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Tabs3 Trust Accounting Guide

Tabs3.com

Tabs3 Trust Accounting Guide

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Purpose of Guide

This ***Trust Accounting Guide*** covers the process of data entry and day-to-day tasks in the Tabs3 Trust Accounting Software, including creating trust accounts, entering payees, and writing checks.

The ***Administrator Guide*** includes information on initial setup and configuration of the Trust Accounting software including customization, attorneys, bank accounts, the FIRM payee, how to post balances, where to purchase checks, and how to configure check printers.

All guides are available on our Web site at:

Tabs3.com/support/docs.html

Introduction

Tabs3 Trust Accounting Software (TAS) was created as a tool to help law firms keep track of trust accounts that they manage. Checks written out of the trust check book, electronic funds transfers, and deposits made to the trust checking account are entered into the system providing current balance information for each individual trust account. Check registers can be printed for bank accounts, individual trust accounts, or payees. TAS will help you keep the strict control you need over trust accounts.

Trust Accounts

Menu: ***File | Open | Trust Account***
Task Folders: ***Trust Accounts | Trust Accounts***

Trust accounts are individual records used to track activity for trust clients. Before you can begin entering trust transactions for a client, they must have a trust account configured.

When integrating Trust Accounting with Tabs3 Billing, client and contact information is mirrored between the two programs. Client information can easily be converted to trust account information using the **Trust Accounts** program. Additionally, adding a new trust account for a client that does not exist in Tabs3 will create client information in Tabs3 Billing.

When integrating with Tabs3 Billing, the Trust ID lookup window shows which matters already have a trust account defined. The Bank column indicates the bank account or the label "Tabs3". Matters with "Tabs3" in the Bank column do not have a trust account defined.

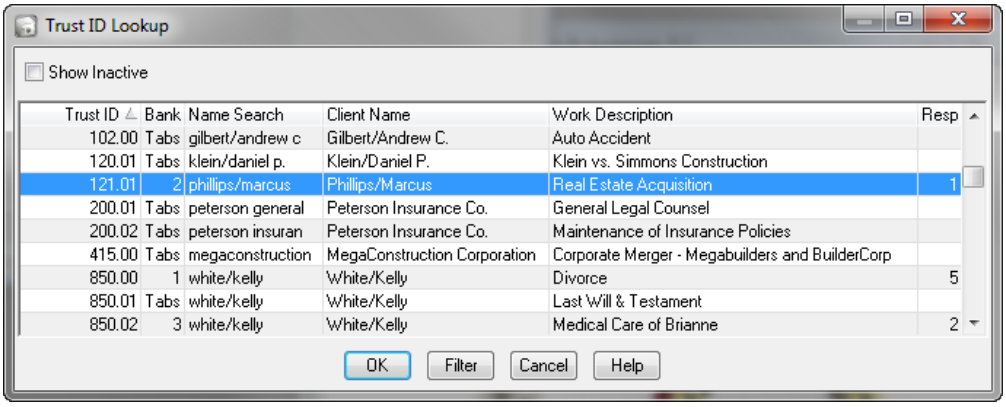


Figure 1, TAS Trust ID Lookup window

If using Trust Accounting without integrating with Tabs3 Billing, all trust account and contact information must be added directly into Trust Accounting.

The **Trust Accounts** window consists of two tabs: the **Address** tab and the **Balances** tab.

Address Tab

The **Address** tab consists of preliminary name and address information for the trust account.

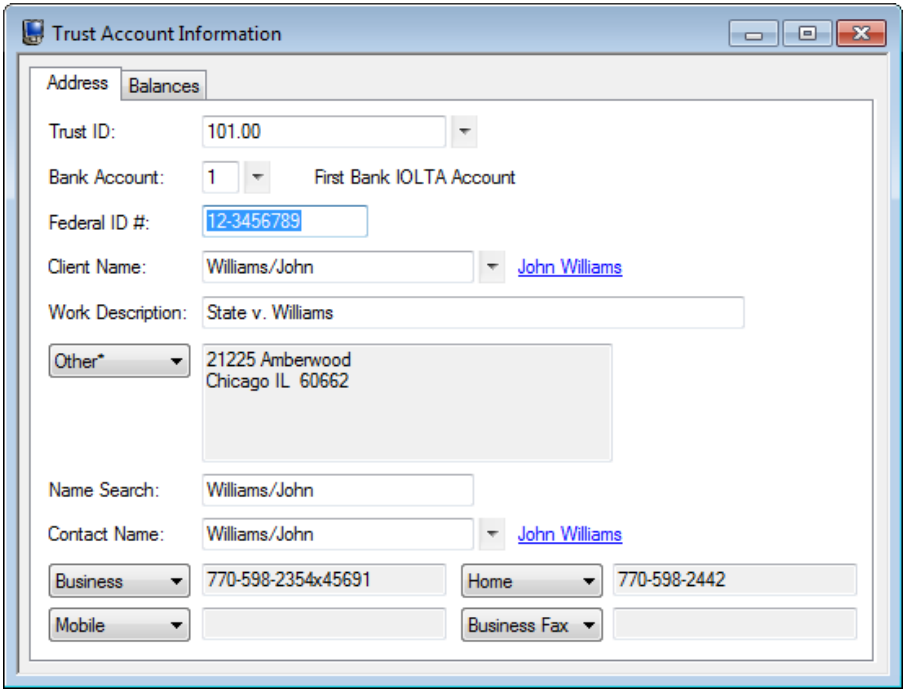


*Figure 2, Trust Account Information **Address** tab*

Trust ID — The **Trust ID** field is a unique identifier used to distinguish trust accounts for different client matters.

Bank Account — The **Bank Account** field identifies which bank account funds are being deposited to (or withdrawn from) when trust transactions are entered.

Federal ID # — The **Federal ID #** field is used when 1099-MISC forms are to be generated for trust accounts. The number entered depends on whether the firm or the payee will be listed as the payer on the 1099 form.

The remaining fields on the **Address** tab are populated using data from the Contact file *(page 11)*.

Balances tab

The **Balances** tab includes the trust account balance as well as additional account information.

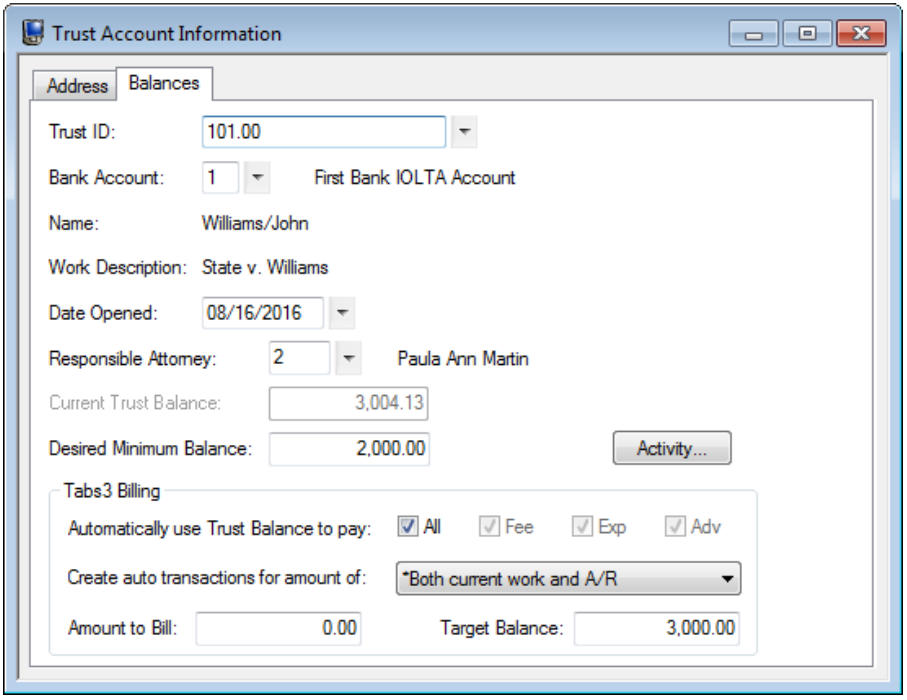


*Figure 3, Trust Account Information **Balances** tab*

Responsible Attorney

The **Responsible Attorney** field is used to designate the attorney responsible for the trust account. If integrating with Tabs3, the Responsible Attorney file will mirror the Tabs3 Timekeeper file.

Current Trust Balance

The **Current Trust Balance** displays the amount currently available in the trust account. This field defaults to 0.00 when a new account is created and updates each time a trust transaction is entered to the trust account.

Desired Minimum Balance

The **Desired Minimum Balance** field is used to define the balance you want to maintain in a client's trust account. If this field is set to an amount other than zero and a transaction is entered that brings the client's trust balance below the desired minimum, a warning will be displayed .

Activity

Clicking the **Activity** button displays a history of the trust account's last check, deposit, and EFT, along with the amounts of these transactions and the date the transactions were posted. Totals for all checks, deposits, and EFTs are also displayed.

Automatically use Trust Balance to pay

The **Automatically use Trust Balance to pay** field is used to configure individual trust accounts to use automatic trust payments. The **All**, **Fee**, **Exp**, and **Adv** check boxes allow you to select the type of transactions that will be paid by automatic trust payments.

Create auto transactions for amount of

The **Create auto transactions for amount of** field is used is used to specify the method to use when paying due amounts.

More Information: Detailed information on Automatic Trust Payments can be found in TAS Help.

Amount to Bill

The **Amount to Bill** field is used to enter a fixed amount to bill when a Tabs3 statement is run, provided that the trust account's **Current Trust Balance** is below the **Desired Minimum Balance**.

Target Balance

The **Target Balance** field is used in order to calculate a specific amount to bill when a Tabs3 Billing statement is run. The exact amount to bill amount is determined by the difference between the amount entered in the **Target Balance** field and the trust account's **Current Account Balance**, provided that the difference is not zero and the **Current Trust Balance** is not greater than or equal to the **Desired Minimum Balance**.

Example: Suppose that the Target Balance is $500, the Desired Minimum Balance is $600 and the Current Trust Balance is $400. When a statement is run in Tabs3 Billing, Tabs3 Billing will compare the Current Trust Balance of $400 to the Desired Minimum Balance of $600. Since the Current Trust Balance is less than the Desired Minimum Balance, Tabs3 Billing will calculate the difference between the Target Balance and the Current Trust Balance (i.e., $500 - $400) and will print the message “Please Remit $100.00” at the end of the statement.

Steps for Adding a Trust Account

The exact steps used to create trust accounts differ slightly depending on whether you are integrating with Tabs3 Billing. You can use the following procedures to create a trust account:

- Adding a new trust account when using Tabs3 Billing and the client is in Tabs3
- Adding a new trust account when using Tabs3 Billing and the client is not in Tabs3
- Adding a new trust account when not using Tabs3 Billing

▸ To add a new trust account when using Tabs3 Billing and the client is in Tabs3

1. From the TAS Task Folders, click the **Trust Accounts** tab, and then click the **Trust Accounts** icon.
2. Click the drop-down button next to the **Trust ID** field to open the Trust ID lookup window.
    a. Select the desired **Trust ID**. All Trust IDs with the text "Tabs3" in the Bank column indicate the client is in Tabs3 Billing but does not have a trust account created yet.
    b. Click **OK**.
3. You will be returned to the Trust Account Information window.
    a. Enter the **Bank Account**.
    b. Enter the **Federal ID #** (if desired).
    c. If you want to edit any contact information, click the hyperlink to the right of the **Client Name** to open the Contact Information window. Enter the desired information and click to save the contact. You will be returned to the Trust Account Information window.
    d. Click the **Balances** tab.
        1. The **Date Opened** defaults to the current date. Edit this date if desired.
        2. The **Responsible Attorney** defaults to the client's Primary Timekeeper from Tabs3 Billing. Edit this timekeeper if desired.
4. Click to save the new trust account.

▸ To add a new trust account when using Tabs3 Billing and the client is not in Tabs3

1. From the TAS Task Folders, click the **Trust Accounts** tab, and then click the **Trust Accounts** icon.
2. Click on the toolbar to accept the next available **Trust ID** or enter a unique, unused **Trust ID**.
    a. Enter the **Bank Account**.
    b. Enter the **Federal ID #** (if desired).

3. Enter the **Client Name** in Last/First format and press the Tab key.
    a. In the Contact Information window, enter the contact information for the trust account.
    b. Click to save the new contact. You will be returned to the Trust Account Information Window.
4. Click the **Balances** tab.
    a. The **Date Opened** defaults to the current date. Edit this date if desired.
    b. Select a **Responsible Attorney** from the drop-down menu.
5. Click to save the new trust account. The client will also be created in Tabs3 Billing.

To add a new trust account when not using Tabs3 Billing

1. From the TAS Task Folders, click the **Trust Accounts** tab, and then click the **Trust Accounts** icon.
2. Click on the toolbar to accept the next available **Trust ID** or enter a unique, unused **Trust ID**.
    a. Enter the **Bank Account**.
    b. Enter the **Federal ID #** (if desired).
3. Enter the **Client Name** in Last/First format and press the Tab key.
    a. In the Contact Information window, enter the contact information for the trust account.
    b. Click to save the new contact. You will be returned to the Trust Account Information Window.
4. Click the **Balances** tab.
    a. The **Date Opened** defaults to the current date. Edit this date if desired.
    b. Select a **Responsible Attorney** from the drop-down menu.
5. Click to save the new trust account. The client will also be created in Tabs3.

A single **Trust ID** can be linked to multiple bank accounts by creating additional Trust Accounts.

Creating additional trust accounts for the same client

1. After creating the first trust account, click the drop-down next to the **Bank Account** field.
2. Select the next bank account that the client has funds deposited to. The word “New” will appear next to the **Trust ID** field, indicating that the account is separate from the funds in the first bank account.

3. Make any necessary changes to the remaining information and click to save your changes.

Contacts

Menu: ***File | Open | Contact***
Task Folders: ***Trust Accounts | Contact***

Contacts are the people or organizations you interact with in the process of doing business on behalf of the firm or your clients. The Contact file is used to store information such as name, phone number, address, and e-mail address.

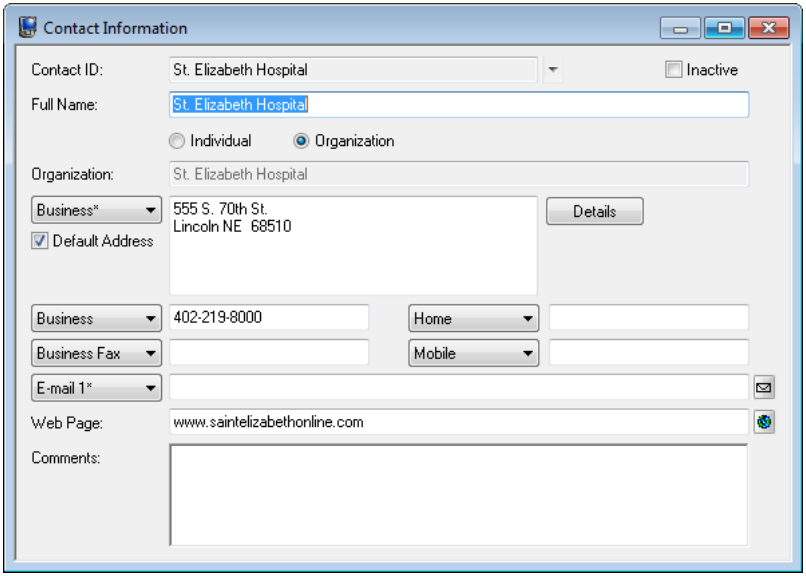


Figure 4, TAS Contact Information

More Info: A detailed explanation of contacts, including instructions on how to add, change, and delete contacts, can be found in the TAS Help or in the ***Clients & Contacts Guide***.

Payees

Menu: ***File | Open | Miscellaneous | Payee***
Task Folders: ***Setup | Payees***

Payees are people or business entities to whom checks or electronic funds transfers (EFTs) are paid. You can optionally print 1099-MISC forms for payees *(page 31)*.

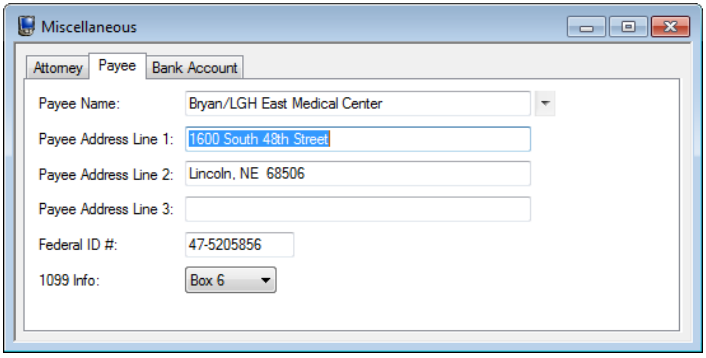


*Figure 5, **Payee** tab*

▸ To add a payee

1. From the TAS Task Folders, click the **Setup** tab, and then click the **Payees** icon.
2. Click to determine if the payee exists. If not, close the **Payee Lookup** window and enter the payee name using a "Last/First" format for individuals and a "First Last" format for organizations.
3. Enter the information for the payee.
4. Click to save the new payee.

Firm Payee

If integrating with Tabs3, you will need to create a FIRM payee. The FIRM payee is used when writing checks from a client's trust account to pay for billing or other expenses owed to the firm. When integrating with Tabs3 Billing and Tabs3 General Ledger Software, the FIRM payee also creates a payment record in Tabs3 along with journal entries in GLS.

More Info: Complete instructions on creating a FIRM payee can be found in the TAS Help or the ***Administrator Guide***.

Trust Transactions

Menu: ***File | Open | Transaction***
Task Folders: ***Checks/Deposits | Trust Transactions***

Trust transactions make up the activity that establishes a trust account balance. The most common trust transactions are deposits and check transactions. TAS recognizes two types of checks. Handwritten checks, also known as *manual checks*, are entered into TAS with a check number. Checks to be printed from TAS are entered into TAS using a check number of 0. When the check is printed, the check number is automatically assigned.

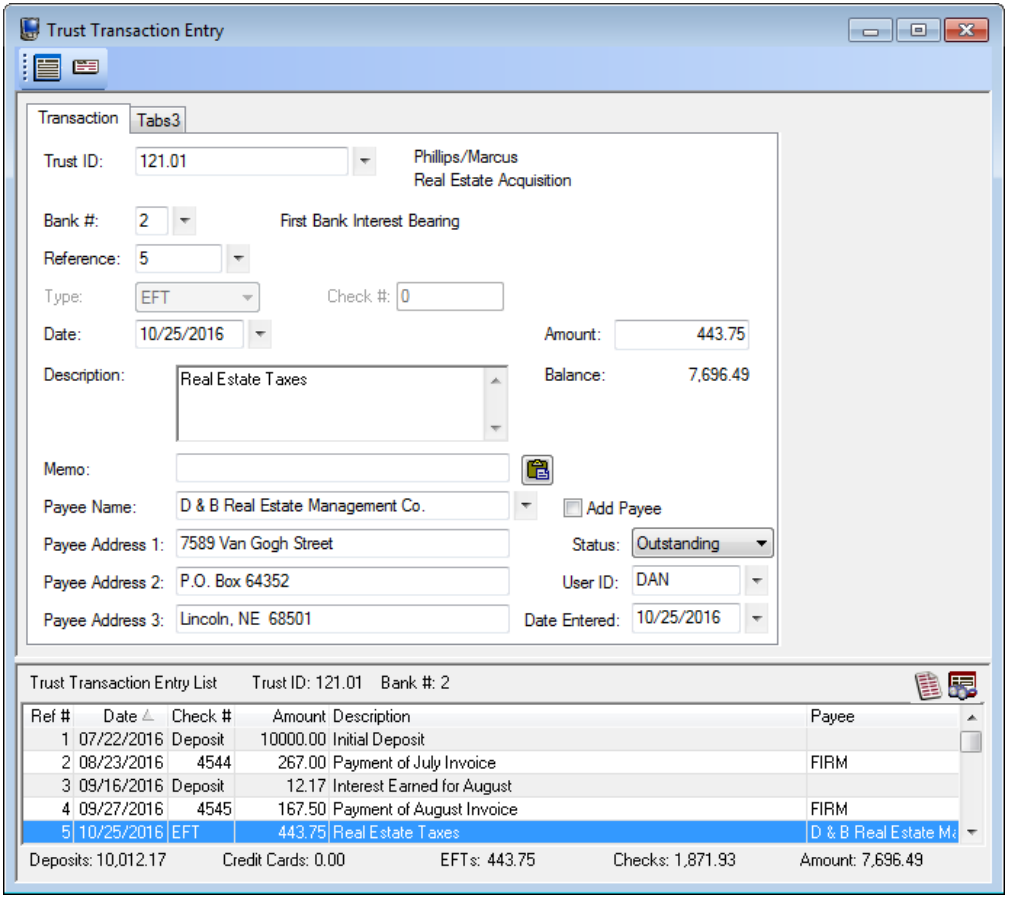


*Figure 6, TAS Trust Transaction Entry - **Transaction** tab*

Trust Transaction Entry

Trust Transactions tab

Five types of trust transactions can be entered using the **Trust Transactions** program. The **Transaction** tab is used to enter detailed information regarding each trust transaction.

More Info: Many of the fields in the Trust Transaction Entry program are self-explanatory. Those fields that require additional explanation are described below. The TAS help includes detailed descriptions of all fields used in the Trust Transaction Entry program.

Reference

The **Reference** field is used as a placeholder to identify individual transactions. This unique number can be used to retrieve transactions for editing purposes.

Type

The **Type** field is used to classify a transaction using one of five categories:

- **Check** - The **Check** transaction type is used to enter check transactions. If you select **Check**, you will be asked to enter a **Check #** and **Payee**. Check transactions reduce the trust account balance. Negative check transactions are not allowed.
- **EFT** - Select **EFT** to enter an electronic funds transfer transaction. If you select EFT, you can enter a Payee. Positive EFT transactions reduce the trust account balance. Negative EFT transactions are allowed, and will increase the trust account balance.
- **Deposit** - Select **Deposit** to enter a deposit transaction. Positive deposit transactions increase the trust account balance. Negative deposits are allowed, and will decrease the trust account balance.
- **Credit Card** - Select **Credit Card** to enter a deposit transaction via a credit card when configured to perform credit card processing. Credit card transactions increase the trust account balance. Negative credit card transactions are not allowed.

More Info: Detailed information regarding credit card processing and credit card transactions can be found in the ***Tabs3 Credit Card Authorization Guide***.

- **Voided** - Select **Voided** to enter a voided transaction. When a voided transaction is entered, it does not affect the bank account or the trust account balances. It will be saved with an amount of 0.00. This option is selected automatically if a check is voided using the TAS Void Checks program *(page 18)*.

Status

The **Status** field is used to indicate the status of the selected transaction.

- **Cleared** - A status of Cleared indicates that the transaction has been cleared in the Reconciliation program. Each journal entry or deposit with a check mark in the "Clr" (Cleared) column in the Reconciliation window is considered Cleared. The Cleared status is changed to Reconciled when the reconciliation is finalized.
- **Outstanding** - A status of Outstanding indicates that the transaction has not yet been cleared or reconciled using the Reconciliation program.
- **Reconciled** - A status of Reconciled indicates that the transaction has been reconciled using the Reconciliation program.

Add Payee

The **Add Payee** check box is used to add a new payee to the Payee file without leaving the Trust Transactions program. If this box is selected when entering a trust transaction with a payee that does not exist in the Payee file, the payee will be added to the Payee file upon saving the record. Use this check box when the payee will be used more than once.

▸ To add a new trust transaction

1. From the TAS Task Folders, click the **Checks/Deposits** tab, and then click the **Trust Transactions** icon.
2. Click the **Trust ID** button and select the desired trust account.
3. Click to enter a new transaction.

4. Enter the desired information for the trust transaction.
5. Click to save the new trust transaction.

More Info: Additional steps are required for firms who are configured to enable credit card processing for payments though TSYS Merchant Solutions[SM]. Detailed information can be found in the Credit Card Processing Guide.

Print Receipt

TAS allows you to print receipts for deposit transactions. When saving a new deposit or opening a previously saved deposit, click the **Print Check/Receipt** button *(Figure 7)* or press Ctrl+Shift+P. A Trust Deposit Receipt including information included in the deposit transaction will be generated *(Figure 8)*.

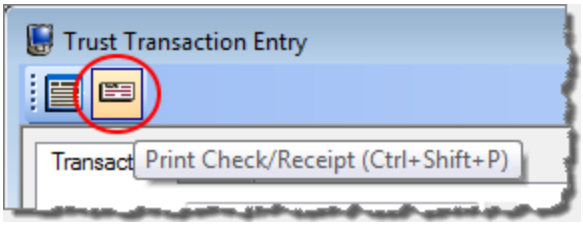


Figure 7, Print Receipt icon

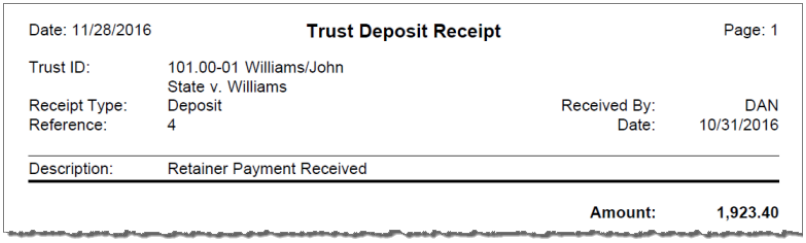


Figure 8, Trust Deposit Receipt

Tabs3 Tab

If integrating with Tabs3, a **Tabs3** tab will also be available. This tab is used to enter payment amounts that are posted to Tabs3 upon saving the transactions. This tab is only accessible when entering a transaction type of **Check** or **EFT** with a payee of FIRM.

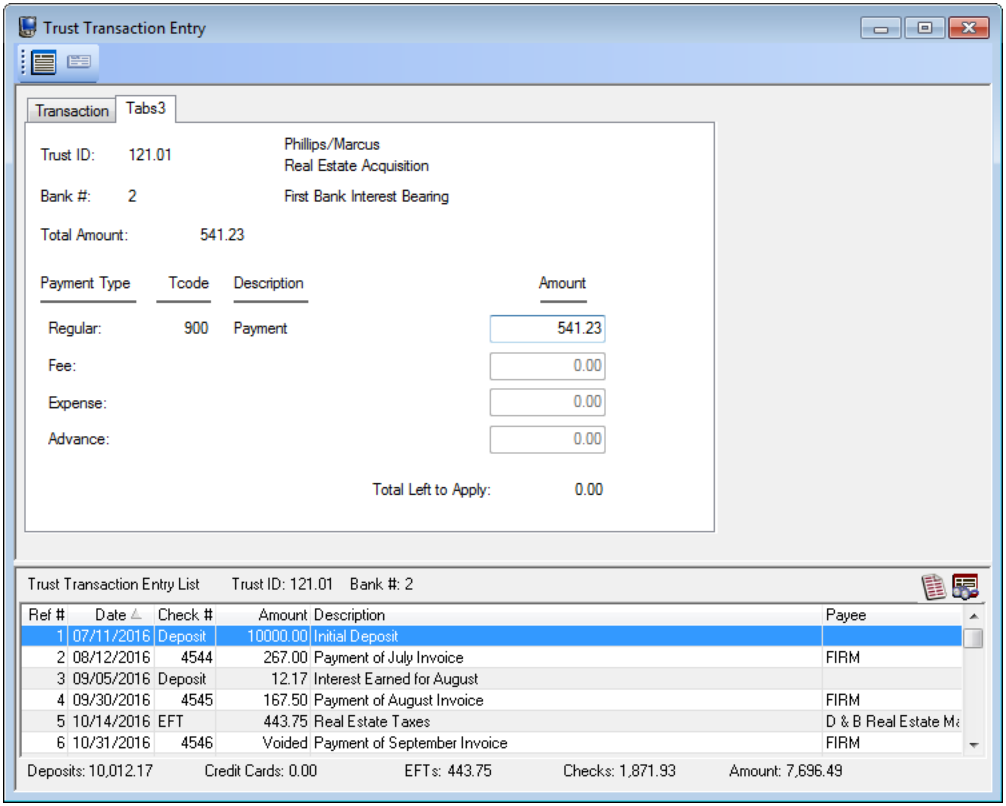


*Figure 9, TAS Trust Transaction Entry - **Tabs3** tab*

The amount of the check/EFT transaction will be displayed in the **Total Amount** field. When an amount is entered in the **Amount** field for one of the Tabs3 transaction codes, the **Total Left to Apply** field will be adjusted accordingly. Once the entire check/EFT transaction is fully distributed amongst the desired Tabs3 transaction codes, the **Total Left to Apply** amount will be 0.00.

Printing and Voiding Checks

The **Print Checks** program is used to print trust checks for specified trust accounts. Only trust transactions with a check number of 0 are printed; checks with a check number other than zero are considered manual checks and will not be printed. Checks can be individually printed from the **Trust Transactions** program, or in batches from the **Print Checks** program.

Printing from the Trust Transactions Program

Menu: ***File | Open | Transaction***
Task Folders: ***Checks/Deposits | Trust Transactions***

You can print a check directly from the **Trust Transactions** program using the **Quick Print** function. Simply select an unpaid check transaction and click Print Check/Receipt to display the printer prompt.

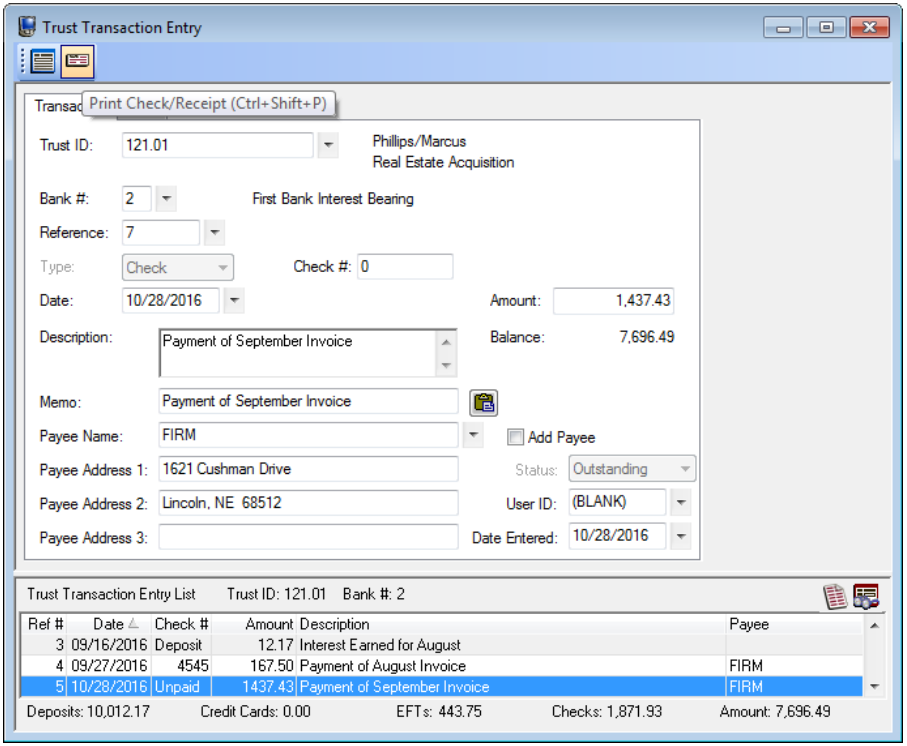


*Figure 10, TAS Trust Transactions **Quick Print** option*

Printing from the Print Checks Program

Menu: ***Checks | Print Checks***
Task Folders: ***Checks/Deposits | Print Checks***

The Print Checks program consists of two tabs: the **Trust Accounts** tab and the **Transactions** tab.

The **Trust Accounts** tab allows you to select trust accounts by specifying ranges of trust accounts, bank accounts, responsible attorneys and open dates.

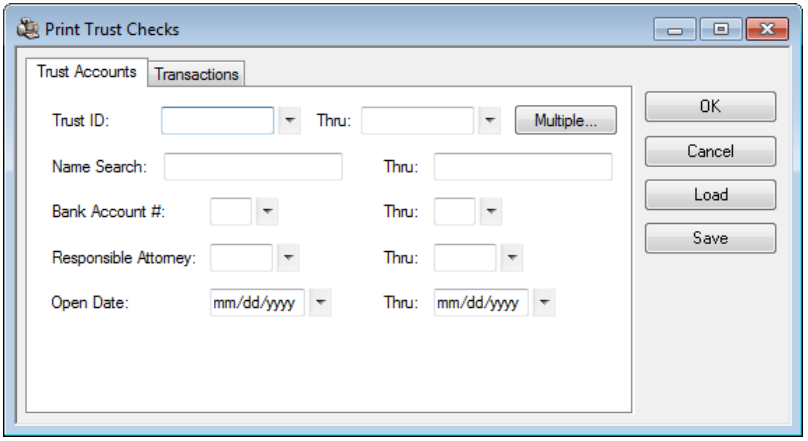


*Figure 11, TAS Print Trust Checks - **Trust Accounts** tab*

The **Transactions** tab allows you to select trust transactions by specifying ranges of dates.

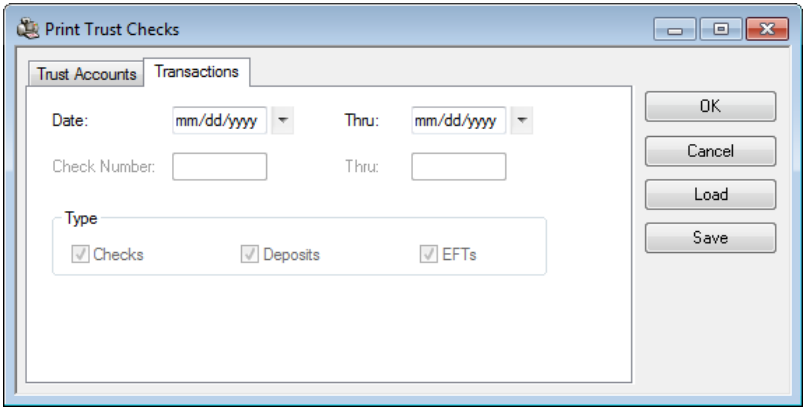


*Figure 12, TAS Print Trust Checks - **Transactions** tab*

More Info: Detailed information on the Print Checks program can be found in TAS Help.

Void Checks

Menu: ***Checks | Void Checks***
Task Folders: ***Checks/Deposits | Void Checks***

Manual checks and checks that have already been printed cannot be deleted but instead must be voided. This process is performed using the **Void Checks** program. Voiding a check updates the bank account balance as well as the balance of the trust account to which the check was written.

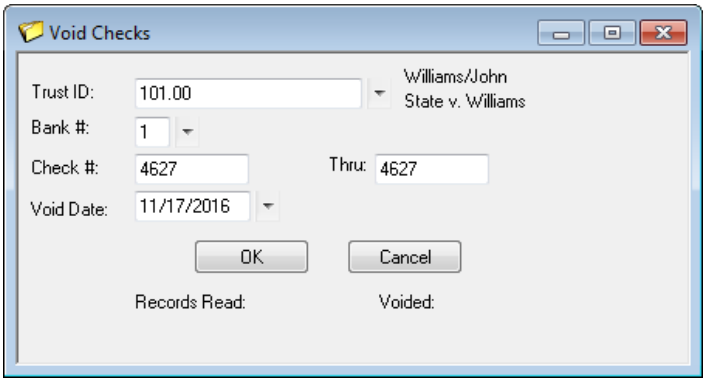


*Figure 13, TAS **Void Checks** program*

Combine Trust Transactions

Menu: ***File | Open | Combine Trust Transactions***
Task Folders: ***Checks/Deposits | Combine Trust Transactions***

The **Combine Trust Transactions** program is used to combine one or more check, EFT, or deposit transactions into a single combined transaction. This simplifies the process of bank account reconciliation by providing a single line item in TAS to match against a transaction on your bank statement. You can create combined trust transactions before funds are taken to the bank, or after the bank statement is received.

In Figure 14, the firm has received a deposit from a client for two separate trust accounts. Each deposit has been recorded in TAS as a separate transaction. Once the deposit transactions are entered using the Trust Transactions program, the **Select Transactions** button *(Figure 14)* is used to open the **Select Trust Transactions to Combine** window *(Figure 15)* to select which receipts are to be included in the deposit.

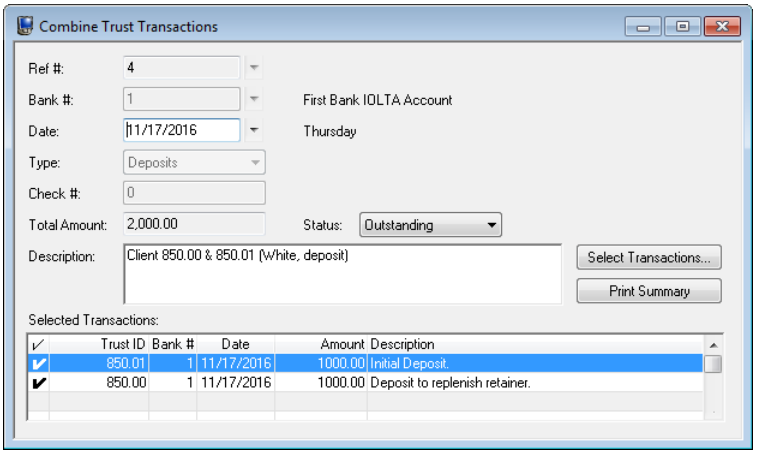


Figure 14, Combine Trust Transactions program

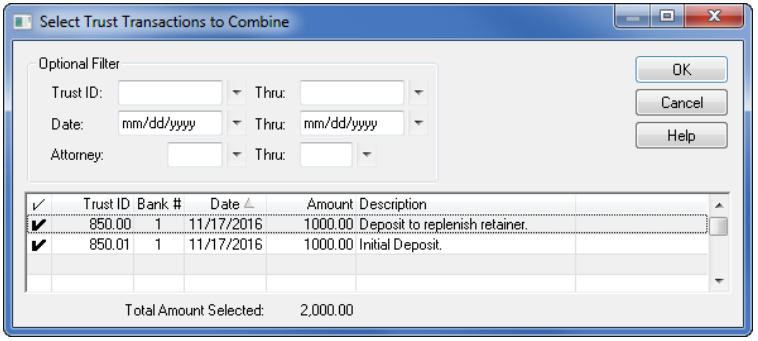


Figure 15, Select Trust Transactions to Combine window

The following fields are shown in the **Combine Trust Transactions** window *(Figure 14)*:

Ref #

The **Ref #** field acts as a unique identifier for the currently selected combined transaction. Pressing Enter will create a new combined transaction with the next available number.

Type

The **Type** field is used to specify the type of transactions being combined. Transactions with different transaction types cannot be combined. There are three types available to combine.

- **Checks** - Select the **Checks** option if you want to combine multiple unpaid checks into a single check transaction. Combining multiple check transactions allows you to create a single check for a payee that is paid from multiple trust accounts.
- **Deposits** - Select the **Deposits** option if you want to combine multiple deposits into a single deposit transaction.
- **EFTs** - Select the **EFTs** option if you want to combine multiple EFTs into a single EFT transaction.

Check #

The **Check #** field is used to assign a check number to a combined trust check. Combined checks are saved as a manual check transaction in TAS and cannot be printed using the Quick Print or Print Checks programs. This field is only available when the **Type** field is set to **Checks**.

Total Amount

The **Total Amount** is a calculation based on the total of all transactions in the Selected Transactions area of the window that have a check mark. The amount cannot be edited.

Status

The **Status** field is used to indicate the status of the selected transaction.

- **Cleared** - A status of **Cleared** indicates that the transaction has been cleared in the Reconciliation program. Each journal entry or deposit with a check mark in the "Clr" (Cleared) column in the Reconciliation window is considered **Cleared**. The **Cleared** status is changed to Reconciled when the reconciliation is finalized.

- **Outstanding** - A status of **Outstanding** indicates that the transaction has not yet been cleared or reconciled using the Reconciliation program.
- **Reconciled** - A status of **Reconciled** indicates that the transaction has been reconciled using the Reconciliation program.

Check Mark (✔) The **Check Mark** indicates that a transaction has been selected to be included in the combined transaction and counted as part of the **Total Amount**.

The **Print Summary** button in the Combine Trust Transactions window *(Figure 14)* can be used to print a **TAS Combined Transaction Summary** *(Figure 16)*.

Date: 11/28/2016 **TAS Combined Transaction Summary** Page: 1

Bank Account:	First Bank IOLTA Account
Bank Description:	First Bank IOLTA Account
Account #:	6027-2913-8451
Deposit Date:	11/17/2016
Description:	Client 850.00 & 850.01 (White, deposit)

Date	Trust ID	Description	Amount
11/17/2016	850.01	Initial Deposit.	1,000.00
11/17/2016	850.00	Deposit to replenish retainer.	1,000.00
		Total Amount (2 items):	2,000.00

Depositor's Signature:_____

Figure 16, Combined Transaction Summary

▸ To add a new combined trust transaction

1. From the **File** menu, point to **Open** and then select **Combine Trust Transactions**.
2. Click .
   a. Select the desired **Bank #**.
   b. Select the **Type** of transactions you want to combine.
   c. If combining checks, enter a check number in the **Check #** field.
3. Click the **Select Transactions** button to open the **Select Trust Transactions to Combine** window.
   a. Select the transactions you want to combine.
   b. Click **OK**.
4. Enter a **Description** for the combined transaction.
5. Optionally, click the **Print Summary** button to generate a Combined Transaction Summary.
6. Click to save the combined trust transaction.

Bank Account Manager

Menu: *File | Open | Bank Account Manager*
Task Folders: *Trust Accounts | Bank Account Manager*

The Bank Account Manager provides a summary view of all of the bank accounts in TAS. From this window, you can view bank account information, see the date of the last import and reconciliation performed for each bank account, and view the bank account's current balance. The Bank Account Manager also provides access to the Import Bank Transactions, Confirm Transactions, and Reconciliation programs.

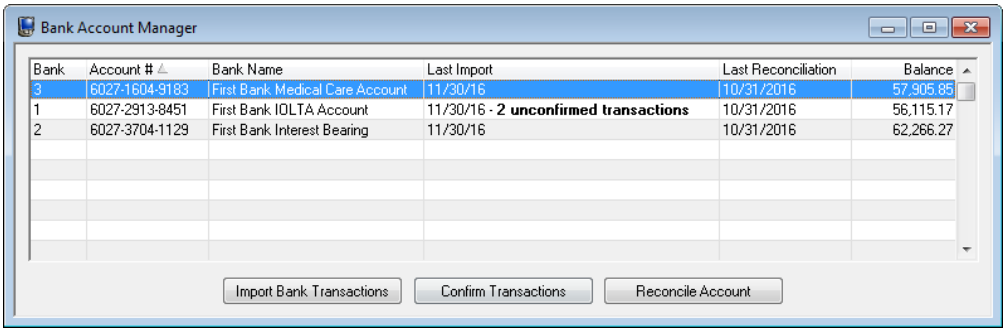


Figure 17, Bank Account Manager

Import Bank Transactions

Menu: *Maintenance | Import Bank Transactions*
Task Folders: *Utilities/Maintenance | Import Bank Transactions*

The Import Bank Transactions program allows you to import information via a file from your bank or credit card company. File formats supported include the .OFX, .QFX, and .QBO file formats. During the import process, TAS will automatically match the imported transactions with existing trust transactions, and allow you to quickly create new transactions based on the imported transactions. After transactions have been imported and matched, you can use the Confirm Transactions program to "confirm" each match and mark each matched transaction as Cleared. This saves you time when reconciling your bank account.

Note: More information on the Import Bank Transactions program can be found in TAS Help.

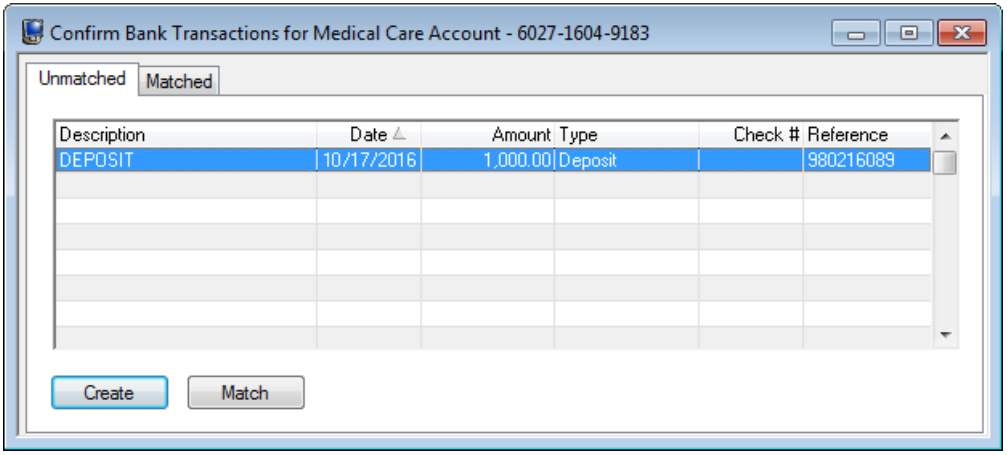


*Figure 18, Confirm Bank Transactions **Unmatched** tab*

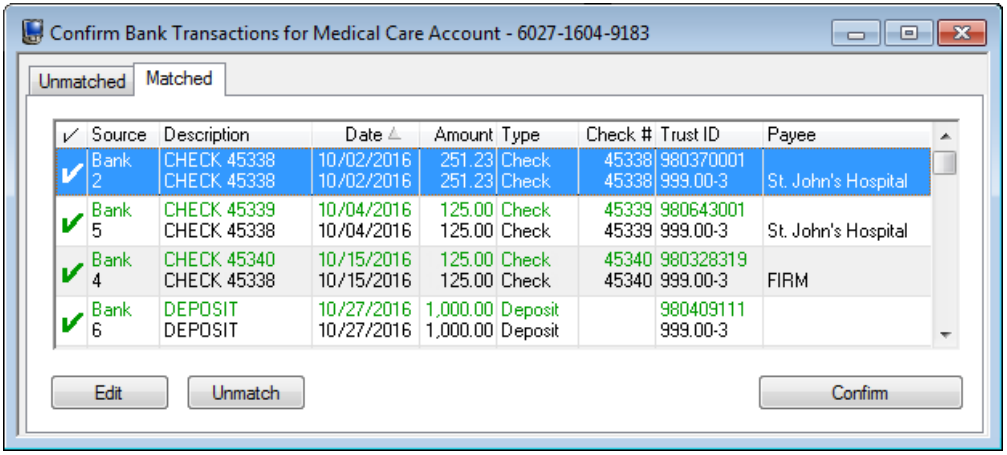


*Figure 19, Confirm Bank Transactions **Matched** tab*

Reconciliation

Menu: ***Checks | Reconciliation***
Task Folders: ***Checks/Deposits | Reconciliation***

Tabs3 Trust Accounting's Reconciliation program makes it easy to reconcile bank statements against activity within the Trust Accounting Software. When starting the Reconciliation program, the Reconciliation Settings window is displayed. From the Reconciliation Settings window, you can:

- Select the bank account account to reconcile
- Confirm the beginning balance automatically calculated by TAS
- Enter the ending balance from your bank statement
- Enter interest and service charge information from your bank statement

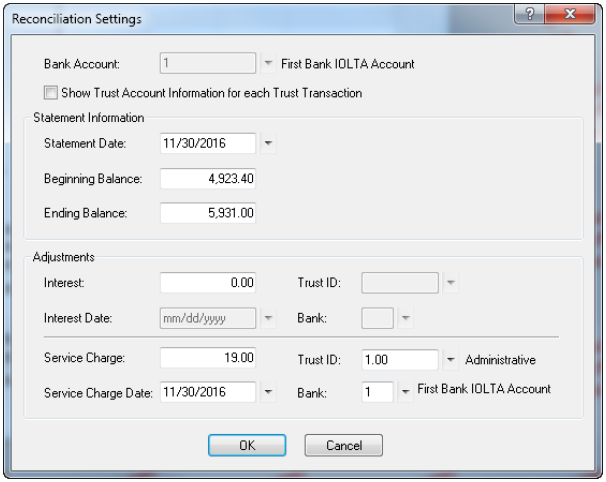


Figure 20, Reconciliation Settings window

Once you have entered your Reconciliation Settings *(Figure 20,* the **Reconciliation** window *(Figure 21)* will be displayed. This window includes a list of outstanding journal entries and deposits, a section for tracking cleared totals, and a section for tracking reconciliation balances.

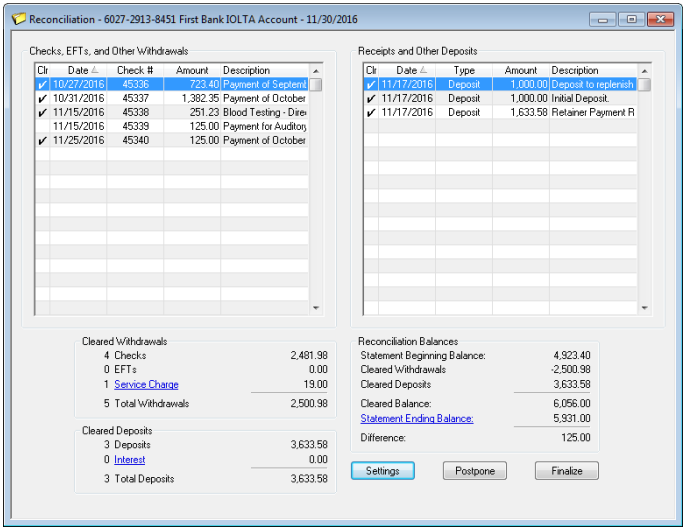
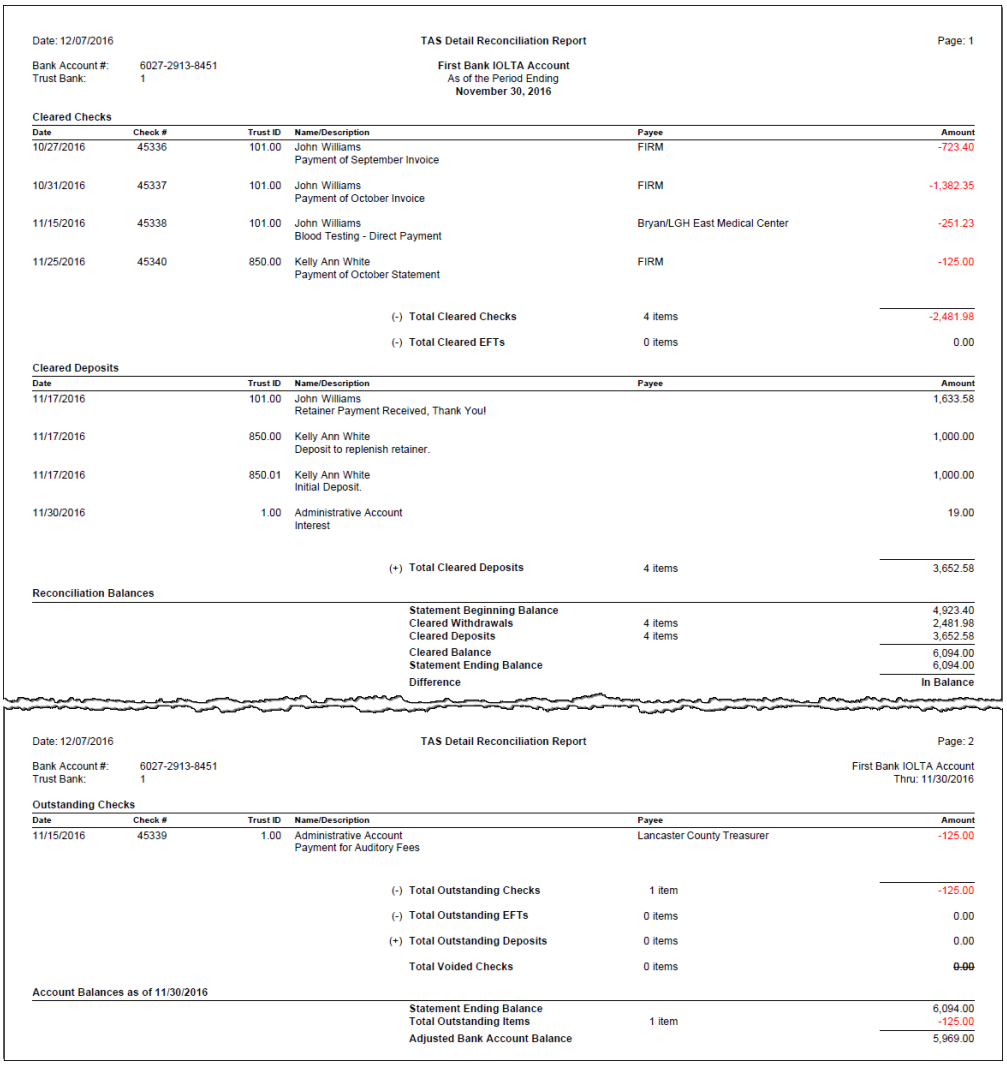


Figure 21, TAS Reconciliation

Once the reconciliation is in balance, click **Finalize**. Reconciliations cannot be finalized unless they are in balance. You can print a Reconciliation Report for your records. TAS also stores Reconciliation Reports as PDFs for later viewing.

More Info: Detailed information regarding the reconciliation process can be found in TAS Help.



Date: 12/07/2016 — **TAS Detail Reconciliation Report** — Page: 1

Bank Account #: 6027-2913-8451
Trust Bank: 1

First Bank IOLTA Account
As of the Period Ending
November 30, 2016

Cleared Checks

Date	Check #	Trust ID	Name/Description	Payee	Amount
10/27/2016	45336	101.00	John Williams Payment of September Invoice	FIRM	-723.40
10/31/2016	45337	101.00	John Williams Payment of October Invoice	FIRM	-1,382.35
11/15/2016	45338	101.00	John Williams Blood Testing - Direct Payment	Bryan/LGH East Medical Center	-251.23
11/25/2016	45340	850.00	Kelly Ann White Payment of October Statement	FIRM	-125.00
			(-) **Total Cleared Checks**	4 items	-2,481.98
			(-) **Total Cleared EFTs**	0 items	0.00

Cleared Deposits

Date	Trust ID	Name/Description	Payee	Amount
11/17/2016	101.00	John Williams Retainer Payment Received, Thank You!		1,633.58
11/17/2016	850.00	Kelly Ann White Deposit to replenish retainer.		1,000.00
11/17/2016	850.01	Kelly Ann White Initial Deposit.		1,000.00
11/30/2016	1.00	Administrative Account Interest		19.00
		(+) **Total Cleared Deposits**	4 items	3,652.58

Reconciliation Balances

Statement Beginning Balance		4,923.40
Cleared Withdrawals	4 items	2,481.98
Cleared Deposits	4 items	3,652.58
Cleared Balance		6,094.00
Statement Ending Balance		6,094.00
Difference		**In Balance**

Date: 12/07/2016 — **TAS Detail Reconciliation Report** — Page: 2

Bank Account #: 6027-2913-8451
Trust Bank: 1

First Bank IOLTA Account
Thru: 11/30/2016

Outstanding Checks

Date	Check #	Trust ID	Name/Description	Payee	Amount
11/15/2016	45339	1.00	Administrative Account Payment for Auditory Fees	Lancaster County Treasurer	-125.00
			(-) **Total Outstanding Checks**	1 item	-125.00
			(-) **Total Outstanding EFTs**	0 items	0.00
			(+) **Total Outstanding Deposits**	0 items	0.00
			Total Voided Checks	0 items	~~0.00~~

Account Balances as of 11/30/2016

Statement Ending Balance		6,094.00
Total Outstanding Items	1 item	-125.00
Adjusted Bank Account Balance		5,969.00

*Figure 22, TAS **Detail Reconciliation Report***

TAS also includes an Undo Reconciliation program, which allows you to reverse a reconciliation in order to make any necessary changes.

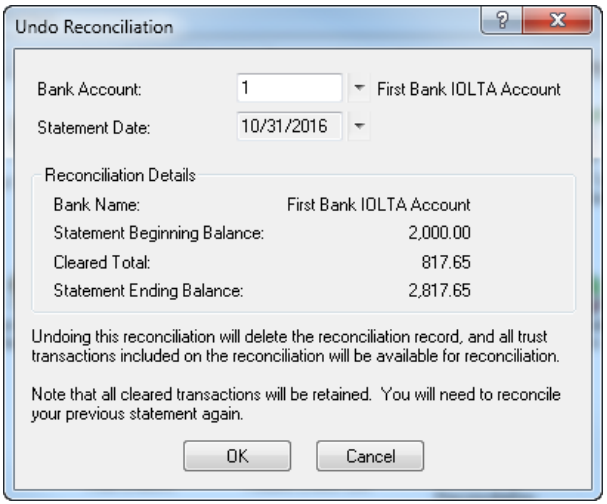


Figure 23, Undo Reconciliation

Three-Way Reconciliation Report

In some states, multiple forms of proof that trust bank accounts are in balance may be required. TAS provides this proof via the Three-Way Reconciliation Report. The Three-Way Reconciliation Report compares the following figures and provides a warning if a discrepancy is encountered.

- The total of all Client Trust Ledger balances
- The ending Statement Balance of the latest Reconciliation (plus all outstanding deposits and minus all outstanding checks)
- The ending Check Register balance

Date: 12/07/2016 **Trust Three-Way Reconciliation Report** Page: 1

First Bank IOLTA Account
As of the Period Ending
November 30, 2016

Bank Account #: 6027-2913-8451
Trust Bank: 1

Client Trust Ledger

Trust ID	Trust Account Name/Description	Amount	Balance
1.00	Administrative Account For tracking all Firm and interest adjustments	94.00	
101.00	John Williams State v. Williams	3,000.00	
850.00	Kelly Ann White Divorce	1,875.00	
850.01	Kelly Ann White Last Will & Testament	1,000.00	
	Client Trust Ledger Balances		**5,969.00**

Reconciliation Statement Ending Balance		6,094.00	
Add	All Outstanding Deposits	0.00	
Less	All Outstanding EFTs	0.00	
Less	All Outstanding Checks	-125.00	
Less	All Unpaid Transactions	0.00	
	Adjusted Bank Account Balance		**5,969.00**

Check Register

Check Register Balance		**5,969.00**

Figure 24, Three-Way Reconciliation Report

1099 Report

Menu: *Reports | 1099 Information | 1099 Reports*
Task Folders: *1099 | 1099 Reports*

TAS allows you to generate IRS 1099-MISC forms on behalf of your trust accounts. 1099s are written to the payee, whereas the payer can be either the trust account or the firm. The payer is determined by the Federal ID number entered for the trust account. If the trust account's Federal ID number matches the firm's Federal ID number, the firm will be the payer. If the trust account's Federal ID Number does not match the firm's Federal ID number, then the trust account will be the payer. The **1099 Report** is used to verify 1099 information before printing 1099 Forms.

The **Trust Accounts** tab allows you to select trust accounts by specifying ranges of trust accounts, bank accounts, responsible attorneys and open dates.

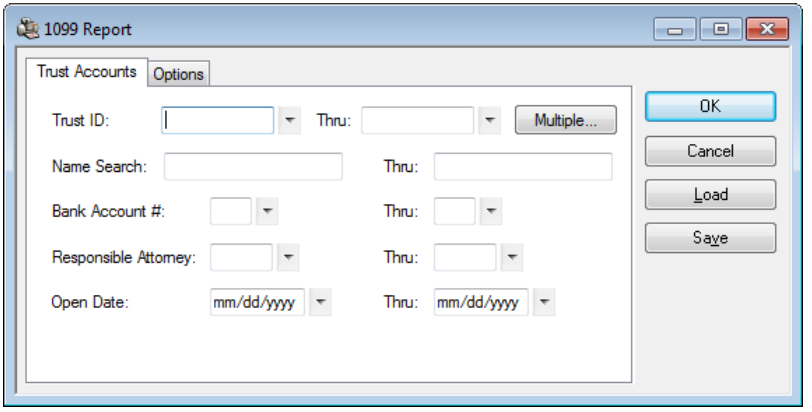


*Figure 25, TAS 1099 Report - **Trust Accounts** tab*

The **Options** tab allows you to select the **Reporting Year** for which you are filing, a range of payees for whom to run the report, and a **Minimum YTD Amount to Print**.

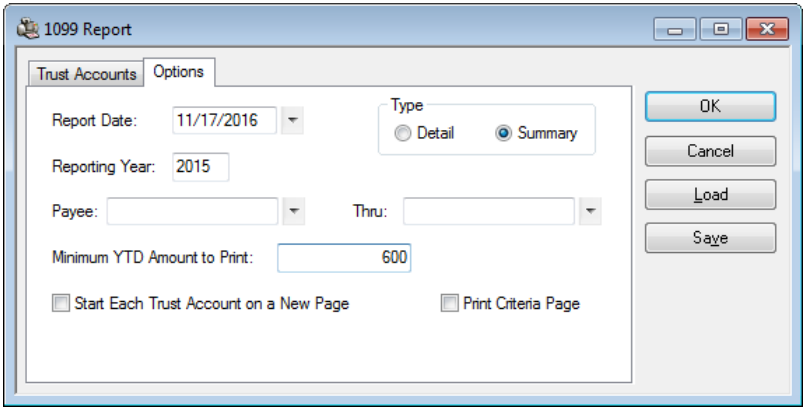


*Figure 26, TAS 1099 Report - **Options** tab*

Additional Resources

With its intuitive data entry system and streamlined features, Tabs3 Trust Accounting Software makes it easy to keep close track of all of your firm's trust information. This section includes additional resources and information on the features discussed in this guide.

Help

The Help contains detailed information on all features of the software. The Help is accessible by pressing F1 from anywhere within the software; doing so will load the Help information for the particular feature being accessed.

Knowledge Base

Tabs3's extensive Knowledge Base is available 24 hours a day, 7 days a week. The Knowledge Base can be accessed from within the software by selecting ***Help | Internet Resources | Knowledge Base***. You can also access the Knowledge Base from any Internet-enabled device by navigating to:

support.Tabs3.com

Report Pack

The Trust Accounting Report Pack makes it easy to familiarize yourself with the various reports available and the criteria used to create them.

All guides and report packs are available on our Web site at:

Tabs3.com/support/docs.html

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