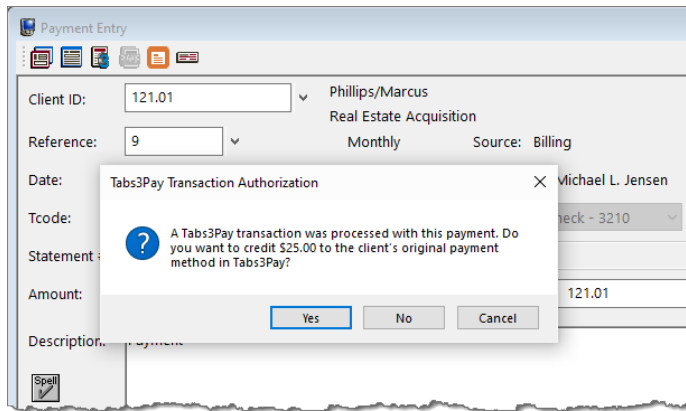
Figure 9, Deleting a Payment Entry

▶ **Credit/Void an Archived Tabs3Pay Payment Transaction**

1. From the Payment Information window, click one of the following links in the Take Action pane to open the payment in the Payment Adjustment window:

   - Click **Reverse Payment** to credit/void the entire amount of the payment.
   - Click **Refund Payment** to credit/void an unallocated portion of the payment.

2. Select a **Date of Adjustment** and **Adjustment Amount** (refund only) for the Tabs3 Billing payment. *(Note that this date is not used for the date of the credit on Tabs3Pay. The current system date is used.)*

3. Click **OK** to perform the adjustment/credit. You will be prompted to confirm that you want to reverse the Tabs3Pay transaction.

   - Click **Yes** to reverse the payment and the Tabs3Pay transaction.

   - Click **No** to reverse the payment without reversing the Tabs3Pay transaction.

   - Click **Cancel** to return to the Payment Adjustment window without reversing the payment or the TabsPay transaction.
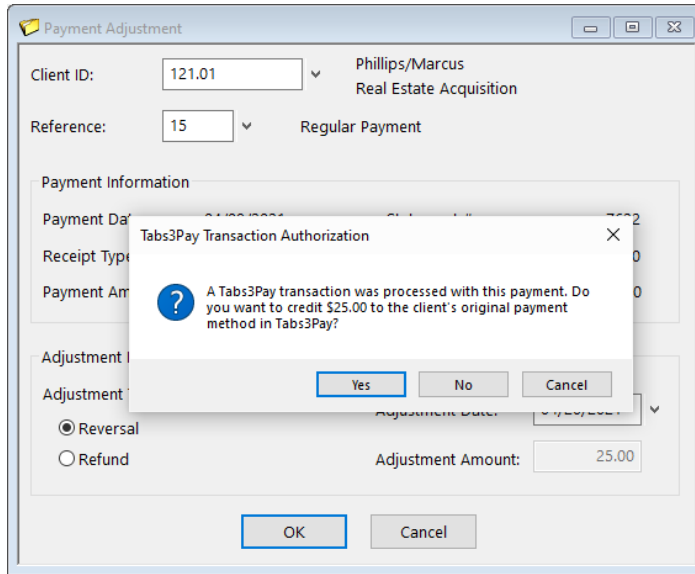

Figure 10, Tabs3 Billing Payment Adjustment

Credit/Void a Client Funds Deposit

As with Payments, Client Funds Deposits can be credited or voided. However, only deposits that have not been archived (included on an updated statement) can be credited or voided.

▶ **Credit/Void a Tabs3Pay Client Funds Deposit**

1. In the Quick Launch, search for and select "Matter Manager," and load the client associated with the Client Funds Deposit.

2. In the list at the bottom of the window, click the Client Funds heading and then click the client funds transaction associated with the Tabs3Pay transaction to open the Client Funds Entry window.

3. Click the 🗐 button to delete the client funds transaction. You will be prompted to confirm that you want to reverse the Tabs3Pay transaction.

   - Click **Yes** to delete the transaction and reverse the Tabs3Pay transaction.

   - Click **No** to delete the transaction without reversing the Tabs3Pay transaction.

   - Click **Cancel** to return to the Client Funds Entry window without deleting the transaction or reversing the Tabs3Pay transaction.

Figure 11, Deleting a Client Funds Deposit

Issuing a Credit/Void in Trust

When trust deposits linked to Tabs3Pay are deleted or adjusted, Trust will prompt you to void or credit the associated transactions in the Tabs3Pay system.

▶ **Credit/Void a Tabs3Pay Trust Deposit**

1. In the Quick Launch, search for and select "Trust Transaction Entry."

2. Select the trust transaction associated with the Tabs3Pay transaction.

3. Click the 🗑 button to delete the trust transaction. You will be prompted to confirm that you want to reverse the Tabs3Pay transaction.

    - Click **Yes** to delete the transaction and reverse the Tabs3Pay transaction.

    - Click **No** to delete the transaction without reversing the Tabs3Pay transaction.

    - Click **Cancel** to return to the Trust Transaction Entry window without deleting the transaction or reversing the Tabs3Pay transaction.
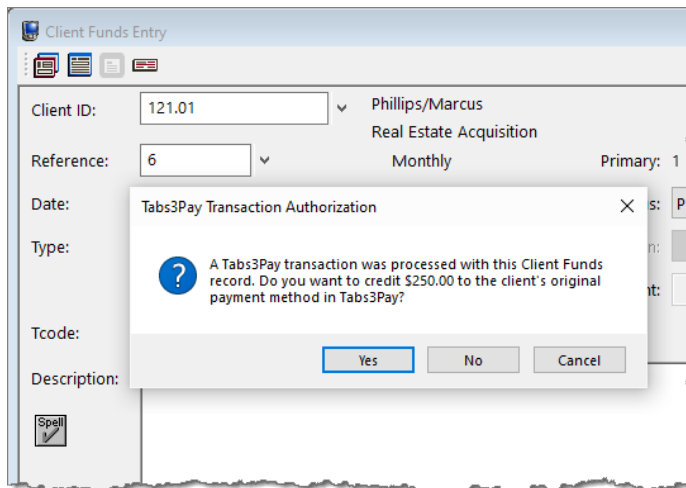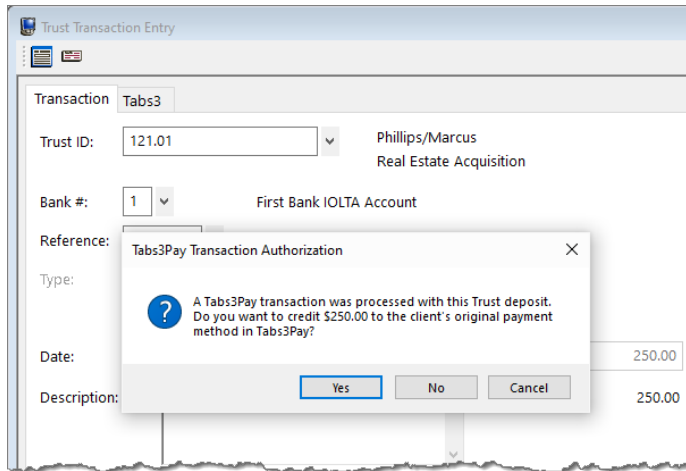

Figure 12, Deleting a Trust Deposit

Voids vs. Credits

Tabs3 Software attempts to void a credit card transaction first. Normally, a void can only be processed the same business day. If a credit card transaction is voided, the transaction will appear on Tabs3Pay reports with a zero amount; however, the Credit Card Authorization List will show the original transaction (with the original amount) and the void transaction (with a negative amount).

If a credit card transaction cannot be voided, the Tabs3 Software will then attempt to credit the transaction. Credit card transactions can normally be credited for up to 180 days on the Tabs3Pay system. After that time, the Tabs3 Software may not be able to process the transaction, and an error will be displayed. In this case, the transaction will not be adjusted, and manual adjustments may be required. After this time, it is

recommended that a check is processed for the credit, either manually or using Tabs3 Accounts Payable.

One important difference between voids and credits is that voids always reverse the entire amount of the transaction, whereas a credit can be for any portion of the original transaction. This is generally not a concern as credits for a portion of the transaction only occur when issuing a refund in Tabs3 Billing, which typically occurs after the window for issuing a void has passed. However, if a refund is processed in Tabs3 Billing and a void is issued by Tabs3Pay, a message will be displayed after the void is processed *(Figure 13)*, and it will be necessary to reverse the original payment entirely and reenter the payment with the correct amount.
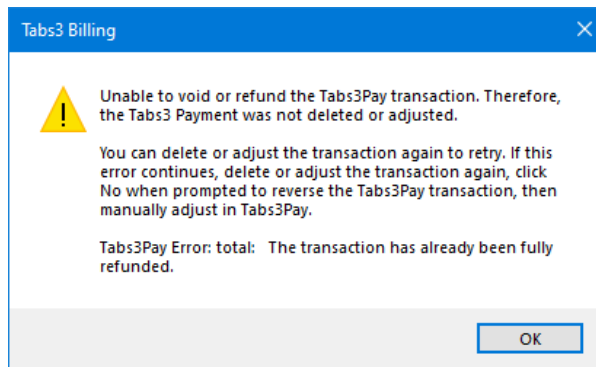
Figure 13, Tabs3 Billing payment adjustment message

Credit Card Reports

Credit card receipts and the Credit Card Authorization List report can be accessed via Tabs3 Billing or Trust.

Credit Card Transaction Receipts

Date: 08/21/2024	**Payment Receipt**	Page: 1
Client:	4.00 Smith/John	

Statement #	0		Received By:	DAN
Receipt Type:	MC-5454		Date:	08/21/2024
Reference:	23		Time:	04:11 PM

Description:	Payment

Cardholder Name:	John Smith	Amount (USD):	60.00
Reference #:	1789245		

Signature: _____

Menu:	*File	Data Entry	Payment |* ▦ *| Print Receipt*
Home:	*All Actions	Transactions	Data Entry	Payment Entry |* ▦ *| Print Receipt*
Quick Launch:	*Payment Entry |* ▦ *| Print Receipt*

Date: 08/21/2024	**Credit Card Deposit Receipt**	Page: 1
Client:	4.00 Smith/John	

Receipt Type:	MC-5454		Received By:	DAN
Reference:	2		Date:	08/21/2024
			Time:	04:11 PM

Description:	Payment

Cardholder Name:	John Smith	Amount (USD):	100.00
Reference #:	1789245		

Signature: _____

Menu:	*File	Data Entry	Client Funds |* ▦ *| Print Receipt*
Home:	*All Actions	Transactions	Data Entry	Client Funds Entry |* ▦ *| Print Receipt*
Quick Launch:	*Client Funds Entry |* ▦ *| Print Receipt*

Date: 08/21/2024   **Trust Credit Card Deposit Receipt**   Page: 1

Trust ID: 4.00-01 Smith/John

Receipt Type: EC-0089   Received By: DAN
Reference: 1   Date: 08/21/2024
    Time: 04:11 PM

Description: Payment

Reference #:   1789245   **Amount (USD):**   **250.00**

Signature: _____

Menu	*File	Open	Transaction |* *| Print Receipt*
Home	*All Actions	Checks/Deposits	Trust Transaction Entry |* *| Print Receipt*
Quick Launch:	*Trust Transaction Entry |* *| Print Receipt*

The Credit Card Receipt displays the amount and general information about the credit card transaction, including the card type and last four digits of the credit card number. No secure credit card information is shown on this receipt. A copy of the receipt may be presented to the client as proof of payment.

Definitions

Date
Date the receipt was printed.

Client/Trust ID
Client ID (Tabs3 Billing) or Trust Account ID and Bank Account (Trust), Name, and Work Description.

> **Note:** Deleting a client or trust account does not delete any transaction records processed by Tabs3Pay, LawPay, or LexCharge (formerly ProPay). The Credit Card Authorization List *(page 26)* will report the original Client ID or Trust ID, and note that the client or trust account was deleted.

Statement # (Payment Only)
Statement number the payment applies to, if selected.

Receipt Type
The card type followed by the last four digits of the account number.

- VS - Visa
- MC - Mastercard
- DS - Discover
- AE - American Express
- DI - Diner's Club
- JC - JCB
- EC - eCheck (bank transaction)

Reference   The reference number assigned to the transaction in Tabs3 Billing or Trust.

Received By   The user who processed the transaction.

> **Note:** For transactions that were created via the Import Online Payments window, the User ID shown is that of the user who initiated the import (either by being the first person to open Tabs3 Billing that day, or by opening the Import Online Payments window).

Date   Date of the payment, client funds deposit, or trust transaction.

Time   Time of the payment, client funds deposit, or trust transaction.

Description   Description of the payment, client funds deposit, or trust transaction.

Cardholder Name   The name of the cardholder as it was entered when the payment method was added. This field defaults to the **Contact Name** assigned to the client in the **Client Contact**, if it is not overwritten by the user or the card reader.

Reference #   The reference number generated by the payment processing system.

Amount (USD)   Amount charged to the credit card.

Credit Card Authorization List

Date: 08/21/2024   **Tabs3 Credit Card Authorization List**   Page: 1

From:08/21/2024 Thru 08/21/2024

Auth Date	Client ID	Ref #	Card Info	Type	Amount	User ID
Merchant ID: Firm Account						
08/21/2024	4.00	1824142	MC-5454	Charge	250.00	DAN
08/21/2024	235.07	1945910	VS-6791	Charge	175.00	DAN
Total for Merchant ID: Firm Account				Charges	425.00	
				Total	425.00	
Merchant ID: Omaha Account						
08/21/2024	848.73	1792030	MC-8934	Charge	120.00	MARY
08/21/2024	529.05	2312311	DS-7645	Credit	-35.00	MARY
08/21/2024	451.74	2401923	VS-3659	Charge	375.00	MARY
Total for Merchant ID: Omaha Account				Charges	495.00	
				Credits	-35.00	
				Total	460.00	
			Grand Totals			
				Charges	920.00	
				Credits	-35.00	
				Total	885.00	

Date: 08/21/2024   **Tabs3 Credit Card Authorization List**   Page: 1

From:12/01/2023 Thru 12/01/2024

Auth Date	Time	Client ID	Trans Status	Source	Ref #	Merchant ID	Card Info	Cardholder Name	Type	Amount	User ID
Merchant ID: Firm Account											
08/21/2024	10:28 AM	4.00	WIP	Pymt	1824142	12abcde3-4567-fgh8-9123	MC-5454	Leonard A Brown	Charge	250.00	DAN
08/21/2024	01:34 PM	245.07	WIP	Pymt	1945910	12abcde3-4567-fgh8-9123	VS-6791	Nancy Garcia	Charge	175.00	DAN
Total for Merchant ID:Firm Account									Charges	425.00	
									Total	425.00	
Merchant ID: Omaha Account											
08/21/2024	9:37 AM	848.73	WIP	Fund	1792030	12abcde3-4567-fgh8-9123	MC-8934	David R Williams	Charge	120.00	MARY
08/21/2024	10:45 AM	529.05	Arch	Pymt	2312311	12abcde3-4567-fgh8-9123	DS-7645	Martin J Alexander	Credit	-35.00	MARY
08/21/2024	2:15 PM	451.74	WIP	Pymt	2401923	12abcde3-4567-fgh8-9123	VS3659	Sally L Lawson	Charge	375.00	MARY
Total for Merchant ID: Omaha Account									Charges	495/00	
									Credits	-35.00	
									Total	460.00	
					Grand Totals						
									Charges	920.00	
									Credits	-35.00	
									Total	685.00	

Date: 08/21/2024		**Trust Credit Card Authorization List**					Page: 1

From:08/21/2024 Thru 08/21/2024

Auth Date	Ref #	Card Info	Type		Amount	User ID
Merchant ID: First Bank IOLTA						
08/21/2024	193998	MC-2147	Charge		250.00	DAN
08/21/2024	211665	VS-4711	Charge		250.00	DAN
08/21/2024	584773	DS-2614	Charge		100.00	DAN
08/21/2024	584773	DS-2614	Void		-100.00	DAN
Total for Merchant ID: First Bank IOLTA				Charges	600.00	
				Voids	-100.00	
				Total	500.00	
			Grand Totals			
				Charges	600.00	
				Credits	-100.00	
				Total	500.00	

Menu	*Reports	Credit Card	Credit Card Authorization List*
Home	*All Actions	Reports	Credit Card	Credit Card Authorization List*
Quick Launch:	*Credit Card Authorization List*

The Credit Card Authorization List is used to print a list of credit card transactions authorized via Tabs3 Billing or Trust for a specified time period. You can run a list with charges, voids, credits, or any combination thereof. In Trust, you can also run a list limited to charges originating from scheduled payments. Items are sorted based on the specified **1st Sort Order** and **2nd Sort Order**. Three reports are shown. The first report includes the default columns, whereas the second report includes all possible columns. The third report is the Trust Credit Card Authorization List with the default columns.

Definitions

Date	The date the report was printed.
From/Thru	The beginning and ending dates selected for the report.
Merchant ID	The Merchant ID with which the transaction was processed is printed if the report is printed in Merchant ID sort order. The Merchant ID is the default sort order.

(Client/Trust ID)	The Client/Trust ID and Client Name for which the transaction was processed is printed if the report is printed in Client/Trust ID sort order. If a credit card transaction exists for a client/trust account that was deleted, that transaction is retained and will print under the original Client/Trust ID and the Client Name "(Client/Trust Account Deleted)".
Trans Status	Status field of the transaction. (Deleted, Processed/WIP, or ARCH)
Auth Date	The date the transaction was authorized.
Time	The time the transaction was authorized.
Client/Trust ID	Client or Trust Account for which the transaction was processed.
Source (Tabs3 Billing only)	The data entry window where the transaction was entered. (Pymt or Fund)
Ref#	The reference number generated by the payment processing system.
Merchant ID	The Merchant ID the credit card transaction was processed with.
Card Info	A two digit card type code (VS-Visa, MC-Mastercard, DS-Discover, AE-American Express, DI-Diner's Club, JC-JCB, EC-eCheck) followed by the last four digits of the account number.
Cardholder Name	The name of the cardholder as it was entered on the **Add Card** page of the Credit Card Authorization window (or read by the card reader, if used). This field defaults to the **Contact Name** assigned to the client in the **Client Contact**, if it is not overwritten by the user or the card reader.
Type	Transaction type. Charge, Credit, or Void.
Amount	The amount of the transaction.
User ID	The user who processed the transaction.

Note: For transactions that were created via the Import Online Payments window, the User ID shown is that of the user who initiated the import (either by being the first person to open Tabs3 Billing that day, or by opening the Import Online Payments window).

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