


# Tab3 Sample Reports



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Version 17 (January 2014)

# Tabs3 Version 17

## Sample Reports

### Purposes & Benefits of Tabs3 Reports

| PURPOSES & BENEFITS OF TABS3 REPORTS                                  |  |  |             |
|---|--|--|-------------|
| Report  | Purpose  | Benefit  | When to Run |
| <b>Conflict of Interest Report #</b>                                  | Allows you to perform a conflict of interest check using up to eight different search values. You can optionally include client information, contact information, client notes, fee, cost, and payment transactions, and the archive files in the search. A Conflict of Interest Report can be generated when conflicts are found. | Provides a written record of conflicts found. Conflicts are underlined allowing for quick review. Optional phonetic searching helps find typing and spelling errors. | As needed.  |
| <b>Client List #</b>  | Shows a detail or summary client listing by client number or name for specified clients.   | Gives quick and easy access to client information including contact name, address, phone number, and more.   | As needed.  |
| <b>Client Rate Report</b>   | This report shows billing rate codes for each client. Optionally includes fee and cost rate tables and timekeeper level rates and codes.   | Provide a comprehensive report of default billing rates for each timekeeper for each client.   | As needed.  |
| <b>Recap of Hours Report #</b>  | Shows billable and non-billable hours worked for individual timekeepers during a selected period of time in a calendar-like format. Totals for each day and week are shown for each timekeeper.  | Provides the ability to quickly spot missing time sheets.  | As needed.  |
| <b>Data Entry Lists<br/>Fee<br/>Cost<br/>Payment<br/>Client Funds</b> | Data Entry lists are used to provide archived and work-in-process transactions that can be accessed using one of the data entry programs. Separate entry lists can be printed based on the current View Options settings.  | Provides the ability to instantly print the items in your data entry list without leaving the data entry window.   | As needed.  |

| <b>PURPOSES &amp; BENEFITS OF TABS3 REPORTS</b>                           |   |   |   |
|---|---|---|---|
| <b>Report</b>   | <b>Purpose</b>  | <b>Benefit</b>  | <b>When to Run</b>  |
| <b>Verification Lists #<br/>Fee<br/>Cost<br/>Payment<br/>Client Funds</b> | Verification lists are used to verify transactions that have been added using one of the data entry programs, changed by a program in Tabs3 (e.g., Update Statements, Write-Up/Write-Down, etc.) or imported from an external source (e.g., Tabs3 Remote, etc.). Separate verification lists are maintained for each User ID. | Verification lists can serve as an audit trail for accounting purposes. They also allow data entry operators to check their work after each data entry session.   | Usually printed after each data entry session, daily or weekly. Should be deleted periodically. |
| <b>Transaction File List #</b>  | Gives the firm the flexibility to access archived and work-in-process transactions and subtotal/total on desired criteria. Up to 3 levels of sorting and subtotalling are allowed. Reference numbers can be included for easy editing.  | An extremely flexible and powerful report that can generate a combined report of billed and unbilled transactions for any range of dates, timekeepers, clients, categories, and/or transaction codes for a variety of purposes. Can be saved to a disk file for various output formats. | As needed.  |
| <b>Task Code Billing Report</b>   | This report shows both billed and unbilled task based billing transactions for a variety of ranges and sort orders. Transactions can be sorted by task code and activity/expense code.  | A flexible report that can be saved to a disk file in a variety of output formats. Many firms submit this report on disk to satisfy their clients' task code billing requirements. Can be saved to a disk file for various output formats.  | As needed.  |
| <b>Summary Work-In-Process Report</b>                                     | Provides a summary report of unbilled fee and cost transactions by client. Aged accounts receivable information and client funds balances are also shown. A report with totals only can be printed.   | Quick summary of clients' status for partner-in-charge to review unbilled and billed dollars due for each client. Assist in income projections.   | As needed.  |
| <b>Detail Work-In-Process Report #</b>                                    | Provides a detailed report of unbilled fee and cost transactions by client. This report can be used for verification of fee, cost and payment transactions prior to printing billing statements. Aged accounts receivable information is also shown. Client funds balances are shown for clients with a client funds balance. | Used as a tool for making billing decisions such as text changes, write-ups/write-downs, rate adjustments and whether or not to bill. Some firms use this report for pre-bills. Optionally includes clients' billing instructions.  | As needed. If not printing it monthly, you might consider printing it quarterly.                |
| <b>Aged Work-In-Process Report</b>  | Provides an aging report of unbilled fee and cost transactions by client.   | Allows tracking of unbilled amounts at a glance. Particularly useful for monitoring unbilled costs. Ideal for tracking delayed billings, forgotten projects, and income projection.   | As needed.  |

| <b>PURPOSES &amp; BENEFITS OF TABS3 REPORTS</b> |  |   |   |
|---|--|---|---|
| <b>Report</b>                                   | <b>Purpose</b>   | <b>Benefit</b>  | <b>When to Run</b>  |
| <b>Cash Receipts Report</b>                     | Shows all payments in a specific date range. It will optionally show the breakdown of the payment to Fees, Finance Charge, Expenses, Advances, or Unallocated. It can include both payments from the ledger file as well as work-in-process payments.  | Ideal for balancing to daily bank deposit slips and assisting in account reconciliation.  | As needed.  |
| <b>Write-Up/Write-Down Report</b>               | Shows write-ups, write-downs and net write-ups/write-downs by client by timekeeper for a specified date range. The write-up and write-down amounts are broken down into fees, expenses and advances. This report can include billed time, unbilled time, and hours that were written up or down. | Ideal for tracking write-down trends for specific clients and timekeepers.  | As needed.  |
| <b>Pre-Update Statements Report</b>             | Shows the amounts that have been processed on final statements and are ready to be updated by the Update Statements program. The report shows amounts for previous balance, fees, expenses, advances, finance charge, payments and balance due.  | Allows you to easily review which clients will be updated and also check for clients that should not be updated.  | Immediately before running the Update Statements program. |
| <b>Pre-Bill Tracking Report</b>                 | This report includes the client name, work description, pre-bill date, whether the statement is "on hold" or has been reviewed, whether a final statement has been run and the statement batch number.   | Quickly pinpoint which clients haven't been reviewed, which clients haven't had final statements run and which clients are "on hold".   | As needed.  |
| <b>Detail Accounts Receivable Report * #</b>    | Shows aged past due fees, expenses and advances along with pertinent client information (i.e., phone #, contact name) and unbilled fees, expenses and advances.  | Use the last billing date and aged breakdown of fees and costs to determine if reminder statements should be sent. It can also be used to check the average age of unbilled fees and costs. Optionally include clients' billing instructions, billing history and work-in-process. Platinum users can also include a detailed breakdown of fees by timekeeper and costs by cost type. | As needed. Usually monthly.                               |
| <b>Summary Accounts Receivable * #</b>          | This report shows amounts due in each of the aging periods defined on the Options tab in Tabs3 Customization.  | Past due amounts are easily monitored. Also, gives the firm a quick total of accounts receivable for each timekeeper-in-charge.   | As needed. Usually monthly.                               |

| <b>PURPOSES &amp; BENEFITS OF TABS3 REPORTS</b>                         |  |   |                    |
|---|--|---|--------------------|
| <b>Report</b>   | <b>Purpose</b>   | <b>Benefit</b>  | <b>When to Run</b> |
| <b>Accounts Receivable by Invoice Report * #</b>                        | Shows how much was billed and is due by specific invoice for each client. Optionally include detailed billed amounts by timekeeper and cost types for each statement.  | Allows you to review receivables as open invoice items.   | As needed.         |
| <b>Accounts Receivable by Timekeeper Report * #<br/>(Platinum Only)</b> | This report shows how much a client owes for fees to each working timekeeper. Optionally shows fees by aging period and total fees due for all timekeepers.  | Allows you to review fees due filtered by each working timekeeper.  | As needed.         |
| <b>Client Funds Report</b>  | This report shows client funds activity with beginning and ending balances for a specified date range.   | Review all client funds activity, client funds balances and grand totals.   | As needed.         |
| <b>Allocated Payments Report #</b>                                      | Shows how payments were allocated to fees, expenses, advances, sales tax and finance charge. When printing a detail report, amounts allocated to individual timekeepers and cost types are also included. This report is based on the payment allocation date.   | Provides an audit trail of how each payment was allocated.  | As needed.         |
| <b>Unallocated Payments Report #</b>                                    | Shows partial or fully unallocated payments for each client.   | This report provides a detail breakdown of the Unallocated Payments figure from the Receipt Allocation Report.  | As needed.         |
| <b>Collections Report *</b>   | This report is used to assist with the collection of receivables and helps identify which clients require additional collection efforts. Summary and detail report formats are available. Includes total amount billed, amount paid, percentage paid, amount due for all outstanding invoices, date and amount of last payment, and number of days since last payment. Optionally includes contact information, invoice detail, WIP and billing history, and detail write off and payment information. | Provides the necessary information in a single report making it easier to make decisions regarding how to proceed with collections efforts. Shows the average number of days between payments making it easy to identify deviations in client payment trends. | As needed.         |
| <b>Client Productivity Report *</b>                                     | Provides total billed hours, amounts, write-ups/write-downs, write offs and the effective hourly billing rate for each client. The report optionally includes unbilled totals along with the average age of the unbilled amounts.  | Helps determine which clients could be considered preferred based on their profitability to the firm. Also helps determine which clients are undesirable. Generate a write off report to review net write offs by including only clients with write offs.     | As needed.         |

| <b>PURPOSES &amp; BENEFITS OF TABS3 REPORTS</b> |   |  |   |
|---|---|--|---|
| <b>Report</b>                                   | <b>Purpose</b>  | <b>Benefit</b>   | <b>When to Run</b>  |
| <b>Client Ledger Report *#</b>                  | Shows the history of billing and payment activity for each client. Includes payments, fees, expenses, and advances. Optionally includes finance charge, sales tax, write offs only, balance due, detail billed information by individual working timekeeper, and Cost Type for each statement.  | Replaces manually kept ledger cards. It allows you to find within seconds exactly when a payment was received or when a bill was sent. Ideal for reviewing detailed write offs by including only clients with write offs.  | As needed. If not run monthly, consider running it quarterly or annually. |
| <b>E-mail Statements Report#</b>                | Provides a history of statements successfully sent to clients via SMTP, or sent to the Outbox using Microsoft Outlook. Shows the contact to whom the e-mail was addressed, the To address, the PDF file name of the statement, the date it was sent, and what user sent the statement.  | Quickly determines whether and when an e-mail statement was sent, to which e-mail address, and whether the updated statement was later undone.   | As needed.  |
| <b>Timekeeper Realization Report*#</b>          | Used to evaluate the profitability of individual timekeepers by showing the amounts collected on specific billings. Fees are broken down by working timekeeper.   | The report includes billed information for a specified date range, the realized value compared to actual time spent, and receipts applied (i.e. collections) to the billed information all on a single report.   | As needed.  |
| <b>Receipt Allocation Report *</b>              | Shows the allocation of receipts (payments) for each client. The report shows billed amounts and allocation of receipts towards those billed amounts for individual working timekeepers, fee compensation timekeepers, expenses and advances (by Cost Type), fee sales tax, expense sales tax, advance sales tax and finance charge. Allocations can be shown by working timekeeper or include fee compensation allocations. The report can be run for up to two user-defined periods and can optionally include differences for the two periods as well as percentage changed comparison figures. Optionally include write offs, billed hours, amount due, and unallocated payments. | This report can be used as a primary means to determine profit distribution based on amounts collected vs. amounts billed for each timekeeper. Flexible sorting options allow you to sort the clients in descending order by receipts, billed amounts, billed hours, effective rates, and write offs, thus making it easy to identify the most profitable clients. | As needed. Usually monthly.   |

| <b>PURPOSES &amp; BENEFITS OF TABS3 REPORTS</b> |   |  |                    |
|---|---|--|--------------------|
| <b>Report</b>                                   | <b>Purpose</b>  | <b>Benefit</b>   | <b>When to Run</b> |
| <b>Client Realization Report*<sup>#</sup></b>   | Used to evaluate the profitability of clients by showing the amounts collected on specific billings. Optionally include fees broken down by working timekeeper and costs broken down by cost type for each client.  | The report includes billed information for a specified date range, the realized value compared to actual time spent, and receipts applied (i.e. collections) to the billed information, thereby effectively combining billing realization and collection realization on a single report. | As needed.         |
| <b>Client Analysis Report*<sup>#</sup></b>      | A date-based report that provides monthly comparisons of Billed Hours, Amounts, and Payments by client for an individual month or a range of months. Optionally include and compare Hours Ratios, Payment Ratios, Billed Rates, Effective Rates, Non-Billable Hours, Non-Billable Amounts, Write Offs, Net Write-Ups/Write-Downs, and Courtesy Discounts. | Ideal for comparing performance in specific areas because customizable columns let you determine which information you want to focus on. Ability to include courtesy discount as a separate column makes this report useful for reviewing courtesy discount amounts.                     | As needed.         |
| <b>Top Client Report</b>                        | Provides the ability to print a report of your top clients or matters based on your preferred criteria.   | Easily see which clients have the highest work-in-process, billed information, write offs, paid information, unallocated payments, and current amount due for a specified time frame.  | As needed.         |
| <b>Client Inactivity Report</b>                 | Provides the ability to identify clients and cases with no activity in a specified time frame. Specify the period of inactivity as the last number of days, weeks, months, or years and the types of items you want used to determine inactivity.   | Easily determine which cases need follow up and which cases can be marked inactive.  | As needed.         |
| <b>Timekeeper Analysis Report*<sup>#</sup></b>  | Provides billed and paid information for timekeepers broken down by month. The report includes an analysis of Billed Hours, Original Hours, Billed Amounts, and gross receipts by timekeeper for an individual month or a range of months. Optionally includes Hour, Amount, and Receipt Ratios, as well as the Billed Rate and Effective Rate.           | Provides an option to group by timekeeper or month, thus allowing you to analyze the information included on the report by month for each timekeeper, or to compare each timekeeper within each month.   | As needed.         |



| <b>PURPOSES &amp; BENEFITS OF TABS3 REPORTS</b> |   |  |   |
|---|---|--|---|
| <b>Report</b>                                   | <b>Purpose</b>  | <b>Benefit</b>   | <b>When to Run</b>  |
| <b>Timekeeper Productivity Report *</b>         | Shows the billed productivity amounts and hours for each timekeeper by month and year-to-date. It also shows the effective billing rate, as well as all the timekeeper's write-ups, write-downs and write offs. In addition, the report shows the total billable and non-billable hours and amounts entered into Tabs3 for each timekeeper. | Used to monitor a timekeeper's billable and non-billable activity and compare it to the firm's average to determine individual time utilization. It can also be used to monitor each timekeeper's accumulated unbilled time. In addition, the report helps determine each timekeeper's write-ups/write-downs and can also aid in the decision as to who receives what size of bonus. | Usually run monthly. It can be run for any month or range of months within the current fiscal year. However, figures for all months in the fiscal year are cleared when the Advance Current Reporting Month program is run for the last month in your firm's fiscal year. |
| <b>Timekeeper Profitability Report</b>          | This report shows billed fees, overhead, and profit for each timekeeper for any range of months in the current fiscal year. Net profit and a percentage of billed fees are also shown.  | Track monthly profit for each timekeeper.  | As needed.  |
| <b>Category Productivity Report *</b>           | Shows how your firm's billing is broken down by category. The format of this report is the same as the Timekeeper Productivity Report.  | Used to monitor a category's billable and non-billable activity and compare it to the firm's average to determine time utilization for each area of practice. It can also be used to monitor each category's accumulated unbilled time. Use it to locate the weakest and strongest areas in the firm based on earnings per hour.   | Usually run monthly. It can be run for any month or range of months within the current fiscal year. However, figures for all months in the fiscal year are cleared when the Advance Current Reporting Month program is run for the last month in your firm's fiscal year. |
| <b>Timekeeper Status Report *</b>               | Shows work-in-process and accounts receivable information by primary, secondary or originating timekeeper. Amounts are broken down by fees, expenses and advances.  | Allows the timekeeper in charge to review the status of his or her files. Useful in balancing accounts receivable and work-in-process from month to month.   | As needed.  |
| <b>Client Budget Report *</b>                   | Shows billed and unbilled hours, fees and costs for clients with budgets set up. Client budgets are entered on the Rates tab in the client file. The report makes a percentage comparison of the hours, fees and costs billed and in work-in-process to the budgeted figures.   | Ideal for monitoring flat fee clients. Useful for identifying clients that are approaching or have exceeded budget projections.  | As needed.  |
| <b>Task Code Budget Report</b>                  | This report shows billed and unbilled amounts for expenses and activities for each task of each phase.  | Regularly review status of task code billing clients.  | As needed.  |

| <b>PURPOSES &amp; BENEFITS OF TABS3 REPORTS</b>  |   |  |  |
|--|---|--|--|
| <b>Report</b>  | <b>Purpose</b>  | <b>Benefit</b>   | <b>When to Run</b>   |
| <b>Productivity Report by Transaction Code for each Timekeeper *</b>   | Shows the hours and amounts for fees billed year-to-date by transaction code for each timekeeper. | Helps guide timekeepers in making certain types of work more efficient and productive by reviewing the average billing rate for each transaction code. | Monthly. Shows cumulative year-to-date totals. The totals are cleared when the Advance Current Reporting Month program is run for the last month in your firm's fiscal year. |
| <b>Productivity Report by Category for each Timekeeper *</b>   | Shows the hours and amounts for fees billed year-to-date by category for each timekeeper.         | Shows the firm which timekeepers are the specialists in different areas of practice based on effective billing rates.                                  | Monthly. Shows cumulative year-to-date totals. The totals are cleared when the Advance Current Reporting Month program is run for the last month in your firm's fiscal year. |
| <p>* These reports include billed information and are updated when the Update Statements program is run. Typically, these reports are run after the last time the Update Statements program is run for the month and before the Advance Current Reporting Month program is run.</p> <p># These reports provide drill-down editing capabilities allowing you to edit data directly from the Preview window.</p> |   |  |  |

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# Sample Reports

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Client ID: [ ] Thru: [ ] Multiple...

Name Search: [ ] Thru: [ ]

Primary Timekeeper: [ ] Thru: [ ]

Secondary Timekeeper: [ ] Thru: [ ]

Originating Timekeeper: [ ] Thru: [ ]

Category: [ ] Thru: [ ]

Billing Frequency:  All  Specific Select Billing Frequency...

Location:  All  Specific Select Location...

Status:  All  Specific Select Status...

Open/Close Dates:  All  Specific Select Dates...

Standard **Client** Tab

Fees Fee Timekeeper: [ ] Thru: [ ]  
 Fee Date: mm/dd/yyyy Thru: mm/dd/yyyy  
 Fee Tcode: [ ] Thru: [ ]  
 Category: [ ] Thru: [ ]

Expenses Cost Timekeeper: [ ] Thru: [ ]

Advances Cost Date: mm/dd/yyyy Thru: mm/dd/yyyy  
 Cost Tcode: [ ] Thru: [ ]  
 Cost Type: [ ] Thru: [ ]

Payments Payment Date: mm/dd/yyyy Thru: mm/dd/yyyy  
 Payment Tcode: [ ] Thru: [ ]

Standard **Transactions** Tab

Client Options Format Sort

Report Order

- Primary Timekeeper
- Secondary Timekeeper
- Originating Timekeeper
- Working Timekeeper
- Category
- None

Secondary Order

- Client ID
- Client Name Search
- Balance Due

Totals

- Totals Only
- Subtotal by Client
- Client Subtotals Only
- Grand Totals

Standard **Sort** Tab

## Standard Program Tabs for Reports

The selection criteria for many reports are broken down into program tabs. Program tabs include the **Client** tab, **Transactions** tab, **Options** tab, **Format** tab and **Sort** tab. The program tabs classify the selection criteria in a consistent format, making it easy for the operator to select the desired options.

The information on the **Client** tab is the same for all reports that use this tab. The information on the **Transactions** and **Sort** tabs can vary, depending on the report; for instance, the Task Code Billing Report has a unique **Transactions** tab to search for specific task-based billing information. The **Sort** tab will vary depending on the Secondary sort options available. Examples of the three standard program tabs are shown above. The information on the **Options** tab and the **Format** tab is unique for each report that uses it.

## Optional Report Footer

Footer

- Print Footer
- Print User Initials
- Print Horizontal Ruling Line

The software can be configured to include an optional footer on the reports. The footer includes the day of the week, date, and time the report is printed. You can optionally include a horizontal ruling line and the initials of the User ID who prints the report.

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

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

DKH Thursday 11/15/2014 1:55pm

## Timekeeper List

The list shown below is a Timekeeper List. It shows the information in the timekeeper file. This list can be printed in numerical or alphabetical order and can be single or double spaced. It can optionally include timekeeper overhead amounts when it is printed by a user assigned to the "Manager" access profile. The list shown below is printed in numerical order and is single spaced. The second list shown below includes overhead amounts.

| Date: 11/17/2014 |                                     | <b>Tab3 Timekeeper List</b>  |        |        |        |        |        | Page: 1 |  |
|------------------|-------------------------------------|------------------------------|--------|--------|--------|--------|--------|---------|--|
|                  |                                     | Burns, Jensen & Powers, P.C. |        |        |        |        |        |         |  |
| Timekeeper       |                                     | Rate 1                       | Rate 2 | Rate 3 | Rate 4 | Rate 5 | Rate 6 | Lvl     |  |
| 1                | RJB Robert J Burns                  | 250.00                       | 275.00 | 200.00 | 200.00 | 225.00 | 0.00   | 1       |  |
|                  | New Rate Effective Date: 12/01/2014 | 300.00                       | 325.00 | 250.00 | 250.00 | 275.00 | 0.00   |         |  |
| 2                | MLJ Michael L. Jensen               | 225.00                       | 250.00 | 185.00 | 175.00 | 215.00 | 0.00   | 2       |  |
| 3                | PAM Paula A. Madison                | 160.00                       | 190.00 | 115.00 | 105.00 | 145.00 | 0.00   | 2       |  |
| 4                | DHB Daniel H. Brady                 | 175.00                       | 200.00 | 135.00 | 125.00 | 165.00 | 0.00   | 3       |  |
| 5                | JPP *Julie P. Powers                | 140.00                       | 150.00 | 115.00 | 100.00 | 140.00 | 0.00   | 3       |  |

| Date: 11/17/2014 |                                     | <b>Tab3 Timekeeper List</b>  |            |            |            |            |            | Page: 1    |  |
|------------------|-------------------------------------|------------------------------|------------|------------|------------|------------|------------|------------|--|
|                  |                                     | Burns, Jensen & Powers, P.C. |            |            |            |            |            |            |  |
| Timekeeper       |                                     | Rate 1                       | Rate 2     | Rate 3     | Rate 4     | Rate 5     | Rate 6     | Lvl        |  |
| 1                | RJB Robert J. Burns                 | 250.00                       | 275.00     | 200.00     | 200.00     | 225.00     | 0.00       | 1          |  |
|                  | New Rate Effective Date: 12/01/2014 | 300.00                       | 325.00     | 250.00     | 250.00     | 275.00     | 0.00       |            |  |
|                  | <b>Overhead</b>                     | Jan: 2,000                   | Feb: 2,000 | Mar: 2,000 | Apr: 2,000 | May: 2,000 | Jun: 2,000 | Jul: 2,000 |  |
|                  |                                     | Sep: 2,000                   | Oct: 2,000 | Nov: 2,000 | Dec: 2,000 |            |            |            |  |
| 2                | MLJ Michael L. Jensen               | 225.00                       | 250.00     | 185.00     | 175.00     | 215.00     | 0.00       | 2          |  |
|                  | <b>Overhead</b>                     | Jan: 1,700                   | Feb: 1,700 | Mar: 1,700 | Apr: 1,700 | May: 1,700 | Jun: 1,700 | Jul: 1,700 |  |
|                  |                                     | Sep: 1,700                   | Oct: 1,700 | Nov: 1,700 | Dec: 1,700 |            |            |            |  |
| 3                | PAM Paula A. Madison                | 160.00                       | 190.00     | 115.00     | 105.00     | 145.00     | 0.00       | 3          |  |

## Definitions

- Date** The date the list was printed.
- Timekeeper** Timekeeper number, initials and name. An \* next to the timekeeper name indicates the timekeeper is marked inactive.
- Rate 1** Hourly billing rate #1 (usually the normal billing rate).
- Rates 2-6** Hourly billing rates #2-6 (optional, user defined).
- Lvl** Timekeeper level number.
- New Rate Effective Date** The date the new rates are effective and the corresponding new rates for hourly billing rates # 1-6.
- Overhead** Overhead amounts entered in the Timekeeper Profitability Amounts window in the timekeeper file. This information can only be included if the list is printed by a user assigned to the "Manager" access profile.

## Timekeeper Level List

The list shown below is a Timekeeper Level List. It shows the information in the optional timekeeper level description file. Nine timekeeper level descriptions can be defined. Timekeeper levels can be used for optionally defining an hourly billing rate for each level of timekeeper for each client. A Timekeeper Analysis Report and most Timekeeper Productivity reports can be printed in timekeeper level order. A Fee Recap by timekeeper level can be printed on statements.

| Date: 11/17/2014 |                | <b>Tab3 Timekeeper Level List</b> |  | Page: 1 |  |
|------------------|----------------|-----------------------------------|--|---------|--|
|                  |                | Burns, Jensen & Powers, P.C.      |  |         |  |
| Timekeeper Level |                |                                   |  |         |  |
| 1                | Senior Partner |                                   |  |         |  |
| 2                | Partner        |                                   |  |         |  |
| 3                | Associate      |                                   |  |         |  |
| 4                | Paralegal      |                                   |  |         |  |
| 5                | Secretary      |                                   |  |         |  |
| 6                | Law Clerk      |                                   |  |         |  |
| 7                |                |                                   |  |         |  |
| 8                |                |                                   |  |         |  |
| 9                |                |                                   |  |         |  |

## Definitions

- Date** The date the list was printed.
- Timekeeper Level** Level number and description.

## Category List

The list shown below is a Category List. This list shows the information in the category file. Up to 999 categories can be defined. Categories are used to classify fee services into related groups for purposes of producing productivity reports by category of work.

| Date: 11/17/2014             |                               | <b>Tabs3 Category List</b> |  | Page: 1  |
|------------------------------|-------------------------------|----------------------------|--|----------|
| Burns, Jensen & Powers, P.C. |                               |                            |  |          |
| Category                     |                               |                            |  | Code Set |
| 1                            | Personal Injury               |                            |  |          |
| 5                            | Wills/Trusts/Estates          |                            |  |          |
| 10                           | Workers' Compensation         |                            |  |          |
| 15                           | Probate                       |                            |  | P        |
| 20                           | Tax Law                       |                            |  |          |
| 25                           | Real Estate                   |                            |  | B        |
| 30                           | Foreclosure                   |                            |  | B        |
| 35                           | Family Law                    |                            |  |          |
| 40                           | Business Law                  |                            |  |          |
| 45                           | Trademarks/Copyrights/Patents |                            |  |          |
| 50                           | Criminal Law                  |                            |  |          |
| 55                           | Insurance Defense             |                            |  | L        |
| 60                           | General Litigation            |                            |  | L        |

## Definitions

|                 |   |
|-----------------|---|
| <b>Date</b>     | The date the list was printed.                        |
| <b>Category</b> | Category number and description.                      |
| <b>Code Set</b> | Task Based Billing Code Set assigned to the category. |

## Cost Type Description List

The list shown below is a Cost Type Description list. The Cost Type Description List shows the information in the optional Cost Type description file. Up to 20 Cost Types can be defined (10 for expenses and 10 for advances). Cost Types are used to group similar types of costs. The Transaction File List and Client Ledger Report optionally show amounts billed by Cost Type. The Allocated Payments Report shows how payments are allocated to each Cost Type. The Receipt Allocation Report shows amounts billed and paid by Cost Type.

| Date: 11/17/2014             |                | <b>Tabs3 Cost Type Description List</b> |                 | Page: 1 |
|------------------------------|----------------|---|-----------------|---------|
| Burns, Jensen & Powers, P.C. |                |   |                 |         |
| Expense                      | Description    | Advance                                 | Description     |         |
| Type 0:                      | Miscellaneous  | Type 0:                                 | Miscellaneous   |         |
| Type 1:                      | Phone          | Type 1:                                 | Filing Fees     |         |
| Type 2:                      | Photocopies    | Type 2:                                 | Processor Fees  |         |
| Type 3:                      | Travel Expense | Type 3:                                 | Witness Fees    |         |
| Type 4:                      |                | Type 4:                                 | Medical Records |         |
| Type 5:                      |                | Type 5:                                 |                 |         |
| Type 6:                      |                | Type 6:                                 |                 |         |
| Type 7:                      |                | Type 7:                                 |                 |         |
| Type 8:                      |                | Type 8:                                 |                 |         |
| Type 9:                      |                | Type 9:                                 |                 |         |

## Definitions

|                             |                                       |
|-----------------------------|---------------------------------------|
| <b>Date</b>                 | The date the list was printed.        |
| <b>Expense/Advance Type</b> | The number assigned to the Cost Type. |
| <b>Description</b>          | The Cost Type description.            |

| <u>Tcode</u> | <u>Codes</u> | <u>Description</u> | <u>QB</u> | <u>Amount</u> | <u>Rate</u> | <u>New Rate</u> | <u>Effective Date</u> |
|--------------|--------------|--------------------|-----------|---------------|-------------|-----------------|-----------------------|
| 1            | OC           | 0F0Y               |           | 0.00          | 75.000      | 0.000           | mm/dd/yyyy            |
| 2            | OSC          | 0F0Y               |           | 0.00          | 125.000     | 0.000           | mm/dd/yyyy            |
| 3            | TC           | 0F0Y               |           | 80.00         | 70.000      | 0.000           | mm/dd/yyyy            |
| 4            | OF           | 0F0N               |           | 25.00         | 0.000       | 0.000           | mm/dd/yyyy            |
| 5            | LT           | 0F0Y               |           | 75.00         | 55.000      | 0.000           | mm/dd/yyyy            |
| 6            | REC          | 0F0Y               |           | 100.00        | 75.000      | 0.000           | mm/dd/yyyy            |
| 7            | PP           | 0F0Y               |           | 100.00        | 75.000      | 0.000           | mm/dd/yyyy            |
| 8            | DAR          | 0F0N               |           | 0.00          | 0.000       | 0.000           | mm/dd/yyyy            |
| 9            | RA           | 0F0N               |           | 0.00          | 0.000       | 0.000           | mm/dd/yyyy            |
| 10           | LR           | 0F0Y               |           | 0.00          | 0.000       | 0.000           | mm/dd/yyyy            |
| 11           | CA           | 0F0N               |           | 0.00          | 0.000       | 0.000           | mm/dd/yyyy            |
| 12           | INV          | 0F0Y               |           | 125.00        | 70.000      | 0.000           | mm/dd/yyyy            |
| 13           | ATT          | 0F0Y               |           | 125.00        | 70.000      | 0.000           | mm/dd/yyyy            |
| 14           | COM          | 0F0N               |           | 0.00          | 0.000       | 0.000           | mm/dd/yyyy            |
| 15           | UP           | 0F0N               |           | 0.00          | 0.000       | 0.000           | mm/dd/yyyy            |
| 16           | PF           | 6F0Y               |           |               |             |                 |                       |
| 17           | DES          | 4F4N               |           |               |             |                 |                       |
| 18           | MIS          | 5F4N               |           | 0.00          | 0.000       | 0.000           | mm/dd/yyyy            |
| 50           | LD           | 0E0Y1              | Y         | 0.00          | 0.000       | 0.000           | mm/dd/yyyy            |
| 51           | COP          | 0E0Y2              | Y         | 0.00          | 0.150       | 0.000           | mm/dd/yyyy            |
| 52           | ML           | 0E0Y0              | Y         | 0.00          | 0.225       | 0.000           | mm/dd/yyyy            |
| 53           | POS          | 0E0N0              | Y         | 0.00          | 0.000       | 0.000           | mm/dd/yyyy            |
| 54           | TEX          | 0E0Y0              | Y         | 0.00          | 0.000       | 0.000           | mm/dd/yyyy            |
| 55           | FAX          | 0E0N0              | Y         | 0.00          | 0.000       | 0.000           | mm/dd/yyyy            |
| 56           | ME           | 0E0N0              | Y         | 0.00          | 0.000       | 0.000           | mm/dd/yyyy            |
| 70           | FF           | 0A0N1              | Y         | 75.00         | 0.000       | 0.000           | mm/dd/yyyy            |
| 71           | PRO          | 0A0N2              | Y         | 35.00         | 0.000       | 0.000           | mm/dd/yyyy            |
| 72           | CF           | 0A0N2              | Y         | 0.00          | 0.000       | 0.000           | mm/dd/yyyy            |
| 73           | OPF          | 0A0N3              | Y         | 0.00          | 0.000       | 0.000           | mm/dd/yyyy            |
| 74           | MED          | 0A0N4              | Y         | 0.00          | 0.000       | 0.000           | mm/dd/yyyy            |
| 75           | SF           | 0A0N3              | Y         | 0.00          | 0.000       | 0.000           | mm/dd/yyyy            |
| 76           | OLR          | 0A0N0              | Y         | 0.00          | 2.000       | 0.000           | mm/dd/yyyy            |
| 77           | TRA          | 0A0N0              | Y         | 0.00          | 0.000       | 0.000           | mm/dd/yyyy            |
| 78           | EX           | 0A0N0              | Y         | 0.00          | 0.000       | 0.000           | mm/dd/yyyy            |
| 79           | MA           | 5A4N0              | Y         | 0.00          | 0.000       | 0.000           | mm/dd/yyyy            |
| 90           | PYM          | 1 0N               | Y         |               |             |                 |                       |
| 91           | FPY          | 2 0N               |           |               |             |                 |                       |
| 92           | EPY          | 3E0N               |           |               |             |                 |                       |
| 93           | APY          | 3A0N               |           |               |             |                 |                       |
| 94           | FCC          | 9E0N               |           |               |             |                 |                       |
| 95           | DEP          | 0E0N0              |           | 0.00          | 0.000       | 0.000           | mm/dd/yyyy            |
| 96           | WIT          | 0E0N0              |           | 0.00          | 0.000       | 0.000           | mm/dd/yyyy            |

## Transaction Code List

The list shown above is a Transaction Code List. Up to 999 transaction codes can be defined. The term transaction code refers to the types of activities or services performed that relate to fees, cost advances and client expenses billed to clients and the resulting payments made by the clients. The list can be printed in numerical or alphabetical order and can be single or double spaced. The list shown is printed in numerical order and is single spaced.

## Definitions

- Date** The date the list was printed.
- Tcode** Transaction code number and optional alpha representation.
- Code Position 1: Type** The Type determines how Tabs3 treats the transaction code. The eight different transaction code Types are shown at the bottom of the list.
- Code Position 2: Expense/Advance/Fee** "E" = Expense transaction code, "A" = Advance transaction code or "F" = Fee transaction code. Fee transaction codes cannot be used in the Cost and Payment data entry programs. However, expense and advance transaction codes generally can be used in the Fee data entry program.
- Code Position 3: Bill Code** This position represents the Bill Code. The Bill Code determines the transaction code's default billing and print status. "0" = billable and printable. "1" = non-billable and non-printable, "2" = non-billable and printable, "3" = billable and non-printable, "4" = billable and always print.

*(continued on the next page)*

The 'Codes' column is made up of 5 different codes, each defined by its relative code position:

**Position 1 Transaction Code Type**

- 0 = Normal
- 1 = Regular Payment
- 2 = Fee Payment
- 3 = Cost Payment
- 4 = Description Only
- 5 = Miscellaneous
- 6 = Progress Fee
- 9 = Finance Charge Credit

**Position 2 Transaction Type**

- F = Fee
- E = Expense
- A = Advance

**Position 3 Bill Code**

- 0 = Billable / Printable
- 1 = Non-billable / Non-printable
- 2 = Non-billable / Printable
- 3 = Billable / Non-printable
- 4 = Billable / Always Print

**Position 4 Taxable**

- Y = Yes
- N = No

**Position 5 Expense Cost Type**

- 0 = Miscellaneous
- 1 = Phone
- 2 = Photocopies
- 3 = Travel Expense

**Advance Cost Type**

- 0 = Miscellaneous
- 1 = Filing Fees
- 2 = Processor Fees
- 3 = Witness Fees
- 4 = Medical Records

*(continued from the previous page)*

|   |  |
|---|--|
| <b>Code Position 4:<br/>Taxable</b>         | “Y” (Yes) or “N” (No). Designates whether the transaction code is taxable.   |
| <b>Code Position 5:<br/>Cost Type (0-9)</b> | This position represents the Cost Type assigned to the transaction code. Each expense and advance transaction code can be classified as one of twenty different Costs Types (10 for expenses and 10 for advances). The Transaction File List and Client Ledger Report optionally show amounts billed by Cost Type. The Allocated Payments Report shows how processed payments are applied to each Cost Type. The Receipt Allocation Report shows amounts billed and paid by Cost Type. |
| <b>Description</b>                          | Shows the description defined for the transaction code.  |
| <b>QB</b>                                   | “Y” (Yes) indicates the transaction code is configured to integrate with QuickBooks.   |
| <b>Amount</b>                               | Optional amount for each transaction code used for value billing.  |
| <b>Rate</b>                                 | Optional rate for each transaction code. Three decimal places provide extra flexibility when ½ cent per unit is required, such as \$0.225 per mile.  |
| <b>New Rate</b>                             | Optional new rate for each transaction code.   |
| <b>Effective Date</b>                       | The date the new rate for each transaction code is effective.  |



## Billing Frequency List

The list shown below is a Billing Frequency List. Billing frequencies are used to define how often a client is billed. They can also be used for selecting batches or groups of clients when running statements and reports. An unlimited number of billing frequencies can be defined.

| Date: 11/17/2014 | <b>Tabs3 Billing Frequency List</b><br>Burns, Jensen & Powers, P.C. | Page: 1                 |                |
|------------------|---|-------------------------|----------------|
| <u>ID</u>        | <u>Description</u>  | <u>Report Character</u> | <u>Default</u> |
| Contngcy         | Contingency Billing Clients   | C                       |                |
| Demand           | Bill on Demand Clients  | D                       |                |
| Hold             | Clients on Hold   | H                       |                |
| Monthly          | Monthly Clients   | M                       | D              |
| QuarterA         | Quarterly Billing (Jan, Apr, Jul, Oct)                              | Q                       |                |
| QuarterB         | Quarterly Billing (Feb, May, Aug, Nov)                              | R                       |                |
| QuarterC         | Quarterly Billing (Mar, Jun, Sep, Dec)                              | S                       |                |

## Definitions

- ID** Billing Frequency ID assigned to the billing frequency. The Billing Frequency ID can be a maximum of 8 characters.
- Description** The billing frequency description. The description can be a maximum of 40 characters.
- Report Character** The character that will be shown on reports for clients assigned to the billing frequency. The report character prints immediately following the Client ID on most client-based reports.
- Default** The billing frequency with a "D" in the "Default" column is the billing frequency that will be assigned to new clients. Only one billing frequency will be marked as the default.

## Location

The list shown below is a Location List. If your firm has multiple offices, each client can be assigned to a specific location. Reports and statements can then be generated for the clients assigned to a specific location. If you will only be maintaining information for a single office, you do not need to define locations in Tabs3. An unlimited number of locations can be defined.

| Date: 11/17/2014 | <b>Tabs3 Location List</b><br>Burns, Jensen & Powers, P.C. | Page: 1 |
|------------------|--|---------|
| <u>ID</u>        | <u>Description</u>   |         |
| Columbus         | Columbus Office  |         |
| Kearney          | Kearney Office   |         |
| Lincoln          | Lincoln Office   |         |
| Omaha            | Omaha Office   |         |

## Definitions

- ID** Location ID assigned to the location. The Location ID can be a maximum of 8 characters.
- Description** The location description. The description can be a maximum of 40 characters.

| ID   | Description  | Tcode |
|------|--|-------|
| B100 | Administration   |       |
| B110 | Case Administration  |       |
| B120 | Asset Analysis and Recovery                                      |       |
| B130 | Asset Disposition  |       |
| B140 | Relief from Stay/Adequate Protection Proceedings                 |       |
| B150 | Meetings of and Communications with Creditors                    |       |
| B160 | Fee/Employment Applications                                      |       |
| B170 | Fee/Employment Objections  |       |
| B180 | Avoidance Action Analysis  |       |
| B185 | Assumption/Rejection of Leases and Contracts                     |       |
| B190 | Other Contested Matters (excluding assumption/rejection motions) |       |
| B195 | Non-Working Travel   |       |
| B200 | Operations   |       |
| B210 | Business Operations  |       |
| B220 | Employee Benefits/Pensions                                       |       |
| B230 | Financing/Cash Collections                                       |       |
| B240 | Tax Issues   |       |
| B250 | Real Estate  |       |
| B260 | Board of Directors Matters                                       |       |
| B300 | Claims and Plan  |       |
| B310 | Claims Administration and Objections                             |       |
| B320 | Plan and Disclosure Statement (including Business Plan)          |       |
| B400 | Bankruptcy-Related Advice  |       |
| B410 | General Bankruptcy Advice/Opinions                               |       |
| B420 | Restructurings   |       |
| C100 | Fact Gathering   |       |
| C200 | Researching Law  |       |
| C300 | Analysis and Advice  |       |
| C400 | Third Party Communication  |       |
| L100 | Case Assessment, Development and Administration                  |       |
| L110 | Fact Investigation/Development                                   |       |
| L120 | Analysis/Strategy  |       |
| L130 | Experts/Consultants  |       |
| L140 | Document/File Management   |       |
| L150 | Budgeting  |       |
| L160 | Settlement/Non-Binding ADR                                       |       |
| L190 | Other Case Assessment, Development and Administration            |       |
| L200 | Pre-Trial Pleadings and Motions                                  |       |
| L210 | Pleadings  |       |
| L220 | Preliminary Injunctions/Provisional Remedies                     |       |
| L230 | Court Mandated Conferences                                       |       |
| L240 | Dispositive Motions  |       |
| L250 | Other Written Motions and Submissions                            |       |
| L260 | Class Action Certification and Notice                            |       |
| L300 | Discovery  |       |
| L310 | Written Discovery  |       |
| L320 | Document Production  |       |
| L330 | Depositions  |       |
| L340 | Expert Discovery   |       |
| L350 | Discovery Motions  |       |
| L360 | Discovery On-Site Inspections                                    |       |

| ID   | Description                            | Tcode |
|------|--|-------|
| L390 | Other Discovery                        |       |
| L400 | Trial Preparation and Trial            |       |
| L410 | Fact Witnesses                         |       |
| L420 | Expert Witnesses                       |       |
| L430 | Written Motions and Submissions        |       |
| L440 | Other Trial Preparation and Support    |       |
| L450 | Trial and Hearing Attendance           |       |
| L460 | Post-Trial Motions and Submissions     |       |
| L470 | Enforcement                            |       |
| L500 | Appeal                                 |       |
| L510 | Appellate Motions and Submissions      |       |
| L520 | Appellate Briefs                       |       |
| L530 | Oral Argument                          |       |
| L600 | Identification (NOS)                   |       |
| L601 | Discovery Planning                     |       |
| L602 | Interviews                             |       |
| L609 | Quality assurance and control          |       |
| L610 | Preservation (NOS)                     |       |
| L611 | Preservation order                     |       |
| L612 | Legal hold                             |       |
| L619 | Quality assurance and control          |       |
| L620 | Collection (NOS)                       |       |
| L621 | Collection/Recovery                    |       |
| L622 | Media Costs                            |       |
| L623 | Media/ESI Transfer, Receipt, Inventory |       |
| L629 | Quality assurance and control          |       |
| L630 | Processing (NOS)                       |       |
| L631 | ESI stage, preparation and process     |       |
| L632 | Scanning - Hard Copy                   |       |
| L633 | Foreign language translation           |       |
| L634 | Exception handling                     |       |
| L639 | Quality assurance and control          |       |
| L650 | Review (NOS)                           |       |
| L651 | Hosting costs                          |       |
| L652 | Objective and Subjective coding        |       |
| L653 | First pass document review             |       |
| L654 | Second pass document review            |       |
| L655 | Privilege review                       |       |
| L656 | Redaction                              |       |
| L659 | Quality assurance and control          |       |
| L660 | Analysis (NOS)                         |       |
| L670 | Production (NOS)                       |       |
| L671 | Conversion of ESI to production format |       |
| L679 | Quality assurance and control          |       |
| L680 | Presentation (NOS)                     |       |
| L690 | Project Management (NOS)               |       |
| L693 | Review Planning & Training             |       |
| P100 | Project Administration                 |       |
| P200 | Fact Gathering/Due Diligence           |       |
| P210 | Corporate Review                       |       |
| P220 | Tax                                    |       |
| P230 | Environmental                          |       |

| ID    | Description   | Tcode |
|-------|---|-------|
| P240  | Real and Personal Property                                |       |
| P250  | Employee/Labor  |       |
| P260  | Intellectual Property                                     |       |
| P270  | Regulatory Reviews  |       |
| P280  | Other   |       |
| P300  | Structure/Strategy/Analysis                               |       |
| P400  | Initial Document Preparation/Filing                       |       |
| P500  | Negotiation/Revision/Response                             |       |
| P600  | Completion/Closing  |       |
| P700  | Post-Completion/Post-Closing                              |       |
| P800  | Maintenance and Renewal                                   |       |
| P900  | Transactional Advice and Opinion                          |       |
| P920  | Ongoing Relationship Advice                               |       |
| P930  | Other   |       |
| PA100 | Assessment, Development, and Administration               |       |
| PA110 | Fact Investigation and Development                        |       |
| PA120 | Analysis/Strategy   |       |
| PA130 | Document/File Management                                  |       |
| PA140 | Budgeting   |       |
| PA199 | Other Assessment, Development, or Administration          |       |
| PA200 | Patent Investigation and Analysis                         |       |
| PA210 | State-of-the-Art Investigation                            |       |
| PA220 | Patentability Investigation                               |       |
| PA230 | Clearance Investigation                                   |       |
| PA240 | Validity Investigation                                    |       |
| PA250 | Publication Watches                                       |       |
| PA260 | Infringement Investigation                                |       |
| PA270 | Status Investigation                                      |       |
| PA299 | Other Patent Investigation and Analysis                   |       |
| PA300 | Domestic Patent Preparation                               |       |
| PA310 | Provisional Application Preparation - Domestic            |       |
| PA320 | Non-Provisional Application Preparation - Domestic        |       |
| PA330 | Design Application Preparation - Domestic                 |       |
| PA340 | Plant Patent Preparation - Domestic                       |       |
| PA350 | Continuing Application Preparation - Domestic             |       |
| PA360 | Validation Patent Application Preparation - Domestic      |       |
| PA399 | Other Patent Application Preparation - Domestic           |       |
| PA400 | Domestic Patent Prosecution                               |       |
| PA410 | Information Disclosure Statement - Domestic               |       |
| PA420 | Preliminary Amendment - Domestic                          |       |
| PA430 | Official Communication - Domestic                         |       |
| PA440 | Quasi-Judicial Administrative Proceedings - Domestic      |       |
| PA450 | Post-Issuance Remedial Action - Domestic                  |       |
| PA499 | Other Patent Prosecution - Domestic                       |       |
| PA500 | International Patent Preparation                          |       |
| PA510 | Provisional Application Preparation - International       |       |
| PA520 | Non-Provisional Application Preparation - International   |       |
| PA530 | Design Application Preparation - International            |       |
| PA540 | Plant Patent Preparation - International                  |       |
| PA550 | Continuing Application Preparation - International        |       |
| PA560 | Validation Patent Application Preparation - International |       |
| PA599 | Other Patent Application Preparation - International      |       |

| ID    | Description   | Tcode |
|-------|---|-------|
| PA600 | International Patent Prosecution                                  |       |
| PA610 | Information Disclosure Statement - International                  |       |
| PA620 | Preliminary Amendment - International                             |       |
| PA630 | Official Communication - International                            |       |
| PA640 | Quasi-Judicial Administrative Proceedings - International         |       |
| PA650 | Post-Issuance Remedial Action - International                     |       |
| PA699 | Other Patent Prosecution - International                          |       |
| PA700 | Other Patent-Related Tasks  |       |
| PA710 | Opinion Preparation   |       |
| PA720 | Portfolio Analysis and Management                                 |       |
| PA730 | Assignments and Security Interests                                |       |
| PA740 | Licensing   |       |
| TR100 | Assessment, Development, and Administration                       |       |
| TR110 | Fact Investigation and Development                                |       |
| TR120 | Analysis/Strategy   |       |
| TR130 | Document/File Management  |       |
| TR140 | Budgeting   |       |
| TR199 | Other Assessment, Development, or Administration                  |       |
| TR200 | Trademark Investigation and Analysis                              |       |
| TR220 | Registerability Investigation                                     |       |
| TR230 | Clearance Investigation   |       |
| TR240 | Opposition Investigation  |       |
| TR250 | Publication Watches   |       |
| TR260 | Enforcement Investigation   |       |
| TR270 | Status Investigation  |       |
| TR299 | Other Trademark Investigation and Analysis                        |       |
| TR300 | Domestic Trademark Application Preparation                        |       |
| TR310 | Application Preparation and Filing - Domestic                     |       |
| TR399 | Other Domestic Trademark Application Preparation and Filing       |       |
| TR400 | Domestic Trademark Prosecution and Renewal                        |       |
| TR410 | Affidavits, Petitions, Extensions, Declarations and Other Filings |       |
| TR420 | Preliminary Amendment - Domestic                                  |       |
| TR430 | Official Communication - Domestic                                 |       |
| TR440 | Quasi-Judicial Administrative Proceedings - Domestic              |       |
| TR499 | Other Trademark Prosecution - Domestic                            |       |
| TR500 | International Trademark Application Preparation and Renewals      |       |
| TR510 | Application Preparation and Filing - International                |       |
| TR599 | Other International Trademark Application Preparation and Filing  |       |
| TR600 | International Trademark Prosecution and Renewal                   |       |
| TR610 | Affidavits, Petitions, Extensions, Declarations and Other Filings |       |
| TR620 | Preliminary Amendment - International                             |       |
| TR630 | Official Communication - International                            |       |
| TR640 | Quasi-Judicial Administrative Proceedings - International         |       |
| TR699 | Other Trademark Prosecution - International                       |       |
| TR700 | Other Trademark Related Tasks                                     |       |
| TR710 | Opinion Preparation   |       |
| TR720 | Portfolio Analysis and Management                                 |       |
| TR730 | Assignments and Security Interests                                |       |
| TR740 | Licensing   |       |
| TR750 | Domain Names - gTLDs  |       |
| TR760 | Domain Names - ccTLDs   |       |
| TR770 | Quasi-Judicial Administrative Proceedings - Domain Names          |       |

| Date: 11/17/2014 |   | Tabs3 Task Code List<br>Jensen, Martin & Anderson, P.C. |     | Page: 5 |
|------------------|---|---|-----|---------|
| ID               | Description   |   |     | Tcode   |
| TR799            | Other Trademark Prosecution                                   |   |     |         |
| WC100            | Initial Assessment of Case and/or Issue and Outcomes          |   |     |         |
| WC110            | Fact Investigation/Development                                |   |     |         |
| WC120            | Analysis/Strategy   |   |     |         |
| WC130            | Experts/Consultants   |   |     |         |
| WC150            | Budgeting   |   |     |         |
| WC160            | Settlement/Resolution   |   |     |         |
| WC180            | Alternative Fee Arrangements                                  |   |     |         |
| WC200            | Pleadings/Preliminary Proceedings                             |   |     |         |
| WC210            | Pleadings   |   |     |         |
| WC230            | Conferences with Judge  |   |     |         |
| WC280            | Alternative Fee Arrangements                                  |   |     |         |
| WC300            | Discovery/Document Production                                 |   |     |         |
| WC310            | Written Discovery   |   |     |         |
| WC320            | Document Production/Acquisition                               |   |     |         |
| WC330            | Depositions   |   |     |         |
| WC340            | Expert Discovery  |   |     |         |
| WC350            | Discovery Motions   |   |     |         |
| WC360            | Discovery On-Site Inspections/Visits                          |   |     |         |
| WC380            | Alternative Fee Arrangements                                  |   |     |         |
| WC400            | Hearings/Trial Practice                                       |   |     |         |
| WC410            | Fact Witnesses  |   |     |         |
| WC420            | Expert Witnesses  |   |     |         |
| WC430            | Written Motions/Submissions                                   |   |     |         |
| WC440            | Hearing Preparation and Support                               |   |     |         |
| WC450            | Hearing   |   |     |         |
| WC460            | Post-Hearing Conferences/ Motions/Submissions                 |   |     |         |
| WC470            | Assertion of Subrogation Claims on behalf of employer/carrier |   |     |         |
| WC480            | Alternative Fee Arrangements                                  |   |     |         |
| WC500            | Appellate Practice  |   |     |         |
| WC510            | Appellate Proceedings/Motion Practice                         |   |     |         |
| WC520            | Appellate Briefs  |   |     |         |
| WC530            | Oral Argument/Post Submission Practice                        |   |     |         |
| WC580            | Alternative Fee Arrangements                                  |   |     |         |
| A101             | Plan and prepare for  |   | 7   |         |
| A102             | Research  |   | 10  |         |
| A103             | Draft/revise  |   | 8   |         |
| A104             | Review/analyze  |   | 9   |         |
| A105             | Communicate (within legal team)                               |   | 14  |         |
| A106             | Communicate (with client)                                     |   | 14  |         |
| A107             | Communicate (opponents/other outside counsel)                 |   | 14  |         |
| A108             | Communicate (other external)                                  |   | 14  |         |
| A109             | Appear for/attend   |   | 13  |         |
| A110             | Manage data/files/documentation                               |   | 15  |         |
| A111             | Other   |   | 16  |         |
| A112             | Billable Travel Time  |   | 254 |         |
| A113             | Communicate (witnesses)                                       |   | 14  |         |
| A114             | Communicate (experts)   |   | 14  |         |
| A115             | Medical Record and Medical Bill Management                    |   | 15  |         |
| A116             | Training  |   | 10  |         |
| A117             | Special Handling Copying/Scanning/Imaging (Internal)          |   | 15  |         |

| Date: 11/17/2014 |   | Tabs3 Task Code List<br>Jensen, Martin & Anderson, P.C. |     | Page: 6 |
|------------------|---|---|-----|---------|
| ID               | Description   |   |     | Tcode   |
| A118             | Collection-Forensic   |   | 12  |         |
| A119             | Culling & Filtering   |   | 15  |         |
| A120             | Processing  |   | 15  |         |
| A121             | Review and Analysis   |   | 9   |         |
| A122             | Quality Assurance and Control                               |   | 10  |         |
| A123             | Search Creation and Execution                               |   | 15  |         |
| A124             | Privilege Review Culling and Log Creation                   |   | 8   |         |
| A125             | Document Production Creation and Preparation                |   | 7   |         |
| A126             | Evidence/Exhibit Creation and Preparation                   |   | 7   |         |
| A127             | Project Management  |   | 9   |         |
| A128             | Collection Closing Activities                               |   | 251 |         |
| E101             | Copying   |   | 251 |         |
| E102             | Outside printing  |   | 251 |         |
| E103             | Word processing   |   | 255 |         |
| E104             | Facsimile   |   | 250 |         |
| E105             | Telephone   |   | 106 |         |
| E106             | Online research   |   | 102 |         |
| E107             | Delivery services/messengers                                |   | 253 |         |
| E108             | Postage   |   | 254 |         |
| E109             | Local travel  |   | 254 |         |
| E110             | Out-of-town travel  |   | 108 |         |
| E111             | Meals   |   | 109 |         |
| E112             | Court fees  |   | 101 |         |
| E113             | Subpoena fees   |   | 103 |         |
| E114             | Witness fees  |   | 107 |         |
| E115             | Deposition transcripts                                      |   | 107 |         |
| E116             | Trial transcripts   |   | 103 |         |
| E117             | Trial exhibits  |   | 103 |         |
| E118             | Litigation Support Vendors                                  |   | 103 |         |
| E119             | Experts   |   | 103 |         |
| E120             | Private Investigators                                       |   | 103 |         |
| E121             | Arbitrators/Mediators                                       |   | 103 |         |
| E122             | Local counsel   |   | 103 |         |
| E123             | Other professionals   |   | 256 |         |
| E124             | Other   |   | 110 |         |
| E125             | Translation   |   | 103 |         |
| E126             | Drawings  |   | 110 |         |
| E127             | Patent and Trademark Records                                |   | 103 |         |
| E128             | Searching and Monitoring                                    |   | 101 |         |
| E129             | Official Fees   |   | 101 |         |
| E130             | Post-Issuance Patent Maintenance and Trademark Renewal Fees |   | 111 |         |
| E131             | Late Fees   |   | 251 |         |
| X101             | Copies/Blowbacks/Printing-Black & White (Internal)          |   | 251 |         |
| X102             | Copies/Blowbacks/Printing-Color (Internal)                  |   | 251 |         |
| X103             | Copy Service (External)                                     |   | 251 |         |
| X104             | Special Handling Copying/Scanning/Imaging (Internal)        |   | 110 |         |
| X105             | Word Processing   |   | 255 |         |
| X106             | Facsimile   |   | 250 |         |
| X107             | Telephone-Local   |   | 250 |         |
| X108             | Telephone-Long Distance                                     |   | 250 |         |
| X109             | Telephone-Mobile  |   | 250 |         |

| Date: 11/17/2014 |  | Tabs3 Task Code List<br>Jensen, Martin & Anderson, P.C. |     | Page: 7 |
|------------------|--|---|-----|---------|
| ID               | Description  |   |     | Tcode   |
| X110             | Conference Call/Video Call/Webinar Charges                           |   | 106 |         |
| X111             | Online Legal Research  |   | 106 |         |
| X112             | Delivery Services/Messengers   |   | 102 |         |
| X113             | Postage  |   | 253 |         |
| X114             | Local Travel   |   | 254 |         |
| X115             | Out-of-Town Travel   |   | 254 |         |
| X116             | Meals  |   | 254 |         |
| X117             | Court and Governmental Agency Fees                                   |   | 103 |         |
| X118             | Eviction Costs   |   | 105 |         |
| X119             | Foreclosure Costs  |   | 105 |         |
| X120             | Title Insurance Costs  |   | 106 |         |
| X121             | Immigration Costs  |   | 103 |         |
| X122             | Late Fees  |   | 111 |         |
| X123             | Publication Costs  |   | 110 |         |
| X124             | Publications/Books/Treatises   |   | 110 |         |
| X125             | A/E Premiums/Insurance   |   | 103 |         |
| X126             | Witness Fees   |   | 103 |         |
| X127             | Deposition Transcripts   |   | 107 |         |
| X128             | Trial Transcripts  |   | 107 |         |
| X129             | Trial Exhibits   |   | 108 |         |
| X130             | Medical Records Costs  |   | 104 |         |
| X131             | Medical Records Analysis   |   | 104 |         |
| X132             | Medical Record Service Provider Fees                                 |   | 104 |         |
| X133             | Private Investigators, Investigative Reports, and Investigation Fees |   | 103 |         |
| X134             | Arbitrators/Mediators  |   | 103 |         |
| X135             | Local Counsel  |   | 103 |         |
| X136             | Appraiser/Appraisal Fees   |   | 103 |         |
| X137             | Experts, Consultants, Other Vendors and Professionals                |   | 103 |         |
| X138             | Litigation Support Vendors   |   | 103 |         |
| X139             | Translation  |   | 103 |         |
| X140             | Special Purpose Location/Office Rental                               |   | 100 |         |
| X141             | Special Purpose Moving and Storage Fees                              |   | 103 |         |
| X142             | Settlement Costs   |   | 103 |         |
| X143             | Bank Fees  |   | 111 |         |
| X200             | Drawings   |   | 108 |         |
| X202             | Patent and Trademark Searching and Monitoring                        |   | 106 |         |
| X203             | Patent and Trademark Prosecution Application Official Fees           |   | 109 |         |
| X204             | Patent and Trademark Prosecution Post-Issuance Fees                  |   | 109 |         |
| X205             | Official Fees, Patent and Trademark Opposition Fees                  |   | 109 |         |
| X206             | IP Annuity Payments  |   | 100 |         |
| X207             | IP Holdbacks   |   | 100 |         |
| X300             | Discovery/eDiscovery Collection-Forensic                             |   | 106 |         |
| X301             | Discovery/eDiscovery Collection-Third Party                          |   | 106 |         |
| X302             | Discovery/eDiscovery Culling & Filtering                             |   | 106 |         |
| X303             | Bates Stamping/Control Numbers                                       |   | 110 |         |
| X304             | Discovery/eDiscovery Review and Analysis                             |   | 106 |         |
| X305             | Discovery/eDiscovery Privilege Review Culling and Log Creation       |   | 106 |         |
| X306             | Discovery/eDiscovery Document Production Creation and Preparation    |   | 106 |         |
| X307             | Electronic Media Cost  |   | 106 |         |
| X308             | Discovery/eDiscovery Technical Services-Other                        |   | 106 |         |
| X309             | Discovery/eDiscovery Evidence/Exhibit Creation and Preparation       |   | 110 |         |
| X400             | Software License/User Access Fee                                     |   | 100 |         |
| X401             | Subscription Fee   |   | 103 |         |

| Date: 11/17/2014 |                              | Tabs3 Task Code List<br>Jensen, Martin & Anderson, P.C. |     | Page: 8 |
|------------------|------------------------------|---|-----|---------|
| ID               | Description                  |   |     | Tcode   |
| X402             | Transaction Fee              |   | 103 |         |
| X403             | Hardware Costs               |   | 100 |         |
| X404             | Hosting Fees - Internal      |   | 106 |         |
| X405             | Data Storage Fees - Internal |   | 106 |         |
| X999             | Other                        |   | 100 |         |

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## Task Code List

The Task Code List shown on the previous page includes the task codes that have been defined for use with task based billing clients. The task codes shown are suggested by the Uniform Task-Based Management System and are included by default with Tabs3.

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## Definitions

|                    |  |
|--------------------|--|
| <b>ID</b>          | Task Code ID. The Task Code ID consists of four or five characters. The first one or two characters are always a letter combination and the remaining three characters are numbers identifying the task code. For Phase/Task codes, the letters represent the task code set. For Activity codes, the first character is always the letter "A". Similarly, for Expense codes, the first character is always the letter "E". |
| <b>Description</b> | The task code description. The description can be a maximum of 70 characters.  |
| <b>Tcode</b>       | The transaction code assigned to the task code. Only Activity codes and Expense codes can be assigned a transaction code.  |

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## Task Code Set List

The list shown below is a Task Code Set List. The Task Code Set List shows the defined task code sets and their associated descriptions.

|                  |   |         |
|------------------|---|---------|
| Date: 11/17/2014 | <b>Tabs3 Task Code Set Description List</b> | Page: 1 |
| <b>Character</b> | <b>Description</b>                          |         |
| B                | Bankruptcy Code Set                         |         |
| C                | Counseling Code Set                         |         |
| L                | Litigation Code Set                         |         |
| P                | Project Code Set                            |         |
| PA               | Patent Code Set                             |         |
| TR               | Trademark Code Set                          |         |
| WC               | Workers' Comp Set                           |         |

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## Definitions

|                    |   |
|--------------------|---|
| <b>Character</b>   | Character assigned to the task code set. There are over 600 task code sets that can be defined. Each set is assigned a one- or two-character label from AA-ZZ with the exception of letter "E" which is reserved for Expense codes and the letter "A" which is reserved for Activity codes. |
| <b>Description</b> | The task code set description. The description can be a maximum of 20 characters.   |

| Macro ID | Text   |
|----------|--|
| ATT      | attended   |
| CA       | court appearance   |
| CF       | courier fee  |
| COM      | communicate with   |
| DAR      | draft and revise   |
| DOM      | <i>Petition for Dissolution of Marriage</i> and related documents  |
| EN       | enclosure  |
| FF       | filing fee   |
| INT      | interrogatories  |
| INTDOC   | <i>Interrogatories and Request for Production of Documents</i>   |
| INV      | investigation of   |
| LD       | long distance telephone charges  |
| LR       | legal research   |
| LT       | letter to  |
| LWT      | <i>Last Will and Testament</i>   |
| MED      | medical records  |
| ML       | mileage to/from  |
| MSJ      | <i>Motion for Summary Judgement</i>  |
| NOA      | <i>Notice of Appearance</i>  |
| NONPAY   | concerning outstanding balance. Discussed the possibility of setting up a monthly payment schedule. Confirmed that no additional work will be performed until a good faith payment is made toward the outstanding balance. |
| OC       | office conference with   |
| OLR      | online legal research  |
| OPF      | outside professional fee   |
| OPP      | opposing counsel   |
| OPPDOG   | opposing counsel regarding discovery and production of documents   |
| OSC      | outside conference with  |
| PNG      | <i>Plea of Not Guilty</i>  |
| PP       | plan and prepare for   |
| RA       | review and analyze   |
| RO       | receipt of   |
| SETT     | terms of settlement and receipt of settlement check  |
| SF       | sheriff's fee  |
| TC       | telephone conference with  |
| TDS      | to discuss current status and issues relating to the case.   |
| TE       | trial exhibits   |
| TEX      | travel expense   |

## Text Macro List

The list shown above is a Text Macro List. This shows the text macros that have been defined using the Text Macro Maintenance program. Text macros can be used to speed up data entry by automatically inserting commonly used words or phrases when a Macro ID is typed with a space immediately after it. For example, you might have a Macro ID named "DAR" with the text "draft and revise". When the Macro ID "DAR" is typed followed by a space or selected via the Text Macro lookup window, it is automatically replaced with the text "draft and revise".

## Definitions

|                 |  |
|-----------------|--|
| <b>Macro ID</b> | Macro ID assigned to the text macro.   |
| <b>Text</b>     | The replacement text for the text macro. When the Macro ID is typed during data entry, it will automatically be replaced with this text. |

**Unapplied Payment Allocation by Single Debit & Credit**

| Debit Account             | Credit Account             | Journal    |
|---------------------------|----------------------------|------------|
| 1110.00 Operating Account | 2270.00 Unapplied Payments | 2 Receipts |

**Fee Allocation by Payment Tcode**

| Tcode       | Debit Account             | Credit Account                   | Journal    |
|-------------|---------------------------|----------------------------------|------------|
| All Other   | 1110.00 Operating Account | 4300.00 Undistributed Fee Income | 2 Receipts |
| 900 Payment | 1110.00 Operating Account | 4100.00 Fee Income               | 2 Receipts |

**Cost Allocation by Payment Tcode**

| Tcode       | Debit Account             | Credit Account            | Journal    |
|-------------|---------------------------|---------------------------|------------|
| All Other   | 1110.00 Operating Account | 4400.00 Expense Income    | 2 Receipts |
| 900 Payment | 1110.00 Operating Account | 3220.00 Unbilled Expenses | 2 Receipts |

**Finance Charge Allocation by Single Debit & Credit**

| Debit Account             | Credit Account                | Journal    |
|---------------------------|-------------------------------|------------|
| 1110.00 Operating Account | 4800.00 Finance Charge Income | 2 Receipts |

**Progress Fee Allocation by Single Debit & Credit**

| Debit Account             | Credit Account                   | Journal    |
|---------------------------|----------------------------------|------------|
| 1110.00 Operating Account | 4300.00 Undistributed Fee Income | 2 Receipts |

**Fee Sales Tax Allocation by Single Debit & Credit**

| Debit Account             | Credit Account            | Journal    |
|---------------------------|---------------------------|------------|
| 1110.00 Operating Account | 2240.00 Sales Tax Payable | 2 Receipts |

**Advance Sales Tax Allocation by Single Debit & Credit**

| Debit Account             | Credit Account            | Journal    |
|---------------------------|---------------------------|------------|
| 1110.00 Operating Account | 2240.00 Sales Tax Payable | 2 Receipts |

**Expense Sales Tax Allocation by Single Debit & Credit**

| Debit Account             | Credit Account            | Journal    |
|---------------------------|---------------------------|------------|
| 1110.00 Operating Account | 2240.00 Sales Tax Payable | 2 Receipts |

**Client Funds Integration by Single Debit & Credit**

| Debit Account             | Credit Account                    | Journal    |
|---------------------------|-----------------------------------|------------|
| 1110.00 Operating Account | 2320.00 Client Funds Holding Acct | 2 Receipts |

**Cost Entry Integration by Tcode**

| Tcode                 | Debit Account                | Credit Account            | Journal   |
|-----------------------|------------------------------|---------------------------|-----------|
| 109 Filing fee        | 8200.00 Other Office Expense | 3220.00 Unbilled Expenses | 1 General |
| 251 Photocopy charges | 8200.00 Other Office Expense | 3220.00 Unbilled Expenses | 1 General |
| 253 Postage           | 8120.00 Postage              | 3220.00 Unbilled Expenses | 1 General |
| 255 Facsimile costs   | 8200.00 Other Office Expense | 3220.00 Unbilled Expenses | 1 General |

**Accrual Posting**

Accrual Posting Enabled

| Type                  | Debit Account                       | Credit Account                         | Journal   | Description                        |
|-----------------------|-------------------------------------|--|-----------|------------------------------------|
| Fee A/R               | 1240.00 Fee A/R - Firm              | 3110.00 A/R Fee Equity - Firm          | 1 General | Fee A/R Accrual Posting            |
| Expense A/R           | 1250.00 Expense A/R                 | 3120.00 A/R Expense Equity             | 1 General | Expense A/R Accrual Posting        |
| Advance A/R           | 1260.00 Advance A/R                 | 3130.00 A/R Advance Equity             | 1 General | Advance A/R Accrual Posting        |
| Finance Charge A/R    | 1270.00 Finance Charge A/R          | 3140.00 A/R Fin. Charge Equity         | 1 General | Finance Charge A/R Accrual Posting |
| Unapplied Payment A/R | 1280.00 Unapplied Payment A/R       | 3150.00 Unapplied Payment Liability    | 1 General | Unapplied Pymt A/R Accrual Posting |
| Progress A/R          | 1240.00 Fee A/R - Firm              | 3110.00 A/R Fee Equity - Firm          | 1 General | Progress Fee A/R Accrual Posting   |
| Fee WIP               | 1310.00 Fee WIP - Firm              | 3210.00 Unbilled Fees - Firm           | 1 General | Fee WIP Accrual Posting            |
| Expense WIP           | 1320.00 Expense WIP                 | 3220.00 Unbilled Expenses              | 1 General | Expense WIP Accrual Posting        |
| Advance WIP           | 1330.00 Advance WIP                 | 3230.00 Unbilled Advances              | 1 General | Advance WIP Accrual Posting        |
| Progress WIP          | 1310.00 Fee WIP - Firm              | 3210.00 Unbilled Fees - Firm           | 1 General | Progress Fee WIP Accrual Posting   |
| Client Funds          | 1150.00 Client Funds Bank (Accrual) | 2310.00 Clnt Funds Liability (Accrual) | 1 General | Client Funds Accrual Posting       |

## GLS Integration Setup Report

The report shown above is the GLS Integration Setup Report. If Tabs3 is configured to integrate with Tabs3 General Ledger, this report can be printed by selecting **Maintenance** from the Tabs3 menu, pointing to **Integration**, selecting **GLS Integration Setup**, then clicking the **Print GLS Integration Setup Report** button. For each GLS Integration type, the report shows the integration Posting Method, Debit and Credit Accounts, and Journal to be used in GLS.

## Definitions

|                         |  |
|-------------------------|--|
| <b>Date (heading)</b>   | Used for reference only.   |
| <b>(Posting Method)</b> | Depending on the type of integration, <b>Category</b> , <b>Cost Type</b> , <b>Location</b> , <b>Tcode</b> , <b>Timekeeper</b> or <b>Type</b> will be listed. A list of all configured transaction types within that Posting Method will be listed. |
| <b>Debit Account</b>    | GLS Debit Account.   |
| <b>Credit Account</b>   | GLS Credit Account.  |
| <b>Journal</b>          | GLS Journal Number.  |
| <b>Description</b>      | If Tabs3 is configured to allow accrual posting to GLS, each posting type (i.e., Fee A/R, Expense A/R, etc.) can be configured with a 40-character description, which will be included on the GLS journal entry.                                   |

| Date: 11/15/2014                                      |                             | Tabs3 Client List         |                 | Page: 1                   |  |
|---|-----------------------------|---------------------------|-----------------|---------------------------|--|
| Jensen, Martin & Anderson, P.C.                       |                             |                           |                 |                           |  |
| <b>101.00P Williams/John</b>                          |                             |                           |                 |                           |  |
| Williams/John<br>RE: State v. Williams                |                             | Date Opened: 08/16/2013   |                 |                           |  |
| P: 002 PAM  | Bus: 21225 Amberwood        | Location: Omaha           | Rate Code: 0    |                           |  |
| S: 001 MLJ  | Chicago IL 60662            | Category: 050             | Criminal Law    |                           |  |
| O: 001 MLJ  |                             |                           |                 |                           |  |
| Contact: John Williams                                |                             | Home: 770-598-2442        |                 |                           |  |
| Business: 770-598-2354x45691                          |                             | Mobile:                   |                 |                           |  |
| Business Fax:   |                             | E-mail: jw2000@net.com    |                 | E-mail Template: EXAMPLE2 |  |
| Stmt Delivery: Mail/E-mail                            |                             | Flat Amount: 579.90       |                 |                           |  |
| <b>102.00C Gilbert/Andrew C.</b>                      |                             |                           |                 |                           |  |
| Gilbert/Andrew C<br>RE: Auto Accident                 |                             | Date Opened: 07/08/2014   |                 |                           |  |
| P: 002 PAM  | Bus: 8974 Weatherby Road    | Location: LA              | Rate Code: 1    |                           |  |
| S: 001 MLJ  | Roswell NM 88277            | Category: 065             | Personal Injury |                           |  |
| O: 003 RPA  |                             |                           |                 |                           |  |
| Contact: Andrew C. Gilbert                            |                             | Home:                     |                 |                           |  |
| Business: 929-885-9055                                |                             | Mobile:                   |                 |                           |  |
| Business Fax:   |                             | E-mail: Gil_Man@yahoo.com |                 |                           |  |
| Stmt Delivery: Mail                                   |                             |                           |                 |                           |  |
| <b>120.01C Klein/Daniel P.</b>                        |                             |                           |                 |                           |  |
| Klein/Daniel P.<br>RE: Klein vs. Simmons Construction |                             | Date Opened: 09/14/2011   |                 | <i>Inactive</i>           |  |
| P: 003 RPA  | Mttr: 795 North Apple       | Date Closed: 11/15/2012   |                 |                           |  |
| S: 004 ROB  | Sacramento CA 98654         | Location: LA              | Rate Code: 1    |                           |  |
| O: 002 PAM  |                             |                           |                 |                           |  |
| Contact: Daniel P. Klein                              |                             | Home:                     |                 |                           |  |
| Business: 916-665-9889                                |                             | Mobile:                   |                 |                           |  |
| Business Fax:   |                             | E-mail: dpklein@gmail.com |                 | Workers' Compensation     |  |
| Stmt Delivery: Mail                                   |                             |                           |                 |                           |  |
| <b>121.01M Phillips/Marcus</b>                        |                             |                           |                 |                           |  |
| Phillips/Marcus<br>RE: Real Estate Acquisition        |                             | Date Opened: 06/28/2014   |                 |                           |  |
| P: 001 MLJ  | Bus: 27550 Cottonwood Drive | Location: LA              | Rate Code: 2    |                           |  |
| S: 003 RPA  | San Bernardino CA 92408     | Category: 025             | Real Estate     |                           |  |
| O: 001 MLJ  |                             |                           |                 |                           |  |
| Contact: Marcus Phillips                              |                             | Home: 909-863-7184        |                 |                           |  |
| Business: 909-884-7525                                |                             | Mobile: 909-450-1240      |                 |                           |  |
| Business Fax:   |                             | E-mail: markp@emach.net   |                 |                           |  |
| Stmt Delivery: Mail                                   |                             |                           |                 |                           |  |

| Date: 11/15/2014   |                                    | Tabs3 Client List                       |              | Page: 2 |  |
|--|------------------------------------|---|--------------|---------|--|
| Jensen, Martin & Anderson, P.C.  |                                    |   |              |         |  |
| <b>200.01M Peterson Insurance Co.</b>  |                                    |   |              |         |  |
| Peterson General<br>RE: *General Legal Counsel   |                                    | Date Opened: 07/15/2013                 |              |         |  |
| P: 001 MLJ   | Sec: 5th & Turner                  | Location: Omaha                         | Rate Code: 1 |         |  |
| S: 003 RPA   | Malcolm NE 68633                   | Category: 040                           | Business Law |         |  |
| O: 002 PAM   |                                    |   |              |         |  |
| Contact: Paul Franklin   |                                    | Home: 402-421-4677                      |              |         |  |
| Business: 402-435-1739x512   |                                    | Mobile: 402-474-8605                    |              |         |  |
| Business Fax:  |                                    | E-mail: pfranklin@petersoninsurance.com |              |         |  |
| Stmt Delivery: Mail  |                                    |   |              |         |  |
| Note: Peterson Insurance Co. requires that we submit bills using the Litigation task code set. |                                    |   |              |         |  |
| Custom Fields: 1 Peterson_Case_ID #98742-L   |                                    |   |              |         |  |
| 2 Policy_No 92-365277-56   |                                    |   |              |         |  |
| Secure Users: CHERYL Cheryl Bradley  |                                    |   |              |         |  |
| JEN Jennifer A. Noonan   |                                    |   |              |         |  |
| MLJ Michael L. Jensen  |                                    |   |              |         |  |
| <b>415.00M * MegaConstruction Corporation</b>  |                                    |   |              |         |  |
| MegaConstruction<br>RE: Corporate Merger - Megabuilders and BuilderCorp                        |                                    | Date Opened: 10/07/2011                 |              |         |  |
| P: 003 RPA   | Bus: 3 Building Center, Suite 2100 | Location: LA                            | Rate Code: 1 |         |  |
| S: 002 PAM   | 201 E 48th Street                  | Category: 040                           | Business Law |         |  |
| O: 004 ROB   | Manhattan NY 10017-1538            |   |              |         |  |
| Contact: James R. Tatiki, Sr.  |                                    | Home:                                   |              |         |  |
| Business: 212-555-1232   |                                    | Mobile:                                 |              |         |  |
| Business Fax: 212-555-1234   |                                    | E-mail: jt@megaconcorp.com              |              |         |  |
| Stmt Delivery: None  |                                    |   |              |         |  |
| Bill To Name: James R. Tatiki, Sr.   |                                    |   |              |         |  |
| Address: PO Box 72345  |                                    |   |              |         |  |
| 201 E 48th Street  |                                    |   |              |         |  |
| Manhattan NY 10017-1538  |                                    |   |              |         |  |
| E-mail: jt@megaconcorp.com   |                                    |   |              |         |  |
| Stmt Delivery: E-mail  |                                    | E-mail Template: EXAMPLE2               |              |         |  |
| Number of Clients printed: 6   |                                    |   |              |         |  |

## Detail Client List

The list shown above is a Detail Client List in Client ID order. The program tabs for this report include the standard **Client** and **Sort** tabs (page 10) as well as the **Options** tab. The **Options** tab includes parameters that enable you to print a detail or summary list, include secure clients, include secure clients only, include clients with a matter address, include matter address clients only, print only one file per client, start each client on a new page, print client notes (detail list only), and print custom fields (detail list only). The number of clients included is shown at the bottom of the list.

## Definitions

|                    |   |
|--------------------|---|
| <b>(client)</b>    | Client ID, client name, name search, work description, miscellaneous lines (if entered), selected address, contact, four selected phone numbers, e-mail address, and statement delivery option. The letter after the Client ID represents the billing frequency. An asterisk preceding the work description or miscellaneous lines indicates that the information will not be included on the client's statement. |
| *                  | (After the Client ID and billing frequency) indicates the client will be assessed a finance charge on past due amounts.   |
| <b>P</b>           | (After the Client ID and billing frequency) indicates the client is set up for progress billing.  |
| <b>P:</b>          | Primary timekeeper for reporting purposes (number and initials).  |
| <b>S:</b>          | Secondary timekeeper for reporting purposes (number and initials).  |
| <b>O:</b>          | Originating timekeeper for reporting purposes (number and initials).  |
| <b>Inactive</b>    | (Above the Date Opened) indicates the client is inactive.   |
| <b>Date Opened</b> | Date the client file was opened.  |
| <b>Date Closed</b> | Date the client file was closed. This field will not print if the Date Closed is "MM/DD/YYYY" (i.e., not closed).   |
| <b>Location</b>    | Location assigned to the client. The location will not print if the client has not been assigned to a location.   |
| <b>Rate Code</b>   | Default billing rate code assigned to the client.   |
| <b>Category</b>    | Default 3-digit billing category assigned to the client. The category description prints below the category number.   |

(continued from the previous page)

|                        |   |
|------------------------|---|
| <b>Flat Amount</b>     | Flat amount assigned to the client if the client is set up as a flat fee client (i.e., the client's billing rate code is "0").  |
| <b>Stmt Delivery</b>   | The delivery method prints whether the client is set up to receive statements via Mail, E-mail, Both, or None.  |
| <b>Bill To Name</b>    | The Bill To name, address, e-mail, and statement delivery method are printed only when either the client is set up to be billed to a third party or the client is set up to have a duplicate statement sent to a third party. |
| <b>Courtesy Disc</b>   | Courtesy discount percentage or amount assigned to the client. This field prints only if the client is assigned a courtesy discount.  |
| <b>E-mail Template</b> | The client's e-mail template is shown if the client is set up to receive e-mail statements.   |
| <b>Notes</b>           | Client notes can optionally be included.  |
| <b>Custom Fields</b>   | Custom fields can optionally be included.   |
| <b>Secure Users</b>    | Users assigned to a secure client are listed last for the client.   |

| Date: 11/17/2014   |                           | <b>Tab3 Client List</b>                 |                   |               | Page: 1 |  |
|--|---------------------------|---|-------------------|---------------|---------|--|
|  |                           | Burns, Jensen & Powers, P.C.            |                   |               |         |  |
| Client   | Name                      | Description                             | Contact           | Primary Phone |         |  |
| 100.00M  | Dawson/Charles L.         | Settlement of Grandfather's Estate      | Chuck Dawson      | 714-884-7525  | JPP     |  |
| 101.00M  | Barrett/Karen             | Apartment Management                    | Karen Barrett     | 402-466-1234  | DHB     |  |
| 102.00M  | Richardson/Harold         | *Manage personal finances               | Harold Richardson | 716-263-4510  | RJB     |  |
| 200.01M I  | Jefferson Insurance Co.   | Automobile Accident                     | Mike Johnson      | 402-464-2200  | RJB     |  |
| 200.02C  | Jefferson Insurance Co.   | Hail Damage - Palmer farm               | Mark Allen        | 402-464-2200  | RJB     |  |
| 200.03M  | Jefferson Insurance Co.   | Acquisition of Mid-State Insurance      | Mike Johnson      | 402-464-2200  | RJB     |  |
| 300.00Q  | McBride/John              | Management of Estate Trust              | John McBride      | 402-425-2315  | RJB     |  |
| 350.00M  | Carter/Arthur J.          | Protection of New Wave Patent           | Art Carter        | 402-438-8424  | MLJ     |  |
| 400.00R  | Lutz/Jody                 | Manage trust account for Jody           | Jody Lutz         | 402-598-2354  | JPP     |  |
| 450.00M  | Able/Paul & Mary          | Parent's Estate                         | Paul Able         | 402-322-1459  | RJB     |  |
| 500.00M I  | Lyons/Mr. & Mrs. Art      | Audit of Federal Income Taxes           | Art Lyons         | 402-545-2780  | DHB     |  |
| 550.00M  | Federated Casualty, Ltd.  | Andrew C. Gilbert v. Federated Casualty | Samantha Kessler  | 402-421-2850  | RJB     |  |
| 600.00M  | Ace Manufacturing Company | General Legal Counsel                   | Al Jones          | 402-435-1739  | MLJ     |  |
| 600.01M  | Ace Manufacturing Company | Workers' compensation claim             | Al Jones          | 402-435-1739  | MLJ     |  |
| 600.02M  | Ace Manufacturing Company | Maintenance of insurance policies       | Al Jones          | 402-435-1739  | MLJ     |  |
| 700.00M  | First National Bank       | General File                            | Lynn Traver       | 402-466-3785  | RJB     |  |
| 750.00M  | Harrison Investments      | Purchase of Real Estate                 | Donald Harrison   | 402-466-7334  | DHB     |  |
| 751.00M  | Harrison/Bradley          | Purchase of Real Estate                 | Bradley Harrison  | 204-939-4545  | DHB     |  |
| 850.00H  | White/Kelly               | Divorce                                 | Kelly White       | 402-474-4336  | DHB     |  |
| 900.00M  | Sherman/Natalie K.        | Divorce                                 | Natalie Sherman   | 402-465-7030  | DHB     |  |
| Number of Clients printed: 20                                    |                           |   |                   |               |         |  |
| Note: Secure Clients and/or transactions may have been excluded. |                           |   |                   |               |         |  |

## Summary Client List

The client list above is a Summary Client List in numerical order. The program tabs for this report include the standard **Client** and **Sort** tabs (page 10) as well as the **Options** tab. The **Options** tab includes parameters that enable you to print a detail or summary list, include secure clients, include secure clients only, print only one file per client, start each client on a new page, double space the report, print client notes (detail list only), and print custom fields (detail list only). The number of clients included is shown at the bottom of the list. A message is shown at the end of the sample list indicating that secure clients may have been excluded.

## Definitions

|                      |   |
|----------------------|---|
| <b>Client</b>        | Client ID. The letter after the Client ID represents the billing frequency.   |
| <b>I</b>             | Inactive clients are indicated by the letter "I" following the billing frequency.   |
| <b>Name</b>          | Client name (first 42 characters of the selected Contact ID, not Full Name).  |
| <b>Description</b>   | Client work description (first 37 characters).  |
| <b>*</b>             | (In front of the work description) indicates the work description will not be printed on the client's statement.                            |
| <b>Contact</b>       | Contact name (first 24 characters of the selected Contact ID, not Full Name).   |
| <b>Primary Phone</b> | Client's primary phone number. The number shown is determined by the phone number displayed in the first phone selector in the Client file. |
| <b>(timekeeper)</b>  | Primary timekeeper initials are shown next to the phone number if the list is not printed in timekeeper order.                              |



**Tabs3 Client Rate Report**  
Burns, Jensen & Powers, P.C.

| Client  | Name   | Work Description                            | Billing Rate Code            |
|---------|--|---|------------------------------|
| 100.00M | Dawson/Charles L.<br>Custom Fee Rate Table for Timekeepers<br>001- RJB 220.00<br>Custom Cost Rate Table for Transaction Codes<br>051- COP 0.150 055- FAX 0.250<br>New Rates Effective 12/01/2008:<br>051- COP 0.200 055- FAX 0.250 | RE: Settlement of Grandfather's Estate      | 2 - Timekeeper Rate 2        |
| 101.00M | Barrett/Karen  | RE: Apartment Management                    | 1 - Timekeeper Rate 1        |
| 102.00M | Richardson/Harold  | RE: Manage personal finances                | 3 - Timekeeper Rate 3        |
| 103.00M | Martin/Mary L. & Fred J.   | RE: Private Adoption                        | 4 - Timekeeper Rate 4        |
| 200.01M | Jefferson Insurance Co.  | RE: Automobile Accident                     | 1 - Timekeeper Rate 1        |
| 200.02C | Jefferson Insurance Co.  | RE: Hail Damage - Palmer farm               | 0 - Flat Fee Amount: 2000.00 |
| 550.00M | Federated Casualty, Ltd.<br>Custom Cost Rate Table for Task Codes<br>E101 0.150 E103 0.150 E104 0.100  | RE: Andrew C. Gilbert v. Federated Casualty | 1 - Timekeeper Rate 1        |
| 600.00M | Ace Manufacturing Company<br>Custom Fee Rate Table for Timekeepers<br>001- RJB 250.00 002- MLJ 225.00<br>New Rates Effective 01/01/2008:<br>001- RJB 260.00 002- MLJ 245.00 003- PAM 235.00  | RE: General Legal Counsel                   | 1 - Timekeeper Rate 1        |
| 600.01M | Ace Manufacturing Company<br>Shared Fee Rate Table with Client (600.00)  | RE: Workers' compensation claim             | 3 - Timekeeper Rate 3        |
| 600.02M | Ace Manufacturing Company<br>Shared Fee Rate Table with Client (600.00)  | RE: Maintenance of insurance policies       | 1 - Timekeeper Rate 1        |
| 700.00M | First National Bank<br>Timekeeper Level 1: 210.00 Level 2: 190.00 Level 3: 185.00 Level 4: 0.00 Level 5: 0.00<br>Level 6: 0.00 Level 7: 0.00 Level 8: 0.00 Level 9: 0.00   | RE: General File                            | 5 - Timekeeper Rate 5        |
| 750.00M | Harrison Investments   | RE: Purchase of Real Estate                 | 3 - Timekeeper Rate 3        |
| 800.00S | ABC Insurance Company<br>Timekeeper Level 1: Code 2 Level 2: Code 3 Level 3: Code 1 Level 4: Code 1 Level 5: Code 1<br>Level 6: Code 1 Level 7: Code 1 Level 8: Code 1 Level 9: Code 1   | RE: Death Benefits                          | 1 - Timekeeper Rate 1        |
| 850.00H | White/Kelly  | RE: Divorce                                 | 2 - Timekeeper Rate 2        |

## Client Rate Report

The Client Rate Report shows the client rate information. You can include fee and cost rate tables, timekeeper level rates and codes, or the client's billing rate code. The program tabs for this report include the standard **Client** and **Sort** tabs (*page 10*) as well as the **Options** tab. The **Options** tab includes parameters that enable you to include fee and cost rate tables, timekeeper levels rates/codes and billing rate codes.

## Definitions

|                                 |  |
|---------------------------------|--|
| <b>Date</b>                     | The date the report was printed.   |
| <b>Client</b>                   | Client ID followed by the billing frequency.   |
| <b>Work Description</b>         | Client's work description  |
| <b>Billing Rate Code</b>        | Billing rate code assigned on the <b>Rates</b> tab of the Client file. If the billing rate code is "0" (i.e., the client is a flat fee client), the Flat Fee Amount will also be shown. Client 200.02 in the report above is a flat fee client.  |
| <b>Custom Fee Rate Table</b>    | Indicates that a fee rate table has been set up for the client. The timekeeper number and initials are followed by the rate per hour for each timekeeper in the fee rate table. Clients 100.00 and 600.00 in the report above have custom fee rate tables.   |
| <b>Custom Cost Rate Table</b>   | Indicates that a cost rate table has been set up for the client. The tcode or expense code are followed by the rate for each tcode or expense code in the cost rate table. Clients 100.00 and 550.00 in the report above have custom cost rate tables.   |
| <b>Shared Client Rate Table</b> | Indicates that the client is sharing another client's rate table. Clients 600.01 and 600.02 in the report above are sharing a rate table with client 600.00.   |
| <b>New Rates Effective</b>      | Includes the date the new rates are effective, as specified in the fee or cost rate table, as well as lists the new rates. Client 100.00 in the report above has new rates specified in the cost rate table. Client 600.00 has new rates specified in the fee rate table.  |
| <b>Timekeeper Levels</b>        | The hourly rate or billing rate code is shown for each timekeeper level. This is shown only when the client's <b>Timekeeper Level Type</b> option on the <b>Rates</b> tab of the Client file is set to <b>Rate</b> or <b>Code</b> . Client 700.00 in the report above has a rate specified for each timekeeper level. Client 800.00 has a billing rate code specified for each timekeeper level. |

**Tab3 Fee Compensation Rules Report**  
 Jensen, Martin & Anderson, P.C.

| Fee Compensation Timekeeper     | Type | Percent  | Taken From               | Effective Date | Ending Date | From Amount | To Amount |
|---------------------------------|------|--|--------------------------|----------------|-------------|-------------|-----------|
| <b>100.00 M Phillips/Marcus</b> |      |  |                          |                |             |             |           |
| Real Estate Acquisition         |      |  |                          |                |             |             |           |
| FIRM                            |      | 3.00%  | Selected (LVL 4, LVL 6)  | mm/dd/yyyy     | mm/dd/yyyy  | 0.00        |           |
| 1 Michael L. Jensen             | Prim | 10.00%   | ALL - All Timekeepers    | mm/dd/yyyy     | mm/dd/yyyy  | 0.00        |           |
| 3 Ronald P. Anderson            | Orig | 5.00%  | ALL - All Timekeepers    | mm/dd/yyyy     | mm/dd/yyyy  | 0.00        |           |
| 2 Jennifer A. Martin            | Prim | 6.00%  | Selected (JAM, RPA, CTS) | 05/01/2014     | 10/31/2014  | 0.00        |           |
| <b>120.00 M Berger/Randall</b>  |      |  |                          |                |             |             |           |
| Real Estate Investment          |      |  |                          |                |             |             |           |
| FIRM                            |      | 4.00%  | LVL 4 - Paralegal        | mm/dd/yyyy     | mm/dd/yyyy  | 0.00        |           |
| 2 Jennifer A. Martin            | Orig | 5.00%  | ALL - All Timekeepers    | mm/dd/yyyy     | mm/dd/yyyy  | 0.00        |           |
| 3 Ronald P. Anderson            | Prim | 10.00%   | 6 - Candace T. Stone     | mm/dd/yyyy     | mm/dd/yyyy  | 0.00        |           |
| 1 Michael L. Jensen             | Prim | 10.00%   | ALL - All Timekeepers    | mm/dd/yyyy     | mm/dd/yyyy  | 0.00        | 2,000.00  |
| <b>150.00 M Davis/Daniel</b>    |      |  |                          |                |             |             |           |
| Creation of Will                |      |  |                          |                |             |             |           |
| 2 Jennifer A. Martin            | Orig | 15.00%   | ALL - All Timekeepers    | mm/dd/yyyy     | mm/dd/yyyy  | 0.00        |           |
| 2 Jennifer A. Martin            | Orig | 5.00%  | 1 - Michael L. Jensen    | mm/dd/yyyy     | mm/dd/yyyy  | 0.00        |           |
| <b>250.00 M Clay/Yolanda</b>    |      |  |                          |                |             |             |           |
| Divorce                         |      |  |                          |                |             |             |           |
| Shared Rules Table with Client: |      | 100.00 Phillips/Marcus Real Estate Acquisition |                          |                |             |             |           |
| FIRM                            |      | 3.00%  | Selected (LVL 4, LVL 6)  | mm/dd/yyyy     | mm/dd/yyyy  | 0.00        |           |
| 1 Michael L. Jensen             | Prim | 10.00%   | ALL - All Timekeepers    | mm/dd/yyyy     | mm/dd/yyyy  | 0.00        |           |
| 3 Ronald P. Anderson            | Orig | 5.00%  | ALL - All Timekeepers    | mm/dd/yyyy     | mm/dd/yyyy  | 0.00        |           |
| 2 Jennifer A. Martin            | Prim | 6.00%  | Selected (JAM, RPA, CTS) | 05/01/2014     | 10/31/2014  | 0.00        |           |

This report is grouped by client.

**Tab3 Fee Compensation Rules Report**  
 Jensen, Martin & Anderson, P.C.

| Client   | Name/Work Description                   | Type | Percent | Taken From               | Effective Date | Ending Date | From Amount | To Amount |
|--|---|------|---------|--------------------------|----------------|-------------|-------------|-----------|
| <b>Fee Compensation Timekeeper: FIRM</b>                 |   |      |         |                          |                |             |             |           |
| 100.00   | Phillips/Marcus Real Estate Acquisition |      | 3.00%   | Selected (LVL 4, LVL 6)  | mm/dd/yyyy     | mm/dd/yyyy  | 0.00        |           |
| 120.00   | Berger/Randall Real Estate Investment   |      | 4.00%   | LVL 4 - Paralegal        | mm/dd/yyyy     | mm/dd/yyyy  | 0.00        |           |
| 250.00   | Clay/Yolanda Divorce                    |      | 3.00%   | Selected (LVL 4, LVL 6)  | mm/dd/yyyy     | mm/dd/yyyy  | 0.00        |           |
| <b>Fee Compensation Timekeeper: 1 Michael L. Jensen</b>  |   |      |         |                          |                |             |             |           |
| 100.00   | Phillips/Marcus Real Estate Acquisition | Prim | 10.00%  | ALL - All Timekeepers    | mm/dd/yyyy     | mm/dd/yyyy  | 0.00        |           |
| 120.00   | Berger/Randall Real Estate Investment   | Prim | 10.00%  | ALL - All Timekeepers    | mm/dd/yyyy     | mm/dd/yyyy  | 0.00        | 2,000.00  |
| 250.00   | Clay/Yolanda Divorce                    | Prim | 10.00%  | ALL - All Timekeepers    | mm/dd/yyyy     | mm/dd/yyyy  | 0.00        |           |
| <b>Fee Compensation Timekeeper: 2 Jennifer A. Martin</b> |   |      |         |                          |                |             |             |           |
| 100.00   | Phillips/Marcus Real Estate Acquisition | Prim | 6.00%   | Selected (JAM, RPA, CTS) | 05/01/2014     | 10/31/2014  | 0.00        |           |
| 120.00   | Berger/Randall Real Estate Investment   | Orig | 5.00%   | ALL - All Timekeepers    | mm/dd/yyyy     | mm/dd/yyyy  | 0.00        |           |
| 150.00   | Davis/Daniel Creation of Will           | Orig | 15.00%  | ALL - All Timekeepers    | mm/dd/yyyy     | mm/dd/yyyy  | 0.00        |           |
| 150.00   | Davis/Daniel Creation of Will           | Orig | 5.00%   | 1 - Michael L. Jensen    | mm/dd/yyyy     | mm/dd/yyyy  | 0.00        |           |
| 250.00   | Clay/Yolanda Divorce                    | Prim | 6.00%   | Selected (JAM, RPA, CTS) | 05/01/2014     | 10/31/2014  | 0.00        |           |
| <b>Fee Compensation Timekeeper: 3 Ronald P. Anderson</b> |   |      |         |                          |                |             |             |           |
| 100.00   | Phillips/Marcus Real Estate Acquisition | Orig | 5.00%   | ALL - All Timekeepers    | mm/dd/yyyy     | mm/dd/yyyy  | 0.00        |           |
| 120.00   | Berger/Randall Real Estate Investment   | Orig | 10.00%  | 6 - Candace T. Stone     | mm/dd/yyyy     | mm/dd/yyyy  | 0.00        |           |
| 250.00   | Clay/Yolanda Divorce                    | Orig | 5.00%   | ALL - All Timekeepers    | mm/dd/yyyy     | mm/dd/yyyy  | 0.00        |           |

This report is grouped by fee compensation timekeeper.

(Description and Definitions are on the following page)

(reports shown on the previous page)

## Fee Compensation Rules Report

The Fee Compensation Rules Report shows the fee compensation rules information. You can group the report by client or fee compensation timekeeper as shown on the sample reports on the previous page. The report can be run for all fee compensation timekeepers or for specific fee compensation timekeepers. The program tabs for this report include the standard **Client** and **Sort** tabs (page 10) as well as the **Options** and **Format** tabs. The **Options** tab includes parameters that enable you to group the report by client or fee compensation timekeeper. Alternatively, the **Options** tab includes the ability to show only clients with no fee compensation rules defined (report shown below). The **Format** tab includes options that let you to include the fee compensation rules dates and amounts columns.

### Definitions

|                       |   |
|-----------------------|---|
| <b>Date</b>           | The date the report was printed. Used for reference and has no bearing on the report itself.  |
| <b>Type</b>           | Timekeeper Type. Available types include "Prim" for primary timekeeper, "Sec" for secondary timekeeper, and "Orig" for originating timekeeper. This column is left blank if the rule is for the FIRM fee compensation timekeeper. |
| <b>Percent</b>        | The percentage of working timekeeper fee receipts that will be allocated to the selected timekeeper or the firm.  |
| <b>Taken From</b>     | "ALL" - All Timekeepers", "Selected" (shown timekeepers with initials or level numbers), an individual timekeeper's number and name, or a specified timekeeper level (shown with the "TK Level" description).                     |
| <b>Effective Date</b> | Date the fee compensation rule goes into effect.  |
| <b>Ending Date</b>    | Cut-off date for the fee compensation rule.   |
| <b>From</b>           | The lowest total fee income amount received for the fee compensation rule to be effective.  |
| <b>To</b>             | The highest total fee income amount received for the fee compensation rule to be effective.   |

### When Grouped by Client

|   |   |
|---|---|
| <b>Client</b>                           | Client ID.  |
| <b>Name/Work Description</b>            | Client name and work description. An asterisk before the work description indicates that the work description will not be included on the client's statement. <sup>1</sup>                            |
| <b>(fee compensation timekeeper)</b>    | Timekeeper number and name. "FIRM" indicates that the fee compensation rule is for the FIRM fee compensation timekeeper.  |
| <b>(shared rules table with client)</b> | Indicates that the client is sharing another client's fee compensation rules table. Client ID 250.00 in the report on the previous page is sharing a fee compensation rules table with client 100.00. |

### When Grouped by Fee Compensation Timekeeper

|                                    |  |
|------------------------------------|--|
| <b>(client)</b>                    | Client ID, billing frequency, name and work description. The letter after the Client ID represents the billing frequency. An asterisk before the work description indicates that the work description will not be included on the client's statement. <sup>1</sup> |
| <b>Fee Compensation Timekeeper</b> | Timekeeper number and name. "FIRM" indicates that the fee compensation rule is for the FIRM fee compensation timekeeper.   |

<sup>1</sup> Not shown on either sample report.

| Fee Compensation Timekeeper   | Type | Percent | Taken From | Effective Date | Ending Date | From Amount | To Amount |
|---|------|---------|------------|----------------|-------------|-------------|-----------|
| Date: 11/17/2014 <b>Tab3 Fee Compensation Rules Report</b> Page: 1<br>Jensen, Martin & Anderson, P.C. |      |         |            |                |             |             |           |
| <b>102.00 Gilbert/Andrew C.</b><br>Auto Accident  |      |         |            |                |             |             |           |
| No Fee Compensation Rules Defined.  |      |         |            |                |             |             |           |
| <b>300.00 McBride/John</b><br>Copyright Infringement  |      |         |            |                |             |             |           |
| No Fee Compensation Rules Defined.  |      |         |            |                |             |             |           |

|                |  | <u>Fee %</u> | <u>Exp %</u> | <u>Adv %</u> |
|----------------|--|--------------|--------------|--------------|
| Main Client:   | <b>415.00 MegaConstruction Corporation</b>   |              |              |              |
| Fee Options:   | Split both Hours and Amount: Yes<br>Split Hours and then calculate Amount: No<br>Split Fee Credits: No   |              |              |              |
| Cost Options:  | Split Non-billable and Zero Amount Fees: No<br>Split both Units and Amount: Yes<br>Split Units and then calculate Amount: No<br>Split Cost Credits: No<br>Split Non-billable and Zero Amount Costs: No |              |              |              |
| Split Matters: |  |              |              |              |
| 415.00         | MegaConstruction Corporation   | 50.0000      | 50.0000      | 50.0000      |
|                | Show pre-split values on statements: No<br>Show Split Billing Summary on statements: Yes (Detail)  |              |              |              |
| 416.00         | Tatiki, Sr./James R.   | 50.0000      | 50.0000      | 50.0000      |
|                | Show pre-split values on statements: No<br>Show Split Billing Summary on statements: Yes (Detail)  |              |              |              |
|                |  | 100.0000     | 100.0000     | 100.0000     |

## Split Billing Report

The Split Billing Report shows the clients that are set up for split billing along with their split fee percentages. Each client who is set up as a Main Client is printed followed by the specified Split Matters and their percentages. This report can be printed for a range of clients. The work description can optionally be included for each client.

## Definitions

|                    |   |
|--------------------|---|
| <b>Date</b>        | The date the report was printed.  |
| <b>Client/Name</b> | The Main Client's Client ID, name and work description (optional) will be shown followed by the Client IDs, names and work descriptions of the Perform Split Billing Clients. The Main Client will have its fees and costs split among the Split Matters when the Perform Split Billing program is run. |
| <b>Fee %</b>       | The percentage of each fee transaction that will be allocated to the client when the Perform Split Billing program is run. "REM" indicates that the remaining fee percentage will be allocated to this client.  |
| <b>Exp %</b>       | The percentage of each expense transaction that will be allocated to the client when the Perform Split Billing program is run. "REM" indicates that the remaining expense percentage will be allocated to this client.  |
| <b>Adv %</b>       | The percentage of each advance transaction that will be allocated to the client when the Perform Split Billing program is run. "REM" indicates that the remaining advance percentage will be allocated to this client.  |
| <b>*</b>           | (Following the total for a client) indicates that one of the Split Matters is set up to receive the remaining fee, expense or advance percentage. When the Perform Split Billing program is run, the client shown with "REM" will receive the remaining percentage of the fees, expenses or advances.   |

Date: 11/17/2014 Page: 1

**Fee Entry List by Transaction Date**  
Jensen, Martin & Anderson, P.C.

Include Archive: No

Transaction Date: 10/31/2014

| Client ID/Name   | Ref # | BC | H/P | Tmkr | Hrs to Bill         | Amount   | Description   |
|--|-------|----|-----|------|---------------------|----------|---|
| 101.00 Williams/John<br>State v. Williams              | 31    |    | P   | 1    | 1.25                | 312.50   | Telephone conference with real estate agent regarding proration of taxes.             |
| 101.00 Williams/John<br>State v. Williams              | 67    |    | P   | 2    | 1.25                | 312.50   | Telephone conference with real estate agent regarding proration of taxes.             |
| 200.01 Peterson Insurance Co.<br>General Legal Counsel | 12    |    | P   | 1    | 1.50                | 375.00   | Letter to <b>Smith London &amp; O'Neill</b> requesting financial net worth of spouse. |
| 200.01 Peterson Insurance Co.<br>General Legal Counsel | 13    |    | P   | 1    | 4.00                | 1,000.00 | Initial conference with client.   |
| 200.01 Peterson Insurance Co.<br>General Legal Counsel | 18    |    | P   | 2    | 1.75                | 236.25   | Telephone conference regarding settlement with opposing attorney.                     |
| 200.01 Peterson Insurance Co.<br>General Legal Counsel | 42    |    | P   | 2    | 1.50                | 375.00   | Letter to <b>Smith London &amp; O'Neill</b> requesting financial net worth of spouse. |
| 200.01 Peterson Insurance Co.<br>General Legal Counsel | 43    |    | P   | 2    | 4.00                | 1,000.00 | Initial conference with client.   |
| 200.01 Peterson Insurance Co.<br>General Legal Counsel | 48    |    | P   | 1    | 1.75                | 236.25   | Telephone conference regarding settlement with opposing attorney.                     |
|  |       |    |     |      | <b>Billable</b>     | 17.00    | 3,847.50  |
|  |       |    |     |      | <b>Non-Billable</b> | 0.00     | 0.00  |
|  |       |    |     |      | <b>Total</b>        | 17.00    | 3,847.50  |

Date: 11/17/2014

**Cost Entry List by Client**  
Jensen, Martin & Anderson, P.C.

User ID: DAN  
Include Archive: No

102.00 Gilbert/Andrew C.  
Auto Accident

| Ref #        | BC | H/P | Date       | Amount | Description        |
|--------------|----|-----|------------|--------|--------------------|
| 1            |    | P   | 10/13/2014 | 6.75   | Photocopy charges. |
| <b>Total</b> |    |     |            | 6.75   |                    |

### Data Entry Lists

The reports shown above are example of Data Entry Lists from the Fee, Cost and Payment Entry programs. This list can be printed from within the Fee Entry, Cost Entry, Payment Entry and Client Funds Entry windows. The contents of this list depends on the options specified in the associated View Options window. The sort order of the records is based on the sort column selected in the list.

The first report shows an example of a Fee Entry List by Transaction Date, including work-in-process transactions for all users and timekeepers. The second report shows an example of a Cost Entry List by Client, including work-in-process transactions for a single user and all timekeepers. The third report shows an example of a Payment Entry List by Client, including work-in-process and archived transactions for all users, sorted by transaction date. The fourth report shows an example of a Client Funds Entry List, including work-in-process transactions for all users and timekeepers.

Date: 11/17/2014

**Payment Entry List by Client**  
Jensen, Martin & Anderson, P.C.

Include Archive: Yes

121.01 Phillips/Marcus  
Real Estate Acquisition

| Ref #        | H/P | Date       | Amount   | Description |
|--------------|-----|------------|----------|-------------|
| ARCH         | P   | 08/11/2014 | 267.00   | Payment     |
| ARCH         | P   | 09/29/2014 | 167.50   | Payment     |
| ARCH         | P   | 10/31/2014 | 1,437.43 | Payment     |
| 15           | P   | 11/11/2014 | 177.25   | Payment     |
| <b>Total</b> |     |            | 2,049.18 |             |

Date: 11/15/2014 Page: 1

**Client Funds Entry List by Client**  
Jensen, Martin & Anderson, P.C.

Include Archive: No

850.00 White/Kelly  
Divorce

| Ref #               | Type | Date       | Amount   | Description                        |
|---------------------|------|------------|----------|------------------------------------|
| 1                   | D    | 08/08/2014 | 1,500.00 | Deposit into Client Funds account. |
| 3                   | P    | 09/15/2014 | 500.00   | Payment                            |
| 4                   | W    | 10/13/2014 | 500.00   | Withdrawal.                        |
| <b>Credit Cards</b> |      |            | 0.00     |                                    |
| <b>Deposits</b>     |      |            | 1,500.00 |                                    |
| <b>Payments</b>     |      |            | 500.00   |                                    |
| <b>Withdrawals</b>  |      |            | 500.00   |                                    |
| <b>Total</b>        |      |            | 500.00   |                                    |

## Fee Verification List

Burns, Jensen & Powers, P.C.  
User: SUSAN Susan C. Long

| Ref# | Client | Tkr | Cat | Trans Date | Date Entered | S | H | T | B | R         | Toode  | Rate         | Hours Worked | Hours to Bill | Amount   |  |
|------|--------|-----|-----|------------|--------------|---|---|---|---|-----------|--------|--------------|--------------|---------------|--|--|
| 5    | 102.00 | RJB | 20  | 11/11/2014 | 11/11/2014   | B | P |   |   |           | 3      | 200.00       | 0.25         | 0.25          | 50.00  | Telephone conference with Harold Richardson/Harold   |
| 6    | 102.00 | RJB | 20  | 11/11/2014 | 11/11/2014   | B | P |   |   |           | 7      | 200.00       | 0.25         | 0.25          | 50.00  | Plan and prepare for conference with Harold Richardson/Harold  |
| 10   | 200.03 | RJB | 40  | 11/14/2014 | 11/14/2014   | B | P | 1 |   |           | 1      | 250.00       | 1.50         | 1.50          | 375.00   | Office conference with Mike Johnson concerning upcoming meeting with President of Mid-State Jefferson Insurance Co.  |
| 2    | 400.00 | RJB | 5   | 11/14/2014 | 11/14/2014   | B | P |   |   |           | 10     | 250.00       | 0.50         | 0.50          | 125.00   | Legal research of banking rules and regulations Lutz/Jody  |
|      |        |     |     |            |              |   |   |   |   |           |        | Billable     | 2.50         | 2.50          | 600.00   |  |
| 2    | 550.00 | MLJ | 55  | 11/14/2014 | 11/14/2014   | B | P |   |   | L110 A102 | 225.00 | 1.25         | 1.25         | 281.25        | Research Brown vs. United Insurance Federated Casualty, Ltd. |  |
|      |        |     |     |            |              |   |   |   |   |           |        | Billable     | 1.25         | 1.25          | 281.25   |  |
| 2    | 900.00 | DHB | 35  | 11/14/2014 | 11/14/2014   | B | P |   |   |           | 3      | 175.00       | 0.25         | 0.25          | 43.75  | Telephone conference with Mrs. Sherman regarding conversation with representative from Union Bank and Trust. Sherman/Natalie K.  |
| 4    | 101.00 | DHB | 25  | 11/14/2014 | 11/14/2014   | B | P |   |   |           | 3      | 175.00       | 0.25         | 0.25          | 43.75  | Called Steve Catton of Certified Appraisals to arrange for him to appraise all properties managed by Karen Barrett. Steve plans to have all appraisals complete by mid-December. Barrett/Karen |
|      |        |     |     |            |              |   |   |   |   |           |        | Billable     | 0.50         | 0.50          | 87.50  |  |
| 4    | 100.00 | JPP | 15  | 11/03/2014 | 11/03/2014   | B | P |   |   |           | 1      | 150.00       | 1.25         | 1.25          | 187.50   | Office conference with Mr. Dawson Dawson/Charles L.  |
| 5    | 100.00 | JPP | 15  | 11/07/2014 | 11/07/2014   | B | P | 1 |   |           | 5      | 150.00       | 0.50         | 0.50          | 75.00  | Letter to client's banker Dawson/Charles L.  |
|      |        |     |     |            |              |   |   |   |   |           |        | Billable     | 1.75         | 1.75          | 262.50   |  |
|      |        |     |     |            |              |   |   |   |   |           |        | Billable     | 6.00         | 6.00          | 1,231.25   |  |
|      |        |     |     |            |              |   |   |   |   |           |        | Non-billable | 0.00         | 0.00          | 0.00   |  |
|      |        |     |     |            |              |   |   |   |   |           |        | Grand Total  | 6.00         | 6.00          | 1,231.25   |  |

Client Checksum = 255,503

## Changed Entries

| New |            | Old |  |
|-----|------------|-----|--|
| 6   | 102.00 RJB | 20  | 11/11/2014 11/11/2014 B P  |
|     |            |     | 7 200.00 0.25 0.25 50.00 Plan and prepare for conference with Harold Richardson/Harold |
| 6   | 102.00 RJB | 20  | 11/11/2014 11/11/2014 B P 2  |
|     |            |     | 7 200.00 0.50 0.50 100.00  |

Total Transaction Count = 10

## Verification Lists

The report shown above and the report on the following page are examples of the Fee Verification List and the Cost Verification List. When a transaction is added or edited, the entry is added to the verification list for the user making the entry. The Fee Verification List can be printed in entry order, timekeeper order or timekeeper order by transaction date. The Cost Verification List can be printed in entry order, transaction code order or transaction date order. You can optionally include the client name and work description. You can include the timekeeper number or initials. The Fee Verification List shown above is printed in timekeeper order with initials whereas the Cost Verification List shown is printed in entry order with timekeeper numbers instead of initials. The Cost Verification List is not subtotaled because it was printed in entry order instead of sorted by transaction code or date. The Fee Verification list shown includes the client name and work description whereas the Cost Verification List includes only the client name. Fee and cost verification lists can be printed in portrait or landscape orientation.

## Definitions

|  |  |
|--|--|
| <b>Ref #</b>                                     | Reference number identifying the transaction for editing purposes.   |
| <b>Client</b>                                    | Client ID.   |
| <b>Tkr (fee list)</b><br><b>Tmkr (cost list)</b> | Timekeeper number or initials shown on the transaction. [Note: An "***" in this column indicates the timekeeper record no longer exists (i.e., deleted or renumbered). <sup>1</sup> ]  |
| <b>Cat (fee list)</b>                            | Category assigned to the transaction.  |
| <b>E/A (cost list)</b>                           | Expense/Advance. "E" indicates the transaction is an expense and "A" indicates the transaction is an advance.  |
| <b>Trans Date</b>                                | Date of the transaction.   |
| <b>Date Entered</b>                              | Date the transaction was entered.  |
| <b>SR (fee list)</b><br><b>Src (cost list)</b>   | Source code that indicates the source of the transaction. "B" = Billing, "b" = Split Billing, "R" <sup>1</sup> = Tabs3 Remote, "P" <sup>1</sup> or "C" <sup>1</sup> = PracticeMaster, "D" <sup>1</sup> = Data Capture Device, "T" <sup>1</sup> = Trust Accounting Software, "A" <sup>1</sup> = Accounts Payable Software, "Q" <sup>1</sup> = QuickBooks. |
| <b>HP</b>  | Status field of the transaction. "H" <sup>1</sup> = Hold, "P" = Print, "D" = Deleted, "S" <sup>1</sup> = Save.   |

<sup>1</sup> Not shown on either sample report.

| Ref# | Client | E/A | Trans Date | Date Entered | Src | H<br>P | T<br>X | B<br>C | R<br>C | Tcode<br>Task Code | Tmkr | Rate  | Units | Amount  |
|------|--------|-----|------------|--------------|-----|--------|--------|--------|--------|--------------------|------|-------|-------|---|
| 1    | 100.00 | E   | 11/02/2014 | 11/14/2014   | B   | P      |        |        |        | 51                 | 5    | 0.150 | 25.00 | 3.75 Photocopy charges<br>Dawson/Charles L.               |
| 2    | 100.00 | E   | 11/07/2014 | 11/14/2014   | B   | P      |        |        |        | 50                 | 5    | 0.000 | 0.00  | 6.75 Long distance telephone charges<br>Dawson/Charles L. |
| 2    | 300.00 | A   | 11/07/2014 | 11/14/2014   | B   | P      |        |        | 8      | 70                 | 1    | 0.000 | 0.00  | 75.00 Filing fee<br>McBride/John                          |
| 3    | 550.00 | E   | 11/11/2014 | 11/14/2014   | B   | P      |        |        |        | L100 E110          | 2    | 0.000 | 0.00  | 23.50 Mileage to/from Omaha<br>Federated Casualty, Ltd.   |
| 6    | 200.03 | E   | 11/11/2014 | 11/14/2014   | B   | P      |        |        |        | 55                 | 1    | 0.000 | 0.00  | 4.50 Facsimile costs<br>Jefferson Insurance Co.           |
| 4    | 400.00 | A   | 11/14/2014 | 11/14/2014   | B   | D      |        |        |        | 72                 | 5    | 0.000 | 0.00  | *deleted* Courier fee<br>Lutz/Jody                        |
|      |        |     |            |              |     |        |        |        |        |                    |      |       |       | Billable<br>113.50  |
|      |        |     |            |              |     |        |        |        |        |                    |      |       |       | Non-billable<br>0.00                                      |
|      |        |     |            |              |     |        |        |        |        |                    |      |       |       | Grand Total<br>113.50                                     |

Client Checksum = 165,003

**Changed Entries**

|            |   |        |   |            |            |   |   |  |  |    |   |       |       |   |
|------------|---|--------|---|------------|------------|---|---|--|--|----|---|-------|-------|---|
| <b>New</b> | 6 | 200.03 | E | 11/11/2014 | 11/14/2014 | B | P |  |  | 55 | 1 | 0.000 | 0.00  | 4.50 Facsimile costs<br>Jefferson Insurance Co. |
| <b>Old</b> | 6 | 200.03 | E | 11/11/2014 | 11/14/2014 | B | P |  |  | 55 | 1 | 0.000 | 0.00  | 3.50  |
| <b>New</b> | 1 | 100.00 | E | 11/02/2014 | 11/14/2014 | B | P |  |  | 51 | 5 | 0.150 | 25.00 | 3.75 Photocopy charges<br>Dawson/Charles L.     |
| <b>Old</b> | 1 | 100.00 | E | 11/02/2014 | 11/14/2014 | B | P |  |  | 51 | 5 | 0.150 | 20.00 | 3.00  |

**Deleted Entries**

|  |   |        |   |            |            |   |   |  |  |    |   |       |      |                                |
|--|---|--------|---|------------|------------|---|---|--|--|----|---|-------|------|--------------------------------|
|  | 4 | 400.00 | A | 11/14/2014 | 11/14/2014 | B | P |  |  | 72 | 5 | 0.000 | 0.00 | 24.15 Courier fee<br>Lutz/Jody |
|--|---|--------|---|------------|------------|---|---|--|--|----|---|-------|------|--------------------------------|

Total Transaction Count = 9

(continued from the previous page)

|   |  |
|---|--|
| <b>TX</b>                                 | Sales tax rate code that will be used to calculate sales tax when a statement is printed. No code will print if the sales tax rate code is "0" (i.e., no sales tax). Up to 9 sales tax rates can be defined in Tabs3 Customization.  |
| <b>BC</b>                                 | Bill Code (0-4). The Bill Code defines the transaction code's default billing and print status. No code will print if the Bill Code is "0". "0" = billable and printable. "1" = non-billable and non-printable, "2" = non-billable and printable, "3" = billable and non-printable and "4" = billable and always print.  |
| <b>RC</b><br><b>(fee list)</b>            | Rate Code (0-9). The rate code indicates which billing rate Tabs3 uses. No code will print if the rate code is "0". "0" indicates that Tabs3 has used the default billing rate.  |
| <b>RC</b><br><b>(cost/payment list)</b>   | Rate Code (0, 7 or 8). The rate code indicates how the Amount is determined. "0" indicates that the operator entered the amounts. "7" indicates that Tabs3 retrieved the Rate from the transaction code file, allowed the operator to enter the number of units, and then automatically calculated the amount. "8" indicates that Tabs3 retrieved the Amount from the transaction code file. No code will print if the rate code is "0".   |
| <b>Tcode/Task Code</b>                    | Transaction code number. For task based billing clients, the task codes entered will be shown instead of the transaction code.   |
| <b>Rate</b>                               | Rate used for calculating the amount.  |
| <b>Hours Worked</b><br><b>(fee list)</b>  | Hours worked.  |
| <b>Hours to Bill</b><br><b>(fee list)</b> | Hours to bill. The hours to bill are multiplied by the rate to calculate the amount.   |
| <b>Units (cost list)</b>                  | Units. If a rate is specified, the units are multiplied by the rate to calculate the amount.   |
| <b>Amount</b>                             | Dollar amount of the transaction. If a new transaction (i.e., a transaction in the top part of the verification list) has been deleted, the text "*deleted*" will be shown in the Amount column. The original transaction amount will be shown in the "Deleted Entries" section of the list.   |
| <b>(description)</b>                      | Description of the transaction. Statement comments are shown with strikethrough characters <sup>1</sup> .  |
| <b>(client)</b>                           | The client's name and work description are optionally printed below the description of each transaction. The fee list shown includes both the name and work description. The cost list shown includes only the name.   |
| <b>Changed Entries</b>                    | Any transactions that are edited will be listed under the Changed Entries section. The transaction under the "New" heading reflects the changes. The transaction under the "Old" heading reflects the transaction before the changes. The description shown in the Changed Entries section reflects the new description only.<br><b>A critical field was changed. A final statement must be rerun for this client.</b> <sup>1</sup> When this message is shown for a changed transaction, a statement cannot be updated until a new final statement is run for the client. |
| <b>Deleted Entries</b>                    | Any transactions that are deleted will be listed under the Deleted Entries section.  |
| <b>Total Transaction Count</b>            | Total number of transactions on the list including changes and deletions. Each changed transaction (i.e., both old and new) counts as one transaction.   |

<sup>1</sup> Not shown on either sample report.

**Tabs3 Recap of Hours Report**  
 Jensen, Martin & Anderson, P.C.  
 From October 01, 2014 Thru October 31, 2014

**001 Michael L. Jensen**

|                      | Sunday | Monday | Tuesday | Wednesday   | Thursday | Friday | Saturday            | Total         |
|----------------------|--------|--------|---------|-------------|----------|--------|---------------------|---------------|
| Billable             |        |        |         | Oct 1, 2014 | 2        | 3      | 4                   |               |
| Non-billable         |        |        |         | 7.80        |          | 5.70   | 6.05                | 19.55         |
| Total                |        |        |         | 7.80        |          | 5.70   | 6.05                | 19.55         |
| Billable             | 5      | 6      | 7       | 8           | 9        | 10     | 11                  |               |
| Non-billable         |        | 1.00   | 14.50   | 20.95       | 8.90     | 6.00   | 17.45               | 68.80         |
| Total                |        | 1.00   | 14.50   | 20.95       | 9.90     | 6.00   | 17.45               | 69.80         |
| Billable             | 12     | 13     | 14      | 15          | 16       | 17     | 18                  |               |
| Non-billable         |        | 1.50   | 1.60    | 0.20        |          | 0.20   | 0.50                | 4.00          |
| Total                |        | 1.50   | 1.60    | 0.20        | 0.10     | 0.20   | 0.50                | 4.10          |
| Billable             | 19     | 20     | 21      | 22          | 23       | 24     | 25                  |               |
| Non-billable         |        |        | 7.50    | 1.00        | 1.00     | 2.00   | 0.10                | 11.60         |
| Total                |        |        | 7.50    | 2.00        | 1.00     | 2.00   | 0.10                | 12.60         |
| Billable             | 26     | 27     | 28      | 29          | 30       | 31     |                     |               |
| Non-billable         |        | 2.00   | 5.50    |             |          |        |                     | 7.50          |
| Total                |        | 2.00   | 5.50    |             |          |        |                     | 7.50          |
| <b>GRAND TOTALS:</b> |        |        |         |             |          |        | <b>Billable</b>     | <b>111.45</b> |
|                      |        |        |         |             |          |        | <b>Non-billable</b> | <b>2.10</b>   |
|                      |        |        |         |             |          |        | <b>Total</b>        | <b>113.55</b> |

**Recap of Hours Report**

The Recap of Hours Report can be very useful in finding missing timeslip entries. The report includes the **Hours Worked** for one or more timekeepers during a specified date range. This report does not use **Hours to Bill**. For example, on Monday, August 24, 8.75 hours were entered for timekeeper Robert Burns. Daily and weekly totals are shown as well as grand totals for each timekeeper. Optionally, daily totals only can be included, and the daily totals can be shown shaded if the total is less than a specified number of hours, thus providing an easy-to-use exception report.

This report includes transactions that are in work-in-process and transactions that have been billed and updated. Transactions that are on "hold" (i.e., Status field is set to "Hold") are also included. Work-in-process transactions that are "saved" (i.e., Status field is set to "Save") are included. Likewise, "saved" transactions that have been updated are included.

This report can be produced for a range of dates and working timekeepers. Inactive timekeepers or timekeepers with no activity can optionally be excluded from the report. Each timekeeper's information can optionally start on a new page of the report.

**Definitions**

- Date** The date to the left of the heading is the date the report was produced. The date range on the report is shown below the report title.
- (date range)** The beginning and ending dates selected for the report.
- Day** Day of the month.
- Billable** Number of billable hours for each day. Credit transactions are included.
- Non-billable** Number of non-billable hours for each day. Credit transactions are included.
- Total** Total of billable and non-billable hours for the day and week. Grand totals are also shown.



## Detail Transaction File List

Burns, Jensen &amp; Powers, P.C.

| Client                                    | Trans<br>Date | H<br>Tmkr | P | Tcd | Stmt #<br>Rate | Hours<br>to Bill | Amount   | Ref #                              |
|---|---------------|-----------|---|-----|----------------|------------------|----------|------------------------------------|
| <b>Client ID 100.00 Dawson/Charles L.</b> |               |           |   |     |                |                  |          |                                    |
| 100.00                                    | 09/12/2014    | 5         | A | 13  | 150.00         | 1.00             | 150.00   | ARCH                               |
| 100.00                                    | 09/12/2014    | 5         | A | 1   | 150.00         | 2.00             | 300.00   | ARCH                               |
| 100.00                                    | 09/19/2014    | 5         | A | 6   | 150.00         |                  | 25.00    | ARCH                               |
| 100.00                                    | 09/26/2014    | 1         | A | 1   | 120.00         | 2.50             | 300.00   | ARCH                               |
| 100.00                                    | 10/14/2014    | 5         | U | 7   | 150.00         | 2.00             | 300.00   | 1                                  |
| 100.00                                    | 10/24/2014    | 5         | U | 1   | 150.00         | 2.00             | 300.00   | 2                                  |
| 100.00                                    | 11/02/2014    | 5         | P | 1   | 150.00         | 1.25             | 187.50   | 3                                  |
| 100.00                                    | 11/07/2014    | 5         | P | 5   | 150.00         | 0.50             | 75.00    | 4                                  |
| <b>Subtotal for Fees</b>                  |               |           |   |     | Billable       | 11.25            | 1,612.50 |                                    |
|   |               |           |   |     | Non-billable   | 0.00             | 25.00    |                                    |
|   |               |           |   |     | Total          | 11.25            | 1,637.50 |                                    |
| 100.00                                    | 09/12/2014    | 5         | A | 55  |                |                  | 3.75     | ARCH                               |
| 100.00                                    | 09/12/2014    | 5         | A | 56  |                |                  | 40.00    | ARCH                               |
| 100.00                                    | 11/03/2014    | 5         | P | 51  | 0.150          |                  | 3.75     | 1                                  |
| 100.00                                    | 11/03/2014    | 5         | P | 50  |                |                  | 6.75     | 2                                  |
| <b>Subtotal for Expenses</b>              |               |           |   |     | Billable       | 0.00             | 54.25    |                                    |
| 100.00                                    | 09/16/2014    |           | A | 90  |                |                  | 443.75   | ARCH                               |
| 100.00                                    | 09/28/2014    |           | A | 90  |                |                  | 443.75   | ARCH                               |
| 100.00                                    | 10/03/2014    |           | U | 91  |                |                  | 300.00   | 1                                  |
| <b>Subtotal for Payments</b>              |               |           |   |     | Billable       | 0.00             | 0.00     |                                    |
|   |               |           |   |     | Payments       |                  | 1,187.50 |                                    |
| <b>Total for Client ID 100.00</b>         |               |           |   |     | Billable       | 11.25            | 1,666.75 | Dawson/Charles L.                  |
|   |               |           |   |     | Non-billable   | 0.00             | 25.00    | Settlement of Grandfather's Estate |
|   |               |           |   |     | Total          | 11.25            | 1,691.75 |                                    |
|   |               |           |   |     | Payments       |                  | 1,187.50 |                                    |
| <b>Client ID 101.00 Barrett/Karen</b>     |               |           |   |     |                |                  |          |                                    |
| 101.00                                    | 09/08/2014    | 4         | A | 3   | 175.00         | 0.25             | 43.75    | ARCH                               |
| 101.00                                    | 09/08/2014    | 4         | A | 1   | 175.00         | 1.00             | 175.00   | ARCH                               |
| 101.00                                    | 09/12/2014    | 4         | A | 2   | 175.00         | 2.00             | 350.00   | ARCH                               |
| 101.00                                    | 09/12/2014    | 4         | A | 3   | 175.00         | 0.50             | 87.50    | ARCH                               |
| 101.00                                    | 09/12/2014    | 3         | A | 1   | 160.00         | 2.00             | 320.00   | ARCH                               |
| 101.00                                    | 09/15/2014    | 4         | A | 1   | 175.00         | 1.00             | 175.00   | ARCH                               |
| 101.00                                    | 09/15/2014    | 3         | A | 1   | 160.00         | 2.00             | 320.00   | ARCH                               |
| 101.00                                    | 09/14/2014    | 4         | A | 3   | 175.00         | 0.50             | 87.50    | ARCH                               |
| 101.00                                    | 09/19/2014    | 4         | A | 5   | 175.00         | 0.50             | 87.50    | ARCH                               |
| 101.00                                    | 09/26/2014    | 4         | A | 9   | 175.00         | 1.00             | 175.00   | ARCH                               |
| 101.00                                    | 09/26/2014    | 4         | A | 3   | 175.00         | 1.00             | 175.00   | ARCH                               |
| 101.00                                    | 11/14/2014    | 4         | P | 3   | 175.00         | 0.25             | 43.75    | 1                                  |
| <b>Subtotal for Fees</b>                  |               |           |   |     | Billable       | 11.25            | 1,908.75 |                                    |
|   |               |           |   |     | Non-billable   | 0.75             | 131.25   |                                    |
|   |               |           |   |     | Total          | 12.00            | 2,040.00 |                                    |
| 101.00                                    | 09/08/2014    | 4         | A | 50  |                |                  | 10.50    | ARCH                               |
| 101.00                                    | 09/12/2014    | 4         | A | 50  |                |                  | 5.38     | ARCH                               |
| 101.00                                    | 09/12/2014    | 4         | A | 50  |                |                  | 5.75     | ARCH                               |
| 101.00                                    | 09/12/2014    | 4         | A | 53  |                |                  | 8.50     | ARCH                               |
| 101.00                                    | 09/19/2014    | 4         | A | 55  |                |                  | 13.75    | ARCH                               |
| <b>Subtotal for Expenses</b>              |               |           |   |     | Billable       | 0.00             | 43.88    |                                    |
| 101.00                                    | 09/21/2014    |           | A | 90  |                |                  | 587.67   | ARCH                               |
| <b>Subtotal for Payments</b>              |               |           |   |     | Billable       | 0.00             | 0.00     |                                    |
|   |               |           |   |     | Payments       |                  | 587.67   |                                    |
| <b>Total for Client ID 101.00</b>         |               |           |   |     | Billable       | 11.25            | 1,952.63 | Barrett/Karen                      |
|   |               |           |   |     | Non-billable   | 0.75             | 131.25   | Apartment Management               |
|   |               |           |   |     | Total          | 12.00            | 2,083.88 |                                    |
|   |               |           |   |     | Payments       |                  | 587.67   |                                    |
| <b>GRAND TOTALS</b>                       |               |           |   |     |                |                  |          |                                    |
|   |               |           |   |     | Billable       | 22.50            | 3,619.38 |                                    |
|   |               |           |   |     | Non-billable   | 0.75             | 156.25   |                                    |
|   |               |           |   |     | Total          | 23.25            | 3,775.63 |                                    |
|   |               |           |   |     | Payments       |                  | 1,775.17 |                                    |

(Description is on page 32 and Definitions are on page 33).

**Summary Fee Transaction File List**

Burns, Jensen &amp; Powers, P.C.

|                               |              | <b>Hours<br/>to Bill</b> | <b>Amount</b> |                           |
|-------------------------------|--------------|--------------------------|---------------|---------------------------|
| Subtotal for Tcode 1          | Billable     | 14.34                    | 2,719.00      | Office conference with    |
|                               | Non-billable | 1.50                     | 375.00        |                           |
|                               | Total        | 15.84                    | 3,094.00      |                           |
| Subtotal for Tcode 2          | Billable     | 5.00                     | 1,120.00      | Outside conference with   |
|                               | Non-billable | 2.00                     | 500.00        |                           |
|                               | Total        | 7.00                     | 1,620.00      |                           |
| Subtotal for Tcode 3          | Billable     | 10.00                    | 2,233.75      | Telephone conference with |
|                               | Non-billable | 0.25                     | 62.50         |                           |
|                               | Total        | 10.25                    | 2,296.25      |                           |
| <b>Total for Timekeeper 1</b> | Billable     | 29.34                    | 6,072.75      | Robert J. Burns           |
|                               | Non-billable | 3.75                     | 937.50        |                           |
|                               | Total        | 33.09                    | 7,010.25      |                           |
| Subtotal for Tcode 1          | Billable     | 10.50                    | 1,912.50      | Office conference with    |
|                               | Non-billable |                          |               |                           |
|                               | Total        |                          |               |                           |
| Subtotal for Tcode 2          | Billable     | 6.00                     | 990.00        | Outside conference with   |
|                               | Non-billable |                          |               |                           |
|                               | Total        |                          |               |                           |
| Subtotal for Tcode 3          | Billable     | 1.25                     | 281.25        | Telephone conference with |
|                               | Non-billable | 1.00                     | 135.00        |                           |
|                               | Total        | 2.25                     | 416.25        |                           |
| Subtotal for Tcode 4          | Billable     | 0.50                     | 112.50        | Open file                 |
|                               | Non-billable |                          |               |                           |
|                               | Total        |                          |               |                           |
| <b>Total for Timekeeper 2</b> | Billable     | 18.25                    | 3,296.25      | Michael L. Jensen         |
|                               | Non-billable | 1.00                     | 135.00        |                           |
|                               | Total        | 19.25                    | 3,431.25      |                           |
| <b>GRAND TOTALS</b>           |              |                          |               |                           |
|                               | Billable     | 47.59                    | 9,369.00      |                           |
|                               | Non-billable | 4.75                     | 1,072.50      |                           |
|                               | Total        | 52.34                    | 10,441.50     |                           |

*(Definitions are on page 33).***Transaction File List**

The Transaction File List is a means of sorting and listing fee, cost and payment transactions stored in Tabs3. The information on the report can be output in a standard report format or a variety of export formats. The Transaction File Lists shown on the previous pages are just two examples of the many combinations possible. The list shown on page 31 is a detail list that includes transaction descriptions. The primary sort order is by Client and the secondary sort order is by Entry Type. The client name and work description print to the right of the subtotal.

The list shown above is a summary list for fees. The primary sort order is by Timekeeper and the secondary sort order is by Transaction Code. Note that the timekeeper name and transaction code description print to the right of the subtotals.

The program tabs for this report include the standard **Client** and **Transactions** tabs (*page 10*) as well as the **Options** tab, **Format** tab and a unique **Sort** tab. The **Options** tab includes parameters that enable you to print a detail or summary report as well as specify the type of transactions you want to include on the report. The **Format** tab allows you to specify which columns you

want to include and if you want to print the report in portrait or landscape orientation. All columns are optional, but at least one column must be selected. The **Sort** tab for this report differs from the standard **Sort** tab. It allows you to select three sort orders, select to subtotal on any of the sort orders, subtotal by statement date or transaction date, and start the first sort on a new page.

Complete details regarding export formats available and the file layout can be found in Help under "Export Data Format."

## Definitions

|  |  |
|--|--|
| <b>Client</b>                            | Client ID.   |
| <b>User ID<sup>1</sup></b>               | User ID.   |
| <b>Entry Date<sup>1</sup></b>            | Date the transaction was entered.  |
| <b>Trans Date</b>                        | Transaction date.  |
| <b>Stmt Date<sup>1</sup></b>             | Statement Date.  |
| <b>Tmkr</b>                              | Timekeeper number or initials. Timekeeper numbers/initials are not shown for payment transactions. Cost transactions not assigned to a timekeeper will be shown with a timekeeper number of "0".   |
| <b>E/A<br/>Cat<sup>1</sup></b>           | For costs, "E" will be shown for expenses and "A" will be shown for advances. For fees, the category number will be shown.   |
| <b>Src<sup>1</sup></b>                   | Source code that indicates the source of the transaction. "B" = Billing, "T" = Tabs3 Trust Accounting Software, "A" = Tabs3 Accounts Payable Software, "R" = Tabs3 Remote, "D" = Data Capture Device, "P" or "C" = PracticeMaster, "Q" = QuickBooks. No source code will print if the source code is "B" (i.e., Billing). Client funds payments will have a source of "M" for manual funds payments or "A" for automatic funds payments. |
| <b>HP</b>                                | Status field: "P" = Print, "H" <sup>1</sup> = Hold, "S" <sup>1</sup> = Save, "A" = Archived, "U" or "s" <sup>1</sup> = Billed but not Updated.   |
| <b>Receipt Type<sup>1</sup></b>          | For payments only. Cash, Check, Credit Card, Other, Client Funds, Unknown.   |
| <b>Check Number<sup>1</sup></b>          | Shown only for payments whose Receipt Type is Check.   |
| <b>Ref./Memo<sup>1</sup></b>             | Optional reference or memo regarding the receipt. If the Receipt Type is Check, the Tabs3 client ID will be placed in this field. If integrating with GLS, this information is saved to the Reference field in the GLS journal entry. If the payment was created automatically from a TAS payment to firm (i.e., Source = "T"), this field will contain the Memo field from the TAS transaction.   |
| <b>TX<sup>1</sup></b>                    | Sales tax rate code that will be used to calculate sales tax when a statement is printed. No code will print if the sales tax rate code is "0" (i.e., no sales tax). Up to 9 sales tax rates can be defined in Tabs3 Customization.  |
| <b>BC<sup>1</sup></b>                    | Bill Code (0-4). The Bill Code defines the transaction code's default billing and print status. No code will print if the Bill Code is "0". "0" = billable and printable, "1" = non-billable and non-printable, "2" = non-billable and printable, "3" = billable and non-printable, and "4" = billable and always print.   |
| <b>RC (fees)<sup>1</sup></b>             | Rate Code (0-9). The Rate Code indicates which billing rate Tabs3 uses. No code will print if the rate code is "0". "0" indicates that Tabs3 has used the default billing rate.  |
| <b>RC (costs)<sup>1</sup></b>            | Rate Code (0, 7 or 8). The Rate Code indicates how the Amount is determined. "0" indicates that the operator entered the amounts. "7" indicates that Tabs3 retrieved the Rate from the transaction code file, allowed the operator to enter the number of units, and then automatically calculated the amount. "8" indicates that Tabs3 retrieved the Amount from the transaction code file. No code will print if the Rate Code is "0". |
| <b>CT<sup>1</sup></b>                    | The transaction's Expense or Advance Cost Type. For payments, the Cost Type will be zero.  |
| <b>Tcd</b>                               | Transaction code number. If task based billing clients are included on the list, the label for this column will be "Tcode/Task Code". The task codes entered will then be shown instead of the transaction code for task based billing clients.  |
| <b>Stmt #<br/>Rate</b>                   | Hourly billing rate. If payments are included, the statement number the payment was processed against is shown in this column. A statement number will only appear for payment transactions if a statement number was specified during data entry.   |
| <b>Units<sup>1</sup></b>                 | The units for each cost transaction.   |
| <b>Hours Worked<sup>1</sup></b>          | The number of hours worked for each fee transaction.   |
| <b>Hours to Bill</b>                     | The number of hours to bill for each fee transaction.  |
| <b>Amount<br/>(description)</b>          | Amount of each transaction.<br>Transaction description. Statement comments are shown with strikethrough characters.  |
| <b>Ref #</b>                             | Reference number identifying the work-in-process transaction for editing purposes (optional). "ARCH" will print for transactions from the archive files; these transactions cannot be edited.  |
| <b>Progress Billable<sup>1</sup></b>     | Subtotal for "progress billing" fee transactions (Type "6" transactions).  |
| <b>Progress Non-billable<sup>1</sup></b> | Subtotal for non-billable "progress billing" fee transactions (Type "6" transactions).   |

<sup>1</sup> Not shown on either sample report.

## Detail Task Code Billing Report

Burns, Jensen &amp; Powers, P.C.

| Client   | Trans Date | Tmkr | H P | Tcode/<br>Task Code | Stmt #<br>Rate | Hours<br>to Bill | Amount   | Ref #   |
|--|------------|------|-----|---------------------|----------------|------------------|--|---|
| <b>Phase ID L110 Fact Investigation/Development</b>                        |            |      |     |                     |                |                  |  |   |
| 550.00   | 10/06/2014 | 1    | U   | L110 E106           |                |                  | 60.00  | 1   |
|  |            |      |     |                     |                |                  | Online research. Client Identifier: BRADY550.00<br>Federated Casualty, Ltd.  |   |
| 550.00   | 10/06/2014 | 4    | U   | L110 A102           | 175.00         | 1.00             | 175.00   | 1   |
|  |            |      |     |                     |                |                  | Andrew C. Gilbert v. Federated Casualty<br>Research <i>Hapton vs. Interstate Insurance</i> .<br>Federated Casualty, Ltd.   |   |
| 550.00   | 10/06/2014 | 4    | U   | L110 A103           | 175.00         | 0.50             | 87.50  | 2   |
|  |            |      |     |                     |                |                  | Andrew C. Gilbert v. Federated Casualty<br>Draft/revise response to complaint.<br>Federated Casualty, Ltd.   |   |
| 550.00   | 11/14/2014 | 2    | P   | L110 A102           | 225.00         | 1.25             | 281.25   | 6   |
|  |            |      |     |                     |                |                  | Andrew C. Gilbert v. Federated Casualty<br>Research <i>Brown vs. United Insurance</i><br>Federated Casualty, Ltd.  |   |
|  |            |      |     |                     |                |                  | Andrew C. Gilbert v. Federated Casualty  |   |
| <b>Total for Phase ID L110</b>   |            |      |     |                     | Billable       | 2.75             | 603.75   | Fact Investigation/Development                        |
| <b>Phase ID L120 Analysis/Strategy</b>                                     |            |      |     |                     |                |                  |  |   |
| 550.00   | 10/10/2014 | 1    | U   | L120 A106           | 250.00         | 0.25             | 62.50  | 3   |
|  |            |      |     |                     |                |                  | Phone call with Sam Kessler.<br>Federated Casualty, Ltd.<br>Andrew C. Gilbert v. Federated Casualty  |   |
| <b>Total for Phase ID L120</b>   |            |      |     |                     | Billable       | 0.25             | 62.50  | Analysis/Strategy                                     |
| <b>Phase ID L130 Experts/Consultants</b>                                   |            |      |     |                     |                |                  |  |   |
| 550.00   | 10/10/2014 | 1    | U   | L130 A108           | 250.00         | 1.00             | 250.00   | 4   |
|  |            |      |     |                     |                |                  | Phone call with Tom Alberts of <b>Alberts Investigations</b><br>regarding Gilbert v. Federated to discuss previous<br>experience investigating arson, testifying in court, and<br>payment for services. (First report will be completed by<br>the end of the month.)<br><del>Alberts was recommended by J. Edgerton of Edgerton &amp;<br/>Lowe.</del><br>Federated Casualty, Ltd.<br>Andrew C. Gilbert v. Federated Casualty |   |
| <b>Total for Phase ID L130</b>   |            |      |     |                     | Billable       | 1.00             | 250.00   | Experts/Consultants                                   |
| <b>Phase ID L190 Other Case Assessment, Development and Administration</b> |            |      |     |                     |                |                  |  |   |
| 550.00   | 11/11/2014 | 2    | P   | L190 E110           |                |                  | 23.50  | 3   |
|  |            |      |     |                     |                |                  | Mileage to/from Omaha<br>Federated Casualty, Ltd.<br>Andrew C. Gilbert v. Federated Casualty   |   |
| <b>Total for Phase ID L190</b>   |            |      |     |                     | Billable       | 0.00             | 23.50  | Other Case Assessment, Development and Administration |
| <b>Phase ID L250 Other Written Motions and Submissions</b>                 |            |      |     |                     |                |                  |  |   |
| 550.00   | 10/10/2014 | 1    | U   | L250 E101           |                |                  | 6.75   | 2   |
|  |            |      |     |                     |                |                  | Copying<br>Federated Casualty, Ltd.<br>Andrew C. Gilbert v. Federated Casualty   |   |
| 550.00   | 10/10/2014 | 1    | U   | L250 A103           | 250.00         | 1.00             | 250.00   | 5   |
|  |            |      |     |                     |                |                  | Draft/revise motion for change of venue.<br>Federated Casualty, Ltd.<br>Andrew C. Gilbert v. Federated Casualty  |   |
| <b>Total for Phase ID L250</b>   |            |      |     |                     | Billable       | 1.00             | 256.75   | Other Written Motions and Submissions                 |
| <b>GRAND TOTALS</b>  |            |      |     |                     |                |                  |  |   |
|  |            |      |     |                     | Billable       | 5.00             | 1,196.50   |   |

## Task Code Billing Report

The Task Code Billing Report is a means of printing transactions that have been entered for task based billing clients. The information on the report can be output in a standard report format or a variety of export formats. The format and options available for the Task Code Billing Report are similar to those available for the Transaction File List. The report shown above is a detail report and includes transaction descriptions. The primary sort order is by Client and the secondary sort order is by Phase/Task. The client name and work description print to the right of the primary subtotal and the phase/task description prints to the right of the secondary subtotal.

The program tabs for this report include the standard **Client** tab (*page 10*) as well as the **Options** tab, **Format** tab and unique **Sort** and **Transactions** tabs. The **Transactions** tab is similar to the standard **Transactions** tab except that the Tcodes range is replaced with separate Phase/Task and Activity/Expense ranges. The **Options** tab includes parameters that enable you to print a detail or summary report as well as specify the type of transactions you want to include on the report. The **Format** tab allows you to specify which columns you want to include and choose portrait or landscape orientation. All columns are optional, but at least one column must be selected. The **Sort** tab for this report differs

from the standard **Sort** tab. It allows you to select from three different sort orders, select to subtotal on any of the sort orders, subtotal by statement date or transaction date, and start the first sort on a new page.

Complete details regarding export formats available and the file layout can be found in Help under "Export Data Format."

(continued from the previous page)

## Definitions

|                                 |   |
|---------------------------------|---|
| <b>Client</b>                   | Client ID.  |
| <b>User ID<sup>1</sup></b>      | User ID.  |
| <b>Entry Date<sup>1</sup></b>   | Date the transaction was entered.   |
| <b>Trans Date</b>               | Transaction date.   |
| <b>Stmt Date<sup>1</sup></b>    | Statement Date.   |
| <b>Tmkr</b>                     | Timekeeper number. Timekeeper numbers are not shown for payment transactions. Cost transactions not assigned to a timekeeper will be shown with a timekeeper number of "0".   |
| <b>E/A<sup>1</sup><br/>Cat</b>  | For costs, "E" will be shown for expenses and "A" will be shown for advances. For fees, the category number will be shown.  |
| <b>Src<sup>1</sup></b>          | Source code that indicates the source of the transaction. "B" = Billing, "T" = Tabs3 Trust Accounting Software, "A" = Tabs3 Accounts Payable Software, "R" = Tabs3 Remote, "D" = Data Capture Device, "P" or "C" = PracticeMaster, "Q" = QuickBooks. No source code will print if the source code is "B" (i.e., Billing). Client funds payments will have a source of "M" for manual funds payments or "A" for automatic funds payments.              |
| <b>HP</b>                       | Status field: "P" = Print, "H" <sup>1</sup> = Hold, "S" <sup>1</sup> = Save, "A" <sup>1</sup> = Archived, "U" or "s" <sup>1</sup> = Billed but not Updated.   |
| <b>Receipt Type<sup>1</sup></b> | For payments only. Cash, Check, Credit Card, Other, Client Funds, Unknown.  |
| <b>Check Number<sup>1</sup></b> | Shown only for payments whose Receipt Type is Check.  |
| <b>Ref./Memo<sup>1</sup></b>    | Optional reference or memo regarding the receipt. If the Receipt Type is Check, the Tabs3 client ID will be placed in this field. If integrating with GLS, this information is saved to the Reference field in the GLS journal entry. If the payment was created automatically from a TAS payment to firm (i.e., Source = "T"), this field will contain the Memo field from the TAS transaction.  |
| <b>TX<sup>1</sup></b>           | Sales tax rate code that will be used to calculate sales tax when a statement is printed. No code will print if the sales tax rate code is "0" (i.e., no sales tax). Up to 9 sales tax rates can be defined in Tabs3 Customization.   |
| <b>BC<sup>1</sup></b>           | Bill Code (0-4). The Bill Code defines the transaction code's default billing and print status. No code will print if the Bill Code is "0". "0" = billable and printable, "1" <sup>1</sup> = non-billable and non-printable, "2" = non-billable and printable, "3" <sup>1</sup> = billable and non-printable, and "4" <sup>1</sup> = billable and always print.   |
| <b>RC (fees)<sup>1</sup></b>    | Rate Code (0-9). The Rate Code indicates which billing rate Tabs3 uses. No code will print if the rate code is "0". "0" indicates that Tabs3 has used the default billing rate.   |
| <b>RC (costs)<sup>1</sup></b>   | Rate Code (0, 7 or 8). The Rate Code indicates how the Amount is determined. "0" indicates that the operator entered the amounts. "7" indicates that Tabs3 retrieved the Rate from the transaction code file, allowed the operator to enter the number of units, and then automatically calculated the amount. "8" <sup>1</sup> indicates that Tabs3 retrieved the Amount from the transaction code file. No code will print if the Rate Code is "0". |
| <b>CT<sup>1</sup></b>           | The transaction's Expense or Advance Cost Type. For payments, the Cost Type will be zero.   |
| <b>Tcodes<br/>Task Code</b>     | For fees and costs, this represents the Phase/Task code and Activity or Expense code entered for the transaction. For payments, this is the transaction code entered for the transaction.   |
| <b>Stmt #<br/>Rate</b>          | Hourly billing rate. If payments are included, the statement number the payment was processed against is shown in this column. A statement number will only appear for payment transactions if a statement number was specified during data entry.  |
| <b>Units<sup>1</sup></b>        | The units for each cost transaction.  |
| <b>Hours Worked<sup>1</sup></b> | The number of hours worked for each fee transaction.  |
| <b>Hours to Bill</b>            | The number of hours to bill for each fee transaction.   |
| <b>Amount</b>                   | Amount of each transaction.   |
| <b>(description)</b>            | Transaction description. Statement comments are shown with strikethrough characters.  |
| <b>Ref #</b>                    | Reference number identifying the work-in-process transaction for editing purposes (optional). "ARCH" <sup>1</sup> will print for transactions from the archive files; these transactions cannot be edited.  |

<sup>1</sup> Not shown on the sample report.

System Date: 11/17/2014

Time: 02:36 PM

User ID: SUSAN

## Client Selection Criteria:

|                         |                  |       |               |
|-------------------------|------------------|-------|---------------|
| Client ID:              | <u>Beginning</u> |       | <u>Ending</u> |
|                         | 101.00           |       | 101.00        |
|                         | 300.00           |       | 300.00        |
| Name Search Key:        |                  | Thru: | Z             |
| Primary Timekeeper:     | 1                | Thru: | 99            |
| Secondary Timekeeper:   | 1                | Thru: | 99            |
| Originating Timekeeper: | 1                | Thru: | 99            |
| Category:               | 1                | Thru: | 999           |
| Open Date:              | mm/dd/yyyy       | Thru: | mm/dd/yyyy    |
| Close Date:             | mm/dd/yyyy       | Thru: | mm/dd/yyyy    |
| Billing Frequency:      | All              |       |               |
| Location:               | All              |       |               |
| Status Criteria:        | All              |       |               |

## Transaction Selection Criteria:

|             |     |            |                  |
|-------------|-----|------------|------------------|
| Fees:       | Yes |            |                  |
| Timekeeper: |     | 1          | Thru: 99         |
| Date:       |     | mm/dd/yyyy | Thru: mm/dd/yyyy |
| Tcode:      |     | 1          | Thru: 999        |
| Category:   |     | 1          | Thru: 999        |
| Expenses:   | Yes |            |                  |
| Advances:   | Yes |            |                  |
| Timekeeper: |     | 0          | Thru: 99         |
| Date:       |     | mm/dd/yyyy | Thru: mm/dd/yyyy |
| Tcode:      |     | 1          | Thru: 999        |
| Cost Type:  |     | 0          | Thru: 9          |
| Payments:   | Yes |            |                  |
| Date:       |     | mm/dd/yyyy | Thru: mm/dd/yyyy |
| Tcode:      |     | 1          | Thru: 999        |

## Transaction File List Options:

| Transaction Type | Include | Transaction Source  | Include |
|------------------|---------|---------------------|---------|
| Work-In-Process  | Yes     | Billing             | Yes     |
| Archived         | No      | Remote              | Yes     |
|                  |         | Data Import         | Yes     |
| Billable         | Yes     | PracticeMaster      | Yes     |
| Non-billable     | Yes     | Accounts Payable    | Yes     |
|                  |         | Trust               | Yes     |
|                  |         | QuickBooks          | Yes     |
| Hold             | Yes     |                     |         |
| Print            | Yes     | Timekeeper Initials | No      |
| Save             | Yes     |                     |         |
| Normal           | No      | Client Name         | Yes     |
|                  |         | Work Description    | Yes     |

Detail or Summary Report: Detail  
 Dates under the Transaction Tab apply to Transaction Dates.  
 GLS Information No

## Sort Options:

1st Sort Order: Client  
 Subtotal: Yes  
 2nd Sort Order: Transaction Date  
 Subtotal: No  
 3rd Sort Order: None  
 Subtotal: No  
 Start 1st Sort on a New Page: No

## Include Columns:

|             |     |
|-------------|-----|
| ClientID    | Yes |
| UserID      | No  |
| EntryDate   | No  |
| TransDate   | Yes |
| StmtDate    | No  |
| Timekeeper  | Yes |
| ExpAdv      | No  |
| Source      | No  |
| Status      | Yes |
| TaxCode     | No  |
| BillCode    | No  |
| RateCode    | No  |
| CostType    | No  |
| Tcode       | Yes |
| Rate        | Yes |
| Units       | No  |
| HoursWorked | No  |
| HoursToBill | Yes |
| Amount      | Yes |
| Description | Yes |
| RefNo       | Yes |

Orientation: Portrait

## Criteria Page

The report shown above is an example of a Criteria Page. A Criteria Page is an optional page that can be printed at the end of a statement run and most reports. This separate page lists all options and criteria used for the generation of the report. The options listed on the Criteria Page are broken down by program tabs where applicable. The Criteria Page shown above is for a Transaction File List.

**Tabs3 Detail Work-In-Process Report**  
Jensen, Martin & Anderson, P.C.

Client: **200.01M Peterson Insurance Co.**

Peterson General

Contact: Paul Franklin  
Business: 402-435-1739x512  
Home: 402-421-4677  
Mobile: 402-474-8605  
E-mail: pfranklin@petersoninsurance.com  
16-5678923

\*General Legal Counsel

5th & Turner  
Malcolm NE 68633

Primary Timekeeper: 1 MLJ Category: 40 Business Law

Secondary Timekeeper: 3 RPA Draft Template: Draft Rate Code: 1

Originating Timekeeper: 2 PAM Final Template: Invoice Date Opened: 07/15/2014

Previous Balance: 2,672.35

| Date                           | Tmkr  | Cat | Src               | H<br>P | T<br>X | B<br>C | R<br>C | Task Code | Ref # | Rate   | Units | Hours<br>Worked | Hours<br>to Bill | Amount          | Description   |
|--------------------------------|-------|-----|-------------------|--------|--------|--------|--------|-----------|-------|--------|-------|-----------------|------------------|-----------------|---|
| <b>Fees</b>                    |       |     |                   |        |        |        |        |           |       |        |       |                 |                  |                 |   |
| 11/01/2014                     | 1 MLJ | 40  |                   | U      |        |        |        | L100 A104 | 1     | 250.00 |       | 3.00            | 3.00             | 750.00          | Review and analyze Policy agreements  |
| 11/01/2014                     | 1 MLJ | 40  |                   | U      |        |        |        | L100 A104 | 2     | 250.00 |       | 3.00            | 3.00             | 750.00          | Review and analyze corporate file; prepared letter regarding corporate questionnaire for Fiscal Year ending 2006  |
| 11/03/2014                     | 1 MLJ | 40  |                   | U      |        |        |        | L100 A104 | 3     | 250.00 |       | 3.50            | 3.50             | 875.00          | Reviewed corporate minute book & files regarding update of corporate consents; prepared instruction letter and corporate questionnaire  |
| 11/04/2014                     | 1 MLJ | 40  |                   | U      |        |        |        | L100 A105 | 4     | 250.00 |       | 1.50            | 1.50             | 375.00          | Office conference regarding allocation of assets  |
| 11/08/2014                     | 1 MLJ | 40  |                   | U      |        |        |        | L100 A104 | 5     | 250.00 |       | 1.50            | 1.50             | 375.00          | Reviewed corporate minute book & files regarding update of corporate consents; prepared instruction letter and corporate questionnaire for client to complete for fiscal year 2006. |
| 11/08/2014                     | 1 MLJ | 40  |                   | U      |        |        |        | L100 A103 | 6     | 250.00 |       | 1.20            | 1.20             | 300.00          | Drafted guaranty.   |
| 11/08/2014                     | 1 MLJ | 40  |                   | U      |        |        |        | L100 A104 | 7     | 250.00 |       | 0.90            | 0.90             | 225.00          | Reviewed fax from client; reviewed documents in file; conferred regarding client's amendment.   |
| 11/08/2014                     | 1 MLJ | 40  |                   | U      |        |        |        | L100 A103 | 8     | 250.00 |       | 3.00            | 3.00             | 750.00          | Revised letter to client explaining gifting strategies;   |
| 11/08/2014                     | 1 MLJ | 40  |                   | U      |        |        |        | L100 A108 | 9     | 250.00 |       | 3.00            | 3.00             | 750.00          | Attended department quarterly meeting; researched legal issue discussed in meeting re medical expense deduction and prepared memo regarding same.                                   |
| Billable Total:                |       | 1   | Michael L. Jensen |        |        |        |        |           |       |        |       | 20.60           | 20.60            | 5,150.00        |   |
| 11/08/2014                     | 2 PAM | 40  |                   | U      |        |        |        | L120 A103 | 10    | 225.00 |       | 2.00            | 2.00             | 450.00          | Draft and revise standard insurance agreement for Peterson Insurance customers.   |
| Billable Total:                |       | 2   | Paula Ann Martin  |        |        |        |        |           |       |        |       | 2.00            | 2.00             | 450.00          |   |
| <b>Total Billable Fees</b>     |       |     |                   |        |        |        |        |           |       |        |       | <b>22.60</b>    | <b>22.60</b>     | <b>5,600.00</b> |   |
| <b>Expenses</b>                |       |     |                   |        |        |        |        |           |       |        |       |                 |                  |                 |   |
| 11/15/2014                     | 1 MLJ |     |                   |        |        |        |        | L110 E110 | 1     |        | 1.00  |                 |                  | 175.00          | Travel expense.   |
| <b>Total Billable Expenses</b> |       |     |                   |        |        |        |        |           |       |        |       |                 |                  | 175.00          |   |
| <b>Expense Credits</b>         |       |     |                   |        |        |        |        |           |       |        |       |                 |                  |                 |   |
| 11/17/2014                     | 1 MLJ |     |                   |        |        |        |        | L110 E110 | 2     |        |       |                 |                  | -50.00          | Credit for overbilled travel expense.   |
| <b>Total Expense Credits</b>   |       |     |                   |        |        |        |        |           |       |        |       |                 |                  | -50.00          |   |
| <b>Payments</b>                |       |     |                   |        |        |        |        |           |       |        |       |                 |                  |                 |   |
| 11/23/2014                     |       |     |                   |        |        |        |        |           | 1     |        |       |                 |                  | -1,500.00       | Payment   |
| <b>Total Billable Payments</b> |       |     |                   |        |        |        |        |           |       |        |       |                 |                  | -1,500.00       |   |

**RECAP**

|                   |                 |                     |                 |
|-------------------|-----------------|---------------------|-----------------|
| Fees:             | 5,600.00        | Previous Balance:   | 2,672.35        |
| Expenses:         | 175.00          | Payments/Credits:   | -1,550.00       |
| Advances:         | 0.00            |                     |                 |
| <b>Total WIP:</b> | <b>5,775.00</b> | <b>Balance Due:</b> | <b>1,122.35</b> |
|                   |                 | <b>Total:</b>       | <b>6,897.35</b> |

| A/R: | 0-30     | 31-60 | 61-90 | 91-120 | 121-180 | 181+ |
|------|----------|-------|-------|--------|---------|------|
|      | 1,172.35 | 0.00  | 0.00  | 0.00   | 0.00    | 0.00 |

| Billing History            | Hours | Fees                     | Expenses | Advances             | Fin. Charge | Payments |
|----------------------------|-------|--------------------------|----------|----------------------|-------------|----------|
| Billable:                  | 41.85 | 8,241.75                 | 150.35   | 339.00               | 0.00        | 6,058.75 |
| Non-Billable:              | 3.20  | 470.00                   | 0.00     | 0.00                 |             |          |
| Last Statement: 10/31/2014 |       | Last Payment: 11/23/2014 |          | Last Payment Amount: |             | 1,500.00 |

**Billing Notes & Instructions:** Peterson Insurance Co. requires that we submit bills using the Litigation task code set.

**Tabs3 Detail Work-In-Process Report**  
Burns, Jensen & Powers, P.C.

Primary Timekeeper: 1 Robert J. Burns

Client: **200.03M Jefferson Insurance Co.** Jefferson Insurance  
**Acquisition of Mid-State Insurance**  
 Primary Timekeeper: 1 RJB Category: 1 Business Consulting  
 Secondary Timekeeper: 4 DHB Draft Template: Draft Rate Code: 1  
 Originating Timekeeper: 1 RJB Final Template: Final Date Opened: 06/13/2014  
 Previous Balance: 704.02

Contact: Mike Johnson  
 Business: 402-464-2200  
 Business Fax: 402-464-2202

| Date                           | Tmkr  | Cat | Src | H<br>P | T<br>X | B<br>C | R<br>C | Tcode | Ref # | Rate   | Units | Hours<br>Worked | Hours<br>to Bill | Write-Up/<br>Down Hrs | Amount   | Write-Up/<br>Down Amt | Description  |  |  |
|--------------------------------|-------|-----|-----|--------|--------|--------|--------|-------|-------|--------|-------|-----------------|------------------|-----------------------|----------|-----------------------|--|--|--|
| <b>Fees</b>                    |       |     |     |        |        |        |        |       |       |        |       |                 |                  |                       |          |                       |  |  |  |
| 10/10/2014                     | 1 RJB | 1 P |     |        |        |        |        | 3     | 3     | 250.00 |       | 0.50            | 0.50             |                       | 125.00   |                       | Telephone conference with Sally Farrow.                              |  |  |
| 10/10/2014                     | 1 RJB | 1 P |     |        |        |        |        | 3     | 4     | 250.00 |       | 1.00            | 0.75             | -0.25                 | 187.50   | -62.50                | Telephone conference with President of Jefferson Insurance Co.       |  |  |
| 10/18/2014                     | 1 RJB | 1   |     |        |        |        |        | 2     | 6     | 250.00 |       | 2.00            | 2.00             |                       | 300.00   | -200.00               | Outside conference with Thomas Sanchez                               |  |  |
| Billable Total:                |       |     |     |        |        |        |        |       |       |        |       | 3.50            | 3.25             |                       | 612.50   |                       |  |  |  |
| Fee Write-Down:                |       |     |     |        |        |        |        |       |       |        |       |                 |                  | -0.25                 |          | -262.50               |  |  |  |
| 10/21/2014                     | 3 PAM | 1 P |     |        |        |        |        | 1     | 1     | 160.00 |       | 1.40            | 1.50             | 0.10                  | 240.00   | 16.00                 | Office conference with Sam Reader, Sally Farrow and John Darrington. |  |  |
| 10/21/2014                     | 3 PAM | 1 P |     |        |        |        |        | 2     | 3     | 160.00 |       | 0.50            | 0.50             |                       | 100.00   |                       | Telephone conference with President of Mid-State Insurance Company.  |  |  |
| Billable Total:                |       |     |     |        |        |        |        |       |       |        |       | 1.40            | 1.50             |                       | 240.00   |                       |  |  |  |
| Non-Billable Total:            |       |     |     |        |        |        |        |       |       |        |       | 0.50            | 0.50             |                       | 100.00   |                       |  |  |  |
| Fee Write-Up:                  |       |     |     |        |        |        |        |       |       |        |       |                 |                  | 0.10                  |          | 16.00                 |  |  |  |
| 10/17/2014                     | 4 DHB | 1 P |     |        |        |        |        | 9     | 5     | 175.00 |       | 1.75            | 1.75             |                       | 306.25   |                       | Review and revise documents.   |  |  |
| Billable Total:                |       |     |     |        |        |        |        |       |       |        |       | 1.75            | 1.75             |                       | 306.25   |                       |  |  |  |
| <b>Total Billable Fees</b>     |       |     |     |        |        |        |        |       |       |        |       | 6.65            | 6.50             |                       | 1,158.75 |                       |  |  |  |
| <b>Total Non-Billable Fees</b> |       |     |     |        |        |        |        |       |       |        |       | 0.50            | 0.50             |                       | 100.00   |                       |  |  |  |
| <b>Total Fee Write-Up</b>      |       |     |     |        |        |        |        |       |       |        |       |                 |                  | 0.10                  |          | 16.00                 |  |  |  |
| <b>Total Fee Write-Down</b>    |       |     |     |        |        |        |        |       |       |        |       |                 |                  | -0.25                 |          | -262.50               |  |  |  |
| <b>Expenses</b>                |       |     |     |        |        |        |        |       |       |        |       |                 |                  |                       |          |                       |  |  |  |
| 10/16/2014                     | 1 RJB |     |     |        |        |        |        | 54    | 25    |        |       |                 |                  |                       | 175.00   |                       | Travel expense   |  |  |
| <b>Total Billable Expenses</b> |       |     |     |        |        |        |        |       |       |        |       |                 |                  |                       |          |                       | 175.00   |  |  |
| <b>Expense Credits</b>         |       |     |     |        |        |        |        |       |       |        |       |                 |                  |                       |          |                       |  |  |  |
| 11/01/2014                     | 1 RJB |     |     |        |        |        |        | 54    | 26    |        |       |                 |                  |                       | -50.00   |                       | Credit for overbilled travel expense                                 |  |  |
| <b>Total Expense Credits</b>   |       |     |     |        |        |        |        |       |       |        |       |                 |                  |                       |          |                       | -50.00   |  |  |
| <b>Advances</b>                |       |     |     |        |        |        |        |       |       |        |       |                 |                  |                       |          |                       |  |  |  |
| 10/02/2014                     | 1 RJB | A   |     |        |        |        |        | 72    | 16    |        |       |                 |                  |                       | 29.00    |                       | Courier fee (300.00) Federal Express                                 |  |  |
| 10/01/2014                     | 1 RJB | A   |     |        |        |        |        | 72    | 24    |        |       |                 |                  |                       | 29.00    |                       | Courier fee (300.00) Federal Express                                 |  |  |
| 10/03/2014                     | 1 RJB | A   |     |        |        |        | 8      | 71    | 19    |        |       |                 |                  |                       | 150.00   |                       | Processor fee (250.00) D & B Real Estate Management Co.              |  |  |
| <b>Total Billable Advances</b> |       |     |     |        |        |        |        |       |       |        |       |                 |                  |                       |          |                       | 208.00   |  |  |
| <b>Payments</b>                |       |     |     |        |        |        |        |       |       |        |       |                 |                  |                       |          |                       |  |  |  |
| 10/17/2014                     |       | T   |     |        |        |        |        | 90    | 2     |        |       |                 |                  |                       | -500.00  |                       | Payment  |  |  |
| <b>Total Billable Payments</b> |       |     |     |        |        |        |        |       |       |        |       |                 |                  |                       |          |                       | -500.00  |  |  |

**R E C A P**

|                   |                 |                     |                 |
|-------------------|-----------------|---------------------|-----------------|
| Fees:             | 1,158.75        | Previous Balance:   | 704.02          |
| Expenses:         | 175.00          | Payments/Credits:   | -550.00         |
| Advances:         | 208.00          |                     |                 |
| <b>Total WIP:</b> | <b>1,541.75</b> | <b>Balance Due:</b> | <b>154.02</b>   |
|                   |                 | <b>Total:</b>       | <b>1,695.77</b> |

|      |      |        |       |        |         |      |
|------|------|--------|-------|--------|---------|------|
| A/R: | 0-30 | 31-60  | 61-90 | 91-120 | 121-180 | 181+ |
|      | 0.00 | 204.02 | 0.00  | 0.00   | 0.00    | 0.00 |

|                            |              |                          |                 |                      |                    |                 |
|----------------------------|--------------|--------------------------|-----------------|----------------------|--------------------|-----------------|
| <b>Billing History</b>     | <b>Hours</b> | <b>Fees</b>              | <b>Expenses</b> | <b>Advances</b>      | <b>Fin. Charge</b> | <b>Payments</b> |
| Billable:                  | 3.00         | 480.00                   | 73.02           | 251.00               | 0.00               | 100.00          |
| Non-Billable:              | 0.00         | 37.50                    | 0.00            | 0.00                 |                    |                 |
| Last Statement: 09/30/2014 |              | Last Payment: 10/17/2014 |                 | Last Payment Amount: |                    | 500.00          |

**Trust Account Information:** Your trust account #1 balance is: 2,562.61  
 Your retainer balance is: 3,185.00

(Description and Definitions are on pages 40 thru 42.)



**Tab3 Detail Work-In-Process Report**  
Burns, Jensen & Powers, P.C.

Primary Timekeeper: 1 Robert J. Burns

Client: 300.00Q McBride/John  
 Management of Estate Trust  
 Primary Timekeeper: 1 RJB Category: 5 Wills/Trusts/Estates  
 Secondary Timekeeper: 3 PAM Draft Template: Draft Rate Code: 1  
 Originating Timekeeper: 4 DHB Final Template: Final Date Opened: 07/15/2014  
 Previous Balance: 2,591.88

Contact: John McBride  
 Business: 402-425-2315  
 Home: 402-423-1830

| Date                           | Tmkr | Cat | Src             | H T B R<br>P X C C | Tcode | Ref # | Rate | Units | Hours<br>Worked | Hours<br>to Bill | Write-Up/<br>Down Hrs | Amount    | Write-Up/<br>Down Amt | Description |
|--------------------------------|------|-----|-----------------|--------------------|-------|-------|------|-------|-----------------|------------------|-----------------------|-----------|-----------------------|-------------|
| Billable Total:                |      | 1   | Robert J. Burns |                    |       |       |      |       | 9.25            | 9.25             |                       | 2,312.50  |                       |             |
| Progress Total:                |      | 1   | Robert J. Burns |                    |       |       |      |       |                 |                  |                       | 750.00    |                       |             |
| <b>Total Billable Fees</b>     |      |     |                 |                    |       |       |      |       | 9.25            | 9.25             |                       | 2,312.50  |                       |             |
| <b>Total Progress Fees</b>     |      |     |                 |                    |       |       |      |       |                 |                  |                       | 750.00    |                       |             |
| <b>Total Billable Expenses</b> |      |     |                 |                    |       |       |      |       |                 |                  |                       | 7.55      |                       |             |
| <b>Total Billable Advances</b> |      |     |                 |                    |       |       |      |       |                 |                  |                       | 75.00     |                       |             |
| <b>Total Billable Payments</b> |      |     |                 |                    |       |       |      |       |                 |                  |                       | -1,000.00 |                       |             |

| RECAP             |          |                     |           |                  |          |      |
|-------------------|----------|---------------------|-----------|------------------|----------|------|
| Fees:             | 2,312.50 | Previous Balance:   | 2,591.88  |                  |          |      |
| Expenses:         | 7.55     | Payments/Credits:   | -1,000.00 |                  |          |      |
| Advances:         | 75.00    | <b>Balance Due:</b> | 1,591.88  | <b>Total:</b>    | 3,986.93 |      |
| <b>Total WIP:</b> | 2,395.05 | Progress WIP:       | 750.00    | Progress Billed: | 1,000.00 |      |
| A/R:              | 0-30     | 31-60               | 61-90     | 91-120           | 121-180  | 181+ |
|                   | 1,040.00 | 551.88              | 0.00      | 0.00             | 0.00     | 0.00 |

**Billing Notes & Instructions:** Progress Billing Client - bill 2nd month of each quarter (Feb, May, Aug, Nov).  
 Review activity in December.

Client: 550.00M Federated Casualty, Ltd.  
 Andrew C. Gilbert v. Federated Casualty  
 Primary Timekeeper: 1 RJB Category: 55 Insurance Defense  
 Secondary Timekeeper: 4 DHB Draft Template: Draft Rate Code: 1  
 Originating Timekeeper: 1 RJB Final Template: Final Date Opened: 09/02/2013  
 Previous Balance: 891.75

Contact: Samantha Kessler  
 Business: 402-421-2850 Ext: 210  
 Home: 402-294-8255

| Date                           | Tmkr | Cat | Src               | H T B R<br>P X C C | Task Code | Ref # | Rate | Units | Hours<br>Worked | Hours<br>to Bill | Write-Up/<br>Down Hrs | Amount   | Write-Up/<br>Down Amt | Description |
|--------------------------------|------|-----|-------------------|--------------------|-----------|-------|------|-------|-----------------|------------------|-----------------------|----------|-----------------------|-------------|
| Billable Total:                |      | 1   | Robert J. Burns   |                    |           |       |      |       | 2.25            | 2.25             |                       | 562.50   |                       |             |
| Billable Total:                |      | 2   | Michael L. Jensen |                    |           |       |      |       | 1.25            | 1.25             |                       | 281.25   |                       |             |
| Billable Total:                |      | 4   | Daniel H. Brady   |                    |           |       |      |       | 1.50            | 1.50             |                       | 262.50   |                       |             |
| <b>Total Billable Fees</b>     |      |     |                   |                    |           |       |      |       | 5.00            | 5.00             |                       | 1,106.25 |                       |             |
| <b>Total Billable Expenses</b> |      |     |                   |                    |           |       |      |       |                 |                  |                       | 30.25    |                       |             |
| <b>Total Billable Advances</b> |      |     |                   |                    |           |       |      |       |                 |                  |                       | 60.00    |                       |             |

| RECAP             |          |                     |        |               |          |        |
|-------------------|----------|---------------------|--------|---------------|----------|--------|
| Fees:             | 1,106.25 | Previous Balance:   | 891.75 |               |          |        |
| Expenses:         | 30.25    | Payments/Credits:   | 0.00   |               |          |        |
| Advances:         | 60.00    | <b>Balance Due:</b> | 891.75 | <b>Total:</b> | 2,088.25 |        |
| <b>Total WIP:</b> | 1,196.50 | A/R:                | 0-30   | 31-60         | 61-90    | 91-120 |
|                   |          |                     | 891.75 | 0.00          | 0.00     | 0.00   |
|                   |          |                     |        | 0.00          | 0.00     | 0.00   |

**Billing Notes & Instructions:** Federated requires that we submit bills using the Litigation task code set outlined in the Uniform Task-Based Management System.

(Description and Definitions are on pages 40 thru 42.)

Primary Timekeeper: 1 Michael L. Jensen

Client: 600.01M Ace Manufacturing Co. Ace Manufacturin

**Workers' compensation claim**

Primary Timekeeper: 1 MLJ Category: 10 Workers' Compensation  
 Secondary Timekeeper: 2 PAM Draft Template: Draft Rate Code: 1  
 Originating Timekeeper: 1 MLJ Final Template: Final Date Opened: 09/30/2014  
 Previous Balance: 4,007.00

Contact: Daniel P. Klein  
 Business: 916-665-9889  
 Home: 916-665-2000  
 Business Fax: 916-665-9999  
 Mobile: 916-504-2121  
 E-mail: dpklein@gmail.com  
 (Fill in claim #)  
 Injured: Joe Smith  
 Date of injury: 9/15/11

| Date                           | Tmkr   | Rate          | Hours to Bill       | Amount        | Description   |
|--------------------------------|--------|---------------|---------------------|---------------|---|
| <b>Fees</b>                    |        |               |                     |               |   |
| 10/17/2014                     | 1 MLJ  | 150.00        | 3.50                | 525.00        | Office Conference with Al Jones.  |
| 10/24/2014                     | 1 MLJ  | 150.00        | 0.75                | 112.50        | Telephone conference with insurance adjuster regarding conference with Mr. Jones. |
| Billable Total:                |        |               | 1 MLJ               | 4.25          | 637.50  |
| <b>Total Billable Fees</b>     |        |               |                     | 4.25          | 637.50  |
| <b>Expenses</b>                |        |               |                     |               |   |
| 10/03/2014                     | 2 PAM  |               |                     | 15.00         | Facsimile costs   |
| 10/11/2014                     | 2 PAM  |               |                     | 9.00          | Photocopy charges   |
| 10/17/2014                     | 2 PAM  |               |                     | 9.00          | Long distance telephone charges   |
| 10/21/2014                     | 2 PAM  |               |                     | 18.00         | Long distance telephone charges   |
| 10/24/2014                     | 2 PAM  |               |                     | 3.75          | Photocopy charges   |
| <b>Total Billable Expenses</b> |        |               |                     | 54.75         |   |
| <b>Expense Credits</b>         |        |               |                     |               |   |
| 10/28/2014                     | 2 PAM  |               |                     | -15.00        | Cost credit   |
| <b>Total Expense Credits</b>   |        |               |                     | -15.00        |   |
| <b>Advances</b>                |        |               |                     |               |   |
| 10/10/2014                     | 2 PAM  |               |                     | 40.00         | Online legal research   |
| <b>Total Billable Advances</b> |        |               |                     | 40.00         |   |
| <b>Payments</b>                |        |               |                     |               |   |
| 10/10/2014                     |        |               |                     | -454.20       | Payment   |
| 10/21/2014                     |        |               |                     | -3,240.02     | Payment   |
| <b>Total Billable Payments</b> |        |               |                     | -3,694.22     |   |
| <b>R E C A P</b>               |        |               |                     |               |   |
| Fees:                          |        | 637.50        |                     |               |   |
| Expenses:                      |        | 54.75         | Previous Balance:   | 4,007.00      |   |
| Advances:                      |        | 40.00         | Payments/Credits:   | -3,709.22     |   |
| <b>Total WIP:</b>              |        | <b>732.25</b> | <b>Balance Due:</b> | <b>297.78</b> | <b>Total: 1,030.03</b>  |
| A/R:                           | 0-30   | 31-60         | 61-90               | 91-120        | 121+  |
|                                | 312.78 | 0.00          | 0.00                | 0.00          | 0.00  |

(Definitions are on pages 41 thru 42.)

## Detail Work-In-Process Report

The reports shown on pages 37–40 are examples of the Detail Work-In-Process Report.

- The reports shown on page 37 and page 38 are examples of the detailed version. The report on page 38 includes the Write-Up/Write-Down Hours column, whereas the report on page 37 does not.
- The report shown on page 39 is an example of the summarized version.
- The report shown on page 40 is an example of a customized version.

The detailed report shows the detail of all fees, costs and payments entered for the

client. The detailed report can be used to review work-in-process prior to billing.

The summarized version includes totals only.

The customized version shown on page 40 includes only certain columns—in this example, only the date, timekeeper, rate, hours to bill, amount, and description.

The program tabs for this report include the standard **Client**, **Transactions** and **Sort** tabs (page 10) as well as the **Format** tab and **Options** tab. The **Options** tab includes parameters that enable you to specify what type of information is to be included on the report (e.g., clients with only a previous

balance, include clients with only payments, etc.), the fee order, and the layout. The **Format** tab allows you to customize the report by specifying which columns you want to include on the report as well as allows you to specify what additional information you want to print, the report width, orientation, whether you want each client printed on a new page, and whether transactions should be double spaced.

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## Definitions

|   |  |
|---|--|
| <b>Client</b>                                       | Client ID, name and name search. The letter after the Client ID represents the billing frequency. The information below "Client:" represents the work description and address information as well as the timekeeper number and initials of the primary, secondary and originating timekeepers assigned to the client. The previous balance, category, statement templates, bill to address, and date opened are also shown for each client. The contact, phone numbers, e-mail address, and miscellaneous lines are also shown. An "*" preceding the miscellaneous lines indicates that this information will not print on the client's billing statement. |
| <b>Date</b>   | Date of each transaction.  |
| <b>Tmkr</b>   | Timekeeper number and initials. Timekeeper numbers are not shown for payment transactions.   |
| <b>Cat<sup>3</sup></b>                              | Optional column. Category number.  |
| <b>Src<sup>3</sup></b>                              | Optional column. Source code indicates the source of the transaction. A blank Source field indicates the transaction was entered through Tabs3. "T" <sup>1</sup> = Tabs3 Trust Accounting Software, "A" = Tabs3 Accounts Payable Software, "R" <sup>1</sup> = Tabs3 Remote, "D" <sup>1</sup> = Data Capture Device, "P" <sup>1</sup> or "C" <sup>1</sup> = PracticeMaster, "Q" <sup>1</sup> = QuickBooks. All transactions on the sample report were entered through Tabs3.  |
| <b>HP<sup>3</sup></b>                               | Optional column. Status field. If the transaction has a Status of "Print," nothing will show on the report in order to make it easier to spot "Hold" and "Save" transactions. "H" <sup>1</sup> = Hold, "S" <sup>1</sup> = Save, "U" <sup>1</sup> or "s" <sup>1</sup> = Billed but not updated.   |
| <b>TX<sup>3</sup></b>                               | Optional column. Sales tax rate code that will be used to calculate sales tax when a statement is printed. No code will print if the sales tax rate code is "0" (i.e., no sales tax). Up to 9 sales tax rates can be defined in Tabs3 Customization.   |
| <b>BC<sup>3</sup></b>                               | Optional column. Bill Code (0-4). The Bill Code defines the transaction's default billing and print status. No code will print if the bill code is "0". "0" = billable and printable, "1" <sup>1</sup> = non-billable and non-printable, "2" = non-billable and printable, "3" <sup>1</sup> = billable and non-printable, and "4" = billable and always print.   |
| <b>RC (fees)<sup>3</sup></b>                        | Optional column. Rate Code (0-9). The Rate Code indicates which billing rate Tabs3 uses. No code will print if the rate code is "0". "0" indicates that Tabs3 has used the default billing rate.   |
| <b>RC (costs)<sup>3</sup></b>                       | Optional column. Rate Code (0, 7 or 8). The Rate Code indicates how the Amount is determined. "0" indicates that the operator entered the amounts. "7" indicates that Tabs3 retrieved the Rate from the transaction code file, allowed the operator to enter the number of units, and then automatically calculated the amount. "8" indicates that Tabs3 retrieved the Amount from the transaction code file. No code will print if the rate code is "0".  |
| <b>Tcode<sup>3</sup></b>                            | Optional column. Transaction code number. No transaction code will be shown for task based billing transactions.   |
| <b>Task Code<sup>2</sup></b>                        | Optional column. (Shown for task based billing transactions only.) Represents the Phase/Task code and the Activity code or Expense code that were entered for each transaction.  |
| <b>Ref #<sup>3</sup></b>                            | Optional column. Reference number identifying the transaction for editing purposes.  |
| <b>Rate</b>   | Optional column. Hourly billing rate.  |
| <b>Units<sup>3</sup></b>                            | Optional column. The units for each cost transaction.  |
| <b>Hours Worked</b>                                 | Optional column. The number of hours worked for each fee transaction.  |
| <b>Hours to Bill<sup>3</sup></b>                    | Optional column. The number of hours to bill for each fee transaction.   |
| <b>Write-Up/Down Hrs<sup>3</sup></b>                | Optional column. The Hours to Bill minus the Hours Worked.   |
| <b>Amount</b>                                       | Optional column. Amount of each transaction.   |
| <b>Write-Up/Down Amt<sup>3</sup></b>                | Optional column. Amount of the write-up/write-down. The word "Progress" <sup>1</sup> in this column indicates that the fee transaction is a Type 6 progress fee. The amount in this column is calculated differently depending on whether or not the Write-Up/Write-Down Hours column is included. When the Write-Up/Write-Down Hours column is included, the Write-Up/Write-Down column includes the value of the hours adjusted along with the write-up/write-down amount. The reports shown on pages 37 and page 38 show examples of how the Write-Up/Write Down Amount figure is affected.   |
| <b>Description</b>                                  | Description of the transaction.  |
| <b>Totals</b>                                       | Optional column. Totals for billable and non-billable amounts are shown for fees, progress fees <sup>2</sup> , expenses, advances and payments.  |
| <b>Billing Notes &amp; Instructions<sup>2</sup></b> | Optional column. Billing notes and instructions can optionally be entered on the <b>Billing Preferences</b> tab of the Client file. If the <b>Billing Notes &amp; Instructions</b> check box is selected for the report, billing notes and instructions will be included on the report after the recap and optional billing history.   |

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**Note:** Threshold billing amounts can optionally be entered on the **Billing Options** tab of the client file. If you elect to include clients that do not meet billing thresholds on the Detail Work-In-Process Report, a message will be included after a client's transactions if an amount does not meet the client's billing threshold.

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<sup>1</sup> Not shown on the sample report.

<sup>2</sup> Shown on the summarized sample report.

<sup>3</sup> Not shown on the customized report.

(continued from the previous page)

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## Recap

|                                    |  |
|------------------------------------|--|
| <b>Fees</b>                        | Total billable fees shown on the report (including transactions on hold).  |
| <b>Expenses</b>                    | Total billable expenses shown on the report (including transactions on hold).  |
| <b>Advances</b>                    | Total billable advances shown on the report (including transactions on hold).  |
| <b>Total WIP</b>                   | Total billable fees and costs shown on the report (including transactions on hold).  |
| <b>Previous Balance</b>            | Client's balance due from the client's last updated statement.   |
| <b>Payments/Credits</b>            | Total payments, fee credits, and cost credits on the report (including payments on hold).  |
| <b>Balance Due</b>                 | Client's Previous Balance minus Payments/Credits.  |
| <b>Total</b>                       | Total WIP plus Balance Due.  |
| <b>A/R</b>                         | Aged accounts receivable balance due. The first amount on the line is the amount between 0 and 30 days past due. The second amount on the line is the amount between 31 and 60 days past due. The third amount on the line is the amount between 61 and 90 days past due, etc. These amounts reflect any payments shown on the report (payments on hold are not included). Aging is calculated by comparing the statement date of outstanding client ledger statement records with the report date. Aging brackets are defined on the <b>Options</b> tab of Tabs3 Customization. |
| <b>Other WIP<sup>1</sup></b>       | Includes all billable hours, fees, expenses and advances for the client that are not included on the report due to the selection criteria specified.   |
| <b>Budget Hours<sup>1</sup></b>    | Amount of budgeted hours specified on the <b>Budget</b> tab in the Client file.  |
| <b>Budget Amount<sup>1</sup></b>   | Budgeted amount specified on the <b>Budget</b> tab in the Client file.   |
| <b>Progress WIP<sup>2</sup></b>    | Total amount of Type 6 progress fees in work-in-process. Credit transactions and transactions on hold are included. Progress WIP Tax is not included.  |
| <b>Progress Billed<sup>1</sup></b> | Total amount of Type 6 progress fees billed since the last time the client was "reconciled." This amount is the same as the "Progress Billed" field on the <b>A/R &amp; Fund Balances</b> tab of the Client file.  |
| <b>Progress Paid<sup>1</sup></b>   | Progress Billed (from the <b>A/R &amp; Fund Balances</b> tab in the Client file) minus Progress Fees Due.  |
| <b>Fund Balance<sup>1</sup></b>    | Current client fund balance.   |
| <b>Minimum Balance<sup>1</sup></b> | Minimum balance for client funds specified on the <b>A/R &amp; Fund Balances</b> tab of the Client file.   |
| <b>Target Balance<sup>1</sup></b>  | Target balance for client funds specified on the <b>A/R &amp; Fund Balances</b> tab of the Client file.  |
| <b>Trust Account Balance</b>       | If a trust account is present for the client, a message stating the balance for each trust account will be printed. <i>(The trust account balance is retrieved from Tabs3 Trust Accounting Software. The terminology printed is retrieved from the Bank Account file in TAS.)</i>  |

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## Billing History

The optional billing history includes previously billed amounts. The information is retrieved from the client ledger file. Amounts are classified as billable or non-billable and consist of accumulated billed-to-date totals (regardless of the report's beginning and ending dates). The amounts do *not* include transactions in work-in-process.

The last statement date, last payment date and last payment amount are also shown (which is based on the date of the records as opposed to the entry order). The last payment amount includes the *total* amount of payments received on the last payment date (including both processed and WIP payments). A negative figure in the Last Payment Amount field indicates that the last payment record in the client ledger file is a payment reversal record.

|                              |  |
|------------------------------|--|
| <b>Billable</b>              | Billed hours, fees, expenses, advances, finance charge and payments.                                       |
| <b>Write Off<sup>1</sup></b> | Amount of fees, expenses, advances and finance charge that has been written off.                           |
| <b>Non-Billable</b>          | Non-billable hours, fees, expenses and advances that have been processed (i.e., final billed and updated). |

<sup>1</sup> Not shown on the sample report.

<sup>2</sup> Shown on the summarized sample report.

**Tabs3 Summary Work-In-Process Report**  
Jensen, Martin & Anderson, P.C.

Primary Timekeeper: 2 Pamela Ann Martin

|   | Previous Balance | Hours to Bill | Fees      | Expenses | Advances  | Payments   | Current Balance |
|---|------------------|---------------|-----------|----------|-----------|------------|-----------------|
| <b>111.60200 Blair/Michael</b>            | 33,559.83        | 12.90         | 1,741.50  | 17.22    | 2,162.22  | -26,369.92 | 11,110.85       |
| Blair v. Jefferson                        |                  |               |           |          |           |            |                 |
| <b>105.50400 Homeland Insurance</b>       | 4,989.13         | 29.00         | 3,979.50  | 10.40    | 269.74    | -4,989.13  | 4,259.64        |
| Karavel v. Homeland Ins.                  |                  |               | -945.00   |          |           |            | -945.00         |
| Credits:                                  |                  | -7.00         |           |          |           |            |                 |
| Subtotals:                                | 4,989.13         | 22.00         | 3,034.50  | 10.40    | 269.74    | -4,989.13  | 3,314.64        |
| <b>105.60100 Homeland Insurance</b>       | 2,291.16         | 46.70         | 6,366.00  | 62.20    | 7,187.75  | -2,291.16  | 13,615.95       |
| Anderson v. Homeland Ins.                 |                  |               |           |          |           |            |                 |
| <b>100.60900 MegaConstruction Corp.</b> U | 5,582.48         | 7.70          | 1,054.50  | 0.00     | 0.00      | -5,582.48  | 1,054.50        |
| Corporate Merger                          |                  |               |           |          |           |            |                 |
| <b>100.61300 MegaConstruction Corp.</b> U | 6,468.49         | 30.40         | 4,104.00  | 4.30     | 571.90    | -6,468.49  | 4,680.20        |
| Contract Evaluation                       |                  |               |           |          |           |            |                 |
| <b>Totals for Primary Timekeeper 2</b>    | 52,891.09        | 126.70        | 17,245.50 | 94.12    | 10,191.61 | -45,701.18 | 34,721.14       |
| Credits:                                  |                  | -7.00         | -945.00   |          |           |            | -945.00         |
| Subtotals:                                | 52,891.09        | 119.70        | 16,300.50 | 94.12    | 10,191.61 | -45,701.18 | 33,776.14       |

**Tabs3 Summary Work-In-Process Report**  
Jensen, Martin & Anderson, P.C.

|   | Previous Balance                   | Hours to Bill        | Fees      | Expenses  | Advances  | Payments   | Current Balance |
|---|------------------------------------|----------------------|-----------|-----------|-----------|------------|-----------------|
| <b>111.60200 Blair/Michael</b>              | 33,559.83                          | 12.90                | 1,741.50  | 17.22     | 2,162.22  | -26,369.92 | 11,110.85       |
| Blair v. Jefferson                          |                                    |                      |           |           |           |            |                 |
| Primary Timekeeper: 002 PAM                 |                                    | A/R Info: 0-30       | 61-90     | 91-120    | 121-150   | 151+       |                 |
| Fund Balance: 500.00                        | Last Activity Dates:               | 0.00                 | 0.00      | 0.00      | 0.00      | 57.11      |                 |
|   | Statement: 10/31/2014              |                      |           |           |           |            |                 |
|   | Payment: 09/26/2014                |                      |           |           |           |            |                 |
|   | Fees: 09/22/2014                   |                      |           |           |           |            |                 |
|   | Expenses: 09/29/2014               |                      |           |           |           |            |                 |
|   | Advances: 09/12/2014               |                      |           |           |           |            |                 |
| <b>105.50400 Homeland Insurance</b>         | 4,989.13                           | 29.00                | 3,979.50  | 10.40     | 269.74    | -4,989.13  | 4,259.64        |
| Karavel v. Homeland Ins.                    |                                    |                      | -945.00   |           |           |            | -945.00         |
| Credits:                                    |                                    | -7.00                |           |           |           |            |                 |
| Subtotals:                                  | 4,989.13                           | 22.00                | 3,034.50  | 10.40     | 269.74    | -4,989.13  | 3,314.64        |
| Primary Timekeeper: 002 PAM                 |                                    | A/R Info: 0-30       | 61-90     | 91-120    | 121-150   | 151+       |                 |
| Courtesy Discount: 100.00                   | Last Activity Dates:               | 0.00                 | 0.00      | 0.00      | 0.00      | 0.00       |                 |
|   | Statement: 10/31/2014              |                      |           |           |           |            |                 |
|   | Payment: 09/02/2014                |                      |           |           |           |            |                 |
|   | Fees: 09/26/2014                   |                      |           |           |           |            |                 |
|   | Expenses: 09/15/2014               |                      |           |           |           |            |                 |
|   | Advances: 09/02/2014               |                      |           |           |           |            |                 |
| Billing Notes & Instructions:               | Mail to Mr. Sticker every 45 days. |                      |           |           |           |            |                 |
| <b>105.60100 Homeland Insurance</b>         | 2,291.16                           | 46.70                | 6,366.00  | 62.20     | 7,187.75  | -2,291.16  | 13,615.95       |
| Anderson v. Homeland Ins.                   |                                    |                      |           |           |           |            |                 |
| Primary Timekeeper: 002 PAM                 |                                    | A/R Info: 0-30       | 61-90     | 91-120    | 121-150   | 151+       |                 |
|   | Last Activity Dates:               | 0.00                 | 0.00      | 0.00      | 0.00      | 0.00       |                 |
|   | Statement: 10/31/2014              |                      |           |           |           |            |                 |
|   | Payment: 10/24/2014                |                      |           |           |           |            |                 |
|   | Fees: 09/26/2014                   |                      |           |           |           |            |                 |
|   | Expenses: 09/02/2014               |                      |           |           |           |            |                 |
|   | Advances: 10/26/2014               |                      |           |           |           |            |                 |
| <b>105.61200 Homeland Insurance</b>         | 457.20                             | 49.10                | 6,562.50  | 41.80     | 434.98    | -457.20    | 7,039.28        |
| Martinson v. Homeland Ins.                  |                                    |                      |           |           |           |            |                 |
| Primary Timekeeper: 002 PAM                 |                                    | A/R Info: 0-30       | 61-90     | 91-120    | 121-150   | 151+       |                 |
| Progress Billing:                           | Last Activity Dates:               | 0.00                 | 0.00      | 0.00      | 0.00      | 0.00       |                 |
| Progress WIP: 900.00                        | Statement: 10/31/2014              |                      |           |           |           |            |                 |
| Progress Billed: 0.00                       | Payment: 09/29/2014                |                      |           |           |           |            |                 |
| Progress Paid: 0.00                         | Fees: 09/27/2014                   |                      |           |           |           |            |                 |
|   | Expenses: 10/03/2014               |                      |           |           |           |            |                 |
|   | Advances: 10/26/2014               |                      |           |           |           |            |                 |
| <b>Subtotals for 105 Homeland Insurance</b> | 7,737.49                           | 124.80               | 16,908.00 | 114.40    | 7,892.47  | -7,737.49  | 24,914.87       |
| Progress Billing:                           | Last Activity Dates:               | Credits: -7.00       | -945.00   |           |           |            | -945.00         |
| Progress WIP: 900.00                        | Statement: 10/31/2014              | Subtotals: 7,737.49  | 117.80    | 15,963.00 | 114.40    | 7,892.47   | -7,737.49       |
| Progress Billed: 0.00                       | Payment: 09/29/2014                |                      |           |           |           |            |                 |
| Progress Paid: 0.00                         | Fees: 10/27/2014                   | A/R Info: 0-30       | 61-90     | 91-120    | 121-150   | 151+       |                 |
|   | Expenses: 10/03/2014               | 0.00                 | 0.00      | 0.00      | 0.00      | 0.00       |                 |
|   | Advances: 09/26/2014               |                      |           |           |           |            |                 |
| <b>Totals</b>                               | 41,297.32                          | 137.70               | 18,649.50 | 131.62    | 10,054.69 | -34,107.41 | 36,025.72       |
| Progress Billing:                           | Last Activity Dates:               | Credits: -7.00       | -945.00   |           |           |            | -945.00         |
| Progress WIP: 900.00                        | Statement: 10/31/2014              | Subtotals: 41,297.32 | 130.70    | 17,704.50 | 131.62    | 10,054.69  | -34,107.41      |
| Progress Billed: 0.00                       | Payment: 09/29/2014                |                      |           |           |           |            |                 |
| Progress Paid: 0.00                         | Fees: 10/27/2014                   | A/R Info: 0-30       | 61-90     | 91-120    | 121-150   | 151+       |                 |
| Fund Balance: 500.00                        | Expenses: 10/03/2014               | 0.00                 | 0.00      | 0.00      | 0.00      | 57.11      |                 |
|   | Advances: 09/26/2014               |                      |           |           |           |            |                 |

(Description and Definitions are on the next page)

## Summary Work-In-Process Report

The reports shown on the previous page are Summary Work-In-Process Reports. The Summary Work-In-Process Reports show the client's previous balance and any fees, costs or payments in work-in-process. A current balance is calculated and shown. The client funds balance is shown as well. Non-billable fees and costs are not included. This report allows for a quick review of the client's status.

The program tabs for this report include the standard **Client**, **Transactions** and **Sort** tabs (page 10) as well as the **Options** and **Format** tabs. The **Options** tab includes parameters that allow you to specify what type of information is included on the report (e.g., include clients with only a previous balance, include only clients with payments, etc.). The **Format** tab allows you to optionally include information such as

accounts receivable information and last activity dates, as well as portrait or landscape orientation.

Clients with only non-billable transactions will not be included on the report. Likewise, clients with only billable transactions that have **0 Hours to Bill** and **0 Amount** will not be included on the report.

## Definitions

|                                  |   |
|----------------------------------|---|
| <b>Client</b>                    | Client ID, client name and work description. The letter after the Client ID represents the billing frequency. An asterisk preceding the work description indicates the work description will not print on the client's statement <sup>1</sup> .   |
| <b>"U"</b>                       | A "U" to the right of the Client ID and name indicates the client has had a final statement run and is ready to be updated.   |
| <b>Primary Timekeeper</b>        | Primary timekeeper number and initials are shown below the Client ID if the list is not printed in timekeeper order.  |
| <b>Previous Balance</b>          | Balance due from the client's last updated statement.   |
| <b>Hours to Bill<sup>2</sup></b> | Total billable hours in work-in-process within the selected date range.   |
| <b>Fees<sup>2</sup></b>          | Total billable fees in work-in-process within the selected date range. Type 6 progress fees are not included.   |
| <b>Expenses<sup>2</sup></b>      | Total billable expenses in work-in-process within the selected date range.  |
| <b>Advances<sup>2</sup></b>      | Total billable advances in work-in-process within the selected date range.  |
| <b>Payments</b>                  | Total payments. All payments are included regardless of the selected date range. Payments on hold are included.   |
| <b>Credits</b>                   | Total hours to bill, fee, expense, and advance credits within the selected date range. Credits on hold are included. This line only prints for clients who have credits.  |
| <b>Subtotals</b>                 | By column, calculated as Hours to Bill, Fees, Expenses, or Advances minus Credits. This line only prints for clients who have credits.  |
| <b>Current Balance</b>           | Previous Balance + Fees + Expenses + Advances minus Payments. If a client has credits, this column will display Current Balance minus Credits, and then display the Current Balance including credits on the Subtotals line.  |
| <b>Last Activity Dates</b>       | Optional section. Date of last statement and last fee, expense, advance, and payment transactions in work-in-process. "Last" refers to the record with the latest date. If no statements have been updated, then no last statement date will print. Likewise, if there are no fee, expense, advance, or payment transactions in work-in-process, then no date will print.   |
| <b>A/R Info</b>                  | Past due amounts that are based on the predefined aging periods. The default aging periods are 0-30, 31-60, 61-90, 91-120, 121-180, and 181+. These amounts reflect any payments shown on the report (payments on hold are not included). Aging is calculated by comparing the statement date of outstanding client ledger statement records with the report date. The aging periods used are defined on the <b>Options</b> tab in Tabs3 Customization. |
| <b>Progress WIP</b>              | Total amount of Type 6 progress fees in work-in-process. Credit transactions and transactions on hold are included. Progress WIP Tax is not included.   |
| <b>Progress Billed</b>           | Total amount of Type 6 progress fees billed since the last time the client was "reconciled." This amount is the same as the "Progress Billed" field on the <b>A/R &amp; Fund Balances</b> tab of the Client file.   |
| <b>Progress Paid</b>             | Progress Billed (from the <b>A/R &amp; Fund Balances</b> tab in the Client file) minus Progress Fees Due.   |
| <b>Fund Balance</b>              | Current client funds balance including all client funds transactions in work-in-process.  |
| <b>Trust Balance<sup>1</sup></b> | Total balance of all trust accounts for the client. This information is retrieved from Tabs3 Trust Accounting Software.   |
| <b>Courtesy Discount</b>         | Courtesy Discount percentage or amount from the <b>Billing Options</b> tab of the Client file.  |

**Note:** Threshold billing amounts can optionally be entered on the **Billing Options** tab of the Client file. If you elect to include clients that do not meet billing thresholds on the Summary Work-In-Process Report, a message will be included if an amount does not meet the client's billing threshold.

**Billing Notes & Instructions** Billing notes and instructions can optionally be entered on the **Billing Preferences** tab of the Client file. If the **Billing Notes & Instructions** check box is selected for the report, billing notes and instructions will be included on the report.

<sup>1</sup> Not shown on the sample report.

<sup>2</sup> Non-billable transactions and credit transactions are not included. Credit transactions are shown on a separate line item. Transactions on hold are included.

|  | 0-30      | 31-60            | 61-90    | 91-120         | 121-180 | 181+days | Total    |       |
|--|-----------|------------------|----------|----------------|---------|----------|----------|-------|
| <b>200.02 C Jefferson Insurance Co.</b>          |           |                  |          |                |         |          |          |       |
| RE: Hail Damage - Palmer farm                    |           |                  |          |                |         |          |          |       |
| Fees:  | 1,335.00  | 420.00           | 0.00     | 0.00           | 0.00    | 0.00     | 1,755.00 | 1 RJB |
| Exps:  | 0.00      | 0.00             | 0.00     | 0.00           | 0.00    | 0.00     | 0.00     |       |
| Advs:  | 0.00      | 0.00             | 0.00     | 0.00           | 0.00    | 0.00     | 0.00     |       |
| Total:   | 1,335.00  | 420.00           | 0.00     | 0.00           | 0.00    | 0.00     | 1,755.00 |       |
| Pymts:   | -250.00   |                  |          |                |         |          |          |       |
| <b>200.03 M Jefferson Insurance Co.</b>          |           |                  |          |                |         |          |          |       |
| RE: Acquisition of Mid-State Insurance           |           |                  |          |                |         |          |          |       |
| Fees:  | 2,377.50  | 312.50           | 0.00     | 0.00           | 0.00    | 0.00     | 2,690.00 | 1 RJB |
| Exps:  | 12.00     | 29.00            | 0.00     | 0.00           | 0.00    | 0.00     | 41.00    |       |
| Advs:  | 0.00      | 89.00            | 0.00     | 0.00           | 0.00    | 0.00     | 89.00    |       |
| Total:   | 2,389.50  | 430.50           | 0.00     | 0.00           | 0.00    | 0.00     | 2,820.00 |       |
| Pymts:   | -500.00   |                  |          | Exp Cr:        | -15.00  |          |          |       |
| <b>Subtotals for 200 Jefferson Insurance Co.</b> |           |                  |          |                |         |          |          |       |
| Fees:  | 3,712.50  | 732.50           | 0.00     | 0.00           | 0.00    | 0.00     | 4,445.00 |       |
| Exps:  | 12.00     | 29.00            | 0.00     | 0.00           | 0.00    | 0.00     | 41.00    |       |
| Advs:  | 0.00      | 89.00            | 0.00     | 0.00           | 0.00    | 0.00     | 89.00    |       |
| Total:   | 3,724.50  | 850.50           | 0.00     | 0.00           | 0.00    | 0.00     | 4,575.00 |       |
| Pymts:   | -750.00   |                  |          | Exp Cr:        | -15.00  |          |          |       |
| <b>300.00 Q McBride/John</b>                     |           |                  |          |                |         |          |          |       |
| RE: Management of Estate Trust                   |           |                  |          |                |         |          |          |       |
| Fees:  | 0.00      | 0.00             | 7.50     | 0.00           | 0.00    | 0.00     | 7.50     | 1 RJB |
| Exps:  | 0.00      | 0.00             | 0.00     | 0.00           | 0.00    | 0.00     | 0.00     |       |
| Advs:  | 75.00     | 0.00             | 0.00     | 0.00           | 0.00    | 0.00     | 75.00    |       |
| Total:   | 75.00     | 0.00             | 7.50     | 0.00           | 0.00    | 0.00     | 82.50    |       |
| Pymts:   | -1,000.00 |                  |          |                |         |          |          |       |
| Fee WIP:   | 7.50      | Progress Billed: | 1,000.00 | Diff in WIP:   | -992.50 |          |          |       |
|  |           | Progress WIP:    | 750.00   | Progress Paid: | 0.00    |          |          |       |
| <b>Totals</b>                                    |           |                  |          |                |         |          |          |       |
| Fees:  | 3,712.50  | 732.50           | 7.50     | 0.00           | 0.00    | 0.00     | 4,452.50 |       |
| Exps:  | 12.00     | 29.00            | 0.00     | 0.00           | 0.00    | 0.00     | 41.00    |       |
| Advs:  | 75.00     | 89.00            | 0.00     | 0.00           | 0.00    | 0.00     | 164.00   |       |
| Total:   | 3,799.50  | 850.50           | 7.50     | 0.00           | 0.00    | 0.00     | 4,657.50 |       |
| Pymts:   | -1,750.00 |                  |          | Exp Cr:        | -15.00  |          |          |       |
| Fee WIP:   | 7.50      | Progress Billed: | 1,000.00 | Diff in WIP:   | -992.50 |          |          |       |
|  |           | Progress WIP:    | 750.00   | Progress Paid: | 0.00    |          |          |       |

## Aged Work-In-Process Report

The report shown above is an Aged Work-In-Process Report. It shows the age of all unbilled charges by client (including transactions on "hold" and transactions that have been final billed but have not yet been updated). The Report Date is used to calculate the aging of the work-in-process. The program tabs for this report include the standard **Client**, **Transactions** and **Sort** tabs (*page 10*) as well as the **Options** tab. The **Options** tab includes parameters that enable you to include all amounts for each working timekeeper, include clients that do not meet billing thresholds and specify a minimum amount of work-in-process to print.

The aging periods used by this report are always 0-30 days, 31-60 days, 61-90 days, 91-120 days, 121-180 days and 181+ days. The aging periods from Tabs3 Customization are not used.

## Definitions

|                |  |
|----------------|--|
| <b>Client</b>  | Client ID, client name and work description. The letter after the Client ID represents the billing frequency. An asterisk before the work description indicates the work description will not print on the client's statement. |
| <b>0-30</b>    | Amount in WIP 0-30 days old from report date.  |
| <b>31-60</b>   | Amount in WIP 31-60 days old from report date.   |
| <b>61-90</b>   | Amount in WIP 61-90 days old from report date.   |
| <b>91-120</b>  | Amount in WIP 91-120 days old from report date.  |
| <b>121-180</b> | Amount in WIP 121-180 days old from report date.   |

(continued from the previous page)

|                              |   |
|------------------------------|---|
| <b>181 + days</b>            | Amount in WIP 181+ days old from report date.   |
| <b>Fees<sup>2</sup></b>      | Billable fees within the selected date range (excluding Type 6 transactions and credit transactions).   |
| <b>Exps<sup>2</sup></b>      | Billable expenses within the selected date range. Credit transactions are not included.   |
| <b>Adv<sup>2</sup></b>       | Billable advances within the selected date range. Credit transactions are not included.   |
| <b>Pymts</b>                 | All unprocessed payments regardless of date range (not aged, shown as total only). Payments on hold are included.   |
| <b>Fee Cr<sup>1, 2</sup></b> | Fee credits in WIP within the selected date range (not aged, shown as total only). Fee credits will only be shown if fees are included on the report.             |
| <b>Exp Cr<sup>2</sup></b>    | Expense credits in WIP within the selected date range (not aged, shown as total only). Expense credits will only be shown if expenses are included on the report. |
| <b>Adv Cr<sup>1, 2</sup></b> | Advance credits in WIP within the selected date range (not aged, shown as total only). Advance credits will only be shown if advances are included on the report. |
| <b>Fee WIP<sup>2</sup></b>   | Total fee transactions and fee credits in WIP excluding Type 6 transactions ( <i>only shown for progress fee clients</i> ).                                       |
| <b>Progress Billed</b>       | Total amount of Type 6 progress fees billed since the last time the client was "reconciled."  |
| <b>Diff in WIP</b>           | Fee WIP minus Progress Billed.  |
| <b>Progress WIP</b>          | Total amount of Type 6 progress fees in work-in-process. Credit transactions and transactions on hold are included. Progress WIP Tax is not included.             |
| <b>Progress Paid</b>         | Progress Billed (from the <b>A/R &amp; Fund Balances</b> tab in the Client file) minus Progress Fees Due.   |
| <b>(timekeeper)</b>          | Primary timekeeper number and initials are shown when the report is not printed in timekeeper order.  |

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**Note:** Threshold billing amounts can optionally be entered on the **Billing Options** tab of the Client file. If you elect to include clients that do not meet billing thresholds on the Aged Work-In-Process Report, a message will be included if an amount does not meet the client's billing threshold.

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<sup>1</sup> Not shown on the sample report.

<sup>2</sup> Transactions on hold are included. Non-billable transactions are not included.



**Tab3 Detail Cash Receipts Report**  
Jensen, Martin & Anderson, P.C.

Primary Timekeeper: 1 Michael L. Jensen

|  | Pymt Date  | Amount          | Fees            | Fin Chg     | Expenses      | Advances      | Unallocated     |
|--|------------|-----------------|-----------------|-------------|---------------|---------------|-----------------|
| <b>100.00M Phillips/Marcus</b>         | 05/12/2014 | 300.00F         | 300.00          | 0.00        | 0.00          | 0.00          | 0.00            |
| RE: Real Estate Acquisition            | 09/08/2014 | 700.00F         | 700.00          | 0.00        | 0.00          | 0.00          | 0.00            |
|  | 09/09/2014 | 587.67          | 511.92          | 0.00        | 0.75          | 75.00         | 0.00            |
|  | 09/22/2014 | 25.00F          | 25.00           | 0.00        | 0.00          | 0.00          | 0.00            |
|  | 09/29/2014 | 800.00          | 652.57          | 0.00        | 72.43         | 75.00         | 0.00            |
|  | 10/09/2014 | 50.00F          | 50.00           | 0.00        | 0.00          | 0.00          | 0.00            |
|  | 10/10/2014 | 75.00A          | 0.00            | 0.00        | 0.00          | 75.00         | 0.00            |
|  | 10/14/2014 | 150.00F         | 150.00          | 0.00        | 0.00          | 0.00          | 0.00            |
|  | 10/14/2014 | 9.00E           | 0.00            | 0.00        | 9.00          | 0.00          | 0.00            |
|  | 10/17/2014 | 125.00F         | 125.00          | 0.00        | 0.00          | 0.00          | 0.00            |
|  | 10/21/2014 | 260.00*         | 0.00            | 0.00        | 0.00          | 0.00          | 260.00          |
|  | 10/24/2014 | 1,000.00        | 799.10          | 0.00        | 35.90         | 165.00        | 0.00            |
| <b>Payment Adjustments:</b>            | 11/14/2014 | -260.00         | 0.00            | 0.00        | 0.00          | 0.00          | -260.00         |
| <b>Subtotal</b>                        |            | <b>3,821.67</b> | <b>3,313.59</b> | <b>0.00</b> | <b>118.08</b> | <b>390.00</b> | <b>0.00</b>     |
| <b>120.00M Berger/Randall</b>          | 11/28/2013 | 350.00          | 0.00            | 0.00        | 0.00          | 0.00          | 350.00          |
| RE: Real Estate Investment             | 01/03/2014 | 500.00F         | 0.00            | 0.00        | 0.00          | 0.00          | 500.00          |
|  | 01/03/2014 | 100.00E         | 0.00            | 0.00        | 0.00          | 0.00          | 100.00          |
|  | 01/03/2014 | 50.00A          | 0.00            | 0.00        | 0.00          | 0.00          | 50.00           |
|  | 02/03/2014 | 450.00          | 0.00            | 0.00        | 0.00          | 0.00          | 450.00          |
|  | 03/03/2014 | 1,000.00        | 0.00            | 0.00        | 0.00          | 0.00          | 1,000.00        |
|  | 04/01/2014 | 75.00A          | 0.00            | 0.00        | 0.00          | 0.00          | 75.00           |
|  | 05/02/2014 | 150.00          | 127.50          | 0.00        | 0.00          | 0.00          | 22.50           |
|  | 06/06/2014 | 300.00          | 40.00           | 0.00        | 0.00          | 0.00          | 260.00          |
|  | 07/01/2014 | 200.00F         | 100.00          | 0.00        | 0.00          | 0.00          | 100.00          |
|  | 09/26/2014 | 500.00          | 35.00           | 0.00        | 0.00          | 0.00          | 465.00          |
| <b>Subtotal</b>                        |            | <b>3,675.00</b> | <b>202.50</b>   | <b>0.00</b> | <b>0.00</b>   | <b>0.00</b>   | <b>3,472.50</b> |
| <b>200.01M Peterson Insurance Co.</b>  | 10/13/2014 | 959.75          | 826.84          | 0.00        | 28.91         | 104.00        | 0.00            |
| RE: General Legal Counsel              | 11/10/2014 | 970.89          | 959.41          | 0.00        | 11.48         | 0.00          | 0.00            |
| <b>Subtotal</b>                        |            | <b>1,930.64</b> | <b>1,786.25</b> | <b>0.00</b> | <b>40.39</b>  | <b>104.00</b> | <b>0.00</b>     |
| <b>Totals for Primary Timekeeper 1</b> |            | <b>9,427.31</b> | <b>5,302.34</b> | <b>0.00</b> | <b>158.47</b> | <b>494.00</b> | <b>3,472.50</b> |

**Tab3 Detail Cash Receipts Report**  
Jensen, Martin & Anderson, P.C.

Primary Timekeeper: 1 Michael L. Jensen

|                                | Pymt Date              | Amount          | Fees            | Fin Chg       | Expenses      | Advances      | Unallocated    | Ref # |
|--------------------------------|------------------------|-----------------|-----------------|---------------|---------------|---------------|----------------|-------|
| <b>100.00M Phillips/Marcus</b> | 05/12/2014             | 300.00F         | 300.00          | 0.00          | 0.00          | 0.00          | 0.00           | ARCH  |
| RE: Real Estate Acquisition    | 001 Michael L. Jensen  |                 | 177.51          |               |               |               |                |       |
|                                | 002 Jennifer A. Martin |                 | 110.95          |               |               |               |                |       |
|                                | Fee Tax                |                 | 11.54           |               |               |               |                |       |
|                                | 09/08/2014             | 700.00F         | 700.00          | 0.00          | 0.00          | 0.00          | 0.00           | ARCH  |
|                                | 001 Michael L. Jensen  |                 | 133.76          |               |               |               |                |       |
|                                | 002 Jennifer A. Martin |                 | 409.92          |               |               |               |                |       |
|                                | 003 Ronald P. Anderson |                 | 129.40          |               |               |               |                |       |
|                                | Fee Tax                |                 | 26.92           |               |               |               |                |       |
|                                | 09/09/2014             | 587.67          | 511.92          | 0.00          | 0.75          | 75.00         | 0.00           | ARCH  |
|                                | 001 Michael L. Jensen  |                 | 245.22          | Photocopies   | 0.75          | 75.00         | Filing Fees    |       |
|                                | 002 Jennifer A. Martin |                 | 247.01          |               |               |               |                |       |
|                                | Fee Tax                |                 | 19.69           |               |               |               |                |       |
|                                | 09/23/2014             | 25.00F          | 25.00           | 0.00          | 0.00          | 0.00          | 0.00           | ARCH  |
|                                | 001 Michael L. Jensen  |                 | 10.06           |               |               |               |                |       |
|                                | 002 Jennifer A. Martin |                 | 13.98           |               |               |               |                |       |
|                                | Fee Tax                |                 | 0.96            |               |               |               |                |       |
|                                | 09/28/2014             | 800.00          | 652.57          | 0.00          | 72.43         | 75.00         | 0.00           | ARCH  |
|                                | 001 Michael L. Jensen  |                 | 248.07          | Miscellaneous | 22.30         | 25.00         | Miscellaneous  |       |
|                                | 002 Jennifer A. Martin |                 | 237.57          | Phone         | 32.88         | 30.00         | Filing Fees    |       |
|                                | 003 Ronald P. Anderson |                 | 160.35          | Photocopies   | 17.25         | 20.00         | Processor Fees |       |
|                                | Fee Tax                |                 | 6.58            |               |               |               |                |       |
|                                | 10/10/2014             | 50.00F          | 50.00           | 0.00          | 0.00          | 0.00          | 0.00           | ARCH  |
|                                | 001 Michael L. Jensen  |                 | 15.83           |               |               |               |                |       |
|                                | 002 Jennifer A. Martin |                 | 17.26           |               |               |               |                |       |
|                                | 003 Ronald P. Anderson |                 | 14.99           |               |               |               |                |       |
|                                | Fee Tax                |                 | 1.92            |               |               |               |                |       |
|                                | 10/10/2014             | 75.00A          | 0.00            | 0.00          | 0.00          | 75.00         | 0.00           | ARCH  |
|                                |                        |                 |                 |               |               | 4.69          | Miscellaneous  |       |
|                                |                        |                 |                 |               |               | 23.44         | Filing Fees    |       |
|                                |                        |                 |                 |               |               | 18.75         | Processor Fees |       |
|                                |                        |                 |                 |               |               | 28.12         | Witness Fees   |       |
|                                | 10/12/2014             | 150.00F         | 150.00          | 0.00          | 0.00          | 0.00          | 0.00           | ARCH  |
|                                | 001 Michael L. Jensen  |                 | 47.50           |               |               |               |                |       |
|                                | 002 Jennifer A. Martin |                 | 51.79           |               |               |               |                |       |
|                                | 003 Ronald P. Anderson |                 | 44.94           |               |               |               |                |       |
|                                | Fee Tax                |                 | 5.77            |               |               |               |                |       |
|                                | 10/10/2014             | 9.00E           | 0.00            | 0.00          | 9.00          | 0.00          | 0.00           | ARCH  |
|                                |                        |                 |                 | Miscellaneous | 2.90          |               |                |       |
|                                |                        |                 |                 | Phone         | 1.61          |               |                |       |
|                                |                        |                 |                 | Photocopies   | 4.49          |               |                |       |
|                                | 10/17/2014             | 125.00F         | 125.00          | 0.00          | 0.00          | 0.00          | 0.00           | ARCH  |
|                                | 001 Michael L. Jensen  |                 | 39.58           |               |               |               |                |       |
|                                | 002 Jennifer A. Martin |                 | 43.16           |               |               |               |                |       |
|                                | 003 Ronald P. Anderson |                 | 37.45           |               |               |               |                |       |
|                                | Fee Tax                |                 | 4.81            |               |               |               |                |       |
|                                | 10/21/2014             | 260.00*         | 0.00            | 0.00          | 0.00          | 0.00          | 260.00         | ARCH  |
|                                | 10/25/2014             | 1,000.00        | 799.10          | 0.00          | 35.90         | 165.00        | 0.00           | ARCH  |
|                                | 001 Michael L. Jensen  |                 | 216.53          | Miscellaneous | 11.55         | 10.31         | Miscellaneous  |       |
|                                | 002 Jennifer A. Martin |                 | 308.16          | Phone         | 6.42          | 51.56         | Filing Fees    |       |
|                                | 003 Ronald P. Anderson |                 | 244.98          | Photocopies   | 17.93         | 41.25         | Processor Fees |       |
|                                | Fee Tax                |                 | 29.43           |               |               | 61.88         | Witness Fees   |       |
| <b>Payment Adjustments:</b>    | 11/14/2014             | -260.00         | 0.00            | 0.00          | 0.00          | 0.00          | -260.00        |       |
| <b>Subtotal</b>                |                        | <b>3,821.67</b> | <b>3,313.59</b> | <b>0.00</b>   | <b>118.08</b> | <b>390.00</b> | <b>0.00</b>    |       |
|                                | 001 Michael L. Jensen  |                 | 11,874.06       | Miscellaneous | 96.75         | 40.00         | Miscellaneous  |       |
|                                | 002 Jennifer A. Martin |                 | 15,339.80       | Phone         | 80.91         | 180.00        | Filing Fees    |       |
|                                | 003 Ronald P. Anderson |                 | 9,432.11        | Photocopies   | 40.42         | 80.00         | Processor Fees |       |
|                                | Fee Tax                |                 | 767.62          |               |               | 90.00         | Witness Fees   |       |

(Description and Definitions are on the following page)

|  | Amount     | Fees       | Fin Chg  | Expenses | Advances | Unallocated |
|--|------------|------------|----------|----------|----------|-------------|
| <b>101.00M Williams/John</b><br>RE: State v. Williams  | 2,000.00   | 1,874.00   | 0.00     | 74.50    | 51.50    | 0.00        |
| <b>121.01M Phillips/Marcus</b><br>RE: Real Estate Acquisition                                      | 704.43     | 534.50     | 0.00     | 134.93   | 35.00    | 0.00        |
| <b>200.01M Peterson Insurance Co.</b><br>RE: General Legal Counsel                                 | 8,058.75   | 7,581.40   | 0.00     | 138.35   | 339.00   | 0.00        |
| <b>200.02M Peterson Insurance Co.</b><br>RE: Maintenance of Insurance Policies                     | 1,451.00   | 0.00       | 0.00     | 0.00     | 0.00     | 1,451.00    |
| <b>Total for 200 Peterson Insurance Co.</b>  | 9,509.75   | 7,581.40   | 0.00     | 138.35   | 339.00   | 1,451.00    |
| <b>415.00M MegaConstruction Corporation</b><br>RE: Corporate Merger - Megabuilders and BuilderCorp | 734,503.72 | 710,717.25 | 3,144.47 | 642.00   | 0.00     | 20,000.00   |
| <b>850.00M White/Kelly</b><br>RE: Divorce  | 125.00     | 0.00       | 0.00     | 0.00     | 0.00     | 125.00      |
| <b>GRAND TOTALS</b>  |            |            |          |          |          |             |
|  | 746,842.90 | 720,707.15 | 3,144.47 | 989.78   | 425.50   | 21,576.00   |

*(continued from the previous page)*

## Cash Receipts Report

The reports shown above and on the previous page are Cash Receipts Reports. The Cash Receipts Report shows payments in a specified payment date range. The report optionally breaks down payments into Fees, Finance Charge, Expenses, Advances and Unallocated columns based on how the payments are allocated. Optionally, a further breakdown displays payment allocation to individual timekeepers and cost types. Payment adjustments are optionally included and shown as separate line items. The report includes payments from the ledger file and from work-in-process. Credits are not included in these amounts. The report is first sorted by Client ID or Client Name Search and then by payment transaction date.

The program tabs for this report include the standard **Client** and **Sort** tabs (*page 10*) as well as the **Options** tab. The **Options** tab includes a selection to make the report detailed or summary, a beginning and ending date range for payments, and the options to include detailed payment allocation information, payment adjustments, and reference numbers.

## Definitions

|  |  |
|--|--|
| <b>Date (heading)</b>  | Used for reference only and has no bearing on the report.  |
| <b>date range (heading)</b>                                      | Shows the beginning and ending payment dates used for the report (if a range was specified).   |
| <b>(client)</b>  | Client ID, client name and work description. The letter after the Client ID represents the billing frequency. An asterisk preceding the work description indicates that the work description will not print on the client's statement. <sup>1</sup>  |
| <b>Pymt Date</b>   | Payment transaction date.  |
| <b>Amount</b>  | Amount of the payment. The letter following the payment amount indicates the payment type: "F" indicates a fee payment (Type "2"), "E" indicates an expense payment (Type "3"), and "A" indicates an advance payment (Type "3"). No letter indicates a regular payment (Type "1"). If a payment adjustment has been made for a payment, an asterisk will be displayed next to the payment amount on a Detail Cash Receipts Report. Because the amount shown in the Amount column represents the actual payment amount, you will find that when including the breakdown of applied payments, if you add Fees + Fin Chg + Expenses + Advances + Unallocated, this amount will not match the actual payment amount when a payment adjustment has been made. |
| <b>Type/Check #<sup>1</sup></b>                                  | Optional column. Identifies whether a payment is cash, check, credit card, client funds, or other.   |
| <b>Fees</b>  | Optional column. Amount of the payment allocated to fees.  |
| <b>Fin Chg</b>   | Optional column. Amount of the payment allocated to finance charge.  |
| <b>Expenses</b>  | Optional column. Amount of the payment allocated to expenses.  |
| <b>Advances</b>  | Optional column. Amount of the payment allocated to advances.  |
| <b>Unallocated</b>   | Optional column. Amount of the payment that is unallocated.  |
| <b>Ref #</b>   | Optional column. Reference number of payment transaction. This number can be used to retrieve the payment from the payment file. "ARCH" indicates the payment has been billed and updated (i.e., processed) and is in the archive file. Payments in the archive file cannot be directly edited.  |
| <b>Payment Allocation Timekeeper &amp; Cost Type Information</b> | Optional detailed payment allocation information. Selecting the <b>Allocation Breakdown</b> check box on the <b>Options</b> tab shows the amounts allocated by timekeeper and cost type.   |
| <b>(timekeeper)</b>  | Primary timekeeper number and initials are shown when the report is not printed in timekeeper order.   |

<sup>1</sup> Not shown on the sample report.

**Tab3 Payment Adjustment Verification List**Burns, Jensen & Powers, P.C.  
User: SUSAN Susan C. Long

| <u>Client</u>       | <u>Ref #</u> | <u>Type</u> | <u>Date</u> | <u>Payment Amount</u> | <u>Stmt #</u> | <u>Apply to Stmt #</u> | <u>Total Applied</u> |
|---------------------|--------------|-------------|-------------|-----------------------|---------------|------------------------|----------------------|
| 100.00              | 4            | Fee         | 09/19/2014  | 300.00                | 373           | 0                      | 300.00               |
| Date of Adjustment: |              |             | 09/19/2014  |                       |               |                        |                      |

| <u>Stmt #</u> | <u>Fees</u> | <u>Expenses</u> | <u>Advances</u> | <u>Fee Tax</u> | <u>Exp Tax</u> | <u>Adv Tax</u> | <u>Fin Chg</u> | <u>Total</u> |
|---------------|-------------|-----------------|-----------------|----------------|----------------|----------------|----------------|--------------|
| 373           | 300.00      |                 |                 |                |                |                |                | 300.00       |

| <u>Client</u> | <u>Ref #</u> | <u>Type</u> | <u>Date</u> | <u>Payment Amount</u> | <u>Stmt #</u> | <u>Apply to Stmt #</u> | <u>Refund Amount</u> |
|---------------|--------------|-------------|-------------|-----------------------|---------------|------------------------|----------------------|
| 102.00        | 14           | Advance     | 09/29/2014  | 150.00                | 393           | 0                      | 85.00                |

**Payment Adjustment Verification List**

The Payment Adjustment Verification List shows the payments that have been reversed or refunded using the Payment Adjustment program. The list shows detailed information about each payment that was adjusted. This list is a temporary list and will be deleted if it is not printed at the time the payment is reversed or refunded.

**Definitions**

|   |   |
|---|---|
| <b>Client</b>   | Client ID for which the payment was adjusted.   |
| <b>Ref #</b>  | Reference number assigned to the payment ledger record.   |
| <b>Type</b>   | Payment type. Available payment types include "Regular," "Fee," "Expense" or "Advance."   |
| <b>Date</b>   | Date of the original payment.   |
| <b>Payment Amount</b>   | Payment amount.   |
| <b>Stmt #</b>   | Statement number on which the payment was processed.  |
| <b>Apply to Stmt #</b>  | Statement number entered on the payment transaction. If no statement number was specified when the payment was entered, "0" will be shown.                                |
| <b>Refund Amount</b>  | Amount of the refund (shown for refunds only).  |
| <b>Total Applied</b>  | Portion of the payment that had been applied to fees and costs (shown for reversals only).  |
| <b>Date of Adjustment</b>   | The date used as the Date of Adjustment.  |
| <b>Stmt #/Fees/Expenses/<br/>Advances/Fee Tax/<br/>Exp Tax/Adv Tax/<br/>Fin Chg/Total</b> | The statement numbers and amounts the payment applied to will be shown for each payment reversal. The total amount shown will equal the Total Applied amount shown above. |

| Date: 11/17/2014 |   | Tabs3 Write-Up/Write-Down Report |             |             |               |                   |               |             |                | Page: 1 |  |
|------------------|---|----------------------------------|-------------|-------------|---------------|-------------------|---------------|-------------|----------------|---------|--|
|                  |   | Write-Up                         |             |             | Write-Down    |                   |               |             |                |         |  |
| Client           | Name/Description  | Fees                             | Expenses    | Advances    | Fees          | Courtesy Discount | Expenses      | Advances    | Net            |         |  |
| 200.03M          | Jefferson Insurance Co.<br>Acquisition of Mid-State Insurance | 0.00                             | 0.00        | 0.00        | 238.30        | 0.00              | 0.00          | 0.00        | -238.30        | 001 RJB |  |
| 300.00R          | McBride/John<br>Management of Estate Trust                    | 0.00                             | 0.00        | 0.00        | 0.00          | 150.00            | 100.00        | 0.00        | -250.00        | 005 JPP |  |
| 700.00M          | First National Bank<br>General File                           | 0.00                             | 0.00        | 0.00        | 222.00        | 0.00              | 0.00          | 0.00        | -222.00        | 001 RJB |  |
| 750.00M          | Harrison Investments<br>Purchase of Real Estate               | 303.80                           | 0.00        | 0.00        | 0.00          | 0.00              | 0.00          | 0.00        | 303.80         | 004 DHB |  |
|                  |   | <u>303.80</u>                    | <u>0.00</u> | <u>0.00</u> | <u>460.30</u> | <u>150.00</u>     | <u>100.00</u> | <u>0.00</u> | <u>-406.50</u> |         |  |

| Date: 11/17/2014 |   | Tabs3 Write-Up/Write-Down Report |               |               |             |             |             |               |               |                   |               |             | Page: 1        |         |
|------------------|---|----------------------------------|---------------|---------------|-------------|-------------|-------------|---------------|---------------|-------------------|---------------|-------------|----------------|---------|
|                  |   | Write-Up                         |               |               |             |             | Write-Down  |               |               |                   |               |             |                |         |
| Client           | Name/Description  | Hours                            | Hours Value   | Fees          | Expenses    | Advances    | Hours       | Hours Value   | Fees          | Courtesy Discount | Expenses      | Advances    | Net            |         |
| 200.03M          | Jefferson Insurance Co.<br>Acquisition of Mid-State Insurance | 0.60                             | 128.55        | 0.00          | 0.00        | 0.00        | 0.00        | 0.00          | 238.30        | 0.00              | 0.00          | 0.00        | -109.75        | 001 RJB |
| 300.00R          | McBride/John<br>Management of Estate Trust                    | 0.00                             | 0.00          | 0.00          | 0.00        | 0.00        | 0.00        | 0.00          | 0.00          | 150.00            | 100.00        | 0.00        | -250.00        | 005 JPP |
| 700.00M          | First National Bank<br>General File                           | 0.00                             | 0.00          | 0.00          | 0.00        | 0.00        | 0.00        | 0.00          | 222.00        | 0.00              | 0.00          | 0.00        | -222.00        | 001 RJB |
| 750.00M          | Harrison Investments<br>Purchase of Real Estate               | 0.00                             | 0.00          | 303.80        | 0.00        | 0.00        | 1.50        | 198.80        | 0.00          | 0.00              | 0.00          | 0.00        | 105.00         | 004 DHB |
|                  |   | <u>0.60</u>                      | <u>128.55</u> | <u>303.80</u> | <u>0.00</u> | <u>0.00</u> | <u>1.50</u> | <u>198.80</u> | <u>460.30</u> | <u>150.00</u>     | <u>100.00</u> | <u>0.00</u> | <u>-476.75</u> |         |

## Write-Up/Write-Down Report

The Write-Up/Write-Down Report includes write-ups, write-downs and net write-up/write-down by timekeeper for each client for a specified transaction or statement date range. The write-up and write-down amounts are broken down by hours, fees, expenses, and advances. Amounts for courtesy discounts and the value of hour write-ups and write-downs are shown.

The program tabs for this report include the standard **Client** and **Sort** tabs (page 10) as well as the **Options** tab. The **Options** tab includes parameters that enable you to include billed transactions (from the archive files), include unbilled transactions (from work-in-process), include hours, specify a range of working timekeepers and specify a date range of transactions to include, as well as choose portrait or landscape orientation. If hours are included, then separate columns for Hours and Hours Value will be included on the report. Additionally, the Net figure on the report will change depending on whether the Hours are included because the Hours Value will be included.

## Definitions

- Date (heading)** Used for reference only and has no bearing on the report.
- date range (heading)<sup>1</sup>** Shows the beginning and ending transaction dates used for the report (if a range was specified).
- Client** Client ID. The letter after the Client ID represents the billing frequency.
- Name** Client name.
- Description** Client's work description. An asterisk preceding the work description indicates the work description will not be printed on the client's statement.
- Write-Up Hours<sup>2</sup>** Total hour write-ups within the selected date range. This number is the difference between **Hours to Bill** and **Hours Worked**.
- Write-Up Hours Value<sup>2</sup>** Total write-up amount based on hours worked [i.e., Amount minus (rate x hours worked) within the specified date range].
- Write-Up Fees** Total fee write-ups within the selected date range.
- Write-Up Expenses** Total expense write-ups within the selected date range.
- Write-Up Advances** Total advance write-ups within the selected date range.
- Write-Down Hours<sup>2</sup>** Total hour write-down within the selected date range. This number is the difference between **Hours to Bill** and **Hours Worked**.
- Write-Down Hours Value<sup>2</sup>** Total write-down amount based on hours worked [i.e., Amount minus (rate x hours worked) within the specified date range].

<sup>1</sup> Not shown on the sample report.  
<sup>2</sup> Only shown on the report if Hours are included on the report.

(continued from the previous page)

- Write-Down Fees** Total fee write-downs within the selected date range.
- Courtesy Discount** Total courtesy discount adjustment within selected date range.
- Write-Down Expenses** Total expense write-downs within the selected date range.
- Write-Down Advances** Total advance write-downs within the selected date range.
- Net** Total write-ups and write-downs. Includes Hours Value when Hours are included on the report. A negative figure indicates a net write-down.
- (timekeeper)** Primary timekeeper number and initials are shown when the report is not printed in timekeeper order.

| Date: 11/17/2014 |   | <b>Write-Up/Write-Down Verification List</b>                    |                 |                 | Page: 1        |
|------------------|---|---|-----------------|-----------------|----------------|
|                  |   | Jensen, Martin & Anderson, P.C.<br>User: CATHY Cathleen Trudore |                 |                 |                |
| Client           | Name/Description  | Type  | Old Total       | New Total       | Write-Up/Down  |
| 102.00           | Gilbert/Andrew C.<br>Auto Accident                          | Fee   | 2,142.25        | 2,000.00        | -142.25        |
|                  |   | Hours   | 11.25           | 11.25           | 0.00           |
| 200.02           | Peterson Insurance Co.<br>Maintenance of Insurance Policies | E/A   | 4.28            | 5.00            | 0.72           |
| 850.01           | White/Kelly<br>Last Will & Testament                        | Fee   | 1,750.00        | 1,750.00        | 0.00           |
|                  |   | Hours   | 11.00           | 10.00           | -1.00          |
| 102.00           | Gilbert/Andrew C.<br>Auto Accident                          | E/A   | 97.27           | 100.00          | 2.73           |
| 100.00           | Larson/Michael<br>Larson v. Bel-Cor                         | Fee   | 3,059.75        | 3,000.00        | -59.75         |
|                  |   | Hours   | 13.45           | 14.00           | 0.55           |
| 850.00           | White/Kelly<br>Divorce<br>Dated From 09/01/14 Thru 11/17/14 | Fee   | 450.00          | 500.00          | 50.00          |
|                  |   | Hours   | 2.00            | 2.00            | 0.00           |
| <b>Totals</b>    |   | Amount  | <u>7,503.55</u> | <u>7,355.00</u> | <u>-148.55</u> |
|                  |   | Hours   | 37.70           | 37.25           | -0.45          |

## Write-Up/Write-Down Verification List

The Write-Up/Write-Down Verification List includes old and new totals for fees and/or cost transactions written up or down by the Write-Up/Write-Down program by a specific user. When fees are adjusted, the hours are listed as well. Hours can also be written up or down. If the Write-Up/Write-Down program was run with a specific transaction date range, the date range is included below the client's Work Description.

### Definitions

- Client** Client ID for which the write-up/write-down was performed.
- Type** The type of transaction written up or written down. If both expenses and advances were adjusted, this field will read E/A.
- Old Total** Transaction total prior to any write-ups/write-downs.
- New Total** Transaction total after any write-ups/write-downs.
- Write-Up/Down** The total amount written up or written down.

**Split Billing Verification List**

Jensen, Martin & Anderson, P.C.  
 User: CATHY Cathleen Trudore

Adjusted for Client: **415.00 MegaConstruction Corporation**  
 RE: Corporate Merger - Megabuilders and BuilderCorp

Batch #: 1

| Client                            | Tmkr | Cat | Date       | Src | BC | RC | Tcode | Rate   | Hours to Bill | Hours Worked | Amount          |                              |
|-----------------------------------|------|-----|------------|-----|----|----|-------|--------|---------------|--------------|-----------------|------------------------------|
| Adjusting Transaction:            |      |     |            |     |    |    |       |        |               |              |                 |                              |
| 415.00                            | 6    | 40  | 11/11/2014 | B   | 0  | 0  | 1     | 180.00 | 6.25          | 6.25         | 1,125.00        | MegaConstruction Corporation |
| Prepare Employee Handbook         |      |     |            |     |    |    |       |        |               |              |                 |                              |
| 415.00                            | 6    | 40  | 11/11/2014 | b   | 0  | 0  | 1     | 180.00 | 3.13          | 3.13         | 562.50          | MegaConstruction Corporation |
| 416.00                            | 6    | 40  | 11/11/2014 | b   | 0  | 0  | 1     | 180.00 | 3.12          | 3.12         | 562.50          | Tatiki, Sr./James R.         |
| <b>Total</b>                      |      |     |            |     |    |    |       |        | <b>6.25</b>   | <b>6.25</b>  | <b>1,125.00</b> |                              |
| Adjusting Transaction:            |      |     |            |     |    |    |       |        |               |              |                 |                              |
| 415.00                            | 1    | 40  | 11/17/2014 | B   | 0  | 0  | 1     | 500.00 | 1.00          | 1.00         | 500.00          | MegaConstruction Corporation |
| Prepare Employee Handbook         |      |     |            |     |    |    |       |        |               |              |                 |                              |
| 415.00                            | 1    | 40  | 11/17/2014 | b   | 0  | 0  | 1     | 500.00 | 0.50          | 0.50         | 250.00          | MegaConstruction Corporation |
| 416.00                            | 1    | 40  | 11/17/2014 | b   | 0  | 0  | 1     | 500.00 | 0.50          | 0.50         | 250.00          | Tatiki, Sr./James R.         |
| <b>Total</b>                      |      |     |            |     |    |    |       |        | <b>1.00</b>   | <b>1.00</b>  | <b>500.00</b>   |                              |
| Adjusting Transaction:            |      |     |            |     |    |    |       |        |               |              |                 |                              |
| 415.00                            | 7    | 40  | 11/10/2014 | B   | 0  | 0  | 1     | 180.00 | 4.25          | 4.25         | 765.00          | MegaConstruction Corporation |
| Prepare Financial Disclosure Form |      |     |            |     |    |    |       |        |               |              |                 |                              |
| 415.00                            | 7    | 40  | 11/10/2014 | b   | 0  | 0  | 1     | 180.00 | 2.13          | 2.13         | 382.50          | MegaConstruction Corporation |
| 416.00                            | 7    | 40  | 11/10/2014 | b   | 0  | 0  | 1     | 180.00 | 2.12          | 2.12         | 382.50          | Tatiki, Sr./James R.         |
| <b>Total</b>                      |      |     |            |     |    |    |       |        | <b>4.25</b>   | <b>4.25</b>  | <b>765.00</b>   |                              |

Final record count for Client: 3

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## Split Billing Verification List

The Split Billing Verification List shows the transactions that were adjusted by the Perform Split Billing program. The list shows the original transaction that was entered for the Main Client, and then shows the transactions that were created for the specified Split Matters as a result of running the Perform Split Billing program. For each Main Client, fees are printed followed by the expenses and advances.

---

### Definitions

|  |  |
|--|--|
| <b>Client</b>                          | Client ID. The client name will print to the right of the Amount column.   |
| <b>Tmkr (fees)</b>                     | Timekeeper number.   |
| <b>Cat (fees)</b>                      | Category number.   |
| <b>Exp/Adv (costs)<sup>1</sup></b>     | “E” = Expenses, “A” = Advances.  |
| <b>Date</b>                            | Date of the transaction.   |
| <b>Src</b>                             | Source of the transaction. “B” = Billing, “R” <sup>1</sup> = Tabs3 Remote, “P” <sup>1</sup> or “C” <sup>1</sup> = PracticeMaster, “D” <sup>1</sup> = Data Capture Device, “A” <sup>1</sup> = Tabs3 Accounts Payable Software, “Q” <sup>1</sup> = QuickBooks. An uppercase letter indicates that the transaction was split from the Main Client, while a lowercase letter indicates that the transaction was added to a Split Matter. |
| <b>BC</b>                              | Bill Code (0-4). The Bill Code defines the transaction code’s default billing and print status. “0” = billable and printable, “1” <sup>1</sup> = non-billable and non-printable, “2” <sup>1</sup> = non-billable and printable, “3” <sup>1</sup> = billable and non-printable, and “4” <sup>1</sup> = billable and always print.   |
| <b>RC (fees)</b>                       | Rate Code (0-9). The Rate Code indicates which billing rate Tabs3 uses. “0” indicates that Tabs3 has used the default billing rate.  |
| <b>RC (costs)<sup>1</sup></b>          | Rate Code (0, 7 or 8). The Rate Code indicates how the Amount is determined. “0” indicates that the operator entered the amount. “7” indicates that Tabs3 retrieved the Rate from the transaction code file, allowed the operator to enter the number of units, and then calculated the amount. “8” indicates that Tabs3 retrieved the Amount from the transaction code file.  |
| <b>Tcodes</b>                          | Transaction code number.   |
| <b>Rate</b>                            | Rate used for calculating the amount.  |
| <b>Hours to Bill (fees)</b>            | Hours to bill.   |
| <b>Hours Worked (fees)</b>             | Hours worked.  |
| <b>Amount</b>                          | Dollar amount for the transaction.   |
| <b>Total</b>                           | Total hours (fees only) and amounts of the resulting split fee transactions.   |
| <b>Deleted Transaction<sup>1</sup></b> | A transaction is deleted when the Perform Split Billing program is run if the Main Client is not defined as a Split Matters.   |
| <b>Saved Transaction<sup>1</sup></b>   | A transaction is saved when the Perform Split Billing program is run if the Main Client is not defined as a Split Client and the transaction has “Save” in the Status field. The Hours and Amount fields are changed to 0.00.  |
| <b>Final Record Count for Client</b>   | Number of resulting transactions after the Perform Split Billing program has been run.   |

<sup>1</sup> Not shown on the sample report.

**Tab3 Statement Template List**  
Burns, Jensen & Powers, P.C.

| ID       | Description                              |                |
|----------|--|----------------|
| Contngcy | no fee amounts/standard costs            |                |
| Draft    | full detail used for draft statements    | Default: Draft |
| Final    | standard fee & cost format (no recap)    | Default: Final |
| Hours    | detail hrs (no amt)/total amt/std costs  |                |
| Invoice  | no fee recap/subtotal costs by tcode     |                |
| Recap    | detail format including timekeeper recap |                |
| Summary  | standard fees (w/totals only)/std costs  |                |

**Tab3 Statement Template List**  
Burns, Jensen & Powers, P.C.

|   |                                       |                           |                    |
|---|---------------------------------------|---------------------------|--------------------|
| ID: Draft                                     | full detail used for draft statements | Default: Draft            |                    |
| Statement Type:                               | Statement                             | Billing History:          | History with Hours |
| Print Past Due Message:                       | Aged                                  | Ending Note:              |                    |
| Beginning Note:                               |                                       | Include Notes on Cover:   | Yes                |
| Include Notes for Each File:                  | Yes                                   | Include Date on Fees:     | Yes                |
| Print Statement Comments on Draft Statements: | Yes                                   | Include Description:      | Yes                |
| Fee Format Code:                              | Standard                              | Total Non-billable Hours: | Yes                |
| Include Timekeeper Initials:                  | Yes                                   | Fee Amount Code:          | Detail             |
| Include Rate:                                 | Yes                                   | Fee Subtotal Format:      | No Subtotal        |
| Fee Hour Code:                                | Detail                                | Include Hours in Recap:   | Yes                |
| Paragraph Format:                             | No Paragraph                          | Include Rate in Recap:    | Indiv. Rate        |
| Fee Recap Format:                             | Timekeeper                            | Advance Format:           | Standard           |
| Include Level Desc in Recap:                  | No                                    |                           |                    |
| Include Total in Recap:                       | Yes                                   |                           |                    |
| Expense Format:                               | Standard                              |                           |                    |
| Payment Format:                               | Detail                                |                           |                    |
| Page 1 Layout:                                |                                       |                           |                    |
| Page 2 Layout:                                |                                       |                           |                    |
| Envelope Layout:                              |                                       |                           |                    |
| Cover Layout:                                 |                                       |                           |                    |
| ID: Final                                     | standard fee & cost format (no recap) | Default: Final            |                    |
| Statement Type:                               | Statement                             | Billing History:          | Include History    |
| Print Past Due Message:                       | Aged                                  | Ending Note:              |                    |
| Beginning Note:                               | Payments                              | Include Notes on Cover:   | Yes                |
| Include Notes for Each File:                  | Yes                                   | Include Date on Fees:     | Yes                |
| Print Statement Comments on Draft Statements: | Yes                                   | Include Description:      | Yes                |
| Fee Format Code:                              | Standard                              | Total Non-billable Hours: | Yes                |
| Include Timekeeper Initials:                  | Yes                                   | Fee Amount Code:          | Detail             |
| Include Rate:                                 | No                                    | Fee Subtotal Format:      | No Subtotal        |
| Fee Hour Code:                                | Detail                                | Include Hours in Recap:   | Yes                |
| Paragraph Format:                             | No Paragraph                          | Include Rate in Recap:    | Avg. Hourly        |
| Fee Recap Format:                             | No Recap                              | Advance Format:           | Standard           |
| Include Level Desc in Recap:                  | No                                    |                           |                    |
| Include Total in Recap:                       | Yes                                   |                           |                    |
| Expense Format:                               | Standard                              |                           |                    |
| Payment Format:                               | Detail                                |                           |                    |
| Page 1 Layout:                                | Final Statements   Page 1             |                           |                    |
| Page 2 Layout:                                | Final Statements   Continuation Pages |                           |                    |
| Envelope Layout:                              | Final Statements   Envelope           |                           |                    |
| Cover Layout:                                 | Final Statements   Cover Sheet        |                           |                    |

*(Description and Definitions are on the following page.)*



ID: Draft full detail used for draft statements

Default: Draft

|   | <u>Client</u> | <u>Name</u>               | <u>Work Description</u>                 |
|---|---------------|---------------------------|---|
| D | 100.00M       | Dawson/Charles L.         | Settlement of Grandfather's Estate      |
| D | 101.00M       | Barrett/Karen             | Apartment Management                    |
| D | 102.00M       | Richardson/Harold         | Manage personal finances                |
| D | 103.00M       | Martin/Mary L. & Fred J.  | Private Adoption                        |
| D | 200.01M I     | Jefferson Insurance Co.   | Automobile Accident                     |
| D | 200.02C       | Jefferson Insurance Co.   | Hail Damage - Palmer farm               |
| D | 200.03M       | Jefferson Insurance Co.   | Acquisition of Mid-State Insurance      |
| D | 300.00Q       | McBride/John              | Management of Estate Trust              |
| D | 350.00M       | Carter/Arthur J.          | Protection of New Wave Patent           |
| D | 400.00R       | Lutz/Jody                 | Manage trust account for Jody           |
| D | 402.00M       | Kiltzer/George            | Set up trust for children               |
| D | 450.00M       | Able/Paul & Mary          | Parent's Estate                         |
| D | 500.00M I     | Lyons/Mr. & Mrs. Art      | Audit of Federal Income Taxes           |
| D | 550.00M       | Federated Casualty, Ltd.  | Andrew C. Gilbert v. Federated Casualty |
| D | 600.00M       | Ace Manufacturing Company | General Legal Counsel                   |
| D | 600.01M       | Ace Manufacturing Company | Workers' compensation claim             |
| D | 600.02M       | Ace Manufacturing Company | Maintenance of insurance policies       |
| D | 750.00M       | Harrison Investments      | Purchase of Real Estate                 |
| D | 751.00M       | Harrison/Bradley          | Purchase of Real Estate                 |
| D | 800.00S       | ABC Insurance Company     | Death Benefits                          |
| D | 850.00H       | White/Kelly               | Divorce                                 |
| D | 900.00M       | Sherman/Natalie K.        | Divorce                                 |

ID: Final standard fee &amp; cost format (no recap)

Default: Final

|   | <u>Client</u> | <u>Name</u>               | <u>Work Description</u>                 |
|---|---------------|---------------------------|---|
| F | 103.00M       | Martin/Mary L. & Fred J.  | Private Adoption                        |
| F | 200.01M I     | Jefferson Insurance Co.   | Automobile Accident                     |
| F | 300.00Q       | McBride/John              | Management of Estate Trust              |
| F | 350.00M       | Carter/Arthur J.          | Protection of New Wave Patent           |
| F | 450.00M       | Able/Paul & Mary          | Parent's Estate                         |
| F | 550.00M       | Federated Casualty, Ltd.  | Andrew C. Gilbert v. Federated Casualty |
| F | 600.00M       | Ace Manufacturing Company | General Legal Counsel                   |
| F | 600.01M       | Ace Manufacturing Company | Workers' compensation claim             |
| F | 600.02M       | Ace Manufacturing Company | Maintenance of insurance policies       |
| F | 800.00S       | ABC Insurance Company     | Death Benefits                          |

## Statement Template List

The report shown above and the reports shown on the previous page are examples of the Statement Template List. The Statement Template List shows the statement templates that have been defined in the statement template file. The top report on the previous page simply lists the statement templates that have been defined. The bottom report on the previous page shows the detailed options that have been defined for each statement template (i.e., the **Include Detail Template Information** check box is selected). The report shown above lists the statement templates that have been defined along with the clients that are assigned to each template (i.e., the **Include Clients Assigned to Each Template** check box is selected).

## Definitions

|                         |   |
|-------------------------|---|
| <b>ID</b>               | Statement template ID. The statement template ID can be a maximum of 8 characters. The statement template ID is followed by the statement template description.   |
| <b>Default: Draft</b>   | (Shown to the right of the Template ID and Description.) This label will print for the default statement template for draft statements.   |
| <b>Default: Final</b>   | (Shown to the right of the Template ID and Description.) This label will print for the default statement template for final statements.   |
| <b>Client</b>           | Client ID. The letter after the Client ID represents the billing frequency.   |
| <b>I</b>                | Inactive clients are indicated by the letter "I" following the billing frequency.   |
| <b>(D/F)</b>            | If the statement template is assigned as the draft statement template for the client, the letter "D" will print in the leftmost column in front of the Client ID. If the statement template is assigned as the final statement template for the client, the letter "F" will print in the leftmost column in front of the Client ID. |
| <b>Name</b>             | Client Name.  |
| <b>Work Description</b> | Client work description.  |

| Template ID | Description                | Use as Default |
|-------------|----------------------------|----------------|
| EXAMPLE     | Example Template           | Yes            |
| EXAMPLE2    | Alternate Example Template | No             |

Template ID: EXAMPLE  
Description: Example Template  
Use as Default: Yes

From Name: Jennifer A. Martin  
From Address: jmartin@lawoffice.com  
Reply to Address: billing@lawoffice.com

Cc Recipients:  
Bcc Recipients: billing@lawoffice.com

Subject: Your statement from «Firm Name» is attached.

Body: Dear «Bill To Full Name»,  
  
Your current statement dated «Statement Date» is attached.  
  
Sincerely,  
  
«Primary Timekeeper Name»  
«Firm Name»  
  
«User Initials»

This communication, along with any attachments, is covered by federal and state law governing electronic communications and may contain confidential and legally privileged information. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, use or copying of this message is strictly prohibited. If you have received this in error, please reply immediately to the sender and delete this message.

Template ID: EXAMPLE2  
Description: Alternate Example Template  
Use as Default: No

From Name: Michael L. Jensen  
From Address: mjensen@jensenlaw.com  
Reply to Address: admin@jensenlaw.com

Cc Recipients:  
Bcc Recipients: admin@jensenlaw.com

Subject: Invoice «Statement Number» for «Work Description»

Body: Client: «Client Full Name»  
Matter: «Work Description»

Dear «Bill To Full Name»,  
  
Thank you for your previous payment of \$«Last Payment Amount», which was received on «Last Payment Date».

Your current statement dated «Statement Date» is attached. Please remit \$«Balance Due».

We appreciate the opportunity to serve your legal needs.

Sincerely,  
  
«Primary Timekeeper Name»  
«Firm Name»  
«Firm Address»

«Firm Phone Number»

Adobe Reader must be installed to view the attached statement. The free Adobe Reader software can be downloaded at «Adobe Reader Link».

This communication, along with any attachments, is covered by federal and state law governing electronic communications and may contain confidential and legally privileged information. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, use or copying of this message is strictly prohibited. If you have received this in error, please reply immediately to the sender and delete this message.

|                  |  |                              |   |
|------------------|--|------------------------------|---|
| Date: 11/15/2014 | <b>Tabs3 E-mail Template List</b><br>Jensen, Martin & Anderson, P.C. |                              | Page: 1   |
| Template ID:     | EXAMPLE  |                              |   |
| Description:     | Example Template   |                              |   |
| Use as Default:  | Yes  |                              |   |
|                  | <u>Client</u>  | <u>Client Name</u>           | <u>Work Description</u>                         |
|                  | 100.00   | Larson/Michael               | Larson v. Bel-Cor                               |
| <hr/>            |  |                              |   |
| Template ID:     | EXAMPLE2   |                              |   |
| Description:     | Alternate Example Template   |                              |   |
| Use as Default:  | No   |                              |   |
|                  | <u>Client</u>  | <u>Client Name</u>           | <u>Work Description</u>                         |
|                  | 101.00   | Williams/John                | State v. Williams                               |
|                  | 415.00   | MegaConstruction Corporation | Corporate Merger - Megabuilders and BuilderCorp |
|                  | 850.00   | White/Kelly                  | Divorce   |
|                  | 850.01   | White/Kelly                  | Last Will & Testament                           |
|                  | 850.02   | White/Kelly                  | Medical Care of Brianne                         |

## E-mail Template List

The reports shown on the previous page and above are examples of the E-mail Template List. The E-mail Template List shows the e-mail templates that have been defined in the e-mail template file. The top report on the previous page simply lists the statement templates that have been defined. The second report on the previous page shows the detailed options that have been defined for each e-mail template (i.e., the **Include Detail Template Information** check box is selected). The report shown above lists the statement templates that have been defined along with the clients that are assigned to each template (i.e., the **Include Clients Assigned to Each Template** check box is selected).

## Definitions

|                              |  |
|------------------------------|--|
| <b>Template ID</b>           | E-mail template ID. The e-mail template ID can be a maximum of 20 characters. The e-mail template ID is followed by the e-mail template description.   |
| <b>Use as Default</b>        | (Shown to the right of the Template ID and Description.) Yes will print for the default e-mail template for new Bill To records. No will print for all other e-mail templates.   |
| <b>E-mail Identification</b> | From Name, From Address, and Reply to Address defined for the e-mail template.   |
| <b>Additional Recipients</b> | Cc Recipients and Bcc Recipients defined for the e-mail template. Displays e-mail addresses for those who will receive a copy or a blind copy of the client's e-mail statement.  |
| <b>E-mail Message</b>        | Subject and Body defined for the e-mail template. Variables will print within chevron characters.  |
| <b>Client</b>                | Client ID of the client associated with the e-mail template. In the client file, the e-mail template is defined in the Bill To record(s) listed in the Statement Delivery Options table on the <b>Billing Preferences</b> tab. |
| <b>Client Name</b>           | Client name.   |
| <b>Work Description</b>      | Client work description.   |

|                  |   |   |         |
|------------------|---|---|---------|
| Date: 11/17/2014 | <b>Tabs3 Statement Notes List</b><br>Burns, Jensen & Powers, P.C. |   | Page: 1 |
|                  | <u>Note ID</u>  | <u>Note Text</u>  |         |
|                  | Finance   | A finance charge of 1% per month will be assessed on all accounts past due 30 days. |         |
|                  | Payments  | <b><i>Payments received after IS are <u>not</u> included on this statement.</i></b> |         |

## Statement Notes List

The report shown above is an example of the Statement Notes List. This list shows the statement notes that have been defined in the statement notes file. Statement notes can be assigned to statement templates and can print at either the top or bottom of the statement.

## Definitions

|                  |  |
|------------------|--|
| <b>Note ID</b>   | Statement Note ID. The Statement Note ID can be a maximum of 8 characters.               |
| <b>Note Text</b> | The statement text. Up to 511 characters of text can be entered for each statement note. |

BURNS, JENSEN & POWERS, P.C.  
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 Lincoln, NE 68512  
 402-423-1440 • Fax 402-423-2561 • E-mail bjplaw@alld.net

# 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: 11/30/2014  
 Statement No. 661  
 Page No. 1

Interim Statement

|            |                       | <u>Fees</u>  |  | Rate        | Hours |                   |   |
|------------|-----------------------|--|--|-------------|-------|-------------------|---|
| 11/21/2014 | 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 |
| 11/22/2014 | 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  |                   |   |
|            |                       | <u>Recapitulation</u>                                  |  |             |       |                   |   |
|            | <u>Timekeeper</u>     | <u>Hours</u>   |  | <u>Rate</u> |       | <u>Total</u>      |   |
|            | Michael L. Jensen     | 3.50   |  | \$225.00    |       | \$787.50          |   |
|            | Paula A. Madison      | 1.25   |  | 160.00      |       | 200.00            |   |
|            | Sales Tax on Services |  |  |             |       | 39.50             |   |
|            |                       | <u>Expenses</u>  |  |             |       |                   |   |
| 10/11/2014 |                       | Long distance telephone charges.                       |  |             |       | 25.52             | 1 |
| 11/21/2014 |                       | Mileage to/from Omaha. 400 miles @ 30 cents/mile       |  |             |       | 30.00             | 3 |
|            |                       | Total Expenses   |  |             |       | 55.52             |   |
|            |                       | <u>Advances</u>  |  |             |       |                   |   |
| 10/11/2014 |                       | Processor fee.   |  |             |       | 35.00             | 2 |
|            |                       | Total Advances   |  |             |       | 35.00             |   |
|            |                       | Previous Balance                                       |  |             |       | \$1,461.29        |   |
|            |                       | Total Current Work                                     |  |             |       | 1,117.52          |   |
|            |                       | <u>Payments</u>  |  |             |       |                   |   |
| 11/11/2014 |                       | Payment - thank you.                                   |  |             |       | -500.00           | 1 |
|            |                       | Balance Due  |  |             |       | <u>\$2,078.81</u> |   |

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

## Format Used for the Sample Statement

|                       |  |                           |     |                   |                 |
|-----------------------|--|---------------------------|-----|-------------------|-----------------|
| <b>Fee Format</b>     | Standard   | <b>Date</b>               | Yes | <b>Hours</b>      | Detail          |
|                       |  | <b>Tmkpr Initials</b>     | Yes | <b>Amount</b>     | Detail          |
|                       |  | <b>Description</b>        | Yes | <b>Paragraph</b>  | No Paragraph    |
|                       |  | <b>Rate</b>               | Yes | <b>Subtotal</b>   | No Subtotal     |
|                       |  | <b>Total Non-bill Hrs</b> | Yes |                   |                 |
| <b>Fee Recap</b>      | Timekeeper   | <b>Hours</b>              | Yes | <b>Level Desc</b> | No              |
|                       |  | <b>Total</b>              | Yes | <b>Rate</b>       | Calculated Rate |
| <b>Expense Format</b> | Standard   |                           |     |                   |                 |
| <b>Advance Format</b> | Standard   |                           |     |                   |                 |
| <b>Pymt Format</b>    | Detail   |                           |     |                   |                 |
| <b>Other</b>          | Statement Designer custom page layout, draft statement with reference numbers, and statement comments. |                           |     |                   |                 |

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. The term "Interim Statement" is the default term shown on a draft statement (this 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, e-mail statements, and envelopes are not generated when draft statements are run. However, cover statements are generated.

**Burns, Jensen & Powers, P.C.**  
Attorneys at Law

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

Statement Date: 11/30/2014  
Account No. 200 03  
Statement No. 651  
Page No. 1

RE: Acquisition of Mid-State Insurance

|            |  | <u>Fees</u>           |
|------------|--|-----------------------|
| 11/21/2014 | Put together proposal for Mid-State Insurance Company. | 787.50                |
| 11/21/2014 | Office conference with Sam Reader.                     | 200.00                |
| 11/22/2014 | Office conference with Peter Smith.                    |                       |
|            | For Current Services Rendered                          | <u>987.50</u>         |
|            |  | <u>Recapitulation</u> |
|            | <u>Timekeeper</u>                                      | <u>Hours</u>          |
|            | Michael L. Jensen                                      | 3.50                  |
|            | Paula A. Madison                                       | 1.25                  |
|            | Sales Tax on Services                                  | 39.50                 |
|            |  | <u>Expenses</u>       |
| 10/11/2014 | Long distance telephone charges.                       | 25.52                 |
| 11/22/2014 | Mileage to/from Omaha.                                 | 30.00                 |
|            | Total Expenses   | <u>55.52</u>          |
| 11/21/2014 | Credit for overbilled mileage expense.                 | <u>-15.00</u>         |
|            | Total Credits for Expenses                             | <u>-15.00</u>         |
|            |  | <u>Advances</u>       |
| 10/11/2014 | Processor fee.   | 35.00                 |
|            | Total Advances   | <u>35.00</u>          |
|            | Total Current Work                                     | 1,102.52              |
|            | Balance Due  | <u>\$1,102.52</u>     |

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

**Format Used for the Sample Statement**

|                       |  |                           |     |                   |                 |
|-----------------------|--|---------------------------|-----|-------------------|-----------------|
| <b>Fee Format</b>     | Standard   | <b>Date</b>               | Yes | <b>Hours</b>      | No Hours        |
|                       |  | <b>Tmkpr Initials</b>     | No  | <b>Amount</b>     | Detail          |
|                       |  | <b>Description</b>        | Yes | <b>Paragraph</b>  | Date/Timekeeper |
|                       |  | <b>Rate</b>               | No  | <b>Subtotal</b>   | No Subtotal     |
|                       |  | <b>Total Non-bill Hrs</b> | No  |                   |                 |
| <b>Fee Recap</b>      | Timekeeper   | <b>Hours</b>              | Yes | <b>Level Desc</b> | No              |
|                       |  | <b>Total</b>              | No  | <b>Rate</b>       | No Rate         |
| <b>Expense Format</b> | Standard   |                           |     |                   |                 |
| <b>Advance Format</b> | Standard   |                           |     |                   |                 |
| <b>Pymt Format</b>    | n/a  |                           |     |                   |                 |
| <b>Other</b>          | Statement Designer custom page layout, expense credit. |                           |     |                   |                 |

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.

**JENSEN, MARTIN & ANDERSON, P.C.**

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billing@jensenmartinlaw.com

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

Page: 1  
11/30/2014

Statement No. 7576

RE: Acquisition of Mid-State Insurance

Fees through 11/30/2014

|            |                       | Hours   |             |                   |
|------------|-----------------------|---|-------------|-------------------|
| 11/09/2014 | MLJ                   | Put together proposal for Mid-State Insurance Company                 | 3.50        |                   |
|            |                       | Michael L. Jensen   | 3.50        |                   |
| 11/14/2014 | PAM                   | Office conference with Peter Smith, insurance salesman for company.   | 1.75        |                   |
| 11/15/2014 | PAM                   | Office conference with Sam Reader, Sally Farrow, 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        |                   |
|            |                       | <u>Recapitulation</u>   |             |                   |
|            | <u>Title</u>          | <u>Hours</u>  | <u>Rate</u> | <u>Total</u>      |
|            | 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           |   |             | <u>\$1,658.50</u> |

Note: Copy of E-mail only statement.

mjohnson@jeffersonins.com

**Format Used for the Sample Statement**

|                       |   |                           |     |                   |                |
|-----------------------|---|---------------------------|-----|-------------------|----------------|
| <b>Fee Format</b>     | Standard  | <b>Date</b>               | Yes | <b>Hours</b>      | Detail         |
|                       |   | <b>Tmkpr Initials</b>     | Yes | <b>Amount</b>     | Totals Only    |
|                       |   | <b>Description</b>        | Yes | <b>Paragraph</b>  | No Paragraph   |
|                       |   | <b>Rate</b>               | No  | <b>Subtotal</b>   | Timekeeper     |
|                       |   | <b>Total Non-bill Hrs</b> | Yes |                   |                |
| <b>Fee Recap</b>      | Timekeeper Level  | <b>Hours</b>              | Yes | <b>Level Desc</b> | n/a            |
|                       |   | <b>Total</b>              | Yes | <b>Rate</b>       | Average Hourly |
| <b>Expense Format</b> | No Expenses   |                           |     |                   |                |
| <b>Advance Format</b> | No Advances   |                           |     |                   |                |
| <b>Pymt Format</b>    | n/a   |                           |     |                   |                |
| <b>Other</b>          | Statement Designer custom page layout and Fee heading. Previewed e-mail only statement. |                           |     |                   |                |

The statement shown above displays the E-mail Statement footer that is included when a client set up to receive statements via e-mail only (i.e., not via mail or both) is previewed, and then 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 E-mail Statements window to be sent via e-mail. The footer is not included when a statement is printed directly to the E-mail 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. The account number is not included in the heading and the statement date is not spelled out. The client's work description is included on the statement.



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Attorneys at Law  
402-423-1440

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

Statement Date: 11/30/2014  
Statement No. 653  
Account No. 200.03

Fees

|            |   |       |        |
|------------|---|-------|--------|
|            |   | Hours |        |
| 11/21/2014 | Put together proposal for Mid-State Insurance Company. Office conference with Sam Reader. |       |        |
| 11/22/2014 | Office conference with Peter Smith.   |       |        |
|            | For Current Services Rendered   | 4.75  | 987.50 |

Recapitulation

|              |             |              |
|--------------|-------------|--------------|
| <u>Hours</u> | <u>Rate</u> | <u>Total</u> |
| 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 11/30/2014         | 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

11/11/2014 Payment - thank you. -500.00

Balance Due \$2,028.81

Fax 402-423-2561    E-mail bjplaw@alltel.net  
1621 Cushman Drive    Lincoln, NE 68512

Page 1

**Format Used for the Sample Statement**

|                       |  |                           |     |                   |             |
|-----------------------|--|---------------------------|-----|-------------------|-------------|
| <b>Fee Format</b>     | Standard   | <b>Date</b>               | Yes | <b>Hours</b>      | Totals Only |
|                       |  | <b>Tmkpr Initials</b>     | No  | <b>Amount</b>     | Totals Only |
|                       |  | <b>Description</b>        | Yes | <b>Paragraph</b>  | Date        |
|                       |  | <b>Rate</b>               | No  | <b>Subtotal</b>   | No Subtotal |
|                       |  | <b>Total Non-bill Hrs</b> | No  |                   |             |
| <b>Fee Recap</b>      | Rate   | <b>Hours</b>              | Yes | <b>Level Desc</b> | n/a         |
|                       |  | <b>Total</b>              | Yes | <b>Rate</b>       | n/a         |
| <b>Expense Format</b> | Tcodes Subtotal Only   |                           |     |                   |             |
| <b>Advance Format</b> | Tcodes Subtotal Only   |                           |     |                   |             |
| <b>Pymt Format</b>    | Detail   |                           |     |                   |             |
| <b>Other</b>          | Statement Designer custom page layout, "Previous Balance" line after fees and costs. |                           |     |                   |             |

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. The statement date is in MM/DD/YYYY format. A Statement Designer custom page layout is used to include a header and footer.

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# 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: 11/30/2014  
 Statement No. 650  
 Page No. 1

Previous Balance \$1,085.32

Fees

|            |  | Rate   | Hours |        |
|------------|--|--------|-------|--------|
| 11/02/2014 | Communicate with George Patterson regarding lease.                               |        | 0.25  | n/c    |
| 11/15/2014 | Telephone conference with Karen.   | 225.00 | 0.50  | 112.50 |
|            | Michael L. Jensen  |        | 0.50  | 112.50 |
| 11/02/2014 | Office conference with Karen.  | 140.00 | 2.00  | 280.00 |
| 11/11/2014 | Office conference with Karen regarding the payment of damage deposits collected. | 140.00 | 2.50  | 350.00 |
|            | Julie P. Powers  |        | 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 |
| Julie P. Powers   | 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.

## Format Used for the Sample Statement

|                       |   |                           |     |                   |                 |
|-----------------------|---|---------------------------|-----|-------------------|-----------------|
| <b>Fee Format</b>     | Standard  | <b>Date</b>               | Yes | <b>Hours</b>      | Detail          |
|                       |   | <b>Tmkpr Initials</b>     | No  | <b>Amount</b>     | Detail          |
|                       |   | <b>Description</b>        | Yes | <b>Paragraph</b>  | No Paragraph    |
|                       |   | <b>Rate</b>               | Yes | <b>Subtotal</b>   | Timekeeper      |
|                       |   | <b>Total Non-bill Hrs</b> | Yes |                   |                 |
| <b>Fee Recap</b>      | Timekeeper  | <b>Hours</b>              | Yes | <b>Level Desc</b> | Yes             |
|                       |   | <b>Total</b>              | Yes | <b>Rate</b>       | Calculated Rate |
| <b>Expense Format</b> | n/a   |                           |     |                   |                 |
| <b>Advance Format</b> | n/a   |                           |     |                   |                 |
| <b>Pymt Format</b>    | n/a   |                           |     |                   |                 |
| <b>Other</b>          | Statement Designer custom page layout, summary past due message, "Total Current Work" excluded. |                           |     |                   |                 |

The statement shown above includes the description, rate, hours and amount for each transaction as well as total hours and amounts. (*Hint: 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.



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Rochester NY 14603-8409

Page: 1  
11/30/2014  
Account No: 102-00M  
Statement No: 572

Manage personal finances

|             |   |                   |               |                |               |                |             |          |      |        |        |      |      |  |
|-------------|---|-------------------|---------------|----------------|---------------|----------------|-------------|----------|------|--------|--------|------|------|--|
|             | Previous Balance  | \$3,658.35        |               |                |               |                |             |          |      |        |        |      |      |  |
|             | <u>Expenses</u>   |                   |               |                |               |                |             |          |      |        |        |      |      |  |
| 11/14/2014  | Long distance telephone charges   | 6.75              |               |                |               |                |             |          |      |        |        |      |      |  |
| 11/16/2014  | Photocopy charges   | 7.50              |               |                |               |                |             |          |      |        |        |      |      |  |
| 11/21/2014  | Postage   | 2.50              |               |                |               |                |             |          |      |        |        |      |      |  |
|             | Total Expenses  | 16.75             |               |                |               |                |             |          |      |        |        |      |      |  |
|             | Sales Tax on Expenses   | 0.67              |               |                |               |                |             |          |      |        |        |      |      |  |
|             | Total Current Work  | 17.42             |               |                |               |                |             |          |      |        |        |      |      |  |
|             | Balance Due   | <u>\$3,675.77</u> |               |                |               |                |             |          |      |        |        |      |      |  |
|             | Past Due Amounts  |                   |               |                |               |                |             |          |      |        |        |      |      |  |
|             | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center;"><u>0-30</u></td> <td style="width: 15%; text-align: center;"><u>31-60</u></td> <td style="width: 15%; text-align: center;"><u>61-90</u></td> <td style="width: 15%; text-align: center;"><u>91-120</u></td> <td style="width: 15%; text-align: center;"><u>121-180</u></td> <td style="width: 15%; text-align: center;"><u>181+</u></td> </tr> <tr> <td style="text-align: right;">3,243.14</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">182.88</td> <td style="text-align: right;">249.75</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> </table> | <u>0-30</u>       | <u>31-60</u>  | <u>61-90</u>   | <u>91-120</u> | <u>121-180</u> | <u>181+</u> | 3,243.14 | 0.00 | 182.88 | 249.75 | 0.00 | 0.00 |  |
| <u>0-30</u> | <u>31-60</u>  | <u>61-90</u>      | <u>91-120</u> | <u>121-180</u> | <u>181+</u>   |                |             |          |      |        |        |      |      |  |
| 3,243.14    | 0.00  | 182.88            | 249.75        | 0.00           | 0.00          |                |             |          |      |        |        |      |      |  |

## Format Used for the Sample Statement

|                       |   |                           |     |                   |     |
|-----------------------|---|---------------------------|-----|-------------------|-----|
| <b>Fee Format</b>     | No Fees                                       | <b>Date</b>               | n/a | <b>Hours</b>      | n/a |
|                       |   | <b>Tmkpr Initials</b>     | n/a | <b>Amount</b>     | n/a |
|                       |   | <b>Description</b>        | n/a | <b>Paragraph</b>  | n/a |
|                       |   | <b>Rate</b>               | n/a | <b>Subtotal</b>   | n/a |
|                       |   | <b>Total Non-bill Hrs</b> | n/a |                   |     |
| <b>Fee Recap</b>      | No Recap                                      | <b>Hours</b>              | n/a | <b>Level Desc</b> | n/a |
|                       |   | <b>Total</b>              | n/a | <b>Rate</b>       | n/a |
| <b>Expense Format</b> | Standard                                      |                           |     |                   |     |
| <b>Advance Format</b> | No Advances                                   |                           |     |                   |     |
| <b>Pymt Format</b>    | n/a   |                           |     |                   |     |
| <b>Other</b>          | Aged past due information, letterhead bitmap. |                           |     |                   |     |

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 statement date is in MM/DD/YYYY format. The firm name and address shown at the top of the statement are part of a letterhead bitmap.

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

Page: 1  
 11/30/2014  
 Account No: 415-00M  
 Statement No: 7576

Corporate Merger - Megabuilders and BuilderCorp

|                         |               |  |               |                    |
|-------------------------|---------------|--|---------------|--------------------|
| Previous Balance        |               |  |               | \$85,499.22        |
| <u>Fees</u>             |               |  |               |                    |
|                         |               |  | <u>Hours</u>  |                    |
| 11/07/2014              | MLJ           | Prepare Financial Disclosure Form                          | 4.25          | 2,125.00           |
|                         | MLJ           | Receipt of request for changes to documents from company.  | 0.70          | 350.00             |
| 11/09/2014              | MLJ           | Prepare Notice and Articles of Dissolution for Megabuilder | 6.00          | 3,000.00           |
| 11/11/2014              | 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           |
| <u>Recapitulation</u>   |               |  |               |                    |
| <u>Timekeeper</u>       |               |  | <u>Hours</u>  | <u>Rate</u>        |
| Michael L. Jensen       |               |  | 10.95         | \$500.00           |
| Robert O. Burns         |               |  | 0.50          | 750.00             |
| Cheryl Bradley          |               |  | 3.75          | 180.00             |
| Jennifer A. Noonan      |               |  | 3.00          | 250.00             |
|                         |               |  |               | <u>Total</u>       |
|                         |               |  |               | \$5,475.00         |
|                         |               |  |               | 375.00             |
|                         |               |  |               | 675.00             |
|                         |               |  |               | 750.00             |
| <u>Expenses</u>         |               |  |               |                    |
| Total Expenses          |               |  |               | 21.60              |
| <u>Advances</u>         |               |  |               |                    |
| Total Advances          |               |  |               | 85.00              |
| Total Current Work      |               |  |               | 7,381.60           |
| <u>Payments</u>         |               |  |               |                    |
| 11/08/2014              |               | Payment  |               | -20,000.00         |
| Balance Due             |               |  |               | <u>\$72,880.82</u> |
| <u>Past Due Amounts</u> |               |  |               |                    |
| <u>Stmt Date</u>        | <u>Stmt #</u> |  | <u>Billed</u> | <u>Due</u>         |
| 09/30/2011              | 7516          |  | 62,831.00     | 24,929.56          |
| 10/31/2011              | 7523          |  | 40,569.66     | 40,569.66          |
|                         |               |  |               | 65,499.22          |

Note: Copy of E-mail only statement.

jt@megaconcorp.com

### Format Used for the Sample Statement

|                       |                              |                           |     |                   |                  |
|-----------------------|------------------------------|---------------------------|-----|-------------------|------------------|
| <b>Fee Format</b>     | Standard                     | <b>Date</b>               | Yes | <b>Hours</b>      | Detail           |
|                       |                              | <b>Tmkpr Initials</b>     | Yes | <b>Amount</b>     | Detail           |
|                       |                              | <b>Description</b>        | Yes | <b>Paragraph</b>  | No Paragraph     |
|                       |                              | <b>Rate</b>               | No  | <b>Subtotal</b>   | No Subtotal      |
|                       |                              | <b>Total Non-bill Hrs</b> | No  |                   |                  |
| <b>Fee Recap</b>      | Timekeeper                   | <b>Hours</b>              | Yes | <b>Level Desc</b> | n/a              |
|                       |                              | <b>Total</b>              | Yes | <b>Rate</b>       | Transaction Rate |
| <b>Expense Format</b> | Summary                      |                           |     |                   |                  |
| <b>Advance Format</b> | Summary                      |                           |     |                   |                  |
| <b>Pymt Format</b>    | Detail                       |                           |     |                   |                  |
| <b>Other</b>          | Detail past due 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. The statement date is in MM/DD/YYYY format. A fee recap by timekeeper and individual transaction rate is shown. This statement was previewed for an e-mail only client, and therefore a footer is included so that when printing from the preview window, statements for e-mail only clients can be easily identified. The statement attached to the e-mail does not include the footnotes.

|   |   |   |                 |
|---|---|---|-----------------|
| Natalie K. Sherman<br>5334 Cherrywood Drive<br>Lincoln NE 68504 |   | Page: 1<br>11/30/2014<br>Account No: 900-00M<br>Statement No: 661 |                 |
| Divorce<br>Sherman ads. Sherman                                 |   |   |                 |
| <u>Fees</u>   |   |   |                 |
|   |   | Hours   |                 |
| 11/11/2014  | Open file/initial conference with client.   |   | n/c             |
| 11/14/2014  | Letter to spouse's accountant requesting tax returns.                                 | 0.40  | 50.00           |
|   | Letter to <b>Smith London &amp; O'Neill</b> 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          |
| <u>Expenses</u>   |   |   |                 |
| 11/14/2014  | Postage.  |   | 3.48            |
| 11/14/2014  | Photocopy charges.  |   | 4.50            |
|   | Total Expenses  |   | 7.98            |
|   | Total Current Work  |   | 232.98          |
| <u>Payments</u>   |   |   |                 |
| 11/30/2014  | Payment.  |   | -232.98         |
|   | Balance Due   |   | <u>\$0.00</u>   |
| <u>Client Funds</u>   |   |   |                 |
|   | Beginning Client Funds Balance  |   | \$0.00          |
| 11/07/2014  | Initial deposit to client funds.  |   | 425.00          |
| 11/14/2014  | Payment to Smith London & O'Neill for processing of financial documents.              |   | -100.00         |
| 11/30/2014  | Payment.  |   | -232.98         |
|   | Ending Client Funds Balance   |   | \$92.02         |
|   | Please Remit to Replenish Client Funds Balance  |   | \$307.98        |
|   | Total Amount to Remit   |   | <u>\$307.98</u> |
| You have agreed to maintain a Client Funds balance of \$400.00  |   |   |                 |

|   |                                       |   |          |
|---|---------------------------------------|---|----------|
| Stewart Traver<br>2590 South 2nd Street<br>Lincoln NE 68517 |                                       | Page: 1<br>11/30/2014<br>Account No: 910-00M<br>Statement No: 587 |          |
| Estate  |                                       |   |          |
| <u>Client Funds</u>   |                                       |   |          |
|   | Ending Client Funds Balance           |   | \$0.00   |
|   | Please Remit Client Funds Balance Due |   | \$500.00 |

|  |   |   |          |
|--|---|---|----------|
| Roger Thomas<br>700 Mission Circle<br>Lincoln NE 68521 |   | Page: 1<br>11/30/2014<br>Account No: 915-00M<br>Statement No: 520 |          |
| Manage Personal Finances                               |   |   |          |
| <u>Retainers</u>                                       |   |   |          |
| 11/02/2014   | Retainer deposit                              |   | 200.00   |
| 11/14/2014   | Consulting payment to <i>Smith Consulting</i> |   | -45.00   |
|  | Ending Retainer Balance                       |   | \$155.00 |

## Client Funds Information on Statements

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 on the bottom left side 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 right side 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.

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e-mail: rjb@sj.com

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*Of Counsel*

### For Professional Services Rendered Thru 11/30/2014

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

11/30/2014  
Account No: 200-03M

Acquisition of Mid-State Insurance

#### Fees

|            |   | Hours |     |
|------------|---|-------|-----|
| 11/21/2014 | Put together proposal for Mid-State Insurance Company                 | 3.50  |     |
|            | Office conference with Peter Smith, insurance salesman for company.   | 1.75  |     |
| 11/22/2014 | 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                     | <u>\$70.52</u> |  |

### Format Used for the Sample Statement

|                       |   |                           |     |                   |              |
|-----------------------|---|---------------------------|-----|-------------------|--------------|
| <b>Fee Format</b>     | Info Only   | <b>Date</b>               | Yes | <b>Hours</b>      | Detail       |
|                       |   | <b>Tmkpr Initials</b>     | No  | <b>Amount</b>     | n/a          |
|                       |   | <b>Description</b>        | Yes | <b>Paragraph</b>  | No Paragraph |
|                       |   | <b>Rate</b>               | No  | <b>Subtotal</b>   | No Subtotal  |
|                       |   | <b>Total Non-bill Hrs</b> | Yes |                   |              |
| <b>Fee Recap</b>      | No Recap  | <b>Hours</b>              | n/a | <b>Level Desc</b> | n/a          |
|                       |   | <b>Total</b>              | n/a | <b>Rate</b>       | n/a          |
| <b>Expense Format</b> | Tcodes Subtotal Only  |                           |     |                   |              |
| <b>Advance Format</b> | n/a   |                           |     |                   |              |
| <b>Pymt Format</b>    | n/a   |                           |     |                   |              |
| <b>Other</b>          | Letterhead bitmap, heading line, contingency client, statement number excluded. |                           |     |                   |              |

Tab3 allows you to include a bitmap image on your statements. The bitmap used on the statement shown above includes the firm address, phone numbers and e-mail addresses as well as the names of the timekeepers on the right and left-hand sides. The "For Professional Services Rendered Thru 11/30/2014" 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. The statement date is in MM/DD/YYYY format.

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2920 Northwest Greenbriar Lane  
Lincoln NE 68505  
  
Management of Estate Trust

Page: 1  
11/30/2014  
Account No: 300-00Q  
Statement No: 538

**Payments received after 11/30/2011  
are not included on this statement.**

|            |  |                 |
|------------|--|-----------------|
|            | Previous Balance                               | \$1,301.88      |
|            | <u>Fees</u>                                    |                 |
| 11/14/2014 | PAM Telephone conference with client           |                 |
| 11/14/2014 | PAM Letter to client's trustee                 |                 |
| 11/21/2014 | PAM Telephone conference with client's trustee |                 |
|            | For Current Services Rendered                  | 200.00          |
|            | Sales Tax on Services                          | 8.00            |
|            | <u>Expenses</u>                                |                 |
|            | Long distance telephone charges                | 7.55            |
|            | Total Expenses                                 | 7.55            |
|            | Total Current Work                             | 215.55          |
|            | <u>Payments Received Thru 11/30/2014</u>       |                 |
| 11/11/2014 | Payment  | -1,301.88       |
|            | Balance Due                                    | <u>\$215.55</u> |

The \$200.00 amount is from the Type 6 ("progress billing") transaction code as opposed to the fee transactions displayed on the statement.

## Format Used for the Sample Statement

|                       |  |                           |     |                   |              |
|-----------------------|--|---------------------------|-----|-------------------|--------------|
| <b>Fee Format</b>     | Info Only  | <b>Date</b>               | Yes | <b>Hours</b>      | No Hours     |
|                       |  | <b>Tmkpr Initials</b>     | Yes | <b>Amount</b>     | Totals Only  |
|                       |  | <b>Description</b>        | Yes | <b>Paragraph</b>  | No Paragraph |
|                       |  | <b>Rate</b>               | No  | <b>Subtotal</b>   | No Subtotal  |
|                       |  | <b>Total Non-bill Hrs</b> | n/a |                   |              |
| <b>Fee Recap</b>      | No Recap   | <b>Hours</b>              | n/a | <b>Level Desc</b> | n/a          |
|                       |  | <b>Total</b>              | n/a | <b>Rate</b>       | n/a          |
| <b>Expense Format</b> | Tcodes Subtotal Only   |                           |     |                   |              |
| <b>Advance Format</b> | n/a  |                           |     |                   |              |
| <b>Pymt Format</b>    | Detail   |                           |     |                   |              |
| <b>Other</b>          | Progress billing client, letterhead bitmap, beginning template note. |                           |     |                   |              |

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.

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Lincoln NE 68505

Page: 1  
11/30/2014  
Account No: 300-00Q  
Statement No: 584

Management of Estate Trust

|  |  |                 |
|--|--|-----------------|
| Previous Balance   |  | \$1,301.88      |
| <u>Fees</u>  |  |                 |
| 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           |
| <u>Expenses</u>  |  |                 |
| Long distance telephone charges                              |  | 7.55            |
| Total Expenses   |  | 7.55            |
| Total Current Work   |  | 272.28          |
| <u>Payments</u>  |  |                 |
| 11/11/2014 Payment   |  | -1,301.88       |
| Balance Due  |  | <u>\$272.28</u> |

### Format Used for the Sample Statement

|                       |  |                           |     |                   |             |
|-----------------------|--|---------------------------|-----|-------------------|-------------|
| <b>Fee Format</b>     | Standard   | <b>Date</b>               | No  | <b>Hours</b>      | No Hours    |
|                       |  | <b>Tmkpr Initials</b>     | No  | <b>Amount</b>     | Totals Only |
|                       |  | <b>Description</b>        | Yes | <b>Paragraph</b>  | Total       |
|                       |  | <b>Rate</b>               | No  | <b>Subtotal</b>   | No Subtotal |
|                       |  | <b>Total Non-bill Hrs</b> | n/a |                   |             |
| <b>Fee Recap</b>      | No Recap   | <b>Hours</b>              | n/a | <b>Level Desc</b> | n/a         |
|                       |  | <b>Total</b>              | n/a | <b>Rate</b>       | n/a         |
| <b>Expense Format</b> | Tcodes Subtotal Only   |                           |     |                   |             |
| <b>Advance Format</b> | n/a  |                           |     |                   |             |
| <b>Pymt Format</b>    | Detail   |                           |     |                   |             |
| <b>Other</b>          | Progress fee client reconciliation statement, letterhead bitmap. |                           |     |                   |             |

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. A letterhead bitmap is shown.

# Burns, Jensen & Powers, P.C.

Lincoln Building, Suite 201  
1621 Cushman Drive  
Lincoln, Nebraska 68512

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Michael L. Jensen  
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TEL: (402) 423-1440  
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Paula A. Madison  
Daniel H. Brady  
Jonathan P. Curran, III  
*Of Counsel*

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

Page: 1  
November 30, 2014  
Account No: 200-03M  
Statement No: 542

Attn: Mike Johnson  
Acquisition of Mid-State Insurance

|                                |                       |             |              |                   |
|--------------------------------|-----------------------|-------------|--------------|-------------------|
| Previous Balance               |                       |             |              | \$1,461.29        |
| For Current Services Rendered  |                       | Hours       |              | 6.50              |
| Total Non-billable Hours       |                       |             | 0.50         | 1,267.50          |
|                                |                       |             |              |                   |
|                                | <u>Recapitulation</u> |             |              |                   |
| <u>Timekeeper</u>              | <u>Hours</u>          | <u>Rate</u> | <u>Total</u> |                   |
| Michael L. Jensen              | 3.50                  | \$225.00    | \$787.50     |                   |
| Paula A. Madison               | 3.00                  | 160.00      | 480.00       |                   |
| Sales Tax on Services          |                       |             |              | 50.70             |
| Total Expenses Thru 11/30/2014 |                       |             |              | 70.52             |
| Total Advances Thru 11/30/2014 |                       |             |              | 90.00             |
| Total Current Work             |                       |             |              | 1,478.72          |
| 11/11/2014 Payment - thank you |                       |             |              | -500.00           |
| Balance Due                    |                       |             |              | <u>\$2,440.01</u> |

|           | <u>Fees</u> | <u>Costs</u> | <u>Advances</u> | <u>Finance Charge</u> |        |
|-----------|-------------|--------------|-----------------|-----------------------|--------|
| Write Off | 2,943.20    | 126.04       | 105.00          | 0.00                  | 500.00 |
|           | 221.58      | 12.65        | 0.00            | 0.00                  |        |

## Format Used for the Sample Statement

|                       |   |                           |     |                   |                |
|-----------------------|---|---------------------------|-----|-------------------|----------------|
| <b>Fee Format</b>     | Summary   | <b>Date</b>               | n/a | <b>Hours</b>      | Totals Only    |
|                       |   | <b>Tmkpr Initials</b>     | No  | <b>Amount</b>     | Totals Only    |
|                       |   | <b>Description</b>        | n/a | <b>Paragraph</b>  | No Paragraph   |
|                       |   | <b>Rate</b>               | n/a | <b>Subtotal</b>   | No Subtotal    |
|                       |   | <b>Total Non-bill Hrs</b> | Yes |                   |                |
| <b>Fee Recap</b>      | Timekeeper  | <b>Hours</b>              | Yes | <b>Level Desc</b> | No             |
|                       |   | <b>Total</b>              | Yes | <b>Rate</b>       | Average Hourly |
| <b>Expense Format</b> | Summary   |                           |     |                   |                |
| <b>Advance Format</b> | Summary   |                           |     |                   |                |
| <b>Pymt Format</b>    | Detail  |                           |     |                   |                |
| <b>Other</b>          | Billing history without hours, letterhead bitmap. |                           |     |                   |                |

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. A bitmap image is also shown. The bitmap used includes the firm name and logo, the names of the timekeepers on the right and left-hand sides and the firm address information.

*Burns, Jensen & Powers, P.C.*  
*Lincoln Building, Suite 201*  
*1621 Cushman Drive*  
*Lincoln, NE 68512*

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

Page: 1  
 November 30, 2014  
 Account No: 102-00M  
 Statement No: 654

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 11/30/2014 7.50  
 Sales Tax on Expenses 0.30

Total Current Work 251.60

Previous Balance \$3,658.35

Balance Due \$3,909.95

|  | 0-30     | 31-60 | Past Due Amounts |                  |                 | 181+         |
|--|----------|-------|------------------|------------------|-----------------|--------------|
|  | 3,477.32 | 0.00  | 61-90<br>182.88  | 91-120<br>249.75 | 121-180<br>0.00 | 181+<br>0.00 |

### Format Used for the Sample Statement

|                   |         |                           |     |                  |              |
|-------------------|---------|---------------------------|-----|------------------|--------------|
| <b>Fee Format</b> | Summary | <b>Date</b>               | n/a | <b>Hours</b>     | No Hours     |
|                   |         | <b>Tmkpr Initials</b>     | No  | <b>Amount</b>    | Totals Only  |
|                   |         | <b>Description</b>        | n/a | <b>Paragraph</b> | No Paragraph |
|                   |         | <b>Rate</b>               | n/a | <b>Subtotal</b>  | No Subtotal  |
|                   |         | <b>Total Non-bill Hrs</b> | No  |                  |              |

|                  |          |              |     |                   |     |
|------------------|----------|--------------|-----|-------------------|-----|
| <b>Fee Recap</b> | No Recap | <b>Hours</b> | n/a | <b>Level Desc</b> | n/a |
|                  |          | <b>Total</b> | n/a | <b>Rate</b>       | n/a |

**Expense Format** Summary

**Advance Format** n/a

**Pymt Format** n/a

**Other** Firm heading from Statement Customization, detail past due information, previous balance after "Total Current Work".

Tabs3 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.



## Burns, Jensen & Powers, P.C.

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Paula A. Madison  
Daniel H. Brady  
Jonathan P. Curran, III  
*Of Counsel*

RJ's Engine Repair  
703 Cornhusker Highway  
Lincoln NE 68521

Page: 1  
November 30, 2014  
Account No: 98CV904-RJMM  
Statement No: 561

Attn: Rod Johnston  
IRS Audit

### Fees

|                                  | Hours |          |
|----------------------------------|-------|----------|
| 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 |

### Format Used for the Sample Statement

|                       |  |                           |     |                   |                  |
|-----------------------|--|---------------------------|-----|-------------------|------------------|
| <b>Fee Format</b>     | Summary  | <b>Date</b>               | n/a | <b>Hours</b>      | Detail           |
|                       |  | <b>Tmkpr Initials</b>     | No  | <b>Amount</b>     | Detail           |
|                       |  | <b>Description</b>        | n/a | <b>Paragraph</b>  | No Paragraph     |
|                       |  | <b>Rate</b>               | n/a | <b>Subtotal</b>   | Transaction Code |
|                       |  | <b>Total Non-bill Hrs</b> | n/a |                   |                  |
| <b>Fee Recap</b>      | No Recap   | <b>Hours</b>              | n/a | <b>Level Desc</b> | n/a              |
|                       |  | <b>Total</b>              | n/a | <b>Rate</b>       | n/a              |
| <b>Expense Format</b> | No Expenses  |                           |     |                   |                  |
| <b>Advance Format</b> | No Advances  |                           |     |                   |                  |
| <b>Pymt Format</b>    | n/a  |                           |     |                   |                  |
| <b>Other</b>          | Fee subtotal by transaction code, letterhead bitmap. |                           |     |                   |                  |

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.

# Burns, Jensen & Powers, P.C.

## Attorneys at Law

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

Statement Date: 11/30/2014  
Account No. 102 00  
Statement No. 656  
Page No. 1

RE: Manage personal finances

|            |   |              |              |
|------------|---|--------------|--------------|
|            | Previous Balance before Adjustments   |              | \$3,158.35   |
| 10/24/2014 | The check we received on 9/24/2014 (check #7554) was returned by the bank due to insufficient funds. Accordingly, the \$500.00 payment shown on the 10/31/2014 statement has been reversed. |              | 500.00       |
|            | Previous Balance  |              | \$3,658.35   |
|            | <u>Fees</u>   |              |              |
|            |   | <u>Rate</u>  | <u>Hours</u> |
| 11/02/2014 | Letter to client's banker.  | 185.00       | 0.50         |
|            | Office conference with Harold.  | 185.00       | 1.25         |
|            | 11/02/2011  |              | 1.75         |
|            |   |              | 323.75       |
| 11/21/2014 | Prepared for conference with client.  | 115.00       | 1.25         |
|            | 11/21/2011  |              | 1.25         |
|            |   |              | 143.75       |
|            | For Current Services Rendered   |              | 467.50       |
|            | <u>Recapitulation</u>   |              |              |
|            | <u>Title</u>  | <u>Hours</u> |              |
|            | Partner   | 1.75         |              |
|            | Associate   | 1.25         |              |
|            | <u>Expenses</u>   |              |              |
| 11/14/2014 | Long distance telephone charges.  |              | 7.50         |
|            | Long distance telephone charges   |              | 7.50         |
|            | Total Expenses  |              | 7.50         |
|            | Balance Due   |              | \$4,133.35   |

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

### Format Used for the Sample Statement

|                       |  |                           |     |                   |              |
|-----------------------|--|---------------------------|-----|-------------------|--------------|
| <b>Fee Format</b>     | Standard   | <b>Date</b>               | Yes | <b>Hours</b>      | Detail       |
|                       |  | <b>Tmkpr Initials</b>     | No  | <b>Amount</b>     | Detail       |
|                       |  | <b>Description</b>        | Yes | <b>Paragraph</b>  | No Paragraph |
|                       |  | <b>Rate</b>               | Yes | <b>Subtotal</b>   | Date         |
|                       |  | <b>Total Non-bill Hrs</b> | n/a |                   |              |
| <b>Fee Recap</b>      | Timekeeper Level   | <b>Hours</b>              | Yes | <b>Level Desc</b> | n/a          |
|                       |  | <b>Total</b>              | No  | <b>Rate</b>       | No Rate      |
| <b>Expense Format</b> | Tcodes Detail with Subtotal                              |                           |     |                   |              |
| <b>Advance Format</b> | No Advances  |                           |     |                   |              |
| <b>Pymt Format</b>    | n/a  |                           |     |                   |              |
| <b>Other</b>          | Statement Designer custom page layout, reversed payment. |                           |     |                   |              |

The statement shown above reflects a reversed payment. When a payment is reversed or refunded using the Payment Adjustment program, the operator 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.

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

Page: 1  
 11/30/2014  
 Account No: 550-00M  
 Statement No: 561

Attn: Samantha Kessler

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

Fees

|            |     |      |      |   | Rate   | Hours |        |
|------------|-----|------|------|---|--------|-------|--------|
| 11/07/2014 | DHB | L110 | A103 | Draft/revise response to complaint  | 175.00 | 0.50  | 87.50  |
|            | DHB | L110 | A102 | Research <i>Hapton vs. Interstate Insurance</i>   | 175.00 | 1.00  | 175.00 |
| 11/14/2014 | RJB | L120 | A106 | Phone call with Sam Kessler   | 250.00 | 0.25  | 62.50  |
|            | RJB | L130 | A108 | Phone call with Tom Alberts of <b>Alberts Investigations</b> regarding Gilbert v. Federated to discuss previous experience investigating arson, testifying in court, and payment for services. <i>(First report will be completed by the end of the month.)</i> | 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

|            |  |      |      |                |  |  |      |
|------------|--|------|------|----------------|--|--|------|
| 11/14/2014 |  | L250 | E101 | Copying        |  |  | 6.75 |
|            |  |      |      | Total Expenses |  |  | 6.75 |

Advances

|            |  |      |      |                    |  |  |                 |
|------------|--|------|------|--------------------|--|--|-----------------|
| 11/07/2014 |  | L110 | E106 | Online research    |  |  | 60.00           |
|            |  |      |      | Total Advances     |  |  | 60.00           |
|            |  |      |      | Total Current Work |  |  | 891.75          |
|            |  |      |      | Balance Due        |  |  | <u>\$891.75</u> |

Task Code Recapitulation

|      |   |  |  | 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     |

**Statement for Task Based Billing Clients**

**Fee Format** Standard      **Date** Yes      **Hours** Detail  
**Tmkpr Initials** Yes      **Amount** Detail  
**Description** Yes      **Paragraph** No Paragraph  
**Rate** Yes      **Subtotal** No Subtotal  
**Total Non-bill Hrs** n/a

**Fee Recap** No Recap      **Hours** n/a      **Level Desc** n/a  
**Total** n/a      **Rate** n/a

**Expense Format** Standard

**Advance Format** Standard

**Pymt Format** n/a

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

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 Recapitulation that shows a break down 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.

**JENSEN, MARTIN & ANDERSON, P.C.**

1621 Cushman Drive  
Lincoln, NE 68512

402-419-2200

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

Statement Date: October 31, 2014  
Statement No. 7602  
Account No. 102.00  
Page: 1

RE: Auto Accident

Payments received after 10/31/2014 are not included on this statement.

|   |     |   |                              |
|---|-----|---|------------------------------|
| Previous Balance                        |     |   | \$545.55                     |
| <u>Fees</u>                             |     |   |                              |
|   |     | <u>Hours</u>  |                              |
| 10/13/2014                              | RPA | Communicate with Samantha Kessler regarding litigation.   | 1.00 160.00                  |
| 10/14/2014                              | MLJ | Phone call with Tom Alberts of <b>Alberts Investigations</b> regarding <u>Gilbert v. Federated</u> 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                  |
| 10/15/2014                              | MLJ | Phone call with Sam Kessler.  | 2.00 500.00                  |
| 10/24/2014                              | RPA | Research.   | 3.00 480.00                  |
| 10/30/2014                              | PAM | Communicate (with client).<br>For Current Services Rendered   | 2.50 562.50<br>9.50 1,952.50 |
| You are responsible for 50% of Fees     |     |   | 976.25                       |
| <u>Expenses</u>                         |     |   |                              |
| 10/14/2014                              |     | Photocopy charges.  | 6.75                         |
| 10/14/2014                              |     | 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                             |     |   | <u>\$1,534.07</u>            |

This statement is configured to show pre-split values on statements.

**JENSEN, MARTIN & ANDERSON, P.C.**

1621 Cushman Drive  
Lincoln, NE 68512

402-419-2200

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

Statement Date: October 31, 2014  
Statement No. 7605  
Account No. 102.00  
Page: 1

RE: Auto Accident

Payments received after 10/31/2014 are not included on this statement.

|                                     |             |   |                            |
|-------------------------------------|-------------|---|----------------------------|
| Previous Balance                    |             |   | \$545.55                   |
| <u>Fees</u>                         |             |   |                            |
|                                     |             | <u>Hours</u>  |                            |
| 10/13/2014                          | RPA         | Communicate with Samantha Kessler regarding litigation.   | 0.50 80.00                 |
| 10/14/2014                          | MLJ         | Phone call with Tom Alberts of <b>Alberts Investigations</b> regarding <u>Gilbert v. Federated</u> 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                |
| 10/15/2014                          | MLJ         | Phone call with Sam Kessler.  | 1.00 250.00                |
| 10/24/2014                          | RPA         | Research.   | 1.50 240.00                |
| 10/30/2014                          | PAM         | Communicate (with client).<br>For Current Services Rendered   | 1.25 281.25<br>4.75 976.25 |
| You are responsible for 50% of Fees |             |   | 976.25                     |
| <u>Expenses</u>                     |             |   |                            |
| 10/14/2014                          |             | Photocopy charges.  | 3.38                       |
| 10/14/2014                          |             | Postage   | 8.89                       |
| Total Expenses                      |             |   | 12.27                      |
| Total Current Work                  |             |   | 988.52                     |
| Balance Due                         |             |   | <u>\$1,534.07</u>          |
| Aged Due Amounts                    |             |   |                            |
|                                     | <u>0-30</u> | <u>31-60</u>  | <u>61-90</u>               |
|                                     | 988.52      | 545.55  | 0.00                       |
|                                     |             | <u>91-120</u>   | <u>121-180</u>             |
|                                     |             | 0.00  | 0.00                       |
|                                     |             |   | <u>181+</u>                |
|                                     |             |   | 0.00                       |

This statement is configured to not show pre-split values on statements.

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

Statement Date: 10/31/2014  
Statement No. 7602  
Page No. 2

|  |             |                  |                 |               |                |
|--|-------------|------------------|-----------------|---------------|----------------|
|  |             | Aged Due Amounts |                 |               |                |
|  | <u>0-30</u> | <u>31-60</u>     | <u>61-90</u>    | <u>91-120</u> | <u>121-180</u> |
|  | 988.52      | 545.55           | 0.00            | 0.00          | 0.00           |
| <u>Split Billing Summary</u>                           |             |                  |                 |               |                |
|  | <u>Fees</u> | <u>Expenses</u>  | <u>Advances</u> | <u>Total</u>  |                |
| Gilbert/Andrew C. - Auto Accident                      | 976.25      | 12.27            | 0.00            | 988.52        |                |
| National Security Life Insurance - Andrew Gilbert Auto | 976.25      | 12.26            | 0.00            | 988.51        |                |
|  | 1,952.50    | 24.53            | 0.00            | 1,977.03      |                |

This statement is configured to show a Detail Split Billing Summary.

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

Statement Date: 10/31/2014  
Statement No. 7605  
Page No. 2

|   |             |                 |                 |                       |                 |
|---|-------------|-----------------|-----------------|-----------------------|-----------------|
| <u>Split Billing Summary</u>                                    |             |                 |                 |                       |                 |
|   |             |                 |                 |                       | <u>Total</u>    |
| Gilbert/Andrew C. - Auto Accident                               |             |                 |                 |                       | 988.52          |
| National Security Life Insurance - Andrew Gilbert Auto Accident |             |                 |                 |                       | 988.51          |
|   |             |                 |                 |                       | 1,977.03        |
| <u>Billing History</u>  |             |                 |                 |                       |                 |
|   | <u>Fees</u> | <u>Expenses</u> | <u>Advances</u> | <u>Finance Charge</u> | <u>Payments</u> |
|   | 1,463.25    | 33.32           | 37.50           | 0.00                  | 0.00            |

This statement is configured to show a Summary Split Billing Summary.

**Statement for Split Billing Client**

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 Client file (**File | Open | Client**), 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 (**Statements | Statement Customization | Terminology**).

|  |  |  |          |
|--|--|--|----------|
| Jefferson Insurance Co.<br>American Charter Building<br>9th & West 'O' Streets<br>Suite 220<br>Lincoln NE 68510-6330 |  | Page: 1<br>November 30, 2014<br>Account No: 200-02C<br>Statement No: 573 |          |
| Attn: Mark Allen   |  |  |          |
| Hail Damage - Palmer farm<br>7255H-80-84833  |  |  |          |
| Previous Balance   |  | \$82.50  |          |
| <u>Fees</u>  |  |  |          |
|  |  | Hours  |          |
| 11/11/2014   | Initial conference with Mike Johnson and Cindy Jacobson regarding audit procedures | 1.40   | 224.00   |
|  | For Current Services Rendered  | 1.40   | 224.00   |
| <u>Timekeeper</u><br>Paula A. Madison  |  | <u>Total</u><br>\$224.00   |          |
| <u>Recapitulation</u>  |  |  |          |
| <u>Expenses</u>  |  |  |          |
| 11/14/2014   | Long distance telephone charges  |  | 18.00    |
|  | Total Expenses   |  | 18.00    |
|  | Total Current Work   |  | 242.00   |
| Balance Due  |  | <u>\$324.50</u>  |          |
| Acquisition of Mid-State Insurance   |  | Account No: 200-03M<br>Statement No: 573                                 |          |
| Previous Balance   |  | \$1,461.29   |          |
| <u>Fees</u>  |  |  |          |
|  |  | Hours  |          |
| 11/21/2014   | 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   |
| 11/22/2014   | 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   |          |

|  |  |  |                   |
|--|--|--|-------------------|
| Jefferson Insurance Co.                                    |  | Page: 2<br>November 30, 2014<br>Account No: 200-03M<br>Statement No: 573 |                   |
| Acquisition of Mid-State Insurance                         |  |  |                   |
| <u>Timekeeper</u><br>Michael L. Jensen<br>Paula A. Madison |  | <u>Total</u><br>\$787.50<br>480.00                                       |                   |
| <u>Recapitulation</u>                                      |  |  |                   |
| Sales Tax on Services                                      |  | 50.70  |                   |
| <u>Expenses</u>  |  |  |                   |
| 10/11/2014   | Mileage to/from                                |  | 30.00             |
| 10/11/2014   | Filing fee                                     |  | 15.00             |
| 11/21/2014   | Long distance telephone charges                |  | 25.52             |
|  | Total Expenses                                 |  | 70.52             |
| <u>Advances</u>  |  |  |                   |
| 10/11/2014   | Filing fee                                     |  | 75.00             |
| 11/21/2014   | Filing fee                                     |  | 15.00             |
|  | Total Advances                                 |  | 90.00             |
|  | Total Current Work                             |  | 1,478.72          |
| <u>Payments</u>  |  |  |                   |
| 11/11/2014   | Payment - thank you                            |  | -500.00           |
|  | Finance Charge                                 |  | 14.54             |
|  | Finance Charge is calculated based on \$961.29 |  |                   |
|  | Balance Due                                    |  | <u>\$2,454.55</u> |
| Your account is 60 days past due.                          |  |  |                   |
|  | Total Balance Due                              |  | <u>\$2,779.05</u> |

### Combined Statement for Multiple Files

The statement shown above was printed using the **Combine Files** option. A fee recap by timekeeper with totals is shown for both files. 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 files is shown at the bottom of the statement. The following page shows both a detail and summary cover statement for these files. The cover statement is optional.

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

Page: 1  
11/30/2014  
Account No: 200M

**Cover Statement**

| <u>Previous Balance</u>                     | <u>Fees</u>     | <u>Expenses</u> | <u>Advances</u> | <u>Payments</u>                      | <u>Balance</u> |                   |
|---|-----------------|-----------------|-----------------|--------------------------------------|----------------|-------------------|
| Hail Damage - Palmer farm<br>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<br>Finance Charge 14.54        | -500.00        | \$2,454.55        |
|   | <u>1,543.79</u> | <u>1,542.20</u> | <u>88.52</u>    | <u>90.00</u><br>Finance Charge 14.54 | <u>-500.00</u> | <u>\$2,779.05</u> |

Example of a Detail Cover Statement

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

Page: 1  
11/30/2014  
Account No: 200M

**Cover Statement**

|   |                   |
|---|-------------------|
| Hail Damage - Palmer farm<br>7255H-80-84833 | \$324.50          |
| Acquisition of Mid-State Insurance          | \$2,454.55        |
|   | <u>\$2,779.05</u> |

Example of a Summary Cover Statement

## Detail & Summary Cover Statements

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 program*). A heading can also be specified on the **Cover Stmt** tab of the Statement Customization program. 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.

|   |  |   |        |
|---|--|---|--------|
| First National Bank<br>Platte Valley Building<br>13th & O Streets<br>Lincoln NE 68510 |  | Page: 1<br>11/30/2014<br>Account No: 403-00M<br>Statement No: 564 |        |
| Attn: Lynn Traver   |  |   |        |
| General File  |  |   |        |
| 11/14/2014  | Attended First National Bank board meeting | Hours<br>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 |

Courtesy Discount Position -  
"After the last fee transaction"

|   |  |   |                 |
|---|--|---|-----------------|
| First National Bank<br>Platte Valley Building<br>13th & O Streets<br>Lincoln NE 68510 |  | Page: 1<br>11/30/2014<br>Account No: 403-00M<br>Statement No: 564 |                 |
| Attn: Lynn Traver   |  |   |                 |
| General File  |  |   |                 |
| 11/14/2014  | Attended First National Bank board meeting | Hours<br>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                                |   | <u>\$301.86</u> |

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

|   |  |   |                 |
|---|--|---|-----------------|
| First National Bank<br>Platte Valley Building<br>13th & O Streets<br>Lincoln NE 68510 |  | Page: 1<br>11/30/2014<br>Account No: 403-00M<br>Statement No: 564 |                 |
| Attn: Lynn Traver   |  |   |                 |
| General File  |  |   |                 |
| 11/14/2014  | Attended First National Bank board meeting | Hours<br>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                                |   | <u>\$301.86</u> |

Courtesy Discount Position -  
"Just before the Balance Due"

### Format Used for the Sample Statements

|                       |                            |                           |     |                   |              |
|-----------------------|----------------------------|---------------------------|-----|-------------------|--------------|
| <b>Fee Format</b>     | Standard                   | <b>Date</b>               | Yes | <b>Hours</b>      | Detail       |
|                       |                            | <b>Tmkpr Initials</b>     | No  | <b>Amount</b>     | Detail       |
|                       |                            | <b>Description</b>        | Yes | <b>Paragraph</b>  | No Paragraph |
|                       |                            | <b>Rate</b>               | No  | <b>Subtotal</b>   | No Subtotal  |
|                       |                            | <b>Total Non-bill Hrs</b> | n/a |                   |              |
| <b>Fee Recap</b>      | No Recap                   | <b>Hours</b>              | n/a | <b>Level Desc</b> | n/a          |
|                       |                            | <b>Total</b>              | n/a | <b>Rate</b>       | n/a          |
| <b>Expense Format</b> | No Expenses                |                           |     |                   |              |
| <b>Advance Format</b> | No Advances                |                           |     |                   |              |
| <b>Pymt Format</b>    | n/a                        |                           |     |                   |              |
| <b>Other</b>          | Courtesy discount options. |                           |     |                   |              |

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.

| Charles L. Dawson<br>27550 Cottonwood Drive<br>San Bernadino CA 92408 |   | Page: 1<br>November 30, 2014<br>Account No: 100-00M<br>Statement No: 657 |  |
|---|---|--|--|
| Settlement of Grandfather's Estate                                    |   |  |  |
| Previous Balance  |   | \$324.00   |  |
| <u>Fees</u>   |   |  |  |
| 11/01/2014  | Preparation and filing of Federal Trust Tax Form.                   | 250.00   |  |
| 11/21/2014  | Office conference with Mr. Dawson.<br>For Current Services Rendered | 150.00<br>400.00   |  |
| <u>Expenses</u>   |   |  |  |
| 11/11/2014  | Facsimile costs.  | 3.75   |  |
|   | Total Expenses  | 3.75   |  |
|   | Total Current Work  | 403.75   |  |
| <u>Payments</u>   |   |  |  |
|   | Total Payments thru 11/30/2014                                      | -727.75  |  |
|   | Balance Due   | <u>\$0.00</u>  |  |
| Your trust account balance is \$53,162.00                             |   |  |  |

Summary Trust Accounting Information

| Charles L. Dawson<br>27550 Cottonwood Drive<br>San Bernadino CA 92408 |   | Page: 1<br>November 30, 2014<br>Account No: 100-00M<br>Statement No: 657 |  |
|---|---|--|--|
| Settlement of Grandfather's Estate                                    |   |  |  |
| Previous Balance  |   | \$324.00   |  |
| <u>Fees</u>   |   |  |  |
| 11/01/2014  | Preparation and filing of Federal Trust Tax Form.                   | 250.00   |  |
| 11/21/2014  | Office conference with Mr. Dawson.<br>For Current Services Rendered | 150.00<br>400.00   |  |
| <u>Expenses</u>   |   |  |  |
| 11/11/2014  | Facsimile costs.  | 3.75   |  |
|   | Total Expenses  | 3.75   |  |
|   | Total Current Work  | 403.75   |  |
| <u>Payments</u>   |   |  |  |
| 11/01/2014  | Payment from trust.   | -443.75  |  |
| 11/02/2014  | Expense payment.  | -75.00   |  |
| 11/21/2014  | Fee payment.  | -209.00  |  |
|   | Total Payments thru 11/30/2014                                      | -727.75  |  |
|   | Balance Due   | <u>\$0.00</u>  |  |
| <u>Trust Account Activity</u>   |   |  |  |
|   | Opening Balance   | \$52,000.00  |  |
| 10/11/2014  | Expense money for Dawson<br>PAYEE: Dawson/Charles L.                | -1,200.00  |  |
| 11/01/2014  | Sale of stocks  | 4,255.75   |  |
| 11/02/2014  | Attorney fees<br>PAYEE: Burns, Jensen & Powers, P.C.                | -443.75  |  |
| 11/11/2014  | Real estate taxes<br>PAYEE: Lancaster County Treasurer              | -1,450.00  |  |
|   | Closing Balance   | <u>\$53,162.00</u>   |  |

Detail Trust Accounting Information

| Charles L. Dawson<br>27550 Cottonwood Drive<br>San Bernadino CA 92408 |  | Page: 1<br>November 30, 2014<br>Account No: 100-00M<br>Statement No: 568 |  |
|---|--|--|--|
| Settlement of Grandfather's Estate                                    |  |  |  |
| Previous Balance  |  | \$324.00   |  |
| <u>Fees</u>   |  |  |  |
| 11/02/2014  | Preparation and filing of Federal Trust Tax Form.                  | 250.00   |  |
| 11/21/2014  | Office conference with Mr. Dawson<br>For Current Services Rendered | 150.00<br>400.00   |  |
| <u>Expenses</u>   |  |  |  |
| 11/11/2014  | Facsimile costs  | 3.75   |  |
|   | Total Expenses   | 3.75   |  |
|   | Total Current Work   | 403.75   |  |
| <u>Payments</u>   |  |  |  |
|   | Total Payments for 11/02/2014                                      | -443.75  |  |
|   | Total Payments for 11/03/2014                                      | -75.00   |  |
|   | Total Payments for 11/21/2014                                      | -209.00  |  |
|   | Total Payments thru 11/30/2014                                     | -727.75  |  |
|   | Balance Due  | <u>\$0.00</u>  |  |
| Your trust account balance is \$53,162.00                             |  |  |  |

Payment Totals by Date

## Trust Account Information on Statements

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 Software (TAS). TAS is an optional add-on module.



Arthur J. Carter  
4920 Everett  
Lincoln NE 68503

Page: 1  
11/30/2014  
Account No: 350-00M  
Statement No: 658

Protection of New Wave Patent

Reminder: We are meeting on December 11 at 2:00 p.m.

Fees

11/01/2014 Office conference with client regarding ownership of business.  
For Current Services Rendered 825.00

Expenses

11/01/2014 Postage. 2.90  
11/01/2014 Photocopy charges. 7.35  
Total Expenses 10.25  
Total Current Work 835.25

Payments

11/01/2014 Payment transferred from trust account. -835.25

Balance Due \$0.00

Trust Account Activity

Opening Balance \$0.00  
11/01/2014 Initial deposit 3,000.00  
11/02/2014 Fees 3,000.00  
PAYEE: Burns, Jensen & Powers, 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.

Jack Maxwell  
1047 North 26th Street  
Lincoln NE 68508

Page: 1  
11/30/2014  
Account No: 916-00M  
Statement No: 570

Manage Personal Finances

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

## Trust Account Remittance Information on Statements

The statements on this page are examples of the information that can be included from Tabs3 Trust Accounting Software (TAS). 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 TAS. The "Please remit" terminology can be changed in the Bank Account File in TAS. 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 TAS trust account file. The "Please remit" terminology can be changed in the Bank Account File in TAS.

**Burns, Jensen & Powers, P.C.**

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1621 Cushman Drive  
Lincoln, Nebraska 68512

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*Of Counsel*

Bradley Harrison  
834 Fox Hollow  
Toronto ONT M5J 4M2  
Canada

Page: 1  
11/30/2014  
Account No: 751-00M  
Statement No: 660

Purchase of Real Estate

|                  |               |               |                 |                   |
|------------------|---------------|---------------|-----------------|-------------------|
| Previous Balance |               |               |                 | \$1,250.93        |
| <u>Stmt Date</u> | <u>Stmt #</u> | <u>Billed</u> | <u>Due</u>      |                   |
| 08/31/2014       | 279           | 1,500.51      | 1,200.51        |                   |
| 09/30/2014       | 382           | 15.00         | 15.00           |                   |
| 10/31/2014       | 394           | 35.42         | 35.42           |                   |
|                  |               |               | <u>1,250.93</u> |                   |
| Finance Charge   |               |               |                 | 18.91             |
| Balance Due      |               |               |                 | <u>\$1,269.84</u> |

| 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.

**Burns, Jensen & Powers, P.C.**

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Lincoln, Nebraska 68512

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Canada

Page: 1  
11/30/2014  
Account No: 751-00M  
Statement No: 660

Purchase of Real Estate

|                  |  |                   |
|------------------|--|-------------------|
| Previous Balance |  | \$1,250.93        |
| Finance Charge   |  | 18.91             |
| Balance Due      |  | <u>\$1,269.84</u> |

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.

**Reminder Statements**

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.

| Draft Statement Run Totals 11/28/2014 |        |            |         |            |         |            |         |
|---------------------------------------|--------|------------|---------|------------|---------|------------|---------|
| Statements Printed:                   |        |            |         |            |         |            |         |
| Hours:                                |        |            |         |            |         |            |         |
| Fees:                                 |        |            |         |            |         |            |         |
| Total Fee Credits:                    |        |            |         |            |         |            |         |
| Progress Fees:                        |        |            |         |            |         |            |         |
| Expenses:                             |        |            |         |            |         |            |         |
| Advances:                             |        |            |         |            |         |            |         |
| Fee Sales Tax:                        |        |            |         |            |         |            |         |
| Exp Sales Tax:                        |        |            |         |            |         |            |         |
| Finance Charge:                       |        |            |         |            |         |            |         |
|                                       | Rate   | Taxed Fees | Fee Tax | Taxed Exps | Exp Tax | Taxed Advs | Adv Tax |
| (1)                                   | 4.0000 | 1,622.75   | 64.91   | 7.50       | 0.30    |            |         |
| (2)                                   | 4.5000 | 375.00     | 16.88   |            |         |            |         |

## Statement Run Totals

The information shown above is an example of a statement run totals page. 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.

|  |  |         |
|--|--|---------|
| Date: 11/30/2014   | Tab3 PDF Statement Summary               | Page: 1 |
|  | Jensen, Martin & Anderson, P.C.          |         |
| User ID:   | (BLANK)                                  |         |
| Statement Date:  | 11/30/2014                               |         |
| PDF Location:  | O:\DataSets\STI-1611\Statements\20141130 |         |
| 415.00 MegaConstruction Corporation  |  |         |
| Corporate Merger - Megabuilders and BuilderCorp                                  |  |         |
| James R. Tatki, Sr. - <a href="mailto:jt@megaconcorp.com">jt@megaconcorp.com</a> |  |         |
| 415.00_Stmt_7576   |  |         |
| PDF Statements Created: 1  |  |         |

## PDF Statement Summary

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 E-mail 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 e-mail address used in the E-mail Statements window for each e-mail statement generated.

Mark Allen  
 Jefferson Insurance Company  
 American Charter Building  
 9th & West '0' Streets  
 Suite 220  
 Lincoln, NE 68510-6330

### Statement Envelope

Tabs3 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 program and the desired paper tray must be selected. Envelopes are then automatically printed when final statements are run.

### Client Labels

The Tabs3 Client Labels program prints labels based on the Tabs3 client information. You can print labels for select clients based on the information in specified fields in the client file. For example, you can select to print labels for clients whose names start with A thru L. You can select to sort the labels so they print in a specified order, such as zip code order or alphabetical order by client name.

You have the option to print labels in a one-across or two-across format. You can also save the information in an ASCII export file format, a Microsoft Word mail merge format or a WordPerfect mail merge format.

|                       |   |                       |
|-----------------------|---|-----------------------|
| <input type="radio"/> | Richardson/Harold<br>1548 West 57th Street<br>Rochester NY 14603-8409                 | <input type="radio"/> |
| <input type="radio"/> | Martin/Mary L. & Fred J.<br>4200 Goldenrod Circle<br>Omaha NE 68113                   | <input type="radio"/> |
| <input type="radio"/> | Klein/Daniel P.<br>795 North Apple<br>Greenwood NE 68366                              | <input type="radio"/> |
| <input type="radio"/> | Carter/Arthur J.<br>4920 Everett<br>Lincoln NE 68503                                  | <input type="radio"/> |
| <input type="radio"/> | McBride/John<br>Eastmont Towers<br>2920 Northwest Greenbriar Lane<br>Lincoln NE 68505 | <input type="radio"/> |

| Stmt #       | Client | Name/Work Description   | Date       | Prev Bal        | Fees            | Expenses     | Advances    | Fin Chg     | Payments         | Bal Due         |
|--------------|--------|---|------------|-----------------|-----------------|--------------|-------------|-------------|------------------|-----------------|
| 510          | 100.00 | Dawson/Charles L.<br>Settlement of Grandfather's Estate       | 11/17/2014 | 324.00          | 262.50          | 10.50        | 0.00        | 0.00        | 0.00             | 597.00 JPP      |
| 511          | 101.00 | Barrett/Karen<br>Apartment Management                         | 11/17/2014 | 1,085.32        | 43.75           | 0.00         | 0.00        | 0.00        | 0.00             | 1,129.07 DHB    |
| 512          | 102.00 | Richardson/Harold<br>Manage personal finances                 | 11/17/2014 | 3,658.35        | 150.00          | 0.00         | 0.00        | 0.00        | -1,700.00        | 2,108.35 RJB    |
| 513          | 200.01 | Jefferson Insurance Co.<br>Automobile Accident                | 11/17/2014 | 1,117.00        | 0.00            | 0.00         | 0.00        | 0.00        | 0.00             | 1,117.00 RJB    |
| 513          | 200.02 | Jefferson Insurance Co.<br>Hail Damage - Palmer farm          | 11/17/2014 | 82.50           | 0.00            | 0.00         | 0.00        | 0.00        | 0.00             | 82.50 RJB       |
| 514          | 200.03 | Jefferson Insurance Co.<br>Acquisition of Mid-State Insurance | 11/17/2014 | 2,086.62        | 832.00          | 4.50         | 0.00        | 0.00        | -500.00          | 2,423.12 RJB    |
|              | 200    | Jefferson Insurance Co.                                       |            | 3,286.12        | 832.00          | 4.50         | 0.00        | 0.00        | -500.00          | 3,622.62        |
| 516          | 350.00 | Carter/Arthur J.<br>Protection of New Wave Patent             | 11/17/2014 | 425.00          | 0.00            | 0.00         | 0.00        | 0.00        | 0.00             | 425.00 MLJ      |
| <b>Total</b> |        |   |            | <u>8,778.79</u> | <u>1,288.25</u> | <u>15.00</u> | <u>0.00</u> | <u>0.00</u> | <u>-2,200.00</u> | <u>7,882.04</u> |

## Pre-Update Statements Report

The report shown above is a Pre-Update Statements Report. This report shows the amounts that have been processed on final statements and are ready to be updated by the Update Statements program. If multiple final statements were run for a client, the report will show only the information that was on the *last* final statement that was displayed, printed or saved. The report shows the statement number and statement date along with amounts for previous balance, fees, progress fees, expenses, advances, finance charge, payments, and balance due. Totals are included at the end of the report.

The program tabs for this report include the standard **Client** and **Sort** tabs (*page 10*) as well as the **Options** tab. The **Options** tab includes no unique parameters.

**Note:** If the **Print Zero Balance Payment Only Clients** check box on the **Options** tab of the Generated Statements program is cleared when running final statements, clients with no activity who have a payment equal to their previous balance will not have a statement printed. However, a statement would have still been "processed" for the client and thus the client, along with the zero balance statement, will be included on this report.

## Definitions

|                                 |   |
|---------------------------------|---|
| <b>Date (heading)</b>           | Used for reference and has no bearing on the report itself.   |
| <b>Stmt #</b>                   | Statement number that was shown on the final statement.   |
| <b>*<sup>1</sup> (asterisk)</b> | An asterisk to the right of the <b>Stmt #</b> column indicates a critical field was changed after a final statement was run. Another final statement needs to be run before the statement can be updated.               |
| <b>Client</b>                   | Client ID.  |
| <b>Name/Work Description</b>    | Client name and work description. An asterisk before the work description indicates the work description will not be printed on the client's statement. <sup>1</sup>  |
| <b>Date</b>                     | Statement Date that was shown on the final statement.   |
| <b>Prev Bal</b>                 | Previous balance that was shown on the final statement.   |
| <b>Fees</b>                     | Total fees shown on the final statement. Fee sales tax and fee credits are included. Progress Fees (Type 6 transactions) are shown separately.  |
| <b>Progress</b>                 | Total progress fees (Type 6 transactions) that were shown on the final statement.   |
| <b>Expenses</b>                 | Total expenses that were shown on the final statement. Expense sales tax and expense credits are included.  |
| <b>Advances</b>                 | Total advances that were shown on the final statement. Advance sales tax and advance credits are included.  |
| <b>Fin Chg</b>                  | Total finance charge that was shown on the final statement.   |
| <b>Payments</b>                 | Total payments that were shown on the final statement. Payments are not included on statements when the Invoice format is used. However, the payments are still processed by Tabs3 and will be included on this report. |
| <b>Bal Due</b>                  | Balance Due shown on the final statement.   |
| <b>(timekeeper)</b>             | Primary timekeeper initials are shown next to the balance due if the report is not printed in timekeeper order.   |

<sup>1</sup> Not shown on the sample report.

**Tabs3 Update Statements Verification List**  
Burns, Jensen & Powers, P.C.  
User: SUSAN Susan C. Long

| Stmt #                           | Client | Name/Work Description   | Date       | Prev Bal        | Fees            | Expenses     | Advances    | Fin Chg     | Payments         | Bal Due         |
|----------------------------------|--------|---|------------|-----------------|-----------------|--------------|-------------|-------------|------------------|-----------------|
| 510                              | 100.00 | Dawson/Charles L.<br>Settlement of Grandfather's Estate       | 11/17/2014 | 324.00          | 262.50          | 10.50        | 0.00        | 0.00        | 0.00             | 597.00          |
| 511                              | 101.00 | Barrett/Karen<br>Apartment Management                         | 11/17/2014 | 1,085.32        | 43.75           | 0.00         | 0.00        | 0.00        | 0.00             | 1,129.07        |
| 512                              | 102.00 | Richardson/Harold<br>Manage personal finances                 | 11/17/2014 | 3,658.35        | 150.00          | 0.00         | 0.00        | 0.00        | -1,700.00        | 2,108.35        |
| 513                              | 200.01 | Jefferson Insurance Co.<br>Automobile Accident                | 11/17/2014 | 1,117.00        | 0.00            | 0.00         | 0.00        | 0.00        | 0.00             | 1,117.00        |
| 513                              | 200.02 | Jefferson Insurance Co.<br>Hail Damage - Palmer farm          | 11/17/2014 | 82.50           | 0.00            | 0.00         | 0.00        | 0.00        | 0.00             | 82.50           |
| 514                              | 200.03 | Jefferson Insurance Co.<br>Acquisition of Mid-State Insurance | 11/17/2014 | 2,086.62        | 832.00          | 4.50         | 0.00        | 0.00        | -500.00          | 2,423.12        |
| 516                              | 350.00 | Carter/Arthur J.<br>Protection of New Wave Patent             | 11/17/2014 | 425.00          | 0.00            | 0.00         | 0.00        | 0.00        | 0.00             | 425.00          |
| <b>Grand Totals:</b>             |        |   |            | <u>8,778.79</u> | <u>1,288.25</u> | <u>15.00</u> | <u>0.00</u> | <u>0.00</u> | <u>-2,200.00</u> | <u>7,882.04</u> |
| <b>Total Statement Count = 7</b> |        |   |            |                 |                 |              |             |             |                  |                 |

## Update Statements Verification List

The list shown above is an Update Statements Verification List. This list shows the amounts for each client that were updated by the Update Statements program. For each statement that was updated, the report shows the statement number, Client ID, client name, work description, statement date, previous balance, fees, expenses, advances, finance charge, payments and balance due. Totals are shown at the end of the list. A "totals only" list can optionally be printed.

## Definitions

|                              |   |
|------------------------------|---|
| <b>Date (heading)</b>        | The date the list was printed.  |
| <b>Stmt #</b>                | Statement number.   |
| <b>Client</b>                | Client ID.  |
| <b>Name/Work Description</b> | Client name and work description. An asterisk before the work description indicates the work description will not be included on the client's statement. <sup>1</sup>   |
| <b>Date</b>                  | Statement date.   |
| <b>Prev Bal</b>              | Previous balance shown on the statement.  |
| <b>Fees</b>                  | Total fees shown on the statement. Fee sales tax, fee credits and progress fees (Type 6 transactions) are included.   |
| <b>Expenses</b>              | Total expenses shown on the statement. Expense sales tax and expense credits are included.  |
| <b>Advances</b>              | Total advances shown on the statement. Advance sales tax and advance credits are included.  |
| <b>Fin Chg</b>               | Finance charge shown on the statement.  |
| <b>Payments</b>              | Total payments shown on the statement.  |
| <b>Bal Due</b>               | Balance due shown on the statement.   |
| <b>RB<sup>1</sup></b>        | (Shown to the left of the work description.) This indicates that the client's <b>Bill On Demand</b> check box was selected when the Update Statements program was run. Because the client was set to "bill on demand," the Update Statements program cleared the <b>Release To Bill</b> check box. In order for the client to have another statement processed, the <b>Release To Bill</b> check box must be selected.                                |
| <b>CD<sup>1</sup></b>        | (Shown to the left of the work description.) This indicates that the <b>Change Discount Type to none after statement updated</b> check box was selected when the Update Statements program was run. Because of this, the Update Statements program changed the Courtesy Discount Type to <b>None</b> . The client will not receive another courtesy discount until the Courtesy Discount Type is changed back to <b>Percentage</b> or <b>Amount</b> . |
| <b>Total Statement Count</b> | The number of statements included on the list.  |

<sup>1</sup> Not shown on the sample report.

**E-mail Statements Verification List**  
Jensen, Martin & Anderson, P.C.  
User: MLJ Michael L. Jensen

| Date       | Client ID | Pri Tkr | Contact             | E-mail Address                  | PDF File Name            | Result  | User ID |
|------------|-----------|---------|---------------------|---------------------------------|--------------------------|---------|---------|
| 07/18/2014 | 852.00    | 1-MLJ   | Jeff Turner         | jturner@rockwell.com            | 852.00_Stmt_7563.pdf     | Failed  | MLJ     |
| 07/19/2014 | 852.00    | 1-MLJ   | Jeff Turner         | jturner@rockwell.com            | 852.00_Stmt_7563.pdf     | Sent    | SALLY   |
| 08/19/2014 | 852.00    | 1-MLJ   | Jeff Turner         | jturner@rockwell.com            | 852.00_Stmt_7564.pdf     | Sent    | SALLY   |
| 09/20/2014 | 852.00    | 1-MLJ   | Jeff Turner         | jturner@rockwell.com            | 852.00_Stmt_7565.pdf     | Sent    | SALLY   |
| 10/20/2014 | 852.00    | 1-MLJ   | Jeff Turner         | jturner@rockwell.com            | 852.00_Stmt_7566.pdf     | Sent    | SALLY   |
| 11/20/2014 | 852.00    | 1-MLJ   | Jeff Turner         | jturner@rockwell.com            | 852.00_Stmt_7567.pdf     | Sent    | SALLY   |
| 10/20/2014 | 415.00    | 2-PAM   | James Takiti        | jt@MegaConCorp.com              | 415.00_Stmt_7591.pdf     | Deleted | KIM     |
| 10/20/2014 | 415.00    | 2-PAM   | James R Tatiki, Sr. | jtsr@MegaConCorp.com            | 415.00_Stmt_7591_Dup.pdf | Sent    | KIM     |
| 11/21/2014 | 415.00    | 2-PAM   | James R Tatiki, Sr. | jtsr@MegaConCorp.com            | 415.00_Stmt_7592_Dup.pdf | Sent    | KIM     |
| 10/26/2014 | 200.01    | 1-MLJ   | Paul Franklin       | pfranklin@petersoninsurance.com | 200_Stmt_7598.pdf        | Sent    | MLJ     |

## E-mail Statements Verification List

The report shown above is an E-mail Statements Verification List. This list shows all changes performed in the E-mail Statements window, including which e-mails were sent, failed to send, or were deleted without having been sent. You can select to print or save this report. Each e-mail statement that has had a status change will be shown.

### Definitions

|                       |  |
|-----------------------|--|
| <b>Date (heading)</b> | The date the list was printed.   |
| <b>Date</b>           | The date the status of the e-mail changed.   |
| <b>Client ID</b>      | Client ID.   |
| <b>Pri Tkr</b>        | Primary Timekeeper number and initials assigned to the client.   |
| <b>Contact</b>        | Full Name of the contact to whom the e-mail was addressed.   |
| <b>E-mail Address</b> | E-mail address in the <b>To</b> field of the e-mail.   |
| <b>PDF File Name</b>  | File name of the statement that was attached to the e-mail. The PDF statement is saved in the Statements folder within the current working directory, in a folder named for the statement date in YYYYMMDD format. |
| <b>Result</b>         | Current status of the e-mail. This column will show one of three options: Sent, Failed, or Deleted.  |
| <b>User ID</b>        | User ID of the user who changed the status of the e-mail.  |

| Stmt #                           | Client | Name/Work Description                                   | Date       | Prev Bal | Fees     | Expenses | Advances | Fin Chg | Payments | Bal Due  |
|----------------------------------|--------|---|------------|----------|----------|----------|----------|---------|----------|----------|
| 397                              | 100.00 | Dawson/Charles L.<br>Settlement of Grandfather's Estate | 10/14/2014 | 0.00     | 780.00   | 43.75    | 0.00     | 0.00    | -823.75  | 0.00     |
| 385                              | 102.00 | Richardson/Harold<br>Manage personal finances           | 10/14/2014 | 432.63   | 3,141.53 | 7.50     | 0.00     | 0.08    | 0.00     | 3,581.74 |
| <b>Grand Totals:</b>             |        |   |            | 432.63   | 3,921.53 | 51.25    | 0.00     | 0.08    | -823.75  | 3,581.74 |
| <b>Total Statement Count = 2</b> |        |   |            |          |          |          |          |         |          |          |

## Undo Update Statements Verification List

The report shown above is an Undo Update Statements Verification List. This report shows the statements that have been "un-updated" by the Undo Updated Statement program. Each statement that has been un-updated will be shown along with a grand total. The definitions for this report are identical to those for the Update Statements Verification List shown on the previous page.

**Pre-Bill Tracking Report**  
Burns, Jensen & Powers, P.C.

**Primary Timekeeper: 1 Robert J. Burns**

| Client  | Name                     | Description                             | Pre-Bill   | Hold | Reviewed | Final      | Batch |
|---------|--------------------------|---|------------|------|----------|------------|-------|
| 102.00M | Richardson/Harold        | Manage personal finances                | 11/03/2014 |      | R        | 11/17/2014 | 290   |
| 200.01M | Jefferson Insurance Co.  | Automobile Accident                     | 11/03/2014 |      | R        | 11/17/2014 | 290   |
| 200.02C | Jefferson Insurance Co.  | Hail Damage - Palmer farm               | 11/03/2014 |      | R        | 11/17/2014 | 290   |
| 200.03M | Jefferson Insurance Co.  | Acquisition of Mid-State Insurance      | 11/03/2014 |      | R        | 11/17/2014 | 290   |
| 300.00Q | McBride/John             | Management of Estate Trust              | 11/03/2014 |      |          |            | 290   |
| 550.00M | Federated Casualty, Ltd. | Andrew C. Gilbert v. Federated Casualty | 11/03/2014 |      | R        | 11/17/2011 | 290   |

**Primary Timekeeper: 2 Michael L. Jensen**

| Client  | Name                      | Description                       | Pre-Bill   | Hold | Reviewed | Final      | Batch |
|---------|---------------------------|-----------------------------------|------------|------|----------|------------|-------|
| 350.00M | Carter/Arthur J.          | Protection of New Wave Patent     | 11/03/2014 |      | R        | 11/17/2014 | 290   |
| 600.00M | Ace Manufacturing Company | General Legal Counsel             | 11/03/2014 |      | R        | 11/17/2014 | 290   |
| 600.01M | Ace Manufacturing Company | Workers' compensation claim       | 11/03/2014 |      | R        | 11/17/2014 | 290   |
| 600.02M | Ace Manufacturing Company | Maintenance of insurance policies | 11/03/2014 |      | R        | 11/17/2014 | 290   |

**Pre-Bill Tracking Report**  
Burns, Jensen & Powers, P.C.

| Client  | Name                      | Description                             | Pre-Bill   | Hold | Reviewed | Final      | Batch | Tkpr |
|---------|---------------------------|---|------------|------|----------|------------|-------|------|
| 100.00M | Dawson/Charles L.         | Settlement of Grandfather's Estate      | 11/01/2014 | H    | R        |            | 286   | 5    |
| 101.00M | Barrett/Karen             | Apartment Management                    | 11/01/2014 |      | R        | 11/17/2014 | 286   | 4    |
| 102.00M | Richardson/Harold         | Manage personal finances                | 11/01/2014 |      | R        | 11/17/2014 | 286   | 1    |
| 200.01M | Jefferson Insurance Co.   | Automobile Accident                     | 11/01/2014 |      | R        | 11/17/2014 | 286   | 1    |
| 200.02C | Jefferson Insurance Co.   | Hail Damage - Palmer farm               | 11/01/2014 |      | R        | 11/17/2014 | 286   | 1    |
| 200.03M | Jefferson Insurance Co.   | Acquisition of Mid-State Insurance      | 11/01/2014 |      | R        | 11/17/2014 | 286   | 1    |
| 300.00Q | McBride/John              | Management of Estate Trust              | 11/01/2014 |      |          |            | 286   | 1    |
| 350.00M | Carter/Arthur J.          | Protection of New Wave Patent           | 11/01/2014 |      | R        | 11/17/2014 | 286   | 2    |
| 400.00R | Lutz/Jody                 | Manage trust account for Jody           | 11/01/2014 |      | R        | 11/17/2014 | 286   | 5    |
| 402.00M | Kiltzer/George            | Set up trust for children               | 11/01/2014 | H    | R        |            | 286   | 4    |
| 500.00M | Lyons/Mr. & Mrs. Art      | Audit of Federal Income Taxes           | 11/01/2014 |      |          |            | 286   | 4    |
| 550.00M | Federated Casualty, Ltd.  | Andrew C. Gilbert v. Federated Casualty | 11/01/2014 |      | R        | 11/17/2014 | 286   | 1    |
| 600.00M | Ace Manufacturing Company | General Legal Counsel                   | 11/01/2014 |      | R        | 11/17/2014 | 286   | 2    |
| 600.01M | Ace Manufacturing Company | Workers' compensation claim             | 11/01/2014 |      | R        | 11/17/2014 | 286   | 2    |
| 600.02M | Ace Manufacturing Company | Maintenance of insurance policies       | 11/01/2014 |      | R        | 11/17/2014 | 286   | 2    |
| 750.00M | Harrison Investments      | Purchase of Real Estate                 | 11/01/2014 |      | R        | 11/17/2014 | 286   | 4    |
| 751.00M | Harrison/Bradley          | Purchase of Real Estate                 | 11/01/2014 |      |          |            | 286   | 4    |
| 850.00H | White/Kelly               | Divorce                                 | 11/01/2014 |      | R        | 11/17/2014 | 286   | 4    |
| 900.00M | Sherman/Natalie K.        | Divorce                                 | 11/01/2014 |      | R        | 11/17/2014 | 286   | 4    |

## Pre-Bill Tracking Report

The reports shown above are examples of the Pre-Bill Tracking Report. This report is accessed from within the Pre-Bill Tracking program and includes the pre-bill tracking records that are displayed at the time the report is run. The report can be sorted by Client ID, Client Name, Description, Timekeeper, Pre-Bill Date, Hold Status, Reviewed Status, Final Date, or Batch by clicking the column header in the Pre-Bill Tracking window. Clicking the **Options** button in the Pre-Bill Tracking window lets you specify which pre-bill tracking records you want shown. The Pre-Bill Tracking Report can be printed to show the statements on hold, statements outstanding (not reviewed) or simply as an audit trail. The report can be printed for a range of primary, secondary or originating timekeepers. The information for each timekeeper can begin on a new page if desired. The first report shown is sorted by primary timekeeper. The second report shown is sorted by Client ID and therefore includes a Timekeeper column.

## Definitions

|                       |   |
|-----------------------|---|
| <b>Date (heading)</b> | The date the list was printed.  |
| <b>Client</b>         | Client ID. The letter following the Client ID represents the billing frequency.   |
| <b>Name</b>           | Client name.  |
| <b>Description</b>    | Client's work description. An asterisk preceding the work description indicates the client's work description will not print on statements. <sup>1</sup>  |
| <b>Pre-Bill</b>       | Date of the pre-bill run for the client (i.e., Report Date of Detail Work-In-Process Report or Statement Date of draft statement).  |
| <b>Hold</b>           | An "H" in the Hold column indicates that the statement has been marked as "on hold."  |
| <b>Reviewed</b>       | An "R" in the Reviewed column indicates that the statement has been marked as "reviewed."   |
| <b>Final</b>          | Date the final statement was run for the client via the Pre-Bill Tracking window.   |
| <b>Batch</b>          | The batch number in which the pre-bill was included. Tabs3 automatically assigns a unique batch number to each run of draft statements and each Detail Work-In-Process Report for use by the Pre-Bill Tracking program. |
| <b>Tkpr</b>           | Number of primary, secondary, or originating timekeeper specified via the Pre-Bill Tracking Options. This column is shown only when a sort order other than timekeeper is selected.                                     |

<sup>1</sup> Not shown on the sample report.



**Tabs3 Detail Accounts Receivable Report**  
Burns, Jensen & Powers, P.C.

|   | 0-30                | 31-60      | 61-90      | 91-120   | 121-180  | 181+   | Total | WIP  |          |           |
|---|---------------------|------------|------------|----------|----------|--------|-------|------|----------|-----------|
| <b>100.00 M Dawson/Charles L.</b>       |                     |            |            |          |          |        |       |      |          |           |
| RE: Settlement of Grandfather's Estate  |                     |            |            |          |          |        |       |      |          |           |
| Chuck Dawson                            |                     |            |            |          |          |        |       |      |          |           |
| Mobile: 714-884-7525                    | Last Statement:     | 11/17/2014 | Fees       | 324.00   | 0.00     | 0.00   | 0.00  | 0.00 | 324.00   | 262.50    |
| Home: 714-863-7184                      | Last Payment:       | 11/03/2014 | Expenses   | -75.00   | 0.00     | 0.00   | 0.00  | 0.00 | -75.00   | 10.50     |
| Open Date: 04/04/2011                   | Amount:             | 75.00      | Advances   | 0.00     | 0.00     | 0.00   | 0.00  | 0.00 | 0.00     | 0.00      |
| Primary: JPP                            | Last Write Off:     | mm/dd/yyyy | Fin Charge | 0.00     | 0.00     | 0.00   | 0.00  | 0.00 | 0.00     | 0.00      |
|   |                     |            | Total      | 249.00   | 0.00     | 0.00   | 0.00  | 0.00 | 249.00   | 273.00    |
|   |                     |            |            |          |          |        |       |      |          | (12 Days) |
| <b>101.00 M Barrett/Karen</b>           |                     |            |            |          |          |        |       |      |          |           |
| RE: Apartment Management                |                     |            |            |          |          |        |       |      |          |           |
| Karen Barrett                           | Last Statement:     | 11/14/2014 | Fees       | 0.00     | 1,070.86 | 0.00   | 0.00  | 0.00 | 1,070.86 | 43.75     |
| Business: 402-466-1234                  | Last Payment:       | 09/22/2014 | Expenses   | 0.00     | 0.00     | 0.00   | 0.00  | 0.00 | 0.00     | 0.00      |
| Home: 402-472-9937                      | Amount:             | 587.67     | Advances   | 0.00     | 0.00     | 0.00   | 0.00  | 0.00 | 0.00     | 0.00      |
| Open Date: 05/02/2011                   | Last Write Off:     | 11/14/2014 | Fin Charge | 14.46    | 0.00     | 0.00   | 0.00  | 0.00 | 14.46    | 0.00      |
| Primary: DHB                            | Amount:             | 348.36     | Total      | 14.46    | 1,070.86 | 0.00   | 0.00  | 0.00 | 1,085.32 | 43.75     |
|   |                     |            |            |          |          |        |       |      |          | (3 Days)  |
| <b>102.00 M Richardson/Harold</b>       |                     |            |            |          |          |        |       |      |          |           |
| RE: Manage personal finances            |                     |            |            |          |          |        |       |      |          |           |
| Harold Richardson                       | Last Statement:     | 11/14/2014 | Fees       | 1,958.35 | 0.00     | 0.00   | 0.00  | 0.00 | 1,958.35 | 150.00    |
| Mobile: 716-253-4510x210                | Last Payment:       | 11/03/2014 | Expenses   | 0.00     | 0.00     | 0.00   | 0.00  | 0.00 | 0.00     | 0.00      |
| Home: 716-862-7782                      | Amount:             | 1,700.00   | Advances   | 0.00     | 0.00     | 0.00   | 0.00  | 0.00 | 0.00     | 0.00      |
| Open Date: 05/10/2011                   | Last Write Off:     | mm/dd/yyyy | Fin Charge | 0.00     | 0.00     | 0.00   | 0.00  | 0.00 | 0.00     | 0.00      |
| Primary: RJB                            |                     |            | Total      | 1,958.35 | 0.00     | 0.00   | 0.00  | 0.00 | 1,958.35 | 150.00    |
|   |                     |            |            |          |          |        |       |      |          | (7 Days)  |
| <b>200.01 M Jefferson Insurance Co.</b> |                     |            |            |          |          |        |       |      |          |           |
| RE: Automobile Accident                 |                     |            |            |          |          |        |       |      |          |           |
| Mike Johnson                            | Last Statement:     | 11/14/2014 | Fees       | 0.00     | 0.00     | 861.00 | 0.00  | 0.00 | 861.00   | 337.50    |
| Mobile: 402-464-2200                    | Last Payment:       | 11/03/2014 | Expenses   | 3.00     | 3.00     | 0.00   | 0.00  | 0.00 | 6.00     | 0.00      |
| Home: 402-464-2202                      | Amount:             | 250.00     | Advances   | 0.00     | 0.00     | 0.00   | 0.00  | 0.00 | 0.00     | 0.00      |
| Open Date: 06/01/2011                   | Last Write Off:     | mm/dd/yyyy | Fin Charge | 0.00     | 0.00     | 0.00   | 0.00  | 0.00 | 0.00     | 0.00      |
| Primary: RJB                            |                     |            | Total      | 3.00     | 3.00     | 861.00 | 0.00  | 0.00 | 867.00   | 337.50    |
|   |                     |            |            |          |          |        |       |      |          | (14 Days) |
| <b>200.02 C Jefferson Insurance Co.</b> |                     |            |            |          |          |        |       |      |          |           |
| RE: Hail Damage - Palmer farm           |                     |            |            |          |          |        |       |      |          |           |
| Mark Allen                              | Last Statement:     | 11/14/2014 | Fees       | 0.00     | 0.00     | 0.00   | 0.00  | 0.00 | 0.00     | 1,755.00  |
| Home: 402-464-2200                      | Last Payment:       | 11/05/2014 | Expenses   | 0.00     | 0.00     | 0.00   | 0.00  | 0.00 | 0.00     | 0.00      |
| Mobile: 402-464-2202                    | Amount:             | 250.00     | Advances   | 0.00     | 0.00     | 0.00   | 0.00  | 0.00 | 0.00     | 0.00      |
| Open Date: 06/08/2011                   | Last Write Off:     | mm/dd/yyyy | Fin Charge | 0.00     | 0.00     | 0.00   | 0.00  | 0.00 | 0.00     | 0.00      |
| Primary: RJB                            |                     |            | Total      | 0.00     | 0.00     | 0.00   | 0.00  | 0.00 | 0.00     | 1,755.00  |
|   | Unapplied Payments: | 167.50     |            |          |          |        |       |      | -167.50  | (24 Days) |
| <b>200.03 M Jefferson Insurance Co.</b> |                     |            |            |          |          |        |       |      |          |           |
| RE: Acquisition of Mid-State Insurance  |                     |            |            |          |          |        |       |      |          |           |
| Mike Johnson                            | Last Statement:     | 10/14/2014 | Fees       | 0.00     | 0.00     | 0.00   | 0.00  | 0.00 | 0.00     | 2,690.00  |
| Business: 402-464-2200                  | Last Payment:       | 11/06/2014 | Expenses   | 0.00     | 0.00     | 0.00   | 0.00  | 0.00 | 0.00     | 26.00     |
| Business Fax: 402-464-2202              | Amount:             | 250.00     | Advances   | 0.00     | 0.00     | 0.00   | 0.00  | 0.00 | 0.00     | 89.00     |
| Open Date: 07/04/2011                   | Last Write Off:     | mm/dd/yyyy | Fin Charge | 0.00     | 0.00     | 0.00   | 0.00  | 0.00 | 0.00     | 0.00      |
| Primary: RJB                            |                     |            | Total      | 0.00     | 0.00     | 0.00   | 0.00  | 0.00 | 0.00     | 2,805.00  |
|   | Unapplied Payments: | 179.48     |            |          |          |        |       |      | -179.48  | (22 Days) |
| <b>200 Jefferson Insurance Co.</b>      |                     |            |            |          |          |        |       |      |          |           |
|   |                     |            | Fees       | 0.00     | 0.00     | 861.00 | 0.00  | 0.00 | 861.00   | 4,782.50  |
|   |                     |            | Expenses   | 3.00     | 3.00     | 0.00   | 0.00  | 0.00 | 6.00     | 26.00     |
|   |                     |            | Advances   | 0.00     | 0.00     | 0.00   | 0.00  | 0.00 | 0.00     | 89.00     |
|   |                     |            | Fin Charge | 0.00     | 0.00     | 0.00   | 0.00  | 0.00 | 0.00     | 0.00      |
|   |                     |            | Total      | 3.00     | 3.00     | 861.00 | 0.00  | 0.00 | 867.00   | 4,897.50  |
|   | Unapplied Payments: | 346.98     |            |          |          |        |       |      | 520.02   | (22 Days) |
| <b>Totals</b>                           |                     |            |            |          |          |        |       |      |          |           |
|   |                     |            | Fees       | 2,282.35 | 1,070.86 | 861.00 | 0.00  | 0.00 | 4,214.21 | 5,238.75  |
|   |                     |            | Expenses   | -72.00   | 3.00     | 0.00   | 0.00  | 0.00 | -69.00   | 36.50     |
|   |                     |            | Advances   | 0.00     | 0.00     | 0.00   | 0.00  | 0.00 | 0.00     | 89.00     |
|   |                     |            | Fin Charge | 14.46    | 0.00     | 0.00   | 0.00  | 0.00 | 14.46    | 0.00      |
|   |                     |            | Total      | 2,224.81 | 1,073.86 | 861.00 | 0.00  | 0.00 | 4,159.67 | 5,364.25  |
|   | Unapplied Payments: | 346.98     |            |          |          |        |       |      | 3,812.69 | (21 Days) |

This report includes the Work-in-Process and Billing History options.

**Tabs3 Detail Accounts Receivable Report**  
Burns, Jensen & Powers, P.C.

|                                     | 0-30           | 31-60    | 61-90 | 91-120 | 121+ | Total    |
|-------------------------------------|----------------|----------|-------|--------|------|----------|
| <b>850.00 M White/Kelly</b>         |                |          |       |        |      |          |
| RE: Divorce                         |                |          |       |        |      |          |
| Kelly Ann White                     |                |          |       |        |      |          |
| Business: 213-474-4336              | Fees           | 1,290.00 | 0.00  | 0.00   | 0.00 | 1,290.00 |
| Business Fax:                       | 1-MLJ          | 625.00   | 0.00  | 0.00   | 0.00 | 625.00   |
| E-mail: kelly_white_la@hushmail.com | 2-PAM          | 450.00   | 0.00  | 0.00   | 0.00 | 450.00   |
| Open Date: 10/04/2011               | 5-KIM          | 215.00   | 0.00  | 0.00   | 0.00 | 215.00   |
| Primary: KIM                        | Expenses       | 0.00     | 0.00  | 0.00   | 0.00 | 0.00     |
|                                     | Advances       | 0.00     | 0.00  | 0.00   | 0.00 | 0.00     |
|                                     | Fin Charge     | 0.00     | 0.00  | 0.00   | 0.00 | 0.00     |
|                                     | Total          | 1,290.00 | 0.00  | 0.00   | 0.00 | 1,290.00 |
| <b>850.01 M White/Kelly</b>         |                |          |       |        |      |          |
| RE: Last Will & Testament           |                |          |       |        |      |          |
| Kelly Ann White                     |                |          |       |        |      |          |
| Business: 213-474-4336              | Fees           | 1,750.00 | 0.00  | 0.00   | 0.00 | 1,750.00 |
| Business Fax:                       | 1-MLJ          | 250.00   | 0.00  | 0.00   | 0.00 | 250.00   |
| E-mail: kelly@homeoffice.net        | 5-KIM          | 1,500.00 | 0.00  | 0.00   | 0.00 | 1,500.00 |
| Open Date: 11/08/2011               | Expenses       | 0.00     | 0.00  | 0.00   | 0.00 | 0.00     |
| Primary: KIM                        | Advances       | 0.00     | 0.00  | 95.00  | 0.00 | 95.00    |
|                                     | Filing Fees    | 0.00     | 0.00  | 10.00  | 0.00 | 10.00    |
|                                     | Processor Fees | 0.00     | 0.00  | 85.00  | 0.00 | 85.00    |
|                                     | Fin Charge     | 0.00     | 0.00  | 0.00   | 0.00 | 0.00     |
|                                     | Total          | 1,750.00 | 0.00  | 95.00  | 0.00 | 1,845.00 |

This report includes the **Detail Information for Fees and Costs (Platinum Only)** option.

11/03/2014 09:50am CATHY Spoke to Kelly concerning past due balance. Discussed setting up a monthly payment schedule. No more work will be done until a good faith payment is made. Kelly agreed to send 100 in the next week.

(Definition and Descriptions shown on the next page)

## Detail Accounts Receivable Report

The reports shown on the previous page are Detail Accounts Receivable Reports. The Accounts Receivable Reports, both summary and detail, give you an aged breakdown of the balance due for each client. They indicate how much of the balance for each client is in each of the aging periods defined on the **Options** tab in Tabs3 Customization. The Detail Accounts Receivable Report breaks down the balance due for each client by fees and costs and provides totals for each period. The report date is used as a basis for calculating aging on the past due amounts. A “totals only” report can also be printed.

All billed and updated statement amounts that are outstanding are included on the report regardless of the report date. Work-in-process fee and cost totals are also shown on the report but use the **WIP Cut-Off Date** as a cut-off date. Additionally, the Accounts Receivable Report includes unprocessed payments (excluding payments on hold) through the **WIP Cut-Off Date**. An unprocessed payment is a payment that has been entered into work-in-process but has not been processed on a final statement and updated.

The program tabs for this report include the standard **Client** and **Sort** tabs (*page 10*) as well as the **Options** and **Format** tabs. The **Options** tab includes parameters that enable you to specify what type of information is included on the report (e.g., a WIP cut-off date, include zero balance clients, a minimum balance due, etc.) The **Format** tab allows you to optionally include information such as work-in-process, billing notes & instructions, and billing history, as well as choose portrait or landscape orientation. Platinum users can also include a detailed breakdown of fees by timekeeper and costs by cost type.

## Definitions

|  |   |
|--|---|
| <b>Date</b>  | The report date is used as a basis for calculating aging of past due amounts.   |
| <b>(client)</b>  | Client ID, client name, work description, contact name and first two phone numbers from the client file. The letter following the Client ID represents the billing frequency. An asterisk immediately in front of the work description indicates the work description will not print on the client’s statement.   |
| <b>Open Date</b>                                       | The date the client file was opened.  |
| <b>Primary</b>   | Primary timekeeper initials are shown below the Open Date if the list is not printed in timekeeper order.   |
| <b>Progress Bill</b>                                   | Indicates the client is set up for Progress Billing.  |
| <b>Last Statement</b>                                  | The date of the last updated statement.   |
| <b>Last Payment</b>                                    | The date of the last payment, either processed or in work-in-process. The <b>WIP Cut-Off Date</b> is used in selecting which <i>work-in-process</i> payments are used in determining the last payment date; however, all <i>processed</i> payments are used when determining the last payment date.   |
| <b>Amount</b>  | Amount of the last payment. If multiple payments were entered on the last payment date, this amount will be the total of the payments entered on that date.   |
| <b>Last Write Off Amount</b>                           | Date and amount of the last write off for the client.   |
| <b>Fees/Expenses/<br/>Advances/Fin Charge</b>          | The amounts owed for the corresponding aging period. Work-in-Process payments through the <b>WIP Cut-Off Date</b> are applied to past due amounts. If you have the Platinum version, fee amounts can be broken down by timekeeper and cost amounts can be broken down by cost type if the <b>Detail Information for Fees and Costs (Platinum Only)</b> option is selected.  |
| <b>0-30/31-60/<br/>61-90/ 91-120/<br/>121-180/181+</b> | The aging of all amounts owed is determined each time the Accounts Receivable Report is run. The number of days between the report date and each statement date determines the aging of the past due amount. Work-in-Process payments through the <b>WIP Cut-Off Date</b> are applied to past due amounts.  |
| <b>Total (row)</b>                                     | Fees + Expenses + Advances + Finance Charge for each aging period.  |
| <b>Total (column)</b>                                  | (0-30) + (31-60) + (61-90) + (91-120) + (121-180) + (181+) for Fees, Expenses, Advances and Finance Charge. The client’s total balance due minus unapplied payments is shown at the end of this column.   |
| *  | Displayed in the Finance Charge row indicates the client will be assessed a finance charge on past due amounts.   |
| <b>Unapplied Payments</b>                              | This figure includes unprocessed regular payments (Type “1”) through the <b>WIP Cut-Off Date</b> and all processed regular payments that exceed the balance due. Unapplied payments are also included in the client’s Total figures. Unapplied fee payments (Type 2) are shown as a credit amount in the 0-30 column of the Fees row. Unapplied cost payments (Type 3) are shown as a credit amount in the 0-30 column of the Expenses or Advances row. |
| <b>WIP Fees</b>  | Total amount of fees in work-in-process through the <b>WIP Cut-Off Date</b> . Credit transactions are included. Type 6 transactions and non-billable transactions are not included. Transactions on hold are included.  |
| <b>WIP Expenses</b>                                    | Total amount of expenses in work-in-process through the <b>WIP Cut-Off Date</b> . Credit transactions are included. Non-billable transactions are not included. Transactions on hold are included.  |
| <b>WIP Advances</b>                                    | Total amount of advances in work-in-process through the <b>WIP Cut-Off Date</b> . Credit transactions are included. Non-billable transactions are not included. Transactions on hold are included.  |
| <b>WIP Total</b>                                       | Total work-in-process fees, expenses and advances.  |
| <b>(Age) Days</b>                                      | Displayed in the WIP column. Average age of work-in-process fees, expenses and advances based on the age of each entry multiplied by the amount of each entry divided by the total WIP amount (weighted average).   |
| <b>Billing Notes<br/>&amp; Instructions</b>            | Billing notes and instructions can optionally be entered on the <b>Billing Preferences</b> tab of the Client file. If the <b>Billing Notes &amp; Instructions</b> check box is selected for the report, billing notes and instructions will be included in a separate column to the right of the report.  |

**Tabs3 Summary Accounts Receivable Report**  
Jensen, Martin & Anderson, P.C.

Primary Timekeeper: 1 Michael L. Jensen

|                                 | 0-30     | 31-60    | 61-90 | 91-120 | 121-180 | 181+ | Bal Due  |
|---------------------------------|----------|----------|-------|--------|---------|------|----------|
| 121.01 M Phillips/Marcus        | 4,506.35 | 1,167.50 | 0.00  | 0.00   | 0.00    | 0.00 | 5,673.85 |
| 200.01 M Peterson Insurance Co. | 660.35   | 0.00     | 0.00  | 0.00   | 0.00    | 0.00 | 660.35   |
| <b>Totals</b>                   | 5,166.70 | 1,167.50 | 0.00  | 0.00   | 0.00    | 0.00 | 6,334.20 |

This report excludes the Work Description and Contact & Billing Information options.

## Summary Accounts Receivable Report

The report shown above is a Summary Accounts Receivable Report. The Summary Accounts Receivable Report gives you an aged breakdown of the balance due for each client. It indicates how much of the balance for each client is in each of the aging periods defined on the **Options** tab in Tabs3 Customization. The report date is used as a basis for calculating aging on the past due amounts. All billed and updated statement amounts that are outstanding are included on the report regardless of the report date. The Summary

Accounts Receivable Report includes unprocessed payments (excluding payments on hold) through the specified **WIP Cut-Off Date**. An unprocessed payment is a payment that has been entered into work-in-process but has not been processed on a final statement and updated. The report above includes subtotals by client.

The program tabs for this report include the standard **Client** and **Sort** tabs (*page 10*) as well as the **Format** and **Options** tab. The

**Options** tab includes parameters that enable you to specify what type of information is included on the report (e.g., a WIP cut-off date, include zero balance clients, a minimum balance due, etc.) The **Format** tab allows you to optionally include information such as work description, client name, billing notes & instructions, contact & billing information, as well as choose portrait or landscape orientation.

## Definitions

|  |  |
|--|--|
| <b>Date</b>                                      | The report date is used as a basis for calculating aging on the past due amounts.  |
| <b>Client</b>                                    | Client ID. The letter after the Client ID represents the billing frequency.  |
| <b>Name</b>                                      | Client name and/or work description will be printed depending if the <b>Client Name</b> and <b>Work Description</b> options are selected on the <b>Format</b> tab. When the <b>Contact &amp; Billing Information</b> option is selected, the matter contact's name and primary phone number will be printed. The phone number shown is determined by the phone number displayed in the first phone selector in the Client file. The primary timekeeper's initials will also be printed if the report is not printed in timekeeper order. <b>Progress Billing</b> indicates the client is set up for progress billing. <b>Fin. Chg.</b> indicates the client will be assessed a finance charge on past due amounts. The report shown above includes the client name only. |
| <b>0-30, 31-60, 61-90, 91-120, 121-180, 181+</b> | Each aging column includes fees, expenses, advances, fee/expense/advance tax and finance charge. The aging of amounts is determined by the report date specified. The number of days between the Report date and each statement date determines the aging period of each past due amount. Work-In-Process payments through the <b>WIP Cut-Off Date</b> are applied to past due amounts.  |
| <b>Bal Due</b>                                   | $(0-30) + (31-60) + (61-90) + (91-120) + (121-180) + (181+) = \text{Bal Due}$ .  |
| <b>Unapplied Payments</b>                        | This figure includes unprocessed regular payments (Type "1") through the WIP Cut-Off Date and all processed regular payments that exceed the Balance Due. Unapplied payments are also included in the client Balance Due figure. Unapplied fee and cost payments (Types 2 and 3) are shown as a credit amount in the 0-30 bracket.   |
| <b>(Bal Due)</b>                                 | Client's Bal Due minus Unapplied Payments.   |
| <b>Billing Notes &amp; Instructions</b>          | Billing notes and instructions can optionally be entered on the <b>Billing Preferences</b> tab of the Client file. If the <b>Billing Notes &amp; Instructions</b> check box on the <b>Format</b> tab is selected for the report, billing notes and instructions will be included on the report.  |

## Tabs3 Accounts Receivable by Invoice Report

Burns, Jensen &amp; Powers, P.C.

| Date                                   | B I L L E D |          |            |         | Total    | D U E |          |          |         | Ref #               | Stmt #   |              |          |
|--|-------------|----------|------------|---------|----------|-------|----------|----------|---------|---------------------|----------|--------------|----------|
|  | Fees        | Expenses | Advances   | Fin Chg |          | Fees  | Expenses | Advances | Fin Chg |                     |          |              |          |
| <b>100.00M Dawson/Charles L.</b>       |             |          |            |         |          |       |          |          |         |                     |          |              |          |
| RE: Settlement of Grandfather's Estate |             |          |            |         |          |       |          |          |         |                     |          |              |          |
| 08/15/2014                             | 900.00      | 6.25     |            |         | 906.25   |       |          |          |         | 0.00                | 1        | 425          |          |
| 10/15/2014                             | 750.00      | 43.75    |            |         |          |       |          |          |         |                     | 4        | 478          |          |
| 1 RJB                                  | 300.00      |          |            |         |          |       |          |          |         |                     |          |              |          |
| 5 JPP                                  | 450.00      |          |            |         |          |       |          |          |         |                     |          |              |          |
| Exp 0 Miscellaneous                    |             | 43.75    |            |         |          |       |          |          |         |                     |          |              |          |
| Tax:                                   | 30.00       |          |            |         | 823.75   |       |          |          |         | 0.00                |          |              |          |
| Last Applied Pymt:                     | 443.75      |          | 09/12/2014 |         |          |       |          |          |         |                     |          |              |          |
| <hr/>                                  |             |          |            |         |          |       |          |          |         |                     |          |              |          |
| 11/15/2014                             | 600.00      |          |            |         | 311.54   |       |          |          |         |                     | 7        | 490          |          |
| 5 JPP                                  | 600.00      |          |            |         |          |       |          |          |         |                     |          |              |          |
| Tax:                                   | 24.00       |          |            |         | 624.00   | 12.46 |          |          |         | 324.00              |          |              |          |
| Last Applied Pymt:                     | 225.00      |          | 10/03/2014 |         |          |       |          |          |         |                     |          |              |          |
| <hr/>                                  |             |          |            |         |          |       |          |          |         |                     |          |              |          |
| <b>Subtotal</b>                        | 2,250.00    | 50.00    |            |         | 311.54   |       |          |          |         |                     |          |              |          |
| 1 RJB                                  | 300.00      |          |            |         |          |       |          |          |         |                     |          |              |          |
| 5 JPP                                  | 1,050.00    |          |            |         |          |       |          |          |         |                     |          |              |          |
| Exp 0 Miscellaneous                    |             | 43.75    |            |         |          |       |          |          |         |                     |          |              |          |
| Tax:                                   | 54.00       |          |            |         | 2,354.00 | 12.46 |          |          |         | 324.00              |          |              |          |
|  |             |          |            |         |          |       |          |          |         | Unapplied Payments: | 75.00    | Balance Due: | 249.00   |
| <hr/>                                  |             |          |            |         |          |       |          |          |         |                     |          |              |          |
| <b>101.00M Barrett/Karen</b>           |             |          |            |         |          |       |          |          |         |                     |          |              |          |
| RE: Apartment Management               |             |          |            |         |          |       |          |          |         |                     |          |              |          |
| 10/14/2014                             | 1,865.00    | 43.88    |            |         | 1,000.00 |       |          |          |         |                     | 2        | 391          |          |
| 3 PAM                                  | 640.00      |          |            |         |          |       |          |          |         |                     |          |              |          |
| 4 DHB                                  | 1,225.00    |          |            |         |          |       |          |          |         |                     |          |              |          |
| Exp 0 Miscellaneous                    |             | 22.25    |            |         |          |       |          |          |         |                     |          |              |          |
| Exp 1 Phone                            |             | 21.63    |            |         |          |       |          |          |         |                     |          |              |          |
| Tax:                                   | 98.01       |          |            |         | 2,006.89 | 70.86 |          |          |         | 1,070.86            |          |              |          |
| Last Applied Pymt:                     | 587.67      |          | 09/18/2014 |         |          |       |          |          |         |                     |          |              |          |
| <hr/>                                  |             |          |            |         |          |       |          |          |         |                     |          |              |          |
| 11/15/2014                             |             |          |            | 14.46   | 14.46    |       |          |          | 14.46   | 14.46               | 3        | 473          |          |
| <b>Subtotal</b>                        | 1,865.00    | 43.88    |            | 14.46   | 1,000.00 |       |          |          | 14.46   |                     |          |              |          |
| 3 PAM                                  | 640.00      |          |            |         |          |       |          |          |         |                     |          |              |          |
| 4 DHB                                  | 1,225.00    |          |            |         |          |       |          |          |         |                     |          |              |          |
| Exp 0 Miscellaneous                    |             | 22.25    |            |         |          |       |          |          |         |                     |          |              |          |
| Exp 1 Phone                            |             | 21.63    |            |         |          |       |          |          |         |                     |          |              |          |
| Tax:                                   | 98.01       |          |            |         | 2,021.35 | 70.86 |          |          |         | 1,085.32            |          |              |          |
|  |             |          |            |         |          |       |          |          |         | Balance Due:        | 1,085.32 |              |          |
| <hr/>                                  |             |          |            |         |          |       |          |          |         |                     |          |              |          |
| <b>Totals</b>                          | 4,115.00    | 93.88    |            | 14.46   | 1,311.54 |       |          |          | 14.46   |                     |          |              |          |
| 1 RJB                                  | 300.00      |          |            |         |          |       |          |          |         |                     |          |              |          |
| 3 PAM                                  | 640.00      |          |            |         |          |       |          |          |         |                     |          |              |          |
| 4 DHB                                  | 1,225.00    |          |            |         |          |       |          |          |         |                     |          |              |          |
| 5 JPP                                  | 1,050.00    |          |            |         |          |       |          |          |         |                     |          |              |          |
| Exp 0 Miscellaneous                    |             | 66.00    |            |         |          |       |          |          |         |                     |          |              |          |
| Exp 1 Phone                            |             | 21.63    |            |         |          |       |          |          |         |                     |          |              |          |
| Tax:                                   | 152.01      |          |            |         | 4,375.35 | 83.32 |          |          |         | 1,409.32            |          |              |          |
|  |             |          |            |         |          |       |          |          |         | Unapplied Payments: | 75.00    | Balance Due: | 1,334.32 |

This example includes detailed billed information for each statement and each subtotal.

## Accounts Receivable by Invoice Report

The Accounts Receivable by Invoice Report shows how much was billed and how much is still due by invoice for each client. Billed and due amounts are broken down into fees, expenses, advances, finance charge and totals. Detailed billed information that shows amounts billed by timekeeper and Cost Type can optionally be included for each statement and/or subtotal. The amount and

date of the payment that was most recently applied to each statement can also be printed on the report. Payments on hold are not included.

The program tabs for this report include the standard **Client** and **Sort** tabs (page 10) as well as the **Options** tab. The **Options** tab includes parameters that enable you to select

a date range of information to include, select a cut-off date for WIP payments, include zero balance statements, include the last applied payment date and amount, print detailed billed information for each statement, print detailed billed information for each subtotal, and start each client on a new page.

## Definitions

|  |   |
|--|---|
| <b>Date (heading)</b>                    | Used for reference only.  |
| <b>Date Range (heading)</b> <sup>1</sup> | Shows the date range selected for the report. A date range will not print if a beginning and ending date range of mm/dd/yyyy is used.   |
| <b>(client)</b>                          | Client ID, name and work description. The letter after the Client ID represents the billing frequency. An asterisk preceding the work description indicates the work description will not print on the client's statement. <sup>1</sup> |
| <b>Balance Forward</b> <sup>1</sup>      | This figure is shown if the client had a balance due prior to the beginning date selected for the report.   |
| <b>Date</b>                              | Statement date.   |
| <b>Billed</b>                            | Billed information from the client ledger file. Detailed billed information that shows amounts billed by timekeeper and Cost Type can optionally be included for each statement.  |
| <b>P</b> <sup>1</sup>                    | Following a fee amount represents a progress billing amount (Type 6 transactions).  |
| <b>Due</b>                               | Due information from the client ledger file.  |

<sup>1</sup> Not shown on the sample report.

Date: 11/17/2014 Page: 1

**Tabs3 Accounts Receivable by Invoice Report**  
Burns, Jensen & Powers, P.C.

| Date                                   | B I L L E D     |              |            |         | Total           | D U E               |          |              |         | Total | Ref #         | Stmt # |     |
|--|-----------------|--------------|------------|---------|-----------------|---------------------|----------|--------------|---------|-------|---------------|--------|-----|
|  | Fees            | Expenses     | Advances   | Fin Chg |                 | Fees                | Expenses | Advances     | Fin Chg |       |               |        |     |
| <b>100.00M Dawson/Charles L.</b>       |                 |              |            |         |                 |                     |          |              |         |       |               |        |     |
| RE: Settlement of Grandfather's Estate |                 |              |            |         |                 |                     |          |              |         |       |               |        |     |
| 08/15/2014                             | 900.00          | 6.25         |            |         | 906.25          |                     |          |              |         |       | 0.00          | 1      | 425 |
| 10/14/2014                             | 750.00          | 43.75        |            |         | 823.75          |                     |          |              |         |       | 0.00          | 4      | 478 |
| Tax:                                   | 30.00           |              |            |         |                 |                     |          |              |         |       |               |        |     |
| Last Applied Pymt:                     |                 | 443.75       | 09/12/2014 |         |                 |                     |          |              |         |       |               |        |     |
| 11/14/2014                             | 600.00          |              |            |         | 624.00          | 311.54              |          |              |         |       | 324.00        | 7      | 490 |
| Tax:                                   | 24.00           |              |            |         |                 | 12.46               |          |              |         |       |               |        |     |
| Last Applied Pymt:                     |                 | 225.00       | 10/03/2014 |         |                 |                     |          |              |         |       |               |        |     |
| <b>Subtotal</b>                        | <u>2,250.00</u> | <u>50.00</u> |            |         | <u>2,354.00</u> | <u>311.54</u>       |          |              |         |       | <u>324.00</u> |        |     |
| Tax:                                   | 54.00           |              |            |         |                 | 12.46               |          |              |         |       | 249.00        |        |     |
|  |                 |              |            |         |                 | Unapplied Payments: | 75.00    | Balance Due: |         |       |               |        |     |

This example does not include detailed billed information for individual statements or subtotals.

Date: 11/17/2014 Page: 1

**Tabs3 Accounts Receivable by Invoice Report**  
Burns, Jensen & Powers, P.C.

| Date                                   | B I L L E D     |              |            |         | Total           | D U E               |          |              |         | Total | Ref #         | Stmt # |     |
|--|-----------------|--------------|------------|---------|-----------------|---------------------|----------|--------------|---------|-------|---------------|--------|-----|
|  | Fees            | Expenses     | Advances   | Fin Chg |                 | Fees                | Expenses | Advances     | Fin Chg |       |               |        |     |
| <b>100.00M Dawson/Charles L.</b>       |                 |              |            |         |                 |                     |          |              |         |       |               |        |     |
| RE: Settlement of Grandfather's Estate |                 |              |            |         |                 |                     |          |              |         |       |               |        |     |
| 08/15/2014                             | 900.00          | 6.25         |            |         | 906.25          |                     |          |              |         |       | 0.00          | 1      | 425 |
| 10/14/2014                             | 750.00          | 43.75        |            |         | 823.75          |                     |          |              |         |       | 0.00          | 4      | 478 |
| Tax:                                   | 30.00           |              |            |         |                 |                     |          |              |         |       |               |        |     |
| Last Applied Pymt:                     |                 | 443.75       | 09/12/2014 |         |                 |                     |          |              |         |       |               |        |     |
| 11/14/2014                             | 600.00          |              |            |         | 624.00          | 311.54              |          |              |         |       | 324.00        | 7      | 490 |
| Tax:                                   | 24.00           |              |            |         |                 | 12.46               |          |              |         |       |               |        |     |
| Last Applied Pymt:                     |                 | 225.00       | 10/03/2014 |         |                 |                     |          |              |         |       |               |        |     |
| <b>Subtotal</b>                        | <u>2,250.00</u> | <u>50.00</u> |            |         | <u>2,354.00</u> | <u>311.54</u>       |          |              |         |       | <u>324.00</u> |        |     |
| 1 RJB                                  | 300.00          |              |            |         |                 |                     |          |              |         |       |               |        |     |
| 5 JPP                                  | 1,050.00        |              |            |         |                 |                     |          |              |         |       |               |        |     |
| Exp 0 Miscellaneous                    |                 | 43.75        |            |         |                 |                     |          |              |         |       |               |        |     |
| Tax:                                   | 54.00           |              |            |         |                 | 12.46               |          |              |         |       | 249.00        |        |     |
|  |                 |              |            |         |                 | Unapplied Payments: | 75.00    | Balance Due: |         |       |               |        |     |

This example includes detailed billed information for each subtotal.

(continued from the previous page)

- Total** Fees + Expenses + Advances + Finance Charge Due.
- Ref #** Reference number of the client ledger record.
- Stmt #** Statement number.
- Subtotal** Subtotals for each client. If only one invoice is printed for the client, a client subtotal will not print. Detailed billed information that shows amounts billed by timekeeper and Cost Type can optionally be included for each subtotal.
- Last Applied Pymt** This field is optionally included on the report, and represents the amount and date of the last payment (either processed or WIP) that was applied to the statement. It shows only when a portion of the statement has been paid. A negative figure for the payment amount indicates that the last payment record in the client ledger file is a payment reversal record.
- Unapplied Payments** Consists of both processed and unprocessed payments. This field is displayed whenever payments exceed billed amounts. The Unapplied Payments figure includes Type 1 (regular), 2 (fee), and 3 (cost) payments.
- Balance Due** The Balance Due information is calculated and is not stored in the client ledger file.
- Total** Total Billed, Due and Balance Due for all clients shown.

| Date: 11/17/2014  |      | Tabs3 Accounts Receivable by Timekeeper Report |       |        |         |                     |           | Page: 1           |  |
|---|------|--|-------|--------|---------|---------------------|-----------|-------------------|--|
|   |      | Jensen, Martin & Anderson, P.C.                |       |        |         |                     |           |                   |  |
| <b>Working Timekeeper: 1 Michael L. Jensen</b>  |      |  |       |        |         |                     |           |                   |  |
|   | 0-30 | 31-60  | 61-90 | 91-120 | 121-180 | 181+                | Fees Due  | Total Balance Due |  |
| <b>121.01 Phillips/Marcus</b><br>RE: Real Estate Acquisition                                      | 0.00 | 0.00   | 0.00  | 0.00   | 0.00    | 4,871.60            | 4,871.60  | 5,123.85          |  |
| <b>200.01 Peterson Insurance Co.</b><br>RE: General Legal Counsel                                 | 0.00 | 0.00   | 0.00  | 0.00   | 0.00    | 0.00                | 0.00      | 0.00              |  |
|   |      |  |       |        |         | Unapplied Payments: | 2,327.65  | -2,327.65         |  |
| <b>Totals</b>   | 0.00 | 0.00   | 0.00  | 0.00   | 0.00    | 4,871.60            | 4,871.60  | 2,796.20          |  |
| <b>Working Timekeeper: 2 Paula Ann Martin</b>   |      |  |       |        |         |                     |           |                   |  |
|   | 0-30 | 31-60  | 61-90 | 91-120 | 121-180 | 181+                | Fees Due  | Total Balance Due |  |
| <b>101.00 Williams/John</b><br>RE: State v. Williams  | 0.00 | 0.00   | 0.00  | 0.00   | 0.00    | 1,015.25            | 1,015.25  | 1,015.25          |  |
| <b>Totals</b>   | 0.00 | 0.00   | 0.00  | 0.00   | 0.00    | 1,015.25            | 1,015.25  | 1,015.25          |  |
| <b>Working Timekeeper: 3 Ronald P. Anderson</b>   |      |  |       |        |         |                     |           |                   |  |
|   | 0-30 | 31-60  | 61-90 | 91-120 | 121-180 | 181+                | Fees Due  | Total Balance Due |  |
| <b>200.02 Peterson Insurance Co.</b><br>RE: Maintenance of Insurance Policies                     | 0.00 | 0.00   | 0.00  | 0.00   | 0.00    | 0.00                | 0.00      | 0.00              |  |
|   |      |  |       |        |         | Unapplied Payments: | 290.97    | -290.97           |  |
| <b>415.00 MegaConstruction Corporation</b><br>RE: Corporate Merger - Megabuilders and BuilderCorp | 0.00 | 0.00   | 0.00  | 0.00   | 0.00    | 65,477.06           | 65,477.06 | 65,499.22         |  |
| <b>Totals</b>   | 0.00 | 0.00   | 0.00  | 0.00   | 0.00    | 65,477.06           | 65,477.06 | 65,208.25         |  |
| <b>Working Timekeeper: 5 Kendra I. Michaels</b>   |      |  |       |        |         |                     |           |                   |  |
|   | 0-30 | 31-60  | 61-90 | 91-120 | 121-180 | 181+                | Fees Due  | Total Balance Due |  |
| <b>850.00 White/Kelly</b><br>RE: Divorce  | 0.00 | 0.00   | 0.00  | 0.00   | 0.00    | 125.00              | 125.00    | 150.00            |  |
| <b>850.01 White/Kelly</b><br>RE: Last Will & Testament  | 0.00 | 0.00   | 0.00  | 0.00   | 0.00    | 1,500.00            | 1,500.00  | 1,500.00          |  |
| <b>Totals</b>   | 0.00 | 0.00   | 0.00  | 0.00   | 0.00    | 1,625.00            | 1,625.00  | 1,650.00          |  |

| Date: 11/17/2014                               |  | Tabs3 Accounts Receivable by Timekeeper Report |  | Page: 1 |                  |
|--|--|--|--|---------|------------------|
|  |  | Jensen, Martin & Anderson, P.C.                |  |         |                  |
| <b>Working Timekeeper: 1 Michael L. Jensen</b> |  |  |  |         |                  |
| <b>101.00 Williams/John</b>                    |  |  |  |         | <b>Fees Due</b>  |
|  |  |  |  |         | 1,812.50         |
| <b>121.01 Phillips/Marcus</b>                  |  |  |  |         | 7,759.10         |
| <b>200.01 Peterson Insurance Co.</b>           |  |  |  |         | 7,608.00         |
| <b>200.02 Peterson Insurance Co.</b>           |  |  |  |         | 1,175.00         |
| <b>415.00 MegaConstruction Corporation</b>     |  |  |  |         | 8,475.00         |
| <b>Totals</b>                                  |  |  |  |         | <b>26,829.60</b> |

| Date: 11/17/2014                     |           | Tabs3 Accounts Receivable by Timekeeper Report |       |        |        |            |          | Page: 1        |                  |                   |
|--------------------------------------|-----------|--|-------|--------|--------|------------|----------|----------------|------------------|-------------------|
|                                      |           | Jensen, Martin & Anderson, P.C.                |       |        |        |            |          |                |                  |                   |
|                                      | 0-30      | 31-60  | 61-90 | 91-120 | 121+   | Fees Due   | WIP Fees | Total Fees Due | % Total Fees Due | Total Balance Due |
| <b>Totals for Michael L. Jensen</b>  | 24,720.85 | 1,983.75                                       | 0.00  | 0.00   | 125.00 | 26,829.60  | 625.00   | 111,129.44     | 24.14%           | 111,888.67        |
| <b>Totals for Paula Ann Martin</b>   | 8,327.75  | 0.00   | 0.00  | 0.00   | 0.00   | 8,327.75   | 1,237.50 | 101,210.31     | 8.23%            | 101,717.29        |
| <b>Totals for Ronald P. Anderson</b> | 41,352.53 | 24,929.56                                      | 0.00  | 0.00   | 0.00   | 66,282.09  | 0.00     | 92,484.59      | 71.67%           | 92,777.22         |
| <b>Totals for Robert O. Burns</b>    | 5,250.00  | 0.00   | 0.00  | 0.00   | 0.00   | 5,250.00   | 0.00     | 90,324.56      | 5.81%            | 90,617.19         |
| <b>GRAND TOTALS</b>                  | 79,651.13 | 26,913.31                                      | 0.00  | 0.00   | 125.00 | 106,689.44 | 1,862.50 |                |                  |                   |

(description and definitions on the next page)

## Accounts Receivable by Timekeeper Report



The Accounts Receivable by Timekeeper Report shows you fees due for each working timekeeper. This report includes only clients that the timekeeper has worked on, and can be run for all working timekeepers or for a range of timekeepers.

A breakdown by aging period can be included for each of the aging periods defined on the **Options** tab in Tabs3 Customization. All billed and updated statement amounts that are outstanding are included on the report regardless of the

report date. The Accounts Receivable by Timekeeper Report includes unprocessed payments (excluding payments on hold) through the specified WIP Payment Cut-Off Date. An unprocessed payment is a payment that has been entered into work-in-process but has not been processed on a final statement and updated.

The program tabs for this report include the standard **Client** tab (*page 10*) as well as the **Options**, **Format**, and **Sort** tab. The **Options** tab includes parameters that enable

you to specify what type of information is included on the report (e.g., a WIP Payment cut-off date, working timekeeper range, a minimum past due fee amount, etc.). The **Format** tab allows you to optionally include information such as work description, aging breakdown, WIP fees, total fees due, and total balance due. The **Sort** tab allows you to change the sort order within a working timekeeper to sort on client ID, client name search or fees due.

## Definitions

|  |   |
|--|---|
| <b>Date</b>                                      | The report date is used as a basis for calculating aging on the past due amounts.   |
| <b>Client</b>                                    | Client ID.  |
| <b>Name</b>                                      | Client name. The client's work description will be printed if the <b>Work Description</b> check box is selected on the <b>Format</b> tab.   |
| <b>0-30, 31-60, 61-90, 91-120, 121-180, 181+</b> | Each aging column includes the amount of fees due to the working timekeeper. Aging periods will be printed if the <b>Aging Breakdown</b> option is selected on the <b>Format</b> tab. The aging of fees due is determined each time the report is run. The number of days between the report date and each statement date determines the aging period of each past due amount. Work-In-Process payments through the <b>WIP Cut-Off Date</b> are applied to past due amounts. Only clients that are configured for Receipt Allocation by Invoice can display an aging breakdown. |
| <b>Fees Due</b>                                  | $(0-30) + (31-60) + (61-90) + (91-120) + (121-180) + (181+) = \text{Fees Due}$ .  |
| <b>WIP Fees</b>                                  | Amount of fees for the working timekeeper that are in Work-In-Process through the <b>WIP Payment Cut-Off Date</b> . Type 6 transactions and nonbillable transactions are not included. The WIP Fees column is included if the <b>Work-In-Process Fees</b> check box is selected in the <b>Format</b> tab.   |
| <b>Total Fees Due</b>                            | Total of all fees due for all timekeepers who worked on the matter. The Total Fees Due column is included if the <b>Total Fees Due</b> check box is selected on the <b>Format</b> tab.  |
| <b>% Total Fees Due</b>                          | Percentage of Total Fees Due that is owed to the working timekeeper (Fees Due divided by Total Fees Due). The % Total Fees Due column is included if the <b>Total Fees Due</b> and <b>% Total Fees Due</b> check boxes are selected in the <b>Format</b> tab.   |
| <b>Total Balance Due</b>                         | Total Balance Due for the matter, including all fees for all timekeepers, expenses, advances, and finance charges, minus any unapplied payments. The Total Balance Due column is included if the <b>Total Balance Due</b> check box is selected in the <b>Format</b> tab.   |
| <b>Unapplied Payments</b>                        | This figure includes unprocessed regular payments (Type "1") through the <b>WIP Payment Cut-Off Date</b> and all processed regular payments that exceed the balance due. Unapplied payments are also included as a credit in the client's Total figures. Unapplied payments are shown below the aging breakdown.  |







**200.01 M Peterson Insurance Co.**

RE: \*General Legal Counsel

Contact: Paul Franklin  
 Address: 5th & Turner  
 Malcolm, NE 68633  
 Business: 402-435-1739x512  
 Business Fax: 402-421-2855  
 Home: 402-421-4677  
 Mobile: 402-474-8605  
 E-mail: pfranklin@petersoninsurance.com

| Statement Date | Statement Number | Age | Amount Billed | Amount Paid | % Paid | Amount Due |
|----------------|------------------|-----|---------------|-------------|--------|------------|
| 04/27/2014     | 599              | 217 | 125.00        | 60.00       | 48.00% | 65.00      |
| 07/29/2014     | 7503             | 124 | 239.00        | 125.00      | 52.30% | 114.00     |
| 09/01/2014     | 7511             | 90  | 10.41         | 0.00        | 0.00%  | 10.41      |
| 09/30/2014     | 7517             | 61  | 859.75        | 0.00        | 0.00%  | 859.75     |
| 10/31/2014     | 7520             | 30  | 1,563.19      | 0.00        | 0.00%  | 1,563.19   |
| 11/30/2014     | 7577             | 0   | 5,600.00      | 0.00        | 0.00%  | 5,600.00   |
|                |                  | 87  | 8,397.35      | 185.00      | 2.20%  | 8,212.35   |

Trust Balance: 500.00  
 Client Funds: 150.00

**Work-In-Process & Billing History**

|                 | WIP             | Amount Due      | Total WIP + Due  | To-Date Billed   |
|-----------------|-----------------|-----------------|------------------|------------------|
| Fees:           | 5,600.00        | 7,998.00        | 13,598.00        | 13,841.75        |
| Expenses:       | 0.00            | 75.35           | 75.35            | 150.35           |
| Advances:       | 0.00            | 139.00          | 139.00           | 339.00           |
| Finance Charge: |                 | 0.00            | 0.00             | 0.00             |
| <b>Total:</b>   | <b>5,600.00</b> | <b>8,212.35</b> | <b>13,812.35</b> | <b>14,331.10</b> |
| Average Age:    | 33 days         |                 |                  |                  |

**Billing Notes & Instructions:**

09/12/2014 11:04am RON Called Ms. Kessler (bookkeeper) who said that check #8756 was sent on 10/07/2011.

10/14/2014 11:35am RON Check was not received. Called Ms. Kessler. She said check was mailed on 10/07/2014 and that we should have already received it. She will stop payment on that check and issue another check.

**Last 5 Write Offs within All Months & Last 5 Payments within All Months**

| Write Offs          | Payments               |
|---------------------|------------------------|
| 09/16/2014 60.00    | 11/26/2013 812.50      |
|                     | 01/20/2014 506.25      |
|                     | 03/16/2014 4,465.00    |
|                     | 10/17/2014 275.00      |
| <b>Total: 60.00</b> | <b>Total: 6,058.75</b> |

Last Payment Date: 10/17/2014 Average Days Between Payments: 108 days

Last Payment Amount: 275.00 Days Since Last Payment: 44 days

| Totals | Amount Billed | Amount Paid | % Paid | Amount Due |
|--------|---------------|-------------|--------|------------|
|        | 8,397.35      | 185.00      | 2.20%  | 8,212.35   |

## Detail Collections Report

The Detail Collections Report shows more detail for determining how to proceed with collections efforts. A Detail Collections Report provides additional contact information, detail for each outstanding invoice, optional work-in-process and billing history information, optional write off and payment history, and optional billing notes and instructions.

When including a payment history, the average number of days between payments is calculated and shown making it easy to

determine if a client's last payment is within their normal average number of days. Work-in-process payments thru the WIP Payment Cut-Off Date specified are applied to invoices with a balance due. Work-in-process payments on Hold are not included.

Like the Summary Collections Report, you have a great deal of flexibility in determining exactly which clients you want included on the report. You can select which clients you want included on the report based on a number of days past due, a minimum amount past due

in a specified number of days past due, total balance due, or you can specify to include only clients that have no payments in a specified number of days. Clients can be sorted by name, Client ID, descending balance due, or descending last payment date.

It is important to note that the Collections reports do not include invoices that have been paid in full (*with the exception of the To-Date Billed figures in the optional Work-In-Process & Billing History section*).

## Definitions

|   |   |
|---|---|
| <b>Date (heading)</b>                   | The report date is used as a basis for determining the age of unpaid statements, the age of the last payment, and the average age of work-in-process transactions. It is also used for defining the time frame when including payment items or write off items.   |
| <b>(client)</b>                         | Client ID, client name and work description. The letter following the Client ID represents the billing frequency. The contact name and primary phone are always shown on the report. The client's primary address is shown under the contact name when including the optional client address. All other selected phone numbers, the primary e-mail address, and timekeeper assignments are included on a detail report. If the client is set up to receive statements using only an Additional Bill To record, the Bill To Name and Bill To Address will print instead of the client's primary address. |
| <b>Trust Balance</b>                    | Only shown on the detail report. Includes a combined balance for all bank accounts for the client. Includes all trust transactions regardless of the date.  |
| <b>Client Funds</b>                     | Only shown on the detail report. Reflects the current balance of the client funds account including any work-in-process client funds transactions regardless of the date.   |
| <b>Progress Billing<sup>1</sup></b>     | <p><b>Progress WIP:</b> Total amount of Type 6 (progress fee) transactions in work-in-process regardless of date.</p> <p><b>Progress Billed:</b> Total amount of Type 6 progress fees billed since the last time the client was "reconciled" (<i>from the Progress Billed field on the A/R &amp; Fund Balances tab in the Client file</i>). Progress WIP Tax is not included.</p> <p><b>Progress Paid:</b> Progress Billed minus Fees Due (<i>from the A/R &amp; Fund Balances tab in the Client file</i>).</p>   |
| <b>Billing Notes &amp; Instructions</b> | Billing Notes & Instructions from the <b>Billing Preferences</b> tab in the client file. This information is optional and is included only when the <b>Billing Notes &amp; Instructions</b> check box on the <b>Format</b> tab is selected.   |
| <b>Statement Date</b>                   | Date of the updated statement that has an amount due. Only statements that have current charges will be included.   |

(continued from the previous page)

|  |   |
|--|---|
| <b>Statement Number</b>                | Statement Number of the updated statement that has an amount due.   |
| <b>Age</b>                             | Age of statement in days based on the specified Report Date. The total Age figure is the calculated average number of days old of each invoice with an amount due. This figure is a simple average and is not weighted. For example, if there are 2 invoices, one past due 60 days and another past due 90 days, the Average Age will be 75 days regardless of the amount due for each invoice. |
| <b>Amount Billed</b>                   | Amount billed for the updated statement that has an amount due.   |
| <b>Amount Paid</b>                     | Amount paid for the updated statement that has an amount due. Work-in-process payments thru the WIP Pymt Cut-Off Date specified are applied to invoices with a balance due.   |
| <b>% Paid</b>                          | Percentage of Amount Billed that has been paid (Amount Paid divided by Amount Billed).  |
| <b>Amount Due</b>                      | Amount Billed minus Amount Paid.  |
| <b>Unapplied Payments</b> <sup>1</sup> | Consists of processed payments and work-in-process payments thru the WIP Pymt Cut-Off Date specified. This field is displayed whenever payments exceed billed amounts. The Unapplied Payments figure includes Type 1 (regular), 2 (fee), and 3 (cost) payments. If unapplied payments are shown on the report, the Amount Due minus Unapplied Payments is shown under the Amount Due figure.    |

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### Work-In-Process & Billing History

This section is shown only when the **Include Work-In-Process & Billing History** check box on the **Format** tab is selected.

|                        |   |
|------------------------|---|
| <b>WIP</b>             | Amount of fee, expense, and advance transactions in work-in-process for the client. All work-in-process transactions are included in these figures regardless of the date of the transactions. Transactions on hold are included. Progress fees are not included.       |
| <b>Amount Due</b>      | Amount due for fees, expenses, advances, and finance charge for the client. The Total Amount Due in this section will match the Total Amount Due in the section that itemizes the detailed statements (i.e., above the Work-In-Process & Billing History section).      |
| <b>Total WIP + Due</b> | WIP plus Amount Due.  |
| <b>To-Date Billed</b>  | To-Date Billed amounts for fees, expenses, advances, finance charge and a grand total of all statements that have been billed, including statements that have been paid in full. These figures make it easy to see how much business the firm has done with the client. |
| <b>Average Age</b>     | Average age of work-in-process fees, expenses, and advances based on the age of each entry multiplied by the amount of each entry divided by the total WIP amount (weighted average).   |

---

### Write Off History & Payment History

This section is shown only when the **Payment Items** or **Write Off Items** check boxes on the **Format** tab are selected. If the check boxes are selected and no write offs or payments are available, the section heading will not be printed. The number of items selected and time frame selected are included in the heading.

|                                      |  |
|--------------------------------------|--|
| <b>Write Offs</b>                    | Lists write off amounts within the number of items and time frame specified along with the date of the write off. A total for write off amounts listed is included.  |
| <b>Payments</b>                      | Lists all processed and unprocessed payment amounts within the number of items and time frame specified along with the payment date. The label "WIP" is shown next to any unprocessed payments (i.e., payments still in work-in-process). A total for payment amounts listed is included. Payments on the same date are combined.                              |
| <b>Average Days Between Payments</b> | The number of days between each payment in the Payments list is averaged. This figure can be useful when comparing to the number of days since the last payment to determine if the client is paying later than usual. This figure can change when additional payments are shown on the report. This figure prints only when the average is greater than zero. |

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### Last Payment Information

The last payment information is always shown regardless of whether the payment history is included. This information is the same information presented on the summary report; however, full labels are included on the detail report. The last payment is determined based on the payment date as opposed to the date of entry. If there are multiple payments with the same date for the last payment, the amounts are combined. The Last Payment can be a processed payment or a work-in-process payment.

|                                |  |
|--------------------------------|--|
| <b>Last Payment Date</b>       | Date of the last payment.                                    |
| <b>Last Payment Amount</b>     | Amount of the last payment.                                  |
| <b>Days Since Last Payment</b> | Number of days between the last payment and the report date. |

<sup>1</sup> Not shown on the sample report.

Payments Allocated From 09/01/2014 Thru 09/30/2014

| Pymt Date                         | Ref # | Stmt # | Pymt Amt                      | Allocated | Exp Tax       | Expenses | Adv Tax        | Advances | Fin Chg                | Fee Tax | Fees     |
|-----------------------------------|-------|--------|-------------------------------|-----------|---------------|----------|----------------|----------|------------------------|---------|----------|
| <b>100.00M Phillips/Marcus</b>    |       |        |                               |           |               |          |                |          |                        |         |          |
| 1 MLJ RE: Real Estate Acquisition |       |        |                               |           |               |          |                |          |                        |         |          |
| 09/08/2014                        | ARCH  | 72     | 700.00F                       | 700.00    | 0.00          | 0.00     | 0.00           | 0.00     | 0.00                   | 26.92   | 673.08   |
|                                   |       |        |                               |           |               |          |                |          | 001 Michael L. Jensen  |         | 133.76   |
|                                   |       |        |                               |           |               |          |                |          | 002 Jennifer A. Martin |         | 409.92   |
|                                   |       |        |                               |           |               |          |                |          | 003 Ronald P. Anderson |         | 129.40   |
| 09/09/2014                        | ARCH  | 72     | 587.67                        | 587.67    | 0.00          | 0.75     | 0.00           | 75.00    | 0.00                   | 19.69   | 492.23   |
|                                   |       |        |                               |           | Photocopies   | 0.75     | Filing Fees    | 75.00    | 001 Michael L. Jensen  |         | 245.22   |
|                                   |       |        |                               |           |               |          |                |          | 002 Jennifer A. Martin |         | 247.01   |
| 09/12/2014                        | ARCH  | 72     | 25.00F                        | 25.00     | 0.00          | 0.00     | 0.00           | 0.00     | 0.00                   | 0.96    | 24.04    |
|                                   |       |        |                               |           |               |          |                |          | 001 Michael L. Jensen  |         | 10.06    |
|                                   |       |        |                               |           |               |          |                |          | 002 Jennifer A. Martin |         | 13.98    |
| 09/12/2014                        | ARCH  | 92     | 50.00F                        | 50.00     | 0.00          | 0.00     | 0.00           | 0.00     | 0.00                   | 1.92    | 48.08    |
|                                   |       |        |                               |           |               |          |                |          | 001 Michael L. Jensen  |         | 15.83    |
|                                   |       |        |                               |           |               |          |                |          | 002 Jennifer A. Martin |         | 17.26    |
|                                   |       |        |                               |           |               |          |                |          | 003 Ronald P. Anderson |         | 14.99    |
| 09/12/2014                        | ARCH  | 92     | 75.00A                        | 75.00     | 0.00          | 0.00     | 0.00           | 75.00    | 0.00                   | 0.00    | 0.00     |
|                                   |       |        |                               |           |               |          | Miscellaneous  | 4.69     |                        |         |          |
|                                   |       |        |                               |           |               |          | Filing Fees    | 23.44    |                        |         |          |
|                                   |       |        |                               |           |               |          | Processor Fees | 18.75    |                        |         |          |
|                                   |       |        |                               |           |               |          | Witness Fees   | 28.12    |                        |         |          |
| 09/15/2014                        | ARCH  | 92     | 150.00F                       | 150.00    | 0.00          | 0.00     | 0.00           | 0.00     | 0.00                   | 5.77    | 144.23   |
|                                   |       |        |                               |           |               |          |                |          | 001 Michael L. Jensen  |         | 47.50    |
|                                   |       |        |                               |           |               |          |                |          | 002 Jennifer A. Martin |         | 51.79    |
|                                   |       |        |                               |           |               |          |                |          | 003 Ronald P. Anderson |         | 44.94    |
| 09/15/2014                        | ARCH  | 92     | 9.00E                         | 9.00      | 0.00          | 9.00     | 0.00           | 0.00     | 0.00                   | 0.00    | 0.00     |
|                                   |       |        |                               |           | Miscellaneous | 2.90     |                |          |                        |         |          |
|                                   |       |        |                               |           | Phone         | 1.61     |                |          |                        |         |          |
|                                   |       |        |                               |           | Photocopies   | 4.49     |                |          |                        |         |          |
| 09/16/2014                        | ARCH  | 92     | 125.00F                       | 125.00    | 0.00          | 0.00     | 0.00           | 0.00     | 0.00                   | 4.81    | 120.19   |
|                                   |       |        |                               |           |               |          |                |          | 001 Michael L. Jensen  |         | 39.58    |
|                                   |       |        |                               |           |               |          |                |          | 002 Jennifer A. Martin |         | 43.16    |
|                                   |       |        |                               |           |               |          |                |          | 003 Ronald P. Anderson |         | 37.45    |
| <b>Subtotal</b>                   |       |        | 1,721.67                      | 1,721.67  | 0.00          | 9.75     | 0.00           | 150.00   | 0.00                   | 60.07   | 1,501.85 |
|                                   |       |        |                               |           | Miscellaneous | 2.90     | Miscellaneous  | 4.69     | 001 Michael L. Jensen  |         | 491.95   |
|                                   |       |        |                               |           | Phone         | 1.61     | Filing Fees    | 98.44    | 002 Jennifer A. Martin |         | 783.12   |
|                                   |       |        |                               |           | Photocopies   | 5.24     | Processor Fees | 18.75    | 003 Ronald P. Anderson |         | 226.78   |
|                                   |       |        |                               |           |               |          | Witness Fees   | 28.12    |                        |         |          |
| <b>120.00M Berger/Randall</b>     |       |        |                               |           |               |          |                |          |                        |         |          |
| 1 MLJ RE: Real Estate Investment  |       |        |                               |           |               |          |                |          |                        |         |          |
| 09/01/2014                        | ARCH  | 101    | 1,000.00                      | 92.75     | 0.00          | 20.00    | 0.00           | 0.00     | 0.00                   | 0.00    | 72.75    |
|                                   |       |        | Allocated Out of Date Range:  | 907.25    | Miscellaneous | 20.00    |                |          | 004 Nicole Sampson     |         | 72.75    |
| 09/04/2014                        | ARCH  | 103    | 150.00F                       | 127.25    | 0.00          | 0.00     | 0.00           | 0.00     | 0.00                   | 0.00    | 127.25   |
|                                   |       |        | Remaining Amount to Allocate: | 22.75     |               |          |                |          | 004 Nicole Sampson     |         | 127.25   |
| 09/05/2014                        | 9     | WIP    | 300.00                        | 40.00*    | 0.00          | 0.00     | 0.00           | 0.00     | 0.00                   | 0.00    | 40.00    |
|                                   |       |        | Remaining Amount to Allocate: | 260.00    |               |          |                |          | 003 Ronald P. Anderson |         | 40.00    |
| 09/15/2014                        | 16    | WIP    | 75.00                         | 35.00*    | 0.00          | 0.00     | 0.00           | 0.00     | 0.00                   | 0.00    | 35.00    |
|                                   |       |        | Remaining Amount to Allocate: | 40.00     |               |          |                |          | 003 Ronald P. Anderson |         | 35.00    |
| <b>Subtotal</b>                   |       |        | 1,525.00                      | 295.00    | 0.00          | 20.00    | 0.00           | 0.00     | 0.00                   | 0.00    | 275.00   |
|                                   |       |        | Allocated Out of Date Range:  | 907.25    | Miscellaneous | 20.00    |                |          | 003 Ronald P. Anderson |         | 75.00    |
|                                   |       |        | Remaining Amount to Allocate: | 322.75    |               |          |                |          | 004 Nicole Sampson     |         | 200.00   |
|                                   |       |        | Unallocated Payments:         | 325.00    |               |          |                |          |                        |         |          |
|                                   |       |        | Total Unallocated:            | 647.75    |               |          |                |          |                        |         |          |
| <b>Grand Totals</b>               |       |        | 3,246.67                      | 2,016.67  | 0.00          | 29.75    | 0.00           | 150.00   | 0.00                   | 60.07   | 1,776.85 |
|                                   |       |        | Allocated Out of Date Range:  | 907.25    | Miscellaneous | 22.90    | Miscellaneous  | 4.69     | 001 Michael L. Jensen  |         | 491.95   |
|                                   |       |        | Remaining Amount to Allocate: | 322.75    | Phone         | 1.61     | Filing Fees    | 98.44    | 002 Jennifer A. Martin |         | 783.12   |
|                                   |       |        | Unallocated Payments:         | 325.00    | Photocopies   | 5.24     | Processor Fees | 18.75    | 003 Ronald P. Anderson |         | 301.78   |
|                                   |       |        | Total Unallocated:            | 647.75    |               |          | Witness Fees   | 28.12    | 004 Nicole Sampson     |         | 200.00   |

## Allocated Payments Report

The Allocated Payments Reports shows how payments were allocated to fees, expenses, advances, sales tax and finance charge. Amounts allocated to individual timekeepers and cost types are included on a Detail report.

The program tabs for this report include the standard **Client** and **Sort** tabs (*page 10*) as well as the **Options** tab. The **Options** tab includes parameters that enable you to select a payment allocation date range of payments to include and select if the report will be a

detail or summary type. If the **Detail** option is selected, you are able to select to include fee compensation amounts on the report.

## Definitions

- Date (heading)** Used for reference only and has no bearing on the report.
- Payments Allocated From (heading)** Shows the date range selected for the report. A date range will not print if a beginning and ending date range for payment allocation of mm/dd/yyyy is used.
- (client)** Client ID, name, work description, and the client's primary report order timekeeper number and initials. The letter following the Client ID represents the billing frequency. An asterisk preceding the work description indicates the work description will not print on the client's statement.<sup>1</sup>

*(continued on the following page)*

Payments Allocated From 09/01/2011 Thru 10/30/2014

| Pymt Date                         | Ref # | Stmt # | Pymt Amt | Allocated | Exp Tax | Expenses | Adv Tax | Advances | Fin Chg | Fee Tax | Fees     |
|-----------------------------------|-------|--------|----------|-----------|---------|----------|---------|----------|---------|---------|----------|
| <b>100.00M Phillips/Marcus</b>    |       |        |          |           |         |          |         |          |         |         |          |
| 1 MLJ RE: Real Estate Acquisition |       |        |          |           |         |          |         |          |         |         |          |
| 09/05/2014                        | ARCH  | 72     | 700.00F  | 700.00    | 0.00    | 0.00     | 0.00    | 0.00     | 0.00    | 26.92   | 673.08   |
| 09/09/2014                        | ARCH  | 72     | 587.67   | 587.67    | 0.00    | 0.75     | 0.00    | 75.00    | 0.00    | 19.69   | 492.23   |
| 09/22/2014                        | ARCH  | 72     | 25.00F   | 25.00     | 0.00    | 0.00     | 0.00    | 0.00     | 0.00    | 0.96    | 24.04    |
| 10/10/2014                        | ARCH  | 92     | 50.00F   | 50.00     | 0.00    | 0.00     | 0.00    | 0.00     | 0.00    | 1.92    | 48.08    |
| 10/10/2014                        | ARCH  | 92     | 75.00A   | 75.00     | 0.00    | 0.00     | 0.00    | 75.00    | 0.00    | 0.00    | 0.00     |
| 10/13/2014                        | ARCH  | 92     | 150.00F  | 150.00    | 0.00    | 0.00     | 0.00    | 0.00     | 0.00    | 5.77    | 144.23   |
| 10/15/2014                        | ARCH  | 92     | 9.00E    | 9.00      | 0.00    | 9.00     | 0.00    | 0.00     | 0.00    | 0.00    | 0.00     |
| 10/17/2014                        | ARCH  | 92     | 125.00F  | 125.00    | 0.00    | 0.00     | 0.00    | 0.00     | 0.00    | 4.81    | 120.19   |
| <b>Subtotal</b>                   |       |        | 1,721.67 | 1,721.67  | 0.00    | 9.75     | 0.00    | 150.00   | 0.00    | 60.07   | 1,501.85 |
| <b>120.00M Berger/Randall</b>     |       |        |          |           |         |          |         |          |         |         |          |
| 1 MLJ RE: Real Estate Investment  |       |        |          |           |         |          |         |          |         |         |          |
| 09/02/2014                        | ARCH  | 101    | 1,000.00 | 92.75     | 0.00    | 20.00    | 0.00    | 0.00     | 0.00    | 0.00    | 72.75    |
| Allocated Out of Date Range:      |       |        |          | 907.25    |         |          |         |          |         |         |          |
| 10/03/2014                        | ARCH  | 103    | 150.00F  | 127.25    | 0.00    | 0.00     | 0.00    | 0.00     | 0.00    | 0.00    | 127.25   |
| Remaining Amount to Allocate:     |       |        | 22.75    |           |         |          |         |          |         |         |          |
| 10/07/2014                        | 9     | WIP    | 300.00   | 40.00*    | 0.00    | 0.00     | 0.00    | 0.00     | 0.00    | 0.00    | 40.00    |
| Remaining Amount to Allocate:     |       |        | 260.00   |           |         |          |         |          |         |         |          |
| 10/15/2014                        | 16    | WIP    | 75.00    | 35.00*    | 0.00    | 0.00     | 0.00    | 0.00     | 0.00    | 0.00    | 35.00    |
| Remaining Amount to Allocate:     |       |        | 40.00    |           |         |          |         |          |         |         |          |
| <b>Subtotal</b>                   |       |        | 1,525.00 | 295.00    | 0.00    | 20.00    | 0.00    | 0.00     | 0.00    | 0.00    | 275.00   |
| Allocated Out of Date Range:      |       |        |          | 907.25    |         |          |         |          |         |         |          |
| Remaining Amount to Allocate:     |       |        | 322.75   |           |         |          |         |          |         |         |          |
| Unallocated Payments:             |       |        | 325.00   |           |         |          |         |          |         |         |          |
| Total Unallocated:                |       |        | 647.75   |           |         |          |         |          |         |         |          |
| <b>Grand Totals</b>               |       |        | 3,246.67 | 2,016.67  | 0.00    | 29.75    | 0.00    | 150.00   | 0.00    | 60.07   | 1,776.85 |
| Allocated Out of Date Range:      |       |        |          | 907.25    |         |          |         |          |         |         |          |
| Remaining Amount to Allocate:     |       |        | 322.75   |           |         |          |         |          |         |         |          |
| Unallocated Payments:             |       |        | 325.00   |           |         |          |         |          |         |         |          |
| Total Unallocated:                |       |        | 647.75   |           |         |          |         |          |         |         |          |

(continued from the previous page)

|                                     |   |
|-------------------------------------|---|
| <b>Pymt Date</b>                    | The payment transaction date.   |
| <b>Ref #</b>                        | Reference number of the payment transactions. "ARCH" indicates the payment transaction has already been included on an updated statement.   |
| <b>Stmt #</b>                       | The number of the statement on which the payment was processed. "WIP" indicates the payment has not yet been included on an updated statement.  |
| <b>Pymt Amt</b>                     | The amount of the payment. The letter after the payment amount represents the payment type. "F" indicates a fee payment (Type "2"), "E" indicates an expense payment (Type "3"), "A" indicates an advance payment (Type "3"). No letter is shown for regular payments (Type "1"). |
| <b>Allocated</b>                    | The amount of the payment that is allocated. An asterisk following this amount indicates the payment was manually allocated.  |
| <b>Exp Tax</b>                      | The amount of the payment allocated to expense tax.   |
| <b>Expenses</b>                     | The amount of the payment allocated to expenses.  |
| <b>Adv Tax</b>                      | The amount of the payment allocated to advance tax.   |
| <b>Advances</b>                     | The amount of the payment allocated to advances.  |
| <b>Fin Chg</b>                      | The amount of the payment applied to finance charge.  |
| <b>Fee Tax</b>                      | The amount of the payment allocated to fee tax.   |
| <b>Fees</b>                         | The amount of the payment allocated to fees.  |
| <b>Allocated Out of Date Range</b>  | Shows only when a portion of the payment has been allocated outside of the specified allocation date range.   |
| <b>Payment Adjustments</b>          | Shows only when amounts have been refunded. <sup>1</sup>  |
| <b>Remaining Amount to Allocate</b> | Shows only when a portion of the payments included on the report have unallocated amounts.  |
| <b>Unallocated Payments</b>         | Shows only when there are unallocated payments. Includes all unallocated payments regardless of the specified allocation date range. Consists of completely unallocated payments as well as portions of payments not on the report that are unallocated.                          |
| <b>Total Unallocated</b>            | The sum of the <b>Remaining Amount to Allocate</b> and the <b>Unallocated Payments</b> .  |
| <b>Progress Paid</b>                | Shows only when there are payments allocated to progress fees. Includes all payments allocated to progress fees within the specified allocation date range. <sup>1</sup>  |

<sup>1</sup> Not shown on the sample report.

Primary Timekeeper: 1 Michael L. Jensen

|  | Pymt Date  | Ref # | Stmt # | Pymt Amt | Allocated | Unallocated |
|--|------------|-------|--------|----------|-----------|-------------|
| <b>100.00M Dawson/Charles L.</b>       |            |       |        |          |           |             |
| RE: Settlement of Grandfather's Estate | 11/15/2014 | 26    | WIP    | 550.00A  | 165.00    | 385.00      |
| <b>120.00M Berger/Randall</b>          |            |       |        |          |           |             |
| RE: Real Estate Investment             | 12/01/2013 | 1     | 321    | 350.00   | 0.00      | 350.00      |
|  | 01/03/2014 | 2     | 333    | 500.00F  | 0.00      | 500.00      |
|  | 01/17/2014 | 3     | 362    | 100.00E  | 0.00      | 100.00      |
|  | 02/04/2014 | 4     | 387    | 50.00A   | 0.00      | 50.00       |
|  | 02/11/2014 | 5     | 411    | 450.00   | 0.00      | 450.00      |
|  | 03/04/2014 | 6     | 427    | 1,000.00 | 0.00      | 1,000.00    |
|  | 04/01/2014 | 7     | 431    | 75.00A   | 0.00      | 75.00       |
|  | 05/02/2014 | 8     | 452    | 150.00F  | 127.50    | 22.50       |
|  | 06/02/2014 | 9     | 452    | 300.00   | 40.00*    | 260.00      |
|  | 07/01/2014 | 13    | 478    | 75.00    | 35.00*    | 40.00       |
|  | 08/01/2014 | 10    | 478    | 50.00A   | 0.00      | 50.00       |
|  | 09/02/2014 | 11    | 478    | 75.00E   | 0.00      | 75.00       |
|  | 10/03/2014 | 12    | 481    | 200.00F  | 0.00      | 200.00      |
| <b>Subtotal</b>                        |            |       |        | 3,375.00 | 202.50    | 3,172.50    |
| <b>Totals for Primary Timekeeper 1</b> |            |       |        | 3,925.00 | 367.50    | 3,557.50    |

## Unallocated Payments Report

The report shown above is an example of the Unallocated Payments Report. The Unallocated Payments Report shows payments with unallocated amounts, including the payment date, reference number of the payment transaction, the

statement number the payment was included on, the amount of the payment, and the portion allocated and left unallocated. The report can also display totals for the client, timekeeper or category used as the sort order.

The program tabs for this report include the standard **Client** and **Sort** tabs (*page 10*) as well as the **Options** tab. The **Options** tab includes parameters that enable you to limit what date range of unallocated payments to include.

## Definitions

|                       |  |
|-----------------------|--|
| <b>Date (heading)</b> | Used for reference only and has no bearing on the report.  |
| <b>(client)</b>       | Client ID, billing frequency, name and work description. The letter following the Client ID represents the billing frequency. An asterisk before the work description indicates that the work description will not be included on the client's statement. <sup>1</sup>   |
| <b>Pymt Date</b>      | Date of the payment transaction.   |
| <b>Ref #</b>          | Reference number identifying the payment record in the payment file for editing purposes. "ARCH" indicates the payment transaction has already been included on an updated statement.  |
| <b>Stmt #</b>         | The number of the statement on which the payment was processed. "WIP" indicates the payment is still in work-in-process and has not yet been included on an updated statement. "HOLD" indicates the work-in-process payment that has not been allocated because its <b>Status</b> field has been changed to "H - Hold". <sup>1</sup>   |
| <b>Pymt Amt</b>       | Payment amount. The letter after the payment amount represents the payment type. "F" indicates a fee payment (Type "2"), "E" indicates an expense payment (Type "3"), "A" indicates an advance payment (Type "3"). No letter is shown for regular payments (Type "1").   |
| <b>Allocated</b>      | Amount of the payment that has been allocated. This figure is the difference between the Payment Amount and the Unapplied Amount, which can be found on the payment record in the client ledger file. This figure may not match the Pymt Amt if the payment has not applied to any amounts or if the payment allocation has been edited. An asterisk following this amount indicates the payment was manually allocated. |
| <b>Unallocated</b>    | The amount of the payment that is unallocated.   |

<sup>1</sup> Not shown on the sample report.

| Date                             | Type               | Description                        | Amount              | Balance              |
|----------------------------------|--------------------|------------------------------------|---------------------|----------------------|
| <b>900.00 Sherman/Natalie K.</b> |                    |                                    |                     |                      |
| Divorce                          |                    |                                    |                     |                      |
|                                  |                    | Opening Fund Balance:              |                     | 0.00                 |
| 11/03/2014                       | Credit Card        | Initial Deposit.                   | 5,000.00            | 5,000.00             |
| 11/10/2014                       | Withdrawal         | Payment to Alberts Investigations. | 100.00              | 4,900.00             |
| 11/17/2014                       | Manual Fee Payment | Payment for outstanding fees.      | 1,015.00            | 3,885.00             |
| 11/17/2014                       | Manual WIP Payment | Payment for current work.          | 2,000.00            | 1,885.00             |
| 11/28/2014                       | Auto All Payment   | Payment                            | 1,150.00            | 735.00               |
|                                  | Minimum Balance:   | 0.00                               | Total Credit Cards: | 5,000.00             |
|                                  | Target Balance:    | 0.00                               | Total Payments:     | 4,165.00             |
|                                  |                    |                                    | Total Withdrawals:  | 100.00               |
|                                  |                    | <b>Closing Fund Balance:</b>       |                     | <u>735.00</u>        |
| <b>850.01 White/Kelly</b>        |                    |                                    |                     |                      |
| Divorce                          |                    |                                    |                     |                      |
|                                  |                    | Opening Fund Balance:              |                     | 0.00                 |
|                                  | Retainer Amount:   | 500.00                             |                     |                      |
|                                  | Amount to Bill:    | 500.00                             |                     |                      |
|                                  | One Time           |                                    |                     |                      |
|                                  |                    | <b>Closing Fund Balance:</b>       |                     | <u>0.00</u>          |
|                                  |                    | Total Credit Cards:                | 5,000.00            |                      |
|                                  |                    | Total Deposits:                    | 0.00                |                      |
|                                  |                    | Total Payments:                    | 4,165.00            |                      |
|                                  |                    | Total Withdrawals:                 | 100.00              |                      |
|                                  |                    | <b>Total Fund Balance:</b>         |                     | <u><u>735.00</u></u> |

| Client | Name and Work Description     | Fund Balance         |
|--------|-------------------------------|----------------------|
| 900.00 | Sherman/Natalie K.<br>Divorce | 735.00               |
| 850.01 | White/Kelly<br>Divorce        | 0.00                 |
|        | <b>Total Fund Balance:</b>    | <u><u>735.00</u></u> |

## Client Funds Report

The Client Funds Report shows the client funds activity within a given date range. The detail report (top) shows credit card deposits, withdrawals, and payments to the firm for each client funds account along with a running client funds balance. The summary report (bottom) simply shows the balance for each client funds account.

The program tabs for this report include the standard **Client** and **Sort** tabs (*page 10*) as well as the **Options** tab. The **Options** tab includes parameters that enable you to print a detail or summary report, select a date range of information to include, print transaction descriptions, print billing amounts, print General Ledger Software

(GLS) journal entry information, include one time retainer clients only, include clients with activity only, exclude clients with a fund balance of zero, and start each client on a new page.

## Definitions

|                             |  |
|-----------------------------|--|
| <b>Date (heading)</b>       | Used for reference only.   |
| <b>(client)</b>             | Client ID, name and work description. The letter after the Client ID represents the billing frequency. An asterisk preceding the work description indicates the work description will not print on the client's statement. <sup>1</sup>  |
| <b>Opening Fund Balance</b> | This figure is a calculated amount: Closing Balance + Payments + Withdrawals - Deposits = Opening Balance.   |
| <b>Date</b>                 | Transaction date.  |
| <b>Type</b>                 | Transaction Type. Available types include "Credit Card," "Deposit," "Withdrawal," "Manual All Payment," "Manual Fee Payment," "Manual Cost Payment," "Manual Exp Payment," "Manual Adv Payment," "Manual WIP Payment," "Auto All Payment," "Auto Fee Payment," "Auto Cost Payment," "Auto Exp Payment," "Auto Adv Payment." An asterisk in front of the Type indicates that the transaction is on hold. <sup>1</sup> |
| <b>Description</b>          | Transaction description.   |
| <b>Amount</b>               | Transaction amount.  |

<sup>1</sup> Not shown on the sample report.

(continued from the previous page)

- Totals** Total credit cards, deposits, payments, and withdrawals within the date range specified.
- Closing Fund Balance (Detail Report)** This figure is a calculated amount. The Fund Balance from the **A/R & Fund Balances** tab of the Client file is retrieved. This figure is used if no Ending Date was specified for the report. However, if an Ending Date was specified, all credit cards and deposits after the Ending Date are deducted from the client funds balance and all payments and withdrawals after the Ending Date are added to the client funds balance.
- Fund Balance (Summary Report)** This figure is a calculated amount. The Fund Balance from the **A/R & Fund Balances** tab of the Client file is retrieved. This figure is used if no Ending Date was specified for the report. However, if an Ending Date was specified, all credit cards and deposits after the Ending Date are deducted from the client funds balance and all payments and withdrawals after the Ending Date are added to the client funds balance.
- Minimum Balance** Amount entered in the **Minimum Balance** field on the **A/R & Fund Balances** tab of the Client file. This represents the minimum amount you want the client to maintain in the client funds account.
- Target Balance** Amount entered in the **Target Balance** field on the **A/R & Fund Balances** tab of the Client file. This represents the target amount you want the client to maintain in the client funds account. If the client fund balance falls below the Minimum Balance, Tabs3 can bill a client funds amount equal to the Target Balance minus the current balance.
- One Time** Indicates the client is a one-time retainer client (i.e., the **One Time Retainer** check box is selected on the **A/R & Fund Balances** tab of the Client file).
- Retainer Amount** Amount entered in the **Retainer Amount** field on the **A/R & Fund Balances** tab of the Client file. The amount represents the full amount of the retainer being billed and is only shown for one time retainer clients.
- Amount to Bill** Amount entered in the **Amount to Bill** field on the **A/R & Fund Balances** tab of the Client file. When the **One Time Retainer** check box is selected for a client, a line will print at the end of the Client Funds section of the statement asking the client to remit the amount shown in the **Amount to Bill** field.
- Total Fund Balance** Grand total of all Ending Fund Balances shown on the report.

<sup>1</sup> Not shown on the sample report.

| Date  | Type               | Description                        | Amount                        | Balance       |
|---|--------------------|------------------------------------|-------------------------------|---------------|
| Date: 11/30/2014 <span style="float: right;">Page: 1</span>         |                    |                                    |                               |               |
| <b>Tabs3 Client Funds Report</b><br>Jensen, Martin & Anderson, P.C. |                    |                                    |                               |               |
| <b>900.00 Sherman/Natalie K.</b>                                    |                    |                                    |                               |               |
| Divorce   |                    |                                    |                               |               |
| Opening Fund Balance:   |                    |                                    |                               | 0.00          |
| 11/03/2014  | Credit Card        | Initial Deposit.                   | 5,000.00                      | 5,000.00      |
|   | GLS Acct: 1160.00  | Client Funds Bank Account          | Journal: 1 Amount: 5,000.00 D |               |
|   | GLS Acct: 4300.00  | Undistributed Fee Income           | Journal: 1 Amount: 5,000.00 C |               |
| 11/10/2014  | Withdrawal         | Payment to Alberts Investigations. | 100.00                        | 4,900.00      |
|   | GLS Acct: 4300.00  | Undistributed Fee Income           | Journal: 1 Amount: 100.00 D   |               |
|   | GLS Acct: 1160.00  | Client Funds Bank Account          | Journal: 1 Amount: 100.00 C   |               |
| 11/17/2014  | Manual Fee Payment | Payment for outstanding fees.      | 1,015.00                      | 3,885.00      |
|   | GLS Acct: 4300.00  | Undistributed Fee Income           | Journal: 1 Amount: 1,015.00 D |               |
|   | GLS Acct: 2270.00  | Unapplied Payments                 | Journal: 2 Amount: 1,015.00 C |               |
|   | GLS Acct: 1110.00  | Operating Account                  | Journal: 2 Amount: 1,015.00 D |               |
|   | GLS Acct: 1160.00  | Client Funds Bank Account          | Journal: 1 Amount: 1,015.00 C |               |
| 11/17/2014  | Manual WIP Payment | Payment for current work.          | 2,000.00                      | 1,885.00      |
|   | GLS Acct: 4300.00  | Undistributed Fee Income           | Journal: 1 Amount: 2,000.00 D |               |
|   | GLS Acct: 2270.00  | Unapplied Payments                 | Journal: 2 Amount: 2,000.00 C |               |
|   | GLS Acct: 1110.00  | Operating Account                  | Journal: 2 Amount: 2,000.00 D |               |
|   | GLS Acct: 1160.00  | Client Funds Bank Account          | Journal: 1 Amount: 2,000.00 C |               |
| 11/28/2014  | Auto All Payment   | Payment                            | 1,150.00                      | 735.00        |
|   | GLS Acct: 4300.00  | Undistributed Fee Income           | Journal: 2 Amount: 1,150.00 D |               |
|   | GLS Acct: 4100.00  | Fee Income                         | Journal: 2 Amount: 1,150.00 C |               |
|   | GLS Acct: 1110.00  | Operating Account                  | Journal: 1 Amount: 1,150.00 D |               |
|   | GLS Acct: 1160.00  | Client Funds Bank Account          | Journal: 1 Amount: 1,150.00 C |               |
|   | Minimum Balance:   | 0.00                               | Total Credit Cards:           | 5,000.00      |
|   | Target Balance:    | 0.00                               | Total Payments:               | 4,165.00      |
|   |                    |                                    | Total Withdrawals:            | 100.00        |
| <b>Closing Fund Balance:</b>  |                    |                                    |                               | <u>735.00</u> |
| <b>850.01 White/Kelly</b>   |                    |                                    |                               |               |
| Divorce   |                    |                                    |                               |               |
| Opening Fund Balance:   |                    |                                    |                               | 0.00          |
|   | Retainer Amount:   | 500.00                             |                               |               |
|   | Amount to Bill:    | 500.00                             |                               |               |
|   | One Time           |                                    |                               |               |
| <b>Closing Fund Balance:</b>  |                    |                                    |                               | <u>0.00</u>   |
| Total Credit Cards:   |                    |                                    |                               | 5,000.00      |
| Total Deposits:   |                    |                                    |                               | 0.00          |
| Total Payments:   |                    |                                    |                               | 4,165.00      |
| Total Withdrawals:  |                    |                                    |                               | 100.00        |
| <b>Total Fund Balance:</b>  |                    |                                    |                               | <u>735.00</u> |



| Date: 11/17/2014                        |       | Tabs3 Client Productivity Report |        |                  |           | Page: 1  |       |        |
|---|-------|----------------------------------|--------|------------------|-----------|----------|-------|--------|
| Burns, Jensen & Powers, P.C.            |       |                                  |        |                  |           |          |       |        |
| Thru 11/17/14                           |       |                                  |        |                  |           |          |       |        |
| Hours                                   | Fees  | Exps                             | Advs   | Total            | Write-Up  | Write-Dn | Rate  |        |
| <b>100.00 M Dawson/Charles L.</b>       |       |                                  |        |                  |           |          |       |        |
| Settlement of Grandfather's Estate      |       |                                  |        |                  |           |          |       |        |
| 5 JPP                                   | 14.00 | 2,875.00                         | 50.00  | 0.00             | 2,925.00  | 625.00   | 0.00  | 205.36 |
| NB:                                     | 1.00  | 175.00                           | 0.00   | 0.00             | 175.00    |          |       |        |
|   |       |                                  |        | WIP:             | 273.00    |          | Age:  | 12     |
| <b>101.00 M Barrett/Karen</b>           |       |                                  |        |                  |           |          |       |        |
| Apartment Management                    |       |                                  |        |                  |           |          |       |        |
| 4 DHB                                   | 11.00 | 1,865.00                         | 43.88  | 0.00             | 1,908.88  | 0.00     | 0.00  | 169.55 |
| Write Off:                              |       | -848.36                          | 0.00   | 0.00             | -848.36   |          |       | 92.42  |
| NB:                                     | 0.75  | 131.25                           | 0.00   | 0.00             | 131.25    |          |       |        |
|   |       |                                  |        | WIP:             |           | 43.75    | Age:  | 3      |
| <b>102.00 M Richardson/Harold</b>       |       |                                  |        |                  |           |          |       |        |
| Manage personal finances                |       |                                  |        |                  |           |          |       |        |
| 1 RJB                                   | 18.30 | 3,431.00                         | 81.50  | 0.00             | 3,512.50  | 0.00     | 0.00  | 187.49 |
| <b>200.01 M Jefferson Insurance Co.</b> |       |                                  |        |                  |           |          |       |        |
| Automobile Accident                     |       |                                  |        |                  |           |          |       |        |
| 1 RJB                                   | 9.50  | 2,275.00                         | 15.00  | 90.00            | 2,380.00  | 162.50   | 0.00  | 239.47 |
| <b>200.02 C Jefferson Insurance Co.</b> |       |                                  |        |                  |           |          |       |        |
| Hail Damage - Palmer farm               |       |                                  |        |                  |           |          |       |        |
| 1 RJB                                   | 9.00  | 2,000.00                         | 67.50  | 15.00            | 2,082.50  | 245.00   | 0.00  | 222.22 |
| NB:                                     | 3.25  | 675.00                           | 0.00   | 0.00             | 675.00    |          |       |        |
| <b>200.03 M Jefferson Insurance Co.</b> |       |                                  |        |                  |           |          |       |        |
| Acquisition of Mid-State Insurance      |       |                                  |        |                  |           |          |       |        |
| 1 RJB                                   | 13.50 | 3,000.00                         | 55.52  | 15.00            | 3,070.52  | 217.81   | 45.31 | 222.22 |
| NB:                                     | 0.00  | 37.50                            | 0.00   | 0.00             | 37.50     |          |       |        |
|   |       |                                  |        | WIP:             | 115.00    |          | Age:  | 36     |
| <b>200 Jefferson Insurance Co.</b>      |       |                                  |        |                  |           |          |       |        |
|   | 32.00 | 7,275.00                         | 138.02 | 120.00           | 7,533.02  | 625.31   | 45.31 | 227.34 |
| NB:                                     | 3.25  | 712.50                           | 0.00   | 0.00             | 712.50    |          |       |        |
|   |       |                                  |        | WIP:             | 115.00    |          | Age:  | 36     |
| <b>300.00 Q McBride/John</b>            |       |                                  |        |                  |           |          |       |        |
| Management of Estate Trust              |       |                                  |        |                  |           |          |       |        |
| 1 RJB                                   | 9.00  | 2,250.00                         | 0.00   | 0.00             | 2,250.00  | 0.00     | 0.00  | 250.00 |
| NB:                                     | 1.75  | 437.50                           | 0.00   | 0.00             | 437.50    |          |       |        |
|   |       |                                  |        | WIP:             | 82.50     |          | Age:  | 15     |
|   |       |                                  |        | Progress Billed: | 1,000.00  |          |       |        |
| <b>350.00 M Carter/Arthur J.</b>        |       |                                  |        |                  |           |          |       |        |
| Protection of New Wave Patent           |       |                                  |        |                  |           |          |       |        |
| 2 MLJ                                   | 6.00  | 1,350.00                         | 10.25  | 0.00             | 1,360.25  | 0.00     | 0.00  | 225.00 |
| Write Off:                              |       | -100.00                          | 0.00   | 0.00             | -100.00   |          |       | 208.33 |
| <b>Totals</b>                           |       |                                  |        |                  |           |          |       |        |
|   | 90.30 | 19,046.00                        | 323.65 | 120.00           | 19,489.65 | 1,250.31 | 45.31 | 210.92 |
| Write Off:                              |       | -948.36                          | 0.00   | 0.00             | -948.36   |          |       | 200.42 |
| NB:                                     | 6.75  | 1,456.25                         | 0.00   | 0.00             | 1,456.25  |          |       |        |
|   |       |                                  |        | WIP:             | 470.50    |          | Age:  | 18     |
|   |       |                                  |        | Progress Billed: | 1,000.00  |          |       |        |

| Date: 11/17/2014                 |       | Tabs3 Client Productivity Report |       |       |          | Page: 1  |      |        |
|----------------------------------|-------|----------------------------------|-------|-------|----------|----------|------|--------|
| Burns, Jensen & Powers, P.C.     |       |                                  |       |       |          |          |      |        |
| Hours                            | Fees  | Exps                             | Advs  | Total | Write-Up | Write-Dn | Rate |        |
| <b>101.00 M Barrett/Karen</b>    |       |                                  |       |       |          |          |      |        |
| Apartment Management             |       |                                  |       |       |          |          |      |        |
| 4 DHB                            | 11.00 | 1,865.00                         | 43.88 | 0.00  | 1,908.88 | 0.00     | 0.00 | 169.55 |
| Write Off:                       |       | -348.36                          | 0.00  | 0.00  | -348.36  |          |      | 137.88 |
| NB:                              | 0.75  | 131.25                           | 0.00  | 0.00  | 131.25   |          |      |        |
|                                  |       |                                  |       | WIP:  | 43.75    |          | Age: | 3      |
| <b>350.00 M Carter/Arthur J.</b> |       |                                  |       |       |          |          |      |        |
| Protection of New Wave Patent    |       |                                  |       |       |          |          |      |        |
| 2 MLJ                            | 6.00  | 1,350.00                         | 10.25 | 0.00  | 1,360.25 | 0.00     | 0.00 | 225.00 |
| Write Off:                       |       | -100.00                          | 0.00  | 0.00  | -100.00  |          |      | 208.33 |
| <b>Totals</b>                    |       |                                  |       |       |          |          |      |        |
|                                  | 17.00 | 3,215.00                         | 54.13 | 0.00  | 3,269.13 | 0.00     | 0.00 | 189.12 |
| Write Off:                       |       | -448.36                          | 0.00  | 0.00  | -448.36  |          |      | 162.74 |
| NB:                              | 0.75  | 131.25                           | 0.00  | 0.00  | 131.25   |          |      |        |
|                                  |       |                                  |       | WIP:  | 43.75    |          | Age: | 3      |

This report includes only clients with write offs.

## Client Productivity Report

The report shown above is a Client Productivity Report. This report shows the billed fees and costs for each client for a given date range and optionally includes work-in-process through the report's cut-off date. Finance charge is not shown on this report. The report shown on the left reflects all activity within the specified date range. The report on the right shows only clients with write offs.

The program tabs for this report include the standard **Client** and **Sort** tabs (page 10) as well as the **Options** tab. The **Options** tab includes parameters that enable you to select a date range for information, include work-in-process totals for each client and include write off clients only.

## Definitions

|                               |  |
|-------------------------------|--|
| <b>Date</b>                   | Used for work-in-process aging.  |
| <b>Date Range<sup>1</sup></b> | Only updated statements within the selected date range will be included on this report.  |
| <b>(client)</b>               | Client ID, name and work description. The letter after the Client ID represents the billing frequency. An asterisk preceding the work description indicates that the work description will not print on the client's statement. <sup>1</sup>                     |
| <b>(timekeeper)</b>           | Primary timekeeper number and initials are shown below the Client ID if the report is not printed in timekeeper order.   |
| <b>Hours/Fees/Exps/Advs</b>   | Total billed hours, fees, expenses and advances for the client. WIP amounts are <i>not</i> included. Write-ups/write-downs are included. Progress fees are not included in the Fees figure—they are noted in the Progress Billed figure.                         |
| <b>Totals</b>                 | Fees + Expenses + Advances. Write-ups and write-downs are included in the fee, expenses and advance figures.   |
| <b>Write-Up</b>               | Total fees, expenses and advances written up. The fee write-up also includes the value of hours written up. Write-ups are also included in the Fees, Exps, Advs and Total figures.   |
| <b>Write-Down</b>             | Total fees, expenses and advances written down. The fee write-down also includes the value of hours written down and any courtesy discount. Write-downs are shown as a positive amount. Write-downs are also included in the Fees, Exps, Advs and Total figures. |
| <b>Rate</b>                   | Total fees divided by total hours.   |
| <b>Write Off</b>              | Amount of fees, expenses and advances written off by the Write Off Client program.   |
| <b>Write Off Rate</b>         | Total fees minus fee write off divided by total hours.   |
| <b>NB:</b>                    | Non-billable Hours, Fees, Expenses, Advances and Total (Fees + Exps + Advs). This line prints only if non-billable hours or amounts were billed.   |
| <b>WIP</b>                    | Total work-in-process fees and costs through the ending date of the report's date range. Including the WIP total for each client is optional.  |

<sup>1</sup> Not shown on the sample report.



(continued from the previous page)

**Age** Average age of work-in-process fees and costs based on the age of each entry times the amount of each entry divided by the total WIP amount (weighted average).

**Progress Billed** Total amount of Type 6 progress fees billed since the last time the client was "reconciled." This amount is the same as the **Progress Billed** field on the **A/R & Fund Balances** tab in the Client file.

### Client Ledger Report

The report shown below and the reports shown on the following two pages are examples of the detail Client Ledger Report. A detail Client Ledger Report reflects all statements and payments (excluding payments "on hold") by client for a range of dates. A summary report includes the total billed and paid amounts

for each client. A "totals only" report includes totals for all clients in the selected range. The information for the Client Ledger Report is retrieved from the client ledger file.

The Client Ledger Report shows the amount of payments, fees, expenses,

advances, finance charge, fee sales tax, expense sales tax, advance sales tax and balance due for each statement. Payment activity (including payment reversals), write offs and balance due information are also included. Detailed billed information that shows amounts billed by timekeeper and Cost Type can optionally be included

| Date: 11/17/2014                       |       | <b>Tab3 Client Ledger Report</b> |                 |              |                |                |                 |                 |                 |                 |               | Page: 1 |
|--|-------|----------------------------------|-----------------|--------------|----------------|----------------|-----------------|-----------------|-----------------|-----------------|---------------|---------|
| From 08/01/2014 Thru 11/17/2014        |       |                                  |                 |              |                |                |                 |                 |                 |                 |               |         |
| Date                                   | Ref # | Stmt #                           | Fee Amount      | Hours        | Expense Amount | Advance Amount | Payment Amount  | Apply to Stmt # | Bill Total      | Balance Due     |               |         |
| <b>100.00M Dawson/Charles L.</b>       |       |                                  |                 |              |                |                |                 |                 |                 |                 | 650.00        |         |
| RE: Settlement of Grandfather's Estate |       |                                  |                 |              |                |                |                 |                 |                 |                 |               |         |
| <b>Balance Forward:</b>                |       |                                  |                 |              |                |                |                 |                 |                 |                 |               |         |
| 08/15/2014                             | 1     | 425                              | 900.00          | 4.50         | 6.25           |                |                 |                 | 906.25          | 1,556.25        |               |         |
| 09/15/2014                             | 3     | 478                              |                 |              |                |                | 443.75R         |                 |                 | 1,112.50        |               |         |
| 09/29/2014                             | 8     | 490                              |                 |              |                |                | -75.00R         |                 |                 | 1,187.50        |               |         |
| 09/29/2014                             | 2     | 478                              |                 |              |                |                | 380.00R         |                 |                 | 807.50          |               |         |
| 10/03/2014                             | 6     | 490                              |                 |              |                |                | 300.00F         |                 |                 | 507.50          |               |         |
| 10/03/2014                             | 12    | 490                              |                 |              |                |                | -300.00F        |                 |                 | 807.50          |               |         |
| 10/17/2014                             | 4     | 478                              | 750.00          | 5.50         | 43.75          |                |                 |                 | 823.75          | 1,631.25        |               |         |
| 10/17/2014                             | 5     | 490                              |                 |              |                |                | 75.00R          |                 |                 | 1,556.25        |               |         |
| 11/03/2014                             | WIP   |                                  |                 |              |                |                | 75.00E          |                 |                 | 1,481.25        |               |         |
| 11/14/2014                             | 7     | 490                              | 600.00          | 4.00         |                |                |                 |                 | 624.00          | 2,105.25        |               |         |
| <b>Subtotal</b>                        |       |                                  | <b>2,250.00</b> | <b>14.00</b> | <b>50.00</b>   |                | <b>898.75</b>   |                 | <b>2,354.00</b> | <b>2,105.25</b> |               |         |
| <b>101.00M Barrett/Karen</b>           |       |                                  |                 |              |                |                |                 |                 |                 |                 |               |         |
| RE: Apartment Management               |       |                                  |                 |              |                |                |                 |                 |                 |                 |               |         |
| 09/22/2014                             | 1     | 391                              |                 |              |                |                | 587.67R         |                 |                 | -587.67         |               |         |
| 10/17/2014                             | 2     | 391                              | 1,865.00        | 11.00        | 43.88          |                |                 |                 | 2,006.89        | 1,419.22        |               |         |
| 10/31/2014                             | 5     |                                  | 500.00          |              |                |                |                 | 391             | -500.00         | 919.22          |               |         |
| 11/14/2014                             | 3     | 473                              |                 |              |                |                |                 |                 | 14.46           | 933.68          |               |         |
| <b>Subtotal</b>                        |       |                                  | <b>1,865.00</b> | <b>11.00</b> | <b>43.88</b>   |                | <b>587.67</b>   |                 | <b>2,021.35</b> | <b>933.68</b>   |               |         |
| <b>Write Off:</b>                      |       |                                  | <b>500.00</b>   |              |                |                |                 |                 |                 | <b>-500.00</b>  |               |         |
| <b>300.00Q McBride/John</b>            |       |                                  |                 |              |                |                |                 |                 |                 |                 |               |         |
| RE: Management of Estate Trust         |       |                                  |                 |              |                |                |                 |                 |                 |                 |               |         |
| 09/29/2014                             | 13    | 491                              |                 |              |                |                | -500.00R        |                 |                 | 500.00          |               |         |
| 10/06/2014                             | 1     | 449                              |                 |              |                |                | 208.00R         |                 |                 | 292.00          |               |         |
| 10/17/2014                             | 5     | 488                              | 2,250.00        |              |                |                |                 |                 | 2,340.00        | 2,632.00        |               |         |
| 10/24/2014                             | 6     | 491                              |                 |              |                |                | 500.00R         |                 |                 | 2,132.00        |               |         |
| 11/07/2014                             | 8     | 495                              |                 |              |                |                | 500.00R         |                 |                 | 1,632.00        |               |         |
| 11/07/2014                             | WIP   |                                  |                 |              |                |                | 1,000.00R       |                 |                 | 632.00          |               |         |
| 11/14/2014                             | 7     | 491                              | 1,000.00P       |              |                |                |                 |                 | 1,040.00        | 1,672.00        |               |         |
| <b>Subtotal</b>                        |       |                                  | <b>2,250.00</b> | <b>9.00</b>  |                |                | <b>1,708.00</b> |                 | <b>2,380.00</b> | <b>1,672.00</b> |               |         |
| <b>Progress Billed:</b>                |       |                                  | <b>1,000.00</b> |              |                |                |                 |                 | <b>1,000.00</b> |                 |               |         |
| <b>Total Balance Forward:</b>          |       |                                  |                 |              |                |                |                 |                 |                 |                 | <b>650.00</b> |         |
| <b>Write Off:</b>                      |       |                                  | <b>500.00</b>   |              |                |                |                 |                 |                 | <b>-500.00</b>  |               |         |
| <b>Progress Billed:</b>                |       |                                  | <b>1,000.00</b> |              |                |                |                 |                 | <b>1,000.00</b> |                 |               |         |

This Client Ledger Report is a detail report. The optional "Bill Total" column is included and the Finance Charge, Fee Tax, Expense Tax and Advance Tax columns are excluded. The "Subtotal by Client" option is selected.

| Date: 11/17/2014                       |       | <b>Tab3 Client Ledger Report</b> |            |                 |                 |                |              |                |                |                 |        | Page: 1 |
|--|-------|----------------------------------|------------|-----------------|-----------------|----------------|--------------|----------------|----------------|-----------------|--------|---------|
| From 08/01/2014 Thru 11/17/2014        |       |                                  |            |                 |                 |                |              |                |                |                 |        |         |
| Date                                   | Ref # | Stmt #                           | Timekeeper | Fee Amount      | Expense Type    | Expense Amount | Advance Type | Advance Amount | Payment Amount | Bill Total      |        |         |
| <b>100.00M Dawson/Charles L.</b>       |       |                                  |            |                 |                 |                |              |                |                |                 | 906.25 |         |
| RE: Settlement of Grandfather's Estate |       |                                  |            |                 |                 |                |              |                |                |                 |        |         |
| 08/15/2014                             | 1     | 425                              |            | 900.00          |                 | 6.25           |              |                |                | 906.25          |        |         |
| 09/15/2014                             | 3     | 478                              |            |                 |                 |                |              | 443.75R        |                | 1,112.50        |        |         |
| 09/29/2014                             | 8     | 490                              |            |                 |                 |                |              | -75.00R        |                | 1,187.50        |        |         |
| 09/29/2014                             | 2     | 478                              |            |                 |                 |                |              | 380.00R        |                | 807.50          |        |         |
| 10/03/2014                             | 6     | 490                              |            |                 |                 |                |              | 300.00F        |                | 507.50          |        |         |
| 10/03/2014                             | 12    | 490                              |            |                 |                 |                |              | -300.00F       |                | 807.50          |        |         |
| 10/17/2014                             | 4     | 478                              |            | 750.00          |                 | 43.75          |              |                |                | 823.75          |        |         |
|  |       |                                  | 1 RJB:     | 300.00          | 0 Miscellaneous | 43.75          |              |                |                |                 |        |         |
|  |       |                                  | 5 JPP:     | 450.00          |                 |                |              |                |                |                 |        |         |
| 10/17/2014                             | 5     | 490                              |            |                 |                 |                |              | 75.00R         |                | 1,556.25        |        |         |
| 11/02/2014                             | WIP   |                                  |            |                 |                 |                |              | 75.00E         |                | 1,481.25        |        |         |
| 11/15/2014                             | 7     | 490                              |            | 600.00          |                 |                |              |                |                | 624.00          |        |         |
|  |       |                                  | 5 JPP:     | 600.00          |                 |                |              |                |                |                 |        |         |
| <b>Subtotal</b>                        |       |                                  |            | <b>2,250.00</b> |                 | <b>50.00</b>   |              | <b>898.75</b>  |                | <b>2,354.00</b> |        |         |

This detail report was run with the **Detail Information for each Statement and Detail Information for each Subtotal** check boxes selected.

(continued from the previous page)

on the detail reports. A report showing only write offs can be generated.

The program tabs for this report include the standard **Client** and **Sort** tabs (page 10) as well as the **Format** and **Options** tab. The

**Options** tab includes parameters that enable you to print a detail or summary report as well as specify what type of information is included on the report (e.g., include zero balance clients, detail information for each statement, write offs only, etc.). The **Format**

tab allows you to optionally include information such as reference numbers, hours, bill total, and balance due as well as specify whether the report will print portrait or landscape.

## Definitions

|  |  |
|--|--|
| <b>Date (heading)</b>  | Used for reference only.   |
| <b>date range (heading)</b>  | Client ledger records as well as WIP payments (excluding payments on hold) within the date range will be included on this report. Shows the beginning and ending dates used for the report (if a range was specified).   |
| <b>(client)</b>  | Client ID, name and work description. The letter after the Client ID represents the billing frequency. An asterisk preceding the work description indicates that the work description will not print on the client's statement. <sup>1</sup>   |
| <b>Balance Forward</b>   | This amount is shown if the client had a balance due prior to the beginning date selected for the report.  |
| <b>Date</b>  | Statement/payment date.  |
| <b>Ref #</b>   | Optional column. Client Ledger reference number. "WIP" indicates the payment is still in work-in-process.  |
| <b>Stmt #</b>  | Optional column. Statement number.   |
| <b>Fee Amount, Expense Amount, Advance Amount, Finance Charge, Fee Tax, Expense Tax, Advance Tax</b> | Total fees, expenses, advances, finance charge, fee tax, expense tax and advance tax shown on the statement. As an option, the Finance Charge, Fee Tax, Expense Tax and Advance Tax columns can be excluded from the report.   |
| <b>P</b>   | A "P" following a fee amount represents a progress billing amount (Type 6).  |
| <b>Hours</b>   | Optional column. The total number of Hours to Bill for fees on each statement.   |
| <b>Payment Amount</b>  | Amount of the payment. The letter following the payment amount indicates the payment type. "R" indicates a regular payment (Type "1"), "F" indicates a fee payment (Type "2"), "E" indicates an expense payment (Type "3"), "A" indicates an advance payment (Type "3"). A negative payment amount indicates a payment reversal or refund.   |
| <b>Apply to Stmt #</b>   | Optional column. Statement number to which the payment was applied. If a specific statement number was not selected when the payment was entered, this column will be blank.   |
| <b>Bill Total</b>  | Optional column. Includes the total amount billed on the statement (fees + expenses + advances + finance charge + fee tax + advance tax + expense tax). Any billed finance charge and tax amounts are included even if those columns are excluded from the report. Payments and Previous Balance are not included in this figure.  |
| <b>Balance Due</b>   | Optional column. Balance Due. The Balance Due information is calculated and is not stored in the client ledger file. Balance Due = (Fees + Expenses + Advances + Finance Charge + Fee Tax + Expense Tax + Advance Tax) minus Payment Amount.   |
| <b>Non-billable</b>  | Optional non-billable information. Totals for non-billable transactions appearing on the statement. Includes the total amount for non-billable fees in the Fees column, the total for non-billable expenses in the Expenses column, and the total non-billable advances in the Advances column. Also includes the total number of non-billable hours for fees in the Hours column.   |
| <b>Write-Up<sup>1</sup><br/>Write-Down</b>   | Including the optional Non-billable information will also include a <b>Write-Up</b> or <b>Write-Down</b> row on the report if transactions were adjusted. When the Hours column is included on the report, the value of the hours written up is included in the Write-Up amount and the value of the hours written down is included in the Write-Down amount. Courtesy discount is always included in the Write-Down amount. |
| <b>Write Off</b>   | Write off. Write off amounts are included based on the write off transaction date.   |
| <b>Billed Timekeeper &amp; Cost Type Information</b>   | Optional detailed billed information. Selecting the <b>Detail Information for each Statement</b> check box on the <b>Options</b> tab shows the amounts billed by timekeeper and Cost Type.   |
| <b>Total</b>   | Progress fees (Type 6) are not included in the Fee Subtotal and Total lines—they are totaled in the Progress Billed line. Write Offs are not included in the total figures but are included in the Balance Due.  |
| <b>Progress</b>  | Total progress billings on the report.   |

<sup>1</sup> Not shown on the sample report.

**Tab3 Client Ledger Report**  
Burns, Jensen & Powers, P.C.

Primary Timekeeper: 5 Julie P. Powers  
From 08/01/2014 Thru 11/17/2014

**100.00M Dawson/Charles L.**

RE: Settlement of Grandfather's Estate

| Date  | Ref # | Stmt # | Timekeeper       | Fee Amount           | Hours         | Expense Type               | Expense Amount | Advance Type                         | Advance Amount | Finance Charge | Fee Tax | Expense Tax | Advance Tax | Payment Amount | Apply to Stmt # | Bill Total | Balance Due |
|---|-------|--------|------------------|----------------------|---------------|----------------------------|----------------|--------------------------------------|----------------|----------------|---------|-------------|-------------|----------------|-----------------|------------|-------------|
| <b>Balance Forward:</b>                                 |       |        |                  |                      |               |                            |                |                                      |                |                |         |             |             |                |                 |            |             |
| 08/15/2014  | 1     | 425    | 5 JPP:           | 900.00               | 4.50          | 0 Miscellaneous            | 6.25           |                                      |                |                |         |             |             |                |                 | 906.25     | 1,556.25    |
| Write-Up:   |       |        |                  |                      |               |                            |                |                                      |                |                |         |             |             |                |                 |            |             |
| 09/15/2014  | 3     | 478    |                  | 900.00               | 3.00          |                            |                |                                      |                |                |         |             |             | 443.75R        |                 |            | 1,112.50    |
| 09/29/2014  | 8     | 490    |                  | 150.00               |               |                            |                |                                      |                |                |         |             |             | 75.00R         |                 |            | 1,187.50    |
| 09/29/2014  | 2     | 478    |                  |                      |               |                            |                |                                      |                |                |         |             |             | 360.00R        |                 |            | 807.50      |
| 10/03/2014  | 6     | 490    |                  |                      |               |                            |                |                                      |                |                |         |             |             | 300.00F        |                 |            | 507.50      |
| 10/03/2014  | 12    | 490    |                  |                      |               |                            |                |                                      |                |                |         |             |             | -300.00F       |                 |            | 807.50      |
| 10/17/2014  | 4     | 478    | 1 RJB:<br>5 JPP: | 750.00<br>450.00     | 5.50<br>1.00  | 0 Miscellaneous            | 43.75<br>43.75 |                                      |                |                | 30.00   |             |             |                |                 | 823.75     | 1,631.25    |
| Non-billable:   |       |        |                  |                      |               |                            |                |                                      |                |                |         |             |             |                |                 |            |             |
| Write-Down:   |       |        |                  |                      |               |                            |                |                                      |                |                |         |             |             |                |                 |            |             |
| 10/17/2014  | 5     | 490    |                  | 175.00               | 2.00          |                            |                |                                      |                |                |         |             |             | 75.00R         |                 |            | 1,556.25    |
| 11/02/2014  | WIP   |        |                  | 75.00                |               |                            |                |                                      |                |                |         |             |             | 75.00E         |                 |            | 1,481.25    |
| 11/14/2014  | 7     | 490    | 5 JPP:           | 600.00               | 4.00          | 1 Phone                    | 15.50          | 2 Processor Fees                     | 25.00          |                | 24.00   |             |             |                |                 | 664.50     | 2,145.75    |
| Subtotal  |       |        |                  |                      |               |                            |                |                                      |                |                |         |             |             |                |                 |            |             |
|   |       |        | 1 RJB:<br>5 JPP: | 2,250.00<br>1,950.00 | 14.00<br>1.00 | 0 Miscellaneous<br>1 Phone | 65.50<br>15.50 | 2 Processor Fees<br>2 Processor Fees | 25.00<br>25.00 |                | 54.00   |             |             | 898.75         |                 | 2,394.50   | 2,145.75    |
| Non-billable:   |       |        |                  |                      |               |                            |                |                                      |                |                |         |             |             |                |                 |            |             |
| Write-Up:   |       |        |                  |                      |               |                            |                |                                      |                |                |         |             |             |                |                 |            |             |
| Write-Down:   |       |        |                  |                      |               |                            |                |                                      |                |                |         |             |             |                |                 |            |             |
| <b>Total for Primary Timekeeper: 5 Balance Forward:</b> |       |        |                  |                      |               |                            |                |                                      |                |                |         |             |             |                |                 |            |             |
|   |       |        | 1 RJB:<br>5 JPP: | 2,250.00<br>1,950.00 | 14.00<br>1.00 | 0 Miscellaneous<br>1 Phone | 65.50<br>15.50 | 2 Processor Fees<br>2 Processor Fees | 25.00<br>25.00 |                | 54.00   |             |             | 898.75         |                 | 2,394.50   | 650.00      |
| Non-billable:   |       |        |                  |                      |               |                            |                |                                      |                |                |         |             |             |                |                 |            |             |
| Write-Up:   |       |        |                  |                      |               |                            |                |                                      |                |                |         |             |             |                |                 |            |             |
| Write-Down:   |       |        |                  |                      |               |                            |                |                                      |                |                |         |             |             |                |                 |            |             |

This Client Ledger Report includes all optional columns as well as the Detail Information for each Statement and Detail Information for each Subtotal.

**Tab3 Detail Receipt Allocation Report**  
Burns, Jensen & Powers, P.C.

Date: 11/17/2014

|   |               | 10/01/2014 to 10/31/2014 |                  |               |               | 09/01/2014 to 09/30/2014 |                  |               |                |                  |                  |               |
|---|---------------|--------------------------|------------------|---------------|---------------|--------------------------|------------------|---------------|----------------|------------------|------------------|---------------|
|   | Billed Hours  | Billed Amount            | Receipts         | Effect. Rate  | Billed Hours  | Billed Amount            | Receipts         | Effect. Rate  | % Chg.         | Diff.            | % Chg.           | Diff.         |
| <b>100.00 M Phillips/Marcus Real Estate</b>     |               |                          |                  |               |               |                          |                  |               |                |                  |                  |               |
| 1   | 39.60         | 5,447.00                 | 6,168.19         | 132.92        | 51.25         | 6,827.50                 | 6,477.11         | 125.97        | -20.00%        | -308.92          | -5.00%           | 6.95          |
| 2   | 33.25         | 8,312.50                 | 9,305.99         | 243.73        | 39.25         | 7,443.75                 | 7,308.48         | 189.65        | -15.29%        | 1,892.51         | 27.00%           | 54.08         |
| 3   | 20.00         | 3,667.50                 | 4,957.00         | 175.46        | 34.00         | 6,460.00                 | 5,889.75         | 190.00        | -41.18%        | -832.75          | -16.00%          | -14.54        |
| <b>Total Fees</b>                               | <b>92.85</b>  | <b>17,427.00</b>         | <b>20,431.18</b> | <b>181.77</b> | <b>124.50</b> | <b>20,731.25</b>         | <b>19,675.34</b> | <b>163.53</b> | <b>-25.42%</b> | <b>755.84</b>    | <b>4.00%</b>     | <b>18.24</b>  |
| 0   |               | 24.75                    | 48.20            |               |               | 82.30                    |                  |               | -70.00%        | -34.10           | -41.00%          |               |
| 1   |               | 13.75                    | 36.48            |               |               | 147.88                   |                  |               | -91.00%        | -72.88           | -50.00%          |               |
| 2   |               | 38.40                    | 22.42            |               |               | 167.40                   |                  |               | -77.00%        | -18.00           | -25.00%          |               |
| <b>Total Expenses</b>                           |               | <b>76.90</b>             | <b>107.10</b>    |               |               | <b>397.58</b>            | <b>173.18</b>    |               | <b>-81.00%</b> | <b>-66.08</b>    | <b>-38.00%</b>   |               |
| 0   |               | 15.00                    | 189.10           |               |               | 25.00                    |                  |               | -40.00%        | 164.10           | 656.00%          |               |
| 1   |               | 75.00                    | 75.00            |               |               | 105.00                   |                  |               | -30.00%        | 30.00            | -29.00%          |               |
| 2   |               | 60.00                    | 115.58           |               |               | 110.00                   |                  |               | -45.00%        | 96.58            | 478.00%          |               |
| 3   |               | 90.00                    | 495.98           |               |               | 0.00                     |                  |               | 0.00%          | 495.98           | 0.00%            |               |
| <b>Total Advances</b>                           |               | <b>240.00</b>            | <b>875.66</b>    |               |               | <b>365.00</b>            | <b>150.00</b>    |               | <b>-34.00%</b> | <b>725.66</b>    | <b>484.00%</b>   |               |
| Fee Tax   |               | 642.08                   | 0.00             |               |               | 724.25                   | 0.00             |               | -11.00%        | -82.17           | 0.00%            |               |
| <b>Totals</b>                                   | <b>92.85</b>  | <b>18,385.98</b>         | <b>21,413.94</b> | <b>181.77</b> | <b>124.50</b> | <b>22,218.08</b>         | <b>19,988.52</b> | <b>163.53</b> | <b>-17.00%</b> | <b>-3,832.10</b> | <b>7.00%</b>     | <b>18.24</b>  |
| <b>101.00 M Williams/John State v. Williams</b> |               |                          |                  |               |               |                          |                  |               |                |                  |                  |               |
| 1   | 15.75         | 3,937.50                 | 6,047.29         | 250.00        | 14.25         | 3,562.50                 | 2,202.71         | 250.00        | 11.00%         | 3,750.00         | 175.00%          | 0.00          |
| 2   | 11.25         | 2,531.25                 | 7,669.16         | 225.00        | 4.00          | 900.00                   | 1,162.09         | 225.00        | 181.00%        | 1,631.25         | 560.00%          | 0.00          |
| 3   | 11.25         | 1,800.00                 | 24,609.50        | 160.00        | 0.00          | 0.00                     | 750.50           | 0.00          | 0.00%          | 18,000.00        | 0.00%            | 160.00        |
| <b>Total Fees</b>                               | <b>38.25</b>  | <b>8,268.75</b>          | <b>38,325.95</b> | <b>216.18</b> | <b>18.25</b>  | <b>4,462.50</b>          | <b>4,115.30</b>  | <b>244.52</b> | <b>85.00%</b>  | <b>34,210.65</b> | <b>831.00%</b>   | <b>-28.34</b> |
| 0   |               | 0.00                     | 87.16            |               |               | 58.15                    |                  |               | -100.00%       | 86.91            | 6873.00%         |               |
| 1   |               | 0.00                     | 75.78            |               |               | 30.55                    |                  |               | -100.00%       | 75.78            | 0.00%            |               |
| 2   |               | 37.35                    | 53.60            |               |               | 16.25                    |                  |               | 130.00%        | 0.00             | 0.00%            |               |
| <b>Total Expenses</b>                           |               | <b>37.35</b>             | <b>216.54</b>    |               |               | <b>104.95</b>            | <b>1.25</b>      |               | <b>-64.00%</b> | <b>215.29</b>    | <b>1723.00%</b>  |               |
| 0   |               | 0.00                     | 253.00           |               |               | 253.00                   |                  |               | -100.00%       | 0.00             | 6225.00%         |               |
| 1   |               | 75.00                    | 150.00           |               |               | 0.00                     |                  |               | 0.00%          | 150.00           | 0.00%            |               |
| 2   |               | 14.50                    | 14.50            |               |               | 0.00                     |                  |               | 0.00%          | 14.50            | 0.00%            |               |
| 4   |               | 0.00                     | 150.00           |               |               | 0.00                     |                  |               | 0.00%          | 150.00           | 0.00%            |               |
| <b>Total Advances</b>                           |               | <b>89.50</b>             | <b>567.50</b>    |               |               | <b>253.00</b>            | <b>4.00</b>      |               | <b>-65.00%</b> | <b>563.50</b>    | <b>14088.00%</b> |               |
| <b>Totals</b>                                   | <b>38.25</b>  | <b>8,395.60</b>          | <b>38,109.98</b> | <b>216.18</b> | <b>18.25</b>  | <b>4,820.45</b>          | <b>4,120.55</b>  | <b>244.52</b> | <b>74.00%</b>  | <b>34,989.44</b> | <b>849.00%</b>   | <b>-28.34</b> |
| <b>Unallocated Payments</b>                     |               |                          |                  |               |               |                          |                  |               |                |                  |                  |               |
|   |               |                          | 217.76           |               |               |                          |                  |               |                |                  |                  |               |
| <b>GRAND TOTALS</b>                             |               |                          |                  |               |               |                          |                  |               |                |                  |                  |               |
| 1   | 55.35         | 9,384.50                 | 12,215.48        | 166.24        | 65.50         | 10,390.00                | 8,679.82         | 152.96        | -10.00%        | -1,005.50        | 41.00%           | 13.28         |
| 2   | 44.50         | 10,843.75                | 16,975.15        | 239.00        | 43.25         | 8,343.75                 | 8,470.57         | 192.92        | 30.00%         | 2,500.00         | 100.00%          | 46.08         |
| 3   | 31.25         | 5,467.50                 | 29,566.50        | 169.89        | 34.00         | 6,460.00                 | 6,640.25         | 190.00        | -15.00%        | -22,926.25       | 345.00%          | -20.11        |
| <b>Total Fees</b>                               | <b>131.10</b> | <b>25,695.75</b>         | <b>58,757.13</b> | <b>191.81</b> | <b>142.75</b> | <b>25,193.75</b>         | <b>23,790.64</b> | <b>173.89</b> | <b>2.00%</b>   | <b>34,966.49</b> | <b>147.00%</b>   | <b>17.92</b>  |
| 0   |               | 24.75                    | 135.36           |               |               | 140.45                   |                  |               | -82.00%        | -115.70          | 62.00%           |               |
| 1   |               | 13.75                    | 112.26           |               |               | 178.43                   |                  |               | -92.00%        | -164.68          | 54.00%           |               |
| 2   |               | 75.75                    | 76.02            |               |               | 163.65                   |                  |               | -59.00%        | -107.90          | 322.00%          |               |
| <b>Total Expenses</b>                           |               | <b>114.25</b>            | <b>323.64</b>    |               |               | <b>502.53</b>            | <b>174.43</b>    |               | <b>-77.00%</b> | <b>149.21</b>    | <b>86.00%</b>    |               |
| 0   |               | 15.00                    | 442.10           |               |               | 276.00                   |                  |               | -95.00%        | -263.00          | 1424.00%         |               |
| 1   |               | 150.00                   | 235.00           |               |               | 230.00                   |                  |               | -35.00%        | -80.00           | 114.00%          |               |
| 2   |               | 74.50                    | 430.08           |               |               | 110.00                   |                  |               | -32.00%        | -49.00           | 550.00%          |               |
| 3   |               | 0.00                     | 150.00           |               |               | 0.00                     |                  |               | 0.00%          | 150.00           | 0.00%            |               |
| 4   |               | 0.00                     | 150.00           |               |               | 0.00                     |                  |               | 0.00%          | 150.00           | 0.00%            |               |
| <b>Total Advances</b>                           |               | <b>329.50</b>            | <b>1,443.16</b>  |               |               | <b>618.00</b>            | <b>154.00</b>    |               | <b>-47.00%</b> | <b>1,289.16</b>  | <b>837.00%</b>   |               |
| Fee Tax   |               | 642.08                   | 0.00             |               |               | 724.25                   | 0.00             |               | -11.00%        | -82.17           | 0.00%            |               |
| <b>Totals</b>                                   | <b>131.10</b> | <b>26,781.58</b>         | <b>60,523.83</b> | <b>191.81</b> | <b>142.75</b> | <b>27,068.53</b>         | <b>24,119.07</b> | <b>173.89</b> | <b>-1.00%</b>  | <b>36,404.86</b> | <b>151.00%</b>   | <b>17.92</b>  |
| <b>Unallocated Payments</b>                     |               |                          |                  |               |               |                          |                  |               |                |                  |                  |               |
|   |               |                          | 217.76           |               |               |                          |                  |               |                |                  |                  |               |

(Description and Definitions are on page 108.)

**Tab3 Detail Receipt Allocation Report**  
 Burns, Jensen & Powers, P.C.

|                                 | 10/01/2014 to 10/31/2014 |                  |               |                  | 01/01/2014 to 10/31/2014 |                   |                 |                   | Current Amount Due |
|---------------------------------|--------------------------|------------------|---------------|------------------|--------------------------|-------------------|-----------------|-------------------|--------------------|
|                                 | Billed Hours             | Billed Amount    | Write Offs    | Receipts         | Billed Hours             | Billed Amount     | Write Offs      | Receipts          |                    |
| <b>100.00 M Phillips/Marcus</b> |                          |                  |               |                  |                          |                   |                 |                   |                    |
| Real Estate Acquisition         |                          |                  |               |                  |                          |                   |                 |                   |                    |
| 1 Michael L. Jensen             | 39.60                    | 5,447.00         | 183.34        | 5,223.99         | 985.60                   | 208,403.25        | 554.73          | 36,085.56         | 3,081.35           |
| 2 Jennifer A. Martin            | 33.25                    | 8,312.50         | 208.33        | 7,882.38         | 965.13                   | 238,608.75        | 208.33          | 42,831.10         | 3,501.54           |
| 3 Ronald P. Anderson            | 20.00                    | 3,667.50         | 158.33        | 4,185.14         | 947.00                   | 179,429.37        | 158.33          | 30,959.51         | 2,661.17           |
| Pri 001 MLJ                     |                          |                  |               | 1,668.23         |                          |                   |                 | 3,664.64          |                    |
| Org 001 MLJ                     |                          |                  |               | 374.90           |                          |                   |                 | 9,485.20          |                    |
| Org 002 JAM                     |                          |                  |               | 74.98            |                          |                   |                 | 1,897.04          |                    |
| Org 007 JMF                     |                          |                  |               | 1,021.56         |                          |                   |                 | 6,574.91          |                    |
| <b>Total Fees</b>               | <b>92.85</b>             | <b>17,427.00</b> | <b>550.00</b> | <b>20,431.18</b> | <b>2,897.73</b>          | <b>626,441.37</b> | <b>921.39</b>   | <b>131,497.96</b> | <b>9,244.06</b>    |
| 0 Miscellaneous                 |                          | 24.75            | 0.00          | 48.20            |                          | 546.25            | 0.00            | 385.95            | 0.00               |
| 1 Phone                         |                          | 13.75            | 24.98         | 36.48            |                          | 1,542.08          | 24.98           | 261.36            | 50.02              |
| 2 Photocopies                   |                          | 38.40            | 50.02         | 22.42            |                          | 706.55            | 50.02           | 265.42            | 100.13             |
| <b>Total Expenses</b>           |                          | <b>76.90</b>     | <b>75.00</b>  | <b>107.10</b>    |                          | <b>2,794.88</b>   | <b>75.00</b>    | <b>912.73</b>     | <b>150.15</b>      |
| 0 Miscellaneous                 |                          | 15.00            | 0.00          | 189.10           |                          | 505.00            | 0.00            | 214.10            | 0.00               |
| 1 Filing Fees                   |                          | 75.00            | 40.00         | 75.00            |                          | 455.00            | 40.00           | 255.00            | 160.00             |
| 2 Processor Fees                |                          | 60.00            | 18.00         | 115.58           |                          | 375.58            | 18.00           | 285.58            | 72.00              |
| 3 Outside Services              |                          | 90.00            | 0.00          | 495.98           |                          | 1,144.45          | 0.00            | 591.43            | 0.00               |
| <b>Total Advances</b>           |                          | <b>240.00</b>    | <b>58.00</b>  | <b>875.66</b>    |                          | <b>2,480.03</b>   | <b>58.00</b>    | <b>1,346.11</b>   | <b>232.00</b>      |
| Fee Tax                         |                          | 642.08           | 0.00          | 0.00             |                          | 24,816.88         | 7.13            | 0.00              | 391.76             |
| <b>Totals</b>                   | <b>92.85</b>             | <b>18,385.98</b> | <b>683.00</b> | <b>21,413.94</b> | <b>2,897.73</b>          | <b>656,533.16</b> | <b>1,061.52</b> | <b>133,756.80</b> | <b>10,017.97</b>   |
| <b>GRAND TOTALS</b>             |                          |                  |               |                  |                          |                   |                 |                   |                    |
| 1 Michael L. Jensen             | 39.60                    | 5,447.00         | 183.34        | 5,223.99         | 985.60                   | 208,403.25        | 554.73          | 36,085.56         | 3,081.35           |
| 2 Jennifer A. Martin            | 33.25                    | 8,312.50         | 208.33        | 7,882.38         | 965.13                   | 238,608.75        | 208.33          | 42,831.10         | 3,501.54           |
| 3 Ronald P. Anderson            | 20.00                    | 3,667.50         | 158.33        | 4,185.14         | 947.00                   | 179,429.37        | 158.33          | 30,959.51         | 2,661.17           |
| Pri 001 MLJ                     |                          |                  |               | 1,668.23         |                          |                   |                 | 3,664.64          |                    |
| Org 001 MLJ                     |                          |                  |               | 374.90           |                          |                   |                 | 9,485.20          |                    |
| Org 002 JAM                     |                          |                  |               | 74.98            |                          |                   |                 | 1,897.04          |                    |
| Org 007 JMF                     |                          |                  |               | 1,021.56         |                          |                   |                 | 6,574.91          |                    |
| <b>Total Fees</b>               | <b>92.85</b>             | <b>17,427.00</b> | <b>550.00</b> | <b>20,431.18</b> | <b>2,897.73</b>          | <b>626,441.37</b> | <b>921.39</b>   | <b>131,497.96</b> | <b>9,244.06</b>    |
| 0 Miscellaneous                 |                          | 24.75            | 0.00          | 48.20            |                          | 546.25            | 0.00            | 385.95            | 0.00               |
| 1 Phone                         |                          | 13.75            | 24.98         | 36.48            |                          | 1,542.08          | 24.98           | 261.36            | 50.02              |
| 2 Photocopies                   |                          | 38.40            | 50.02         | 22.42            |                          | 706.55            | 50.02           | 265.42            | 100.13             |
| <b>Total Expenses</b>           |                          | <b>76.90</b>     | <b>75.00</b>  | <b>107.10</b>    |                          | <b>2,794.88</b>   | <b>75.00</b>    | <b>912.73</b>     | <b>150.15</b>      |
| 0 Miscellaneous                 |                          | 15.00            | 0.00          | 189.10           |                          | 505.00            | 0.00            | 214.10            | 0.00               |
| 1 Filing Fees                   |                          | 75.00            | 40.00         | 75.00            |                          | 455.00            | 40.00           | 255.00            | 160.00             |
| 2 Processor Fees                |                          | 60.00            | 18.00         | 115.58           |                          | 375.58            | 18.00           | 285.58            | 72.00              |
| 3 Outside Services              |                          | 90.00            | 0.00          | 495.98           |                          | 1,144.45          | 0.00            | 591.43            | 0.00               |
| <b>Total Advances</b>           |                          | <b>240.00</b>    | <b>58.00</b>  | <b>875.66</b>    |                          | <b>2,480.03</b>   | <b>58.00</b>    | <b>1,346.11</b>   | <b>232.00</b>      |
| Fee Tax                         |                          | 642.08           | 0.00          | 0.00             |                          | 24,816.88         | 7.13            | 0.00              | 391.76             |
| <b>Totals</b>                   | <b>92.85</b>             | <b>18,385.98</b> | <b>683.00</b> | <b>21,413.94</b> | <b>2,897.73</b>          | <b>656,533.16</b> | <b>1,061.52</b> | <b>133,756.80</b> | <b>10,017.97</b>   |

**Tab3 Summary Receipt Allocation Report**  
 Burns, Jensen & Powers, P.C.

|                                  | 10/01/2014 to 10/31/2014 |                  |               |                  | 07/01/2014 to 09/30/2014 |                  |               |                  | Current Amount Due |
|----------------------------------|--------------------------|------------------|---------------|------------------|--------------------------|------------------|---------------|------------------|--------------------|
|                                  | Billed Hours             | Billed Amount    | Write Offs    | Receipts         | Billed Hours             | Billed Amount    | Write Offs    | Receipts         |                    |
| <b>100.00 M Phillips/Marcus</b>  |                          |                  |               |                  |                          |                  |               |                  |                    |
| Real Estate Acquisition          |                          |                  |               |                  |                          |                  |               |                  |                    |
| <b>Total Fees</b>                | <b>92.85</b>             | <b>17,427.00</b> | <b>550.00</b> | <b>20,431.18</b> | <b>146.63</b>            | <b>24,426.87</b> | <b>371.39</b> | <b>19,675.34</b> | <b>9,244.06</b>    |
| <b>Total Expenses</b>            |                          | <b>76.90</b>     | <b>75.00</b>  | <b>107.10</b>    |                          | <b>459.78</b>    | <b>0.00</b>   | <b>173.18</b>    | <b>150.15</b>      |
| <b>Total Advances</b>            |                          | <b>240.00</b>    | <b>58.00</b>  | <b>875.66</b>    |                          | <b>495.58</b>    | <b>0.00</b>   | <b>150.00</b>    | <b>232.00</b>      |
| Fee Tax                          |                          | 642.08           | 0.00          | 0.00             |                          | 791.30           | 7.13          | 0.00             | 391.76             |
| <b>Totals</b>                    | <b>92.85</b>             | <b>18,385.98</b> | <b>683.00</b> | <b>21,413.94</b> | <b>146.63</b>            | <b>26,173.53</b> | <b>378.52</b> | <b>19,998.52</b> | <b>10,017.97</b>   |
| <b>251.00 M Stevenson/Thomas</b> |                          |                  |               |                  |                          |                  |               |                  |                    |
| Divorce                          |                          |                  |               |                  |                          |                  |               |                  |                    |
| <b>Total Fees</b>                | <b>0.01</b>              | <b>2.49</b>      | <b>125.75</b> | <b>2.49</b>      | <b>355.72</b>            | <b>72,360.00</b> | <b>0.00</b>   | <b>68,289.75</b> | <b>18,667.24</b>   |
| <b>Total Expenses</b>            |                          | <b>0.00</b>      | <b>0.00</b>   | <b>0.00</b>      |                          | <b>217.34</b>    | <b>0.00</b>   | <b>217.34</b>    | <b>217.34</b>      |
| <b>Total Advances</b>            |                          | <b>0.00</b>      | <b>0.00</b>   | <b>0.00</b>      |                          | <b>304.91</b>    | <b>0.00</b>   | <b>304.91</b>    | <b>304.91</b>      |
| <b>Totals</b>                    | <b>0.01</b>              | <b>2.49</b>      | <b>125.75</b> | <b>2.49</b>      | <b>355.72</b>            | <b>72,882.25</b> | <b>0.00</b>   | <b>68,812.00</b> | <b>19,189.49</b>   |
| <b>253.00 M Jones/Steven</b>     |                          |                  |               |                  |                          |                  |               |                  |                    |
| General Litigation               |                          |                  |               |                  |                          |                  |               |                  |                    |
| <b>Total Expenses</b>            |                          | <b>70.21</b>     | <b>0.00</b>   | <b>53.15</b>     |                          | <b>53.15</b>     | <b>0.00</b>   | <b>0.00</b>      | <b>70.21</b>       |
| <b>Total Advances</b>            |                          | <b>160.00</b>    | <b>0.00</b>   | <b>238.70</b>    |                          | <b>238.70</b>    | <b>0.00</b>   | <b>0.00</b>      | <b>160.00</b>      |
| <b>Totals</b>                    | <b>0.00</b>              | <b>230.21</b>    | <b>0.00</b>   | <b>291.85</b>    | <b>0.00</b>              | <b>291.85</b>    | <b>0.00</b>   | <b>0.00</b>      | <b>230.21</b>      |
| Progress Billing                 |                          | 4,324.25         |               |                  |                          | 1,506.25         |               |                  | 6,060.71           |
| <b>GRAND TOTALS</b>              |                          |                  |               |                  |                          |                  |               |                  |                    |
| <b>Total Fees</b>                | <b>92.86</b>             | <b>17,429.49</b> | <b>675.75</b> | <b>20,433.67</b> | <b>502.35</b>            | <b>96,786.87</b> | <b>371.39</b> | <b>87,965.09</b> | <b>27,911.30</b>   |
| <b>Total Expenses</b>            |                          | <b>147.11</b>    | <b>75.00</b>  | <b>160.25</b>    |                          | <b>730.27</b>    | <b>0.00</b>   | <b>390.52</b>    | <b>437.70</b>      |
| <b>Total Advances</b>            |                          | <b>400.00</b>    | <b>58.00</b>  | <b>1,114.36</b>  |                          | <b>1,039.19</b>  | <b>0.00</b>   | <b>454.91</b>    | <b>696.91</b>      |
| Fee Tax                          |                          | 642.08           | 0.00          | 0.00             |                          | 791.30           | 7.13          | 0.00             | 391.76             |
| <b>Totals</b>                    | <b>92.86</b>             | <b>18,618.68</b> | <b>808.75</b> | <b>21,708.28</b> | <b>502.35</b>            | <b>99,347.63</b> | <b>378.52</b> | <b>88,810.52</b> | <b>29,437.67</b>   |
| Progress Billing                 |                          | 4,324.25         |               |                  |                          | 1,506.25         |               |                  | 35,268.17          |

(continued from the previous page)

## Receipt Allocation Report

The reports shown on the previous pages are examples of Receipt Allocation Reports. The Receipt Allocation Report shows billed information as well as receipts (both processed and unprocessed payments) from clients as allocated to individual working timekeepers, primary, secondary and originating timekeepers, expenses (by Expense Type), advances (by Advance Type), fee, expense and advance sales tax, and finance charge. The report can be

printed by primary, secondary, originating or working timekeeper, or by category for up to two time periods. A detail report includes each timekeeper who did work for the client as well as amounts billed and paid by individual Cost Types. A summary report shows totals for each client.

The program tabs for this report include the standard **Client** and **Sort** tabs (*page 10*) as well as the **Options** tab. The **Options** tab

includes parameters that enable you to print a detail or summary report; define two reporting periods to compare; select a range of working timekeepers; include all amounts for each working timekeeper; include only clients with receipts; include unallocated payments; or print only unallocated payments. The **Format** tab allows you to select optional information to include.

## Definitions

|  |  |
|--|--|
| <b>Date (heading)</b>                                    | Used for reference only.   |
| <b>Sorted by (heading)</b>                               | Displays the Secondary sort order unless Client ID or Name Search is selected.   |
| <b>(Date Range)</b>                                      | Two date ranges can be included. These date ranges are used to select what transactions will appear on the report. For billed transactions, the statement date is used. Receipts use the allocation date. Write Offs use the write off date.   |
| <b>(Timekeeper)</b>                                      | The number and name of the timekeeper who did the work. If fee compensation information is included, will instead list Pri, Sec or Ori, and the number and initials of the timekeeper.   |
| <b>Billed Hours</b>                                      | The fee hours billed during the period.  |
| <b>Billed Amount</b>                                     | The fee, expense or advance amount billed during the period.   |
| <b>Write Offs</b>  | Write off amounts during the period. Write off amounts are included based on the write off transaction date. There can be a write off amount for each working timekeeper, expense type, advance type, fee tax, expense tax, advance tax and finance charge.  |
| <b>Receipts</b>  | Includes payments allocated during the period based on the allocation date, not the transaction date. When a payment is reversed, the original payment is shown in the period in which it was allocated, whereas the reversal is shown in the period in which it was reversed.   |
| <b>Effect Rate</b>                                       | The effective rate for the specified period. $(\text{Billed Amount} - \text{Write Offs}) / \text{Billed Hours}$ .  |
| <b>Diff.</b>   | The difference between the two date ranges. Can be shown for Billed Hours, Billed Amounts, Write Offs, Receipts, and Effective Rates.  |
| <b>% Chg.</b>  | Displays the percentage of change between the two date ranges. Can be included for Billed Hours, Billed Amounts, Write Offs, Receipts, and Effective Rates.  |
| <b>Current Amount Due</b>                                | <p>The <b>Current Amount Due</b> figure shows what is currently due at the time the report is run. It is important to note that the Periods specified do NOT affect this amount. This figure includes the total amount billed (from the Client Ledger) minus all payments allocated minus any Write Off (i.e., Billed minus Paid minus Write Off).</p> <p>If the <b>Print Unallocated Payments</b> check box is selected, the total unallocated payment amount will be subtracted from the Current Amount Due figure. The total unallocated payment amount includes ALL unallocated payments, even those that are excluded from the Unallocated Payments figure because the payment transaction date falls outside of the specified period. This adjusted amount due will print directly below the Current Amount Due figure.</p> <p>If the client is a <b>Progress Billing client</b>, a separate line on the report called Progress Billing will be printed below the Totals line on the report. This line will include any Type 6 progress fees billed since the last time the client was "reconciled" as well as any payments towards the progress billed amounts. An adjusted amount due will print on the Progress Billing line under the Current Amount Due column. This adjusted amount due is calculated as: Current Amount Due plus Progress Billed minus Progress Paid.</p> |
| <b>Other Payments<sup>1</sup></b>                        | This line is used only in data sets that were converted from versions prior to Version 14 and can only be shown when the Current Amount Due column is included. In some instances, payments may have been converted without the payment allocation records due to incomplete information. This will cause a discrepancy in the Current Amount Due on the Receipt Allocation Report when compared with Accounts Receivable Reports and is therefore provided so the reports will match. This amount is always shown as a negative figure.   |
| <b>Unallocated Payments</b>                              | Unallocated payments during the period. Unallocated payments are included based on the payment transaction date. Optionally shown at the client level and in totals. An unallocated payment is a payment that has been entered but cannot be applied because there are no amounts due. Unallocated payments can be processed (i.e., billed and updated) or unprocessed. ( <i>Note: It is possible to have an amount in the Unallocated Payments field and also have amounts showing as due. For example, a fee payment will show as an unallocated payment if you only have costs due.</i> ) See also the explanation of <b>Current Amount Due</b> above.  |
| <b>Progress Billing</b>                                  | Total amount of Type 6 progress fees billed since the last time the client was "reconciled." Payments cannot be allocated to Progress Billed. However, they can apply to Progress Billed on the Client Ledger Report. You could have a situation where a payment shows as applied to progress fees on the Client Ledger Report but shows as unallocated on the Receipt Allocation Report. See also the explanation of <b>Current Amount Due</b> above.   |
| <b>Total Primary, Total Secondary, Total Originating</b> | Total allocations for all primary timekeepers, secondary timekeepers and originating timekeepers.  |
| <b>Uncollected<sup>1</sup></b>                           | The Uncollected column is a calculated amount: Billed Amount minus Write Offs minus Receipts.  |

<sup>1</sup> Not shown on the sample reports.

| Date: 11/17/2014                |               | Tabs3 Client Analysis Report |                   |                 |                 |                   |                |                   |               |                   |               | Page: 1 |
|---------------------------------|---------------|------------------------------|-------------------|-----------------|-----------------|-------------------|----------------|-------------------|---------------|-------------------|---------------|---------|
| August 2014 Thru October 2014   |               | Burns, Jensen & Powers, P.C. |                   |                 |                 |                   |                |                   |               |                   |               |         |
|                                 | Billed Hours  | Billed Rate                  | Fees Billed       | Expenses Billed | Advances Billed | Total Billed      | Write-Up/Down  | Courtesy Discount | Write Offs    | Payments          | Effect. Rate  |         |
| <b>101.00M Williams/John</b>    |               |                              |                   |                 |                 |                   |                |                   |               |                   |               |         |
| State v. Williams               |               |                              |                   |                 |                 |                   |                |                   |               |                   |               |         |
| August                          | 82.25         | 223.22                       | 18,360.00         | 75.00           | 35.00           | 18,470.00         | 0.00           | 0.00              | 0.00          | 16,000.00         |               |         |
| September                       | 18.25         | 244.52                       | 4,462.50          | 51.95           | 0.00            | 4,514.45          | 0.00           | 0.00              | 0.00          | 4,120.55          |               |         |
| October                         | 38.25         | 216.18                       | 8,268.75          | 37.35           | 89.50           | 8,395.60          | 0.00           | 0.00              | 0.00          | 10,327.75         |               |         |
| <b>Subtotal</b>                 | <b>138.75</b> | <b>224.08</b>                | <b>31,091.25</b>  | <b>164.30</b>   | <b>124.50</b>   | <b>31,380.05</b>  | <b>0.00</b>    | <b>0.00</b>       | <b>0.00</b>   | <b>30,448.30</b>  | <b>224.08</b> |         |
| <b>251.00M Stevenson/Thomas</b> |               |                              |                   |                 |                 |                   |                |                   |               |                   |               |         |
| Divorce                         |               |                              |                   |                 |                 |                   |                |                   |               |                   |               |         |
| August                          | 74.55         | 218.68                       | 16,302.50         | 62.50           | 120.57          | 16,485.57         | -101.25        | 0.00              | 0.00          | 0.00              |               |         |
| September                       | 72.48         | 198.79                       | 14,408.00         | 76.10           | 115.75          | 14,599.85         | 0.00           | 0.00              | 0.00          | 27,250.00         |               |         |
| October                         | 51.85         | 208.63                       | 10,817.50         | 95.32           | 85.45           | 10,998.27         | 0.00           | 0.00              | 0.00          | 13,000.00         |               |         |
| <b>Subtotal</b>                 | <b>198.88</b> | <b>208.81</b>                | <b>41,528.00</b>  | <b>233.92</b>   | <b>321.77</b>   | <b>42,083.69</b>  | <b>-101.25</b> | <b>0.00</b>       | <b>0.00</b>   | <b>40,250.00</b>  | <b>208.60</b> |         |
| <b>253.00M Gonzales/Josie</b>   |               |                              |                   |                 |                 |                   |                |                   |               |                   |               |         |
| General Litigation              |               |                              |                   |                 |                 |                   |                |                   |               |                   |               |         |
| August                          | 62.44         | 145.20                       | 9,066.50          | 20.50           | 120.95          | 9,207.95          | 0.00           | 0.00              | 0.00          | 16,000.00         |               |         |
| September                       | 77.59         | 139.69                       | 10,838.50         | 22.50           | 45.25           | 10,906.25         | 0.00           | 0.00              | 200.00        | 20,000.00         |               |         |
| October                         | 60.43         | 143.38                       | 8,664.25          | 33.45           | 35.00           | 8,732.70          | 0.00           | 0.00              | 0.00          | 0.00              |               |         |
| <b>Subtotal</b>                 | <b>200.46</b> | <b>142.52</b>                | <b>28,569.25</b>  | <b>76.45</b>    | <b>201.20</b>   | <b>28,846.90</b>  | <b>0.00</b>    | <b>0.00</b>       | <b>200.00</b> | <b>36,000.00</b>  | <b>141.52</b> |         |
| <b>GRAND TOTALS</b>             |               |                              |                   |                 |                 |                   |                |                   |               |                   |               |         |
| August                          | 219.24        | 199.46                       | 43,729.00         | 158.00          | 276.52          | 44,163.52         | -101.25        | 0.00              | 0.00          | 32,000.00         |               |         |
| September                       | 168.32        | 176.50                       | 29,709.00         | 150.55          | 161.00          | 30,020.55         | 0.00           | 0.00              | 200.00        | 51,370.55         |               |         |
| October                         | 150.53        | 184.35                       | 27,750.50         | 166.12          | 209.95          | 28,126.57         | 0.00           | 0.00              | 0.00          | 23,327.75         |               |         |
| <b>Totals</b>                   | <b>538.09</b> | <b>188.05</b>                | <b>101,188.50</b> | <b>474.67</b>   | <b>647.47</b>   | <b>102,310.64</b> | <b>-101.25</b> | <b>0.00</b>       | <b>200.00</b> | <b>106,698.30</b> | <b>187.61</b> |         |

| Date: 11/17/2014                |                | Tabs3 Client Analysis Report |               |                |              |                |               |                   |                 |                 |                   |                |               |                   | Page: 1        |               |
|---------------------------------|----------------|------------------------------|---------------|----------------|--------------|----------------|---------------|-------------------|-----------------|-----------------|-------------------|----------------|---------------|-------------------|----------------|---------------|
| August 2014 Thru October 2014   |                | Burns, Jensen & Powers, P.C. |               |                |              |                |               |                   |                 |                 |                   |                |               |                   |                |               |
|                                 | Non-Bill Hours | Non-Bill Amount              | Billed Hours  | Original Hours | Hours Off.   | Hours Ratio    | Billed Rate   | Fees Billed       | Expenses Billed | Advances Billed | Total Billed      | Write-Up/Down  | Write Offs    | Payments          | Payment Ratio  | Effect. Rate  |
| <b>101.00M Williams/John</b>    |                |                              |               |                |              |                |               |                   |                 |                 |                   |                |               |                   |                |               |
| State v. Williams               |                |                              |               |                |              |                |               |                   |                 |                 |                   |                |               |                   |                |               |
| August                          | 0.00           | 0.00                         | 82.25         | 82.25          | 0.00         | 100.00%        | 223.22        | 18,360.00         | 75.00           | 35.00           | 18,470.00         | 0.00           | 0.00          | 16,000.00         |                |               |
| September                       | 0.00           | 0.00                         | 18.25         | 18.25          | 0.00         | 100.00%        | 244.52        | 4,462.50          | 51.95           | 0.00            | 4,514.45          | 0.00           | 0.00          | 4,120.55          |                |               |
| October                         | 0.25           | 56.25                        | 38.25         | 38.25          | 0.00         | 100.00%        | 216.18        | 8,268.75          | 37.35           | 89.50           | 8,395.60          | 0.00           | 0.00          | 10,327.75         |                |               |
| <b>Subtotal</b>                 | <b>0.25</b>    | <b>56.25</b>                 | <b>138.75</b> | <b>138.75</b>  | <b>0.00</b>  | <b>100.00%</b> | <b>224.08</b> | <b>31,091.25</b>  | <b>164.30</b>   | <b>124.50</b>   | <b>31,380.05</b>  | <b>0.00</b>    | <b>0.00</b>   | <b>30,448.30</b>  | <b>97.00%</b>  | <b>224.08</b> |
| <b>251.00M Stevenson/Thomas</b> |                |                              |               |                |              |                |               |                   |                 |                 |                   |                |               |                   |                |               |
| Divorce                         |                |                              |               |                |              |                |               |                   |                 |                 |                   |                |               |                   |                |               |
| August                          | 0.00           | 0.00                         | 74.55         | 74.75          | -0.20        | 99.73%         | 218.68        | 16,302.50         | 62.50           | 120.57          | 16,485.57         | -101.25        | 0.00          | 0.00              |                |               |
| September                       | 0.00           | 0.00                         | 72.48         | 72.48          | 0.00         | 100.00%        | 198.79        | 14,408.00         | 76.10           | 115.75          | 14,599.85         | 0.00           | 0.00          | 27,250.00         |                |               |
| October                         | 0.00           | 0.00                         | 51.85         | 51.85          | 0.00         | 100.00%        | 208.63        | 10,817.50         | 95.32           | 85.45           | 10,998.27         | 0.00           | 0.00          | 13,000.00         |                |               |
| <b>Subtotal</b>                 | <b>0.00</b>    | <b>0.00</b>                  | <b>198.88</b> | <b>199.08</b>  | <b>-0.20</b> | <b>99.90%</b>  | <b>208.81</b> | <b>41,528.00</b>  | <b>233.92</b>   | <b>321.77</b>   | <b>42,083.69</b>  | <b>-101.25</b> | <b>0.00</b>   | <b>40,250.00</b>  | <b>96.00%</b>  | <b>208.60</b> |
| <b>253.00M Gonzales/Josie</b>   |                |                              |               |                |              |                |               |                   |                 |                 |                   |                |               |                   |                |               |
| General Litigation              |                |                              |               |                |              |                |               |                   |                 |                 |                   |                |               |                   |                |               |
| August                          | 2.78           | 486.50                       | 62.44         | 62.44          | 0.00         | 100.00%        | 145.20        | 9,066.50          | 20.50           | 120.95          | 9,207.95          | 0.00           | 0.00          | 16,000.00         |                |               |
| September                       | 0.00           | 0.00                         | 77.59         | 77.59          | 0.00         | 100.00%        | 139.69        | 10,838.50         | 22.50           | 45.25           | 10,906.25         | 0.00           | 200.00        | 20,000.00         |                |               |
| October                         | 0.00           | 0.00                         | 60.43         | 60.43          | 0.00         | 100.00%        | 143.38        | 8,664.25          | 33.45           | 35.00           | 8,732.70          | 0.00           | 0.00          | 0.00              |                |               |
| <b>Subtotal</b>                 | <b>2.78</b>    | <b>486.50</b>                | <b>200.46</b> | <b>200.46</b>  | <b>0.00</b>  | <b>100.00%</b> | <b>142.52</b> | <b>28,569.25</b>  | <b>76.45</b>    | <b>201.20</b>   | <b>28,846.90</b>  | <b>0.00</b>    | <b>200.00</b> | <b>36,000.00</b>  | <b>125.00%</b> | <b>141.52</b> |
| <b>GRAND TOTALS</b>             |                |                              |               |                |              |                |               |                   |                 |                 |                   |                |               |                   |                |               |
| August                          | 2.78           | 486.50                       | 219.24        | 219.44         | -0.20        | 99.91%         | 199.46        | 43,729.00         | 158.00          | 276.52          | 44,163.52         | -101.25        | 0.00          | 32,000.00         |                |               |
| September                       | 0.00           | 0.00                         | 168.32        | 168.32         | 0.00         | 100.00%        | 176.50        | 29,709.00         | 150.55          | 161.00          | 30,020.55         | 0.00           | 200.00        | 51,370.55         |                |               |
| October                         | 0.25           | 56.25                        | 150.53        | 150.53         | 0.00         | 100.00%        | 184.35        | 27,750.50         | 166.12          | 209.95          | 28,126.57         | 0.00           | 0.00          | 23,327.75         |                |               |
| <b>Totals</b>                   | <b>3.03</b>    | <b>542.75</b>                | <b>538.09</b> | <b>538.29</b>  | <b>-0.20</b> | <b>99.96%</b>  | <b>188.05</b> | <b>101,188.50</b> | <b>474.67</b>   | <b>647.47</b>   | <b>102,310.64</b> | <b>-101.25</b> | <b>200.00</b> | <b>106,698.30</b> | <b>104.00%</b> | <b>187.61</b> |

## Client Analysis Report

The Client Analysis Report is a date-based report that provides monthly comparisons of billed hours, amounts, and payments by client. It includes Billed Hours, Original Hours, Billed Amounts, and Payments for clients for an individual month or range of months. The columns included on the report are fully customizable, allowing you to select what information the report will

display. The format makes it easy to see month-by-month figures for each client. The report includes Hours and Payment Ratios as well as Billed and Effective Rate information. Non-billable Hours and Amounts can be included as well as Write Offs and net Write-Ups/Write-Downs. Courtesy Discounts can be included as a separate column or can be combined with

the Write-Up/Write-Down column.

The program tabs for this report include the standard **Client** and **Sort** tabs (page 10) as well as the **Options** and **Format** tab. The **Options** tab includes parameters that enable you to select a range of months to include on the report. The **Format** tab allows you to select what optional fields are included.

## Definitions

- Date (heading)** Used for reference only.
- Date Range** The range of months for which the report includes information.
- (Client)** Client ID, name and work description. The letter after the Client ID represents the billing frequency. An asterisk preceding the work description indicates that the work description will not print on the client's statement.
- (Month)** Each month included on the report
- Non-Bill Hours** Total non-billable hours accumulated during the specified time frame.
- Non-Bill Amount** Total non-billable amount accumulated during the specified time frame. This amount includes both the non-billable fee and cost amount.
- Billed Hours** Total billable hours billed during the specified time frame. Billed figures are accumulated based on the statement date. Includes the Write-Up Hours and Write-Down Hours.

(continued from the previous page)

|                          |   |
|--------------------------|---|
| <b>Original Hours</b>    | Total hours worked for transactions billed during the specified time frame. Any write-up/write-down of hours will not affect this figure.   |
| <b>Hours Diff</b>        | Billed Hours minus Original Hours.  |
| <b>Hours Ratio</b>       | Billed Hours divided by Original Hours  |
| <b>Billed Rate</b>       | Hourly billing rate based on billed hours. Fees Billed divided by Billed Hours.   |
| <b>Fees Billed</b>       | Total billable fees billed during the specified time frame. Includes any Fee Tax amounts billed. Progress billed fee transactions (i.e., Type 6 transactions) and Progress Fee Tax are included in this amount.     |
| <b>Expenses Billed</b>   | Total billable expenses billed during the specified time frame. Includes any Expense Tax amounts billed.  |
| <b>Advances Billed</b>   | Total billable advances billed during the specified time frame. Includes any Advance Tax amounts billed.  |
| <b>Total Billed</b>      | Total billable amount billed during the specified time frame. This amount includes total fees, expenses and advances billed. Includes any Sales Tax and Finance Charges billed.                                     |
| <b>Write-Up/Down</b>     | Total net write-up/down amount billed during the specified time frame. This amount includes write-up/down amounts for fees, expenses and advances.  |
| <b>Courtesy Discount</b> | Total courtesy discount amount billed during the specified time frame. When <b>Include Write-Up/Down</b> is selected, the courtesy discount amount will be included in the Write-Up/Down column.                    |
| <b>Write Offs</b>        | Total write offs during the specified time frame. Write off figures are accumulated based on the write off transaction date.  |
| <b>Payments</b>          | Payments with a payment transaction date during the specified time frame. Payments include both work-in-process and archived payments. Unapplied payments are included; however, any payments on hold are excluded. |
| <b>Payment Ratio</b>     | Payments divided by Billed Amount   |
| <b>Effective Rate</b>    | Hourly billing rate based on original hours. (Fees Billed minus Fee Write Offs) divided by Original Hours.  |



**Tab3 Detail Client Realization Report**  
Jensen, Martin & Anderson, P.C.

|                                       | Original Hours | Billed Hours | Realization Rate | Original Value | Billed Amount | Billing Realization | Collection Amount | Collection Realization |
|---------------------------------------|----------------|--------------|------------------|----------------|---------------|---------------------|-------------------|------------------------|
| <b>100.00M Phillips/Marcus</b>        |                |              |                  |                |               |                     |                   |                        |
| Real Estate Acquisition               |                |              |                  |                |               |                     |                   |                        |
| 1 Michael L. Jensen                   | 96.85          | 96.85        | 163.97           | 13,014.49      | 15,880.25     | 122.02%             | 11,874.06         | 74.77%                 |
| 2 Jennifer A. Martin                  | 75.25          | 75.25        | 218.52           | 16,443.75      | 16,443.75     | 100.00%             | 15,339.80         | 93.29%                 |
| 3 Ronald P. Anderson                  | 54.25          | 54.25        | 187.56           | 10,175.00      | 10,175.00     | 100.00%             | 9,432.11          | 92.70%                 |
| Fee Tax                               |                |              |                  |                | 1,458.93      |                     | 767.62            | 52.62%                 |
| Fees                                  | 226.35         | 226.35       | 194.20           | 39,633.24      | 43,957.93     | 110.91%             | 37,413.59         | 85.11%                 |
| 0 Miscellaneous                       |                |              |                  |                |               |                     |                   |                        |
| 1 Phone                               |                |              |                  |                | 107.05        |                     | 96.75             | 90.38%                 |
| 2 Photocopies                         |                |              |                  |                | 86.63         |                     | 80.91             | 93.40%                 |
| Expenses                              |                |              |                  |                | 56.40         |                     | 40.42             | 71.67%                 |
|                                       |                |              |                  |                | 250.08        |                     | 218.08            | 87.20%                 |
| 0 Miscellaneous                       |                |              |                  |                |               |                     |                   |                        |
| 1 Filing Fees                         |                |              |                  |                | 40.00         |                     | 40.00             | 100.00%                |
| 2 Processor Fees                      |                |              |                  |                | 180.00        |                     | 180.00            | 100.00%                |
| 3 Witness Fees                        |                |              |                  |                | 80.00         |                     | 80.00             | 100.00%                |
| Advances                              |                |              |                  |                | 90.00         |                     | 90.00             | 100.00%                |
|                                       |                |              |                  |                | 390.00        |                     | 390.00            | 100.00%                |
| <b>Subtotal</b>                       |                |              |                  |                | 44,598.01     |                     | 38,021.67         | 85.25%                 |
| <b>120.00M Berger/Randall</b>         |                |              |                  |                |               |                     |                   |                        |
| Real Estate Investment                |                |              |                  |                |               |                     |                   |                        |
| Progress Billing                      |                |              |                  |                | 5,637.50      |                     | 0.00              | 0.00%                  |
| Fees                                  | 0.00           | 0.00         | 0.00             | 0.00           | 5,637.50      | 0.00%               | 0.00              | 0.00%                  |
| 0 Miscellaneous                       |                |              |                  |                |               |                     |                   |                        |
| 1 Phone                               |                |              |                  |                | 646.25        |                     | 570.44            | 88.27%                 |
| Expenses                              |                |              |                  |                | 300.00        |                     | 264.81            | 88.27%                 |
|                                       |                |              |                  |                | 946.25        |                     | 835.25            | 88.27%                 |
| 0 Miscellaneous                       |                |              |                  |                |               |                     |                   |                        |
| 1 Filing Fees                         |                |              |                  |                | 12.00         |                     | 12.00             | 100.00%                |
| 2 Processor Fees                      |                |              |                  |                | 150.00        |                     | 150.00            | 100.00%                |
| 3 Witness Fees                        |                |              |                  |                | 65.00         |                     | 65.00             | 100.00%                |
| Advances                              |                |              |                  |                | 80.00         |                     | 80.00             | 100.00%                |
|                                       |                |              |                  |                | 307.00        |                     | 307.00            | 100.00%                |
| <b>Subtotal</b>                       |                |              |                  |                | 6,890.75      |                     | 1,142.25          | 16.58%                 |
| <b>200.01M Peterson Insurance Co.</b> |                |              |                  |                |               |                     |                   |                        |
| General Legal Counsel                 |                |              |                  |                |               |                     |                   |                        |
| 1 Michael L. Jensen                   | 20.50          | 20.50        | 250.00           | 5,125.00       | 5,125.00      | 100.00%             | 5,125.00          | 100.00%                |
| 2 Jennifer A. Martin                  | 18.00          | 18.00        | 160.00           | 2,880.00       | 2,880.00      | 100.00%             | 2,880.00          | 100.00%                |
| 3 Ronald P. Anderson                  | 6.25           | 6.25         | 125.00           | 781.25         | 781.25        | 100.00%             | 781.25            | 100.00%                |
| Fees                                  | 44.75          | 44.75        | 196.34           | 8,786.25       | 8,786.25      | 100.00%             | 8,786.25          | 100.00%                |
| 0 Miscellaneous                       |                |              |                  |                |               |                     |                   |                        |
| 1 Phone                               |                |              |                  |                | 21.34         |                     | 21.34             | 100.00%                |
| 2 Photocopies                         |                |              |                  |                | 9.75          |                     | 9.75              | 100.00%                |
| Expenses                              |                |              |                  |                | 9.30          |                     | 9.30              | 100.00%                |
|                                       |                |              |                  |                | 40.39         |                     | 40.39             | 100.00%                |
| 0 Miscellaneous                       |                |              |                  |                |               |                     |                   |                        |
| 1 Filing Fees                         |                |              |                  |                | 4.00          |                     | 4.00              | 100.00%                |
| 2 Processor Fees                      |                |              |                  |                | 75.00         |                     | 75.00             | 100.00%                |
| Advances                              |                |              |                  |                | 25.00         |                     | 25.00             | 100.00%                |
|                                       |                |              |                  |                | 104.00        |                     | 104.00            | 100.00%                |
| <b>Subtotal</b>                       |                |              |                  |                | 8,930.64      |                     | 8,930.64          | 100.00%                |
| <b>TOTALS</b>                         |                |              |                  |                |               |                     |                   |                        |
| 1 Michael L. Jensen                   | 117.35         | 117.35       | 179.00           | 18,139.49      | 21,005.25     | 115.80%             | 16,999.06         | 80.93%                 |
| 2 Jennifer A. Martin                  | 93.25          | 93.25        | 207.23           | 19,323.75      | 19,323.75     | 100.00%             | 18,219.80         | 94.29%                 |
| 3 Ronald P. Anderson                  | 60.50          | 60.50        | 181.10           | 10,956.25      | 10,956.25     | 100.00%             | 10,213.36         | 93.22%                 |
| Fee Tax                               |                |              |                  |                | 1,458.93      |                     | 767.62            | 52.62%                 |
| Progress Billing                      |                |              |                  |                | 5,637.50      |                     | 0.00              | 0.00%                  |
| Fees                                  | 271.10         | 271.10       | 215.35           | 48,419.49      | 58,381.68     | 120.57%             | 46,199.84         | 79.13%                 |
| 0 Miscellaneous                       |                |              |                  |                |               |                     |                   |                        |
| 1 Phone                               |                |              |                  |                | 774.64        |                     | 688.53            | 88.88%                 |
| 2 Photocopies                         |                |              |                  |                | 396.38        |                     | 355.47            | 89.68%                 |
| Expenses                              |                |              |                  |                | 65.70         |                     | 49.72             | 75.68%                 |
|                                       |                |              |                  |                | 1,236.72      |                     | 1,093.72          | 88.44%                 |
| 0 Miscellaneous                       |                |              |                  |                |               |                     |                   |                        |
| 1 Filing Fees                         |                |              |                  |                | 56.00         |                     | 56.00             | 100.00%                |
| 2 Processor Fees                      |                |              |                  |                | 405.00        |                     | 405.00            | 100.00%                |
| 3 Witness Fees                        |                |              |                  |                | 170.00        |                     | 170.00            | 100.00%                |
| Advances                              |                |              |                  |                | 170.00        |                     | 170.00            | 100.00%                |
|                                       |                |              |                  |                | 801.00        |                     | 801.00            | 100.00%                |

**Tab3 Summary Client Realization Report**  
Burns, Jensen & Powers, P.C.

|                                       | Original Hours | Billed Hours | Realization Rate | Original Value | Billed Amount | Billing Realization | Est. Hours Collected | Collection Amount | Collection Realization | Write Offs | Uncollected |
|---------------------------------------|----------------|--------------|------------------|----------------|---------------|---------------------|----------------------|-------------------|------------------------|------------|-------------|
| <b>100.00M Phillips/Marcus</b>        |                |              |                  |                |               |                     |                      |                   |                        |            |             |
| Real Estate Acquisition               |                |              |                  |                |               |                     |                      |                   |                        |            |             |
| Fees                                  | 242.73         | 242.73       | 180.42           | 43,150.74      | 43,794.25     | 101.49%             | 207.37               | 37,413.59         | 85.43%                 | 2,578.52   | 3,802.14    |
| Expenses                              |                |              |                  |                | 312.28        |                     |                      | 218.08            | 69.83%                 | 32.00      | 62.20       |
| Advances                              |                |              |                  |                | 520.58        |                     |                      | 390.00            | 74.92%                 | 0.00       | 130.58      |
| <b>Subtotal</b>                       |                |              |                  |                | 44,627.11     |                     |                      | 38,021.67         | 85.20%                 | 2,610.52   | 3,994.92    |
| <b>210.01M Peterson Insurance Co.</b> |                |              |                  |                |               |                     |                      |                   |                        |            |             |
| General Legal Counsel                 |                |              |                  |                |               |                     |                      |                   |                        |            |             |
| Fees                                  | 44.75          | 44.75        | 196.34           | 8,786.25       | 8,786.25      | 100.00%             | 44.75                | 8,786.25          | 100.00%                | 0.00       | 0.00        |
| Expenses                              |                |              |                  |                | 40.39         |                     |                      | 40.39             | 100.00%                | 0.00       | 0.00        |
| Advances                              |                |              |                  |                | 104.00        |                     |                      | 104.00            | 100.00%                | 0.00       | 0.00        |
| <b>Subtotal</b>                       |                |              |                  |                | 8,930.64      |                     |                      | 8,930.64          | 100.00%                | 0.00       | 0.00        |
| <b>TOTALS</b>                         |                |              |                  |                |               |                     |                      |                   |                        |            |             |
| Fees                                  | 598.66         | 596.96       | 193.40           | 118,346.99     | 115,781.74    | 97.83%              | 560.70               | 108,749.58        | 93.93%                 | 3,230.02   | 3,802.14    |
| Expenses                              |                |              |                  |                | 529.62        |                     |                      | 435.42            | 82.21%                 | 32.00      | 62.20       |
| Advances                              |                |              |                  |                | 825.49        |                     |                      | 694.91            | 84.18%                 | 0.00       | 130.58      |
| <b>Totals</b>                         |                |              |                  |                | 117,136.85    |                     |                      | 109,879.91        | 93.80%                 | 3,262.02   | 3,994.92    |

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## Client Realization Report

Billing realization is the percentage of professional work performed that is billed to clients. The Client Realization Report shown above shows billed information for a specified date range, the realized value compared to actual time spent, and the collections applied to the billed information. The Client Realization Report helps you evaluate the profitability of individual clients by showing the amounts collected on specific billings.

On the Detail Client Realization Report (shown on the previous page), the fees billed and collected print for each working timekeeper who did work for the client and the expenses and advances billed and collected are broken down by Cost Type along with sales tax. Finance charge billed and collected will print on a separate row. The Summary Client Realization Report (shown on page 111) includes only a separate line for total billed and collected

amounts for fees, expenses, advances, and finance charge for each client.

The program tabs for this report include the standard **Client** and **Sort** tabs (*page 10*) as well as the **Options** and **Format** tab. The **Options** tab includes parameters that enable you to select a range of dates to include on the report and restrict what transaction information is included. The **Format** tab allows you to select what optional fields are included.

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## Definitions

|  |  |
|--|--|
| <b>Date (heading)</b>                            | Used for reference only.   |
| <b>(Client)</b>                                  | Client ID, name and work description. The letter after the Client ID represents the billing frequency. An asterisk preceding the work description indicates that the work description will not print on the client's statement. <sup>1</sup>   |
| <b>Original Hours</b>                            | Total hours worked for transactions billed and updated for the specified period. Any write-up/write-down of hours will not affect this figure.   |
| <b>Billed Hours</b>                              | Total billable hours billed and updated for the specified period. Billed figures are accumulated based on the statement date. Includes the Write-Up Hours and Write-Down Hours.  |
| <b>Realization Rate</b>                          | Billed Amount divided by Original Hours.   |
| <b>Original Value</b>                            | Total billable amount billed and updated for the specified period prior to any write-up/write-down amounts.  |
| <b>Billed Amount</b>                             | Total billable amount billed and updated for the specified period. This amount includes total fees, expenses and advances billed. Progress billed fee transactions (i.e., Type 6 transactions) are shown as a separate line item. The Total Billed amount includes Sales Tax, Finance Charges, Write-Up, and Write-Down amounts.   |
| <b>Billing Realization</b>                       | The percentage of professional work performed that is actually billed to clients. Billed Amount divided by Original Value.   |
| <b>Est. Hours Collected</b>                      | Collection Realization multiplied by Billed Hours.   |
| <b>Collection Amount</b>                         | The total amount of payments applied to updated statements with a statement date within the specified period (i.e., not the payment transaction date).   |
| <b>Collection Realization</b>                    | The percentage of work billed and updated that is actually collected. Collection Amount divided by Billed Amount.  |
| <b>Write Offs</b>                                | Total write offs for statements billed and updated for the specified period. Write off figures are accumulated for the billing period for which the write off was performed (i.e., not the write off date).  |
| <b>Uncollected</b>                               | Billed Amount minus Collection Amount minus Write Offs.  |
| <b>Missing Allocation Adjustment<sup>1</sup></b> | Total amount of any corrections created by Tabs3 to account for allocations that occurred outside of the specified date range. This line will only appear if the report is run for a date range that does not include both the date of the misallocated amount <i>and</i> the date on which the misallocation was corrected. ( <i>Note: This line can also appear if data with allocation issues from an old version is present.</i> ) |

<sup>1</sup> Not shown on the sample report.

August 2014 Thru October 2014

|                               | Billed Hours  | Billed Amount     | Write Offs    | Fee Receipts      | Effective Rate |
|-------------------------------|---------------|-------------------|---------------|-------------------|----------------|
| <b>001 Michael L. Jensen</b>  |               |                   |               |                   |                |
| August                        | 132.67        | 30,105.00         | 0.00          | 22,844.11         | 226.92         |
| September                     | 92.50         | 17,515.00         | 371.39        | 18,642.04         | 186.33         |
| October                       | 79.11         | 15,324.49         | 0.00          | 13,680.75         | 193.71         |
| <b>Subtotal</b>               | <b>304.28</b> | <b>62,944.49</b>  | <b>371.39</b> | <b>55,166.90</b>  | <b>205.85</b>  |
| <b>002 Jennifer A. Martin</b> |               |                   |               |                   |                |
| August                        | 79.55         | 17,822.50         | 225.00        | 15,629.75         | 223.48         |
| September                     | 70.25         | 11,988.75         | 0.00          | 10,091.02         | 170.66         |
| October                       | 76.75         | 17,087.50         | 0.00          | 12,772.56         | 222.64         |
| <b>Subtotal</b>               | <b>226.55</b> | <b>46,898.75</b>  | <b>225.00</b> | <b>38,493.33</b>  | <b>206.83</b>  |
| <b>003 Ronald P. Anderson</b> |               |                   |               |                   |                |
| August                        | 79.50         | 12,727.50         | 0.00          | 11,526.14         | 160.09         |
| September                     | 93.50         | 15,875.00         | 0.00          | 15,678.75         | 169.79         |
| October                       | 76.50         | 12,646.25         | 125.75        | 5,211.97          | 165.31         |
| <b>Subtotal</b>               | <b>249.50</b> | <b>41,248.75</b>  | <b>125.75</b> | <b>32,416.86</b>  | <b>165.33</b>  |
| <b>GRAND TOTALS</b>           |               |                   |               |                   |                |
| August                        | 291.72        | 60,655.00         | 225.00        | 50,000.00         | 207.78         |
| September                     | 256.25        | 45,378.75         | 371.39        | 44,411.81         | 176.06         |
| October                       | 232.36        | 45,058.24         | 125.75        | 31,665.28         | 193.92         |
| <b>Totals</b>                 | <b>780.33</b> | <b>151,091.99</b> | <b>722.14</b> | <b>126,077.09</b> | <b>193.20</b>  |

August 2014 Thru October 2014

|                        | Billed Hours  | Original Hours | Hours Diff.  | Hours Ratio    | Billed Amount     | Original Value    | Amount Difference | Amount Ratio   | Write Offs    | Fee Receipts      | Receipt Ratio | Billed Rate   | Effective Rate |
|------------------------|---------------|----------------|--------------|----------------|-------------------|-------------------|-------------------|----------------|---------------|-------------------|---------------|---------------|----------------|
| <b>August</b>          |               |                |              |                |                   |                   |                   |                |               |                   |               |               |                |
| 001 Michael L. Jensen  | 132.67        | 132.67         | 0.00         | 100.00%        | 30,105.00         | 33,167.50         | -3,062.50         | 90.77%         | 0.00          | 22,844.11         | 75.88%        | 226.92        | 226.92         |
| 002 Jennifer A. Martin | 79.55         | 79.75          | -0.20        | 99.75%         | 17,822.50         | 17,968.75         | -146.25           | 99.19%         | 225.00        | 15,629.75         | 87.70%        | 224.04        | 223.48         |
| 003 Ronald P. Anderson | 79.50         | 79.50          | 0.00         | 100.00%        | 12,727.50         | 12,727.50         | 0.00              | 100.00%        | 0.00          | 11,526.14         | 90.56%        | 160.09        | 160.09         |
| <b>Subtotal</b>        | <b>291.72</b> | <b>291.92</b>  | <b>-0.20</b> | <b>99.93%</b>  | <b>60,655.00</b>  | <b>63,863.75</b>  | <b>-3,208.75</b>  | <b>94.98%</b>  | <b>225.00</b> | <b>50,000.00</b>  | <b>82.43%</b> | <b>207.92</b> | <b>207.78</b>  |
| <b>September</b>       |               |                |              |                |                   |                   |                   |                |               |                   |               |               |                |
| 001 Michael L. Jensen  | 92.50         | 94.00          | -1.50        | 98.40%         | 17,515.00         | 17,515.00         | 0.00              | 100.00%        | 371.39        | 18,642.04         | 106.43%       | 189.35        | 186.33         |
| 002 Jennifer A. Martin | 70.25         | 70.25          | 0.00         | 100.00%        | 11,988.75         | 11,988.75         | 0.00              | 100.00%        | 0.00          | 10,091.02         | 84.17%        | 170.66        | 170.66         |
| 003 Ronald P. Anderson | 93.50         | 93.50          | 0.00         | 100.00%        | 15,875.00         | 15,875.00         | 0.00              | 100.00%        | 0.00          | 15,678.75         | 98.76%        | 169.79        | 169.79         |
| <b>Subtotal</b>        | <b>256.25</b> | <b>257.75</b>  | <b>-1.50</b> | <b>99.42%</b>  | <b>45,378.75</b>  | <b>45,378.75</b>  | <b>0.00</b>       | <b>100.00%</b> | <b>371.39</b> | <b>44,411.81</b>  | <b>97.87%</b> | <b>177.09</b> | <b>176.06</b>  |
| <b>October</b>         |               |                |              |                |                   |                   |                   |                |               |                   |               |               |                |
| 001 Michael L. Jensen  | 79.11         | 79.11          | 0.00         | 100.00%        | 15,324.49         | 15,324.49         | 0.00              | 100.00%        | 0.00          | 13,680.75         | 89.27%        | 193.71        | 193.71         |
| 002 Jennifer A. Martin | 76.75         | 76.75          | 0.00         | 100.00%        | 17,087.50         | 17,087.50         | 0.00              | 100.00%        | 0.00          | 12,772.56         | 74.75%        | 222.64        | 222.64         |
| 003 Ronald P. Anderson | 76.50         | 76.50          | 0.00         | 100.00%        | 12,646.25         | 12,646.25         | 0.00              | 100.00%        | 125.75        | 5,211.97          | 41.21%        | 165.31        | 165.31         |
| <b>Subtotal</b>        | <b>232.36</b> | <b>232.36</b>  | <b>0.00</b>  | <b>100.00%</b> | <b>45,058.24</b>  | <b>45,058.24</b>  | <b>0.00</b>       | <b>100.00%</b> | <b>125.75</b> | <b>31,665.28</b>  | <b>70.28%</b> | <b>193.92</b> | <b>193.92</b>  |
| <b>GRAND TOTALS</b>    |               |                |              |                |                   |                   |                   |                |               |                   |               |               |                |
| 001 Michael L. Jensen  | 304.28        | 305.78         | -1.50        | 99.51%         | 62,944.49         | 66,066.99         | -3,062.50         | 95.36%         | 371.39        | 55,166.90         | 87.64%        | 206.86        | 205.85         |
| 002 Jennifer A. Martin | 226.55        | 226.75         | -0.20        | 99.91%         | 46,898.75         | 47,045.00         | -146.25           | 99.69%         | 225.00        | 38,493.33         | 82.08%        | 207.01        | 206.83         |
| 003 Ronald P. Anderson | 249.50        | 249.50         | 0.00         | 100.00%        | 41,248.75         | 41,248.75         | 0.00              | 100.00%        | 125.75        | 32,416.86         | 78.59%        | 165.33        | 165.33         |
| <b>Totals</b>          | <b>780.33</b> | <b>782.03</b>  | <b>-1.70</b> | <b>99.78%</b>  | <b>151,091.99</b> | <b>154,300.74</b> | <b>-3,208.75</b>  | <b>97.92%</b>  | <b>722.14</b> | <b>126,077.09</b> | <b>83.44%</b> | <b>193.63</b> | <b>193.20</b>  |

## Timekeeper Analysis Report

The Timekeeper Analysis Report provides an analysis of Billed Hours, Original Hours, Billed Amounts and gross receipts by working timekeeper for a date range, thus allowing you to analyze the information included on the report by month for each timekeeper, or to compare each timekeeper.

As shown in the above reports, the Timekeeper Analysis Report can be sorted by Timekeeper or by Month. Optional columns can be included for a more detailed report.

The program tabs for this report include the standard **Client** and **Sort** tabs (*page 10*) as

well as the **Options** and **Format** tab. The **Options** tab includes parameters that enable you to select a range of months to include on the report, restrict what working timekeeper information is included, and to group results by month or by timekeepers. The **Format** tab allows you to select what optional fields are included.

---

## Definitions

|                          |  |
|--------------------------|--|
| <b>Date (heading)</b>    | Used for reference only.   |
| <b>Billed Hours</b>      | Total billable hours billed and updated during the specified time frame. Billed figures are accumulated based on the statement date. <i>(Note: The Billed Hours includes the Write-Up Hours and Write-Down Hours.)</i>   |
| <b>Original Hours</b>    | Total hours worked for transactions billed during the specified time frame. Any write-up/write-down of hours will not affect this figure.  |
| <b>Hours Difference</b>  | Billed Hours minus Original Hours.   |
| <b>Hours Ratio</b>       | Billed Hours divided by Original Hours.  |
| <b>Billed Amount</b>     | Total billable fees billed and updated during the specified time frame including write-up and write-down amounts. Billed figures are accumulated based on the statement date. Progress billed fee transactions (i.e., Type 6 transactions) are not included in this amount.  |
| <b>Original Value</b>    | A calculated amount for all transactions billed during the specified time frame based on Original Hours multiplied by Rate.  |
| <b>Amount Difference</b> | Billed Amount minus Original Value.  |
| <b>Amount Ratio</b>      | Billed Amount divided by Original Value.   |
| <b>Write Offs</b>        | Total write offs during the specified time frame. Write off figures are accumulated based on the write off transaction date.   |
| <b>Fee Receipts</b>      | Receipts allocated during the specified time frame. The receipt information is accumulated based on the payment allocation date and can include both work-in-process and archived payment entries. The receipt amounts represent the gross working timekeeper amounts and exclude payments on hold. Unapplied payments are not included. |
| <b>Receipts Ratio</b>    | Fee Receipts divided by Billed Amount.   |
| <b>Billed Rate</b>       | Hourly billing rate based on billed hours (Billed Amount divided by Billed Hours).   |
| <b>Effective Rate</b>    | Hourly billing rate based on original hours (Billed Amount divided by Original Hours).   |

**Tab3 Timekeeper Realization Report**  
 Burns, Jensen & Powers, P.C.

| Timekeeper           | Original Hours | Billed Hours  | Realization Rate | Original Value    | Billed Amount     | Billing Realization | Est. Hours Collected | Collection Amount | Collection Realization | Write Offs    | Uncollected      |
|----------------------|----------------|---------------|------------------|-------------------|-------------------|---------------------|----------------------|-------------------|------------------------|---------------|------------------|
| 1 Michael L. Jensen  | 92.85          | 92.85         | 250.00           | 23,212.50         | 23,212.50         | 100.00%             | 90.66                | 22,666.17         | 97.65%                 | 0.00          | 546.33           |
| 2 Jennifer A. Martin | 165.48         | 165.28        | 224.12           | 37,233.00         | 37,086.75         | 99.61%              | 152.20               | 34,151.11         | 92.08%                 | 0.00          | 2,935.64         |
| 3 Ronald P. Anderson | 84.50          | 84.50         | 160.00           | 13,520.00         | 13,520.00         | 100.00%             | 81.45                | 13,031.28         | 96.39%                 | 0.00          | 488.72           |
| 4 Nicole Sampson     | 79.79          | 79.79         | 150.00           | 11,968.50         | 11,968.50         | 100.00%             | 55.89                | 8,383.27          | 70.04%                 | 95.74         | 3,489.49         |
| 5 William Riley      | 60.22          | 60.22         | 100.00           | 6,022.00          | 6,022.00          | 100.00%             | 37.27                | 3,726.67          | 61.88%                 | 46.13         | 2,249.20         |
| 6 Candace T. Stone   | 160.45         | 160.45        | 175.00           | 28,078.75         | 28,078.75         | 100.00%             | 135.32               | 23,680.86         | 84.34%                 | 58.13         | 4,339.76         |
| <b>Totals</b>        | <b>643.29</b>  | <b>643.09</b> | <b>186.37</b>    | <b>120,034.75</b> | <b>119,888.50</b> | <b>99.88%</b>       | <b>566.66</b>        | <b>105,639.36</b> | <b>88.11%</b>          | <b>200.00</b> | <b>14,049.14</b> |

**Tab3 Timekeeper Realization Report**  
 Burns, Jensen & Powers, P.C.

September 1, 2014 thru October 31, 2014

| Timekeeper           | Original Hours | Billed Hours  | Realization Rate | Original Value   | Billed Amount    | Billing Realization | Collection Amount | Collection Realization |
|----------------------|----------------|---------------|------------------|------------------|------------------|---------------------|-------------------|------------------------|
| 1 Michael L. Jensen  | 57.85          | 57.85         | 250.00           | 14,462.50        | 14,462.50        | 100.00%             | 13,916.17         | 96.22%                 |
| 2 Jennifer A. Martin | 58.73          | 58.73         | 225.00           | 13,214.25        | 13,214.25        | 100.00%             | 12,413.31         | 93.94%                 |
| 3 Ronald P. Anderson | 64.25          | 64.25         | 160.00           | 10,280.00        | 10,280.00        | 100.00%             | 9,791.28          | 95.25%                 |
| 4 Nicole Sampson     | 53.34          | 53.34         | 150.00           | 8,001.00         | 8,001.00         | 100.00%             | 4,415.77          | 55.19%                 |
| 5 William Riley      | 44.23          | 44.23         | 100.00           | 4,423.00         | 4,423.00         | 100.00%             | 2,127.67          | 48.10%                 |
| 6 Candace T. Stone   | 40.45          | 40.45         | 175.00           | 7,078.75         | 7,078.75         | 100.00%             | 2,680.86          | 37.87%                 |
| <b>Totals</b>        | <b>318.85</b>  | <b>318.85</b> | <b>180.21</b>    | <b>57,459.50</b> | <b>57,459.50</b> | <b>100.00%</b>      | <b>45,345.06</b>  | <b>78.92%</b>          |

## Timekeeper Realization Report

Billing Realization is the percentage of professional work performed that is billed to clients. The Timekeeper Realization Report shows billed information for a specified date range, the realized value (i.e. percentage of professional work performed that is actually billed to clients) compared to actual time spent, and the collections applied to the billed information. The report helps you evaluate the profitability of individual working timekeepers by showing the amounts collected on specific billings.

The program tabs for this report include the standard **Client** tab (*page 10*) as well as the **Options** and **Format** tab. The **Options** tab includes parameters that enable you to select a range of months to include on the report and to limit what timekeeper's work will appear. The **Format** tab allows you to select what optional fields are included.

## Definitions

|  |   |
|--|---|
| <b>Date (heading)</b>                            | Used for reference only.  |
| <b>(date range)</b>                              | The time period of billed transactions that the report includes. Can be a predetermined time period (i.e., Current Reporting Month), or any date range specified when the report is generated.  |
| <b>(timekeeper)</b>                              | Working timekeeper number and name.   |
| <b>Original Hours</b>                            | Total hours worked for transactions billed and updated for the specified period. Any write-up/write-down of hours will not affect this figure.  |
| <b>Billed Hours</b>                              | Total billable hours billed and updated for the specified period. Billed figures are accumulated based on the statement date. Includes the Write-Up Hours and Write-Down Hours.   |
| <b>Realization Rate</b>                          | Billed Amount divided by Original Hours.  |
| <b>Original Value</b>                            | Total billable amount billed and updated for the specified period prior to any write-up/write-down amounts.   |
| <b>Billed Amount</b>                             | Total billable fees billed and updated for the specified period including write-up and write-down amounts. Progress billed fee transactions (i.e., Type 6 transactions) are not included in this amount.  |
| <b>Billing Realization</b>                       | The percentage of professional work performed that is actually billed to clients. Billed Amount divided by Original Value.  |
| <b>Est. Hours Collected</b>                      | Collection Realization multiplied by Billed Hours.  |
| <b>Collection Amount</b>                         | The total amount of work-in-process payments and updated payments applied to fees on updated statements with a statement date within the specified period (i.e., not the payment transaction date or payment allocation date).  |
| <b>Collection Realization</b>                    | The percentage of work billed and updated that is actually collected. Collection Amount divided by Billed Amount.   |
| <b>Write Offs</b>                                | Total write offs for statements billed and updated for the specified period. Write off figures are accumulated for the billing period for which the write off was performed (i.e., not the write off date).   |
| <b>Uncollected</b>                               | Billed Amount minus Collection Amount minus Write Offs.   |
| <b>Missing Allocation Adjustment<sup>1</sup></b> | Total amount of any corrections created by Tabs3 to account for allocations that occurred outside of the specified date range. This line will only appear if the report is run for a date range that does not include both the date of the misallocated amount and the date on which the misallocation was corrected. ( <i>Note: This line can also appear if data with allocation issues from an old version is present.</i> ) |

<sup>1</sup> Not shown on the sample report.

| Date: 11/17/2014 Tabs3 Timekeeper Productivity Report Page: 1 |          |          |           |           |
|---|----------|----------|-----------|-----------|
| Burns, Jensen & Powers, P.C.                                  |          |          |           |           |
|   | Sep 2014 | Oct 2014 | Total     | YTD Total |
| <b>1 Robert J. Burns</b>                                      |          |          |           |           |
| <b>Billed</b>   |          |          |           |           |
| Hours Worked  | 37.60    | 42.25    | 79.85     | 79.85     |
| Billed Hours  | 39.67    | 42.41    | 82.08     | 82.08     |
| Write-Up Hours  | 3.07     | 0.16     | 3.23      | 3.23      |
| Write-Down Hours  | 1.00     | 0.00     | 1.00      | 1.00      |
| Worked Value  | 8,952.50 | 9,887.50 | 18,840.00 | 18,840.00 |
| Write-Up Hours Value  | 617.50   | 40.00    | 657.50    | 657.50    |
| Write-Down Hours Value  | 200.00   | 0.00     | 200.00    | 200.00    |
| Billed Amount   | 9,338.24 | 9,716.39 | 19,054.63 | 19,054.63 |
| Write-Up Amount   | 0.00     | 0.00     | 0.00      | 0.00      |
| Write-Down Amount   | 31.76    | 73.29    | 105.05    | 105.05    |
| Courtesy Discount   | 0.00     | 137.82   | 137.82    | 137.82    |
| Total Write-Up  | 617.50   | 40.00    | 657.50    | 657.50    |
| Total Write-Down  | 231.76   | 211.11   | 442.87    | 442.87    |
| Worked Rate   | 248.36   | 229.97   | 238.63    | 238.63    |
| Billed Rate   | 235.40   | 229.11   | 232.15    | 232.15    |
| Write Offs  | 0.00     | 0.00     | 0.00      | 0.00      |
| Effective Rate  | 235.40   | 229.11   | 232.15    | 232.15    |
| <b>Worked</b>   |          |          |           |           |
| Billable Hours Worked   | 37.60    | 42.25    | 79.85     | 146.50    |
| Non-billable Hours Worked                                     | 0.00     | 0.00     | 0.00      | 1.50      |
| Hours to Bill   | 39.67    | 42.41    | 82.08     | 148.89    |
| Worked Value  | 8,952.50 | 9,887.50 | 18,840.00 | 34,427.50 |
| Non-billable Amount   | 37.50    | 0.00     | 37.50     | 440.00    |
| Amount to Bill  | 9,338.24 | 9,716.39 | 19,054.63 | 34,682.13 |
| Total Hours   | 37.60    | 42.25    | 79.85     | 148.00    |
| Total Amount  | 8,990.00 | 9,887.50 | 18,877.50 | 34,867.50 |

| Date: 11/17/2014 Tabs3 Timekeeper Productivity Report Page: 1 |          |          |           |           |
|---|----------|----------|-----------|-----------|
| Burns, Jensen & Powers, P.C.                                  |          |          |           |           |
|   | Sep 2014 | Oct 2014 | Total     | YTD Total |
| <b>1 Robert J. Burns</b>                                      |          |          |           |           |
| <b>Billed</b>   |          |          |           |           |
| Hours Worked  | 37.60    | 42.25    | 79.85     | 79.85     |
| Billed Hours  | 39.67    | 42.41    | 82.08     | 82.08     |
| Write-Up Hours  | 3.07     | 0.16     | 3.23      | 3.23      |
| Write-Down Hours  | 1.00     | 0.00     | 1.00      | 1.00      |
| Worked Value  | 8,952.50 | 9,887.50 | 18,840.00 | 18,840.00 |
| Billed Amount   | 9,338.24 | 9,716.39 | 19,054.63 | 19,054.63 |
| Write-Up Amount   | 0.00     | 0.00     | 0.00      | 0.00      |
| Write-Down Amount   | 31.76    | 73.29    | 105.05    | 105.05    |
| Courtesy Discount   | 0.00     | 137.82   | 137.82    | 137.82    |
| Total Write-Up  | 617.50   | 40.00    | 657.50    | 657.50    |
| Total Write-Down  | 231.76   | 211.11   | 442.87    | 442.87    |
| Worked Rate   | 248.36   | 229.97   | 238.63    | 238.63    |
| Billed Rate   | 235.40   | 229.11   | 232.15    | 232.15    |
| Write Offs  | 0.00     | 0.00     | 0.00      | 0.00      |
| Effective Rate  | 235.40   | 229.11   | 232.15    | 232.15    |
| <b>Worked</b>   |          |          |           |           |
| Billable Hours Worked   | 37.60    | 42.25    | 79.85     | 146.50    |
| Non-billable Hours Worked                                     | 0.00     | 0.00     | 0.00      | 1.50      |
| Hours to Bill   | 39.67    | 42.41    | 82.08     | 148.89    |
| Worked Value  | 8,952.50 | 9,887.50 | 18,840.00 | 34,427.50 |
| Non-billable Amount   | 37.50    | 0.00     | 37.50     | 440.00    |
| Amount to Bill  | 9,338.24 | 9,716.39 | 19,054.63 | 34,682.13 |
| Total Hours   | 37.60    | 42.25    | 79.85     | 148.00    |
| Total Amount  | 8,990.00 | 9,887.50 | 18,877.50 | 34,867.50 |

You can pick and choose which values you want included on the report. These two reports are the same except that the report on the left includes rows for Write-Up Hours Value and Write-Down Hours Value whereas the report on the right does not. Billed and Worked Percentages are not included on these reports and neither is Cumulative WIP.

| Date: 11/17/2014 Tabs3 Timekeeper Productivity Report Page: 1 |           |           |           |           |
|---|-----------|-----------|-----------|-----------|
| Burns, Jensen & Powers, P.C.                                  |           |           |           |           |
|   | Sep 2014  | Oct 2014  | Total     | YTD Total |
| <b>1 Robert J. Burns</b>                                      |           |           |           |           |
| <b>Billed</b>   |           |           |           |           |
| Billed Hours  | 39.67     | 42.41     | 82.08     | 82.08     |
| Billed Amount   | 9,338.24  | 9,716.39  | 19,054.63 | 19,054.63 |
| Billed Rate   | 235.40    | 229.11    | 232.15    | 232.15    |
| <b>2 Michael L. Jensen</b>                                    |           |           |           |           |
| <b>Billed</b>   |           |           |           |           |
| Billed Hours  | 4.00      | 1.75      | 5.75      | 5.75      |
| Billed Amount   | 1,100.00  | 425.32    | 1,525.32  | 1,525.32  |
| Billed Rate   | 275.00    | 243.04    | 265.27    | 265.27    |
| <b>3 Paula A. Madison</b>                                     |           |           |           |           |
| <b>Billed</b>   |           |           |           |           |
| Billed Hours  | 6.08      | 1.46      | 7.54      | 7.54      |
| Billed Amount   | 861.25    | 215.48    | 1,076.73  | 1,076.73  |
| Billed Rate   | 141.65    | 147.59    | 142.80    | 142.80    |
| <b>4 Daniel H. Brady</b>                                      |           |           |           |           |
| <b>Billed</b>   |           |           |           |           |
| Billed Hours  | 6.75      | 3.07      | 9.82      | 9.82      |
| Billed Amount   | 1,181.25  | 513.35    | 1,694.60  | 1,694.60  |
| Billed Rate   | 175.00    | 167.21    | 172.57    | 172.57    |
| <b>5 Julie P. Powers</b>                                      |           |           |           |           |
| <b>Billed</b>   |           |           |           |           |
| Billed Hours  | 4.00      | 0.00      | 4.00      | 4.00      |
| Billed Amount   | 600.00    | 0.00      | 600.00    | 600.00    |
| Billed Rate   | 150.00    | 0.00      | 150.00    | 150.00    |
| <b>GRAND TOTALS</b>   |           |           |           |           |
|   | Sep 2011  | Oct 2011  | Total     | YTD Total |
| Billed  |           |           |           |           |
| Billed Hours  | 60.50     | 48.69     | 109.19    | 109.19    |
| Billed Amount   | 13,080.74 | 10,870.54 | 23,951.28 | 23,951.28 |
| Billed Rate   | 216.21    | 223.26    | 219.35    | 219.35    |

This report only includes Billed Hours, Billed Amount, and Billed Rate.

| Date: 11/17/2014 Tabs3 Timekeeper Productivity Report Page: 1 |           |          |           |           |
|---|-----------|----------|-----------|-----------|
| Burns, Jensen & Powers, P.C.                                  |           |          |           |           |
|   | Sep 2014  | Oct 2014 | Total     | YTD Total |
| <b>1 Robert J. Burns</b>                                      |           |          |           |           |
| <b>Billed</b>   |           |          |           |           |
| Hours Worked  | 37.60     | 42.25    | 79.85     | 79.85     |
| (HW / Grand Total HW)   | 64.4%     | 87.3%    | 74.8%     | 74.8%     |
| Billed Hours  | 39.67     | 42.41    | 82.08     | 82.08     |
| (BH / Grand Total BH)   | 65.6%     | 87.1%    | 75.2%     | 75.2%     |
| Write-Up Hours  | 3.07      | 0.16     | 3.23      | 3.23      |
| (WUH / Hours Worked)  | 8.2%      | 0.4%     | 4.0%      | 4.0%      |
| Write-Down Hours  | 1.00      | 0.00     | 1.00      | 1.00      |
| (WDH / Hours Worked)  | 2.7%      | 0.0%     | 1.3%      | 1.3%      |
| Worked Value  | 8,952.50  | 9,887.50 | 18,840.00 | 18,840.00 |
| (WV / Grand Total WV)   | 71.0%     | 89.3%    | 79.6%     | 79.6%     |
| Billed Amount   | 9,338.24  | 9,716.39 | 19,054.63 | 19,054.63 |
| (BA / Grand Total BA)   | 71.4%     | 89.4%    | 79.6%     | 79.6%     |
| Total Write-Up  | 617.50    | 40.00    | 657.50    | 657.50    |
| (TWU / Worked Value)  | 7.0%      | 3.0%     | 3.0%      | 3.0%      |
| Total Write-Down  | 231.76    | 211.11   | 442.87    | 442.87    |
| (TWD / Worked Value)  | 3.0%      | 2.0%     | 2.0%      | 2.0%      |
| Worked Rate   | 248.36    | 229.97   | 238.63    | 238.63    |
| Billed Rate   | 235.40    | 229.11   | 232.15    | 232.15    |
| Write Offs  | 0.00      | 57.75    | 57.75     | 57.75     |
| Effective Rate  | 235.40    | 227.74   | 231.44    | 231.44    |
| <b>Worked</b>   |           |          |           |           |
| Billable Hours Worked   | 37.60     | 42.25    | 79.85     | 146.50    |
| (BHW / Total Hours)   | 100.0%    | 100.0%   | 100.0%    | 99.0%     |
| Non-billable Hours Worked                                     | 0.00      | 0.00     | 0.00      | 1.50      |
| (NBHW / Total Hours)  | 0.0%      | 0.0%     | 0.0%      | 1.0%      |
| Hours to Bill   | 39.67     | 42.41    | 82.08     | 148.89    |
| (HB / Total Hours)  | 105.5%    | 100.4%   | 102.8%    | 100.6%    |
| Worked Value  | 8,952.50  | 9,887.50 | 18,840.00 | 34,427.50 |
| (WV / Total Amount)   | 99.6%     | 100.0%   | 99.8%     | 99.7%     |
| Non-billable Amount   | 37.50     | 0.00     | 37.50     | 440.00    |
| (NA / Total Amount)   | 0.4%      | 0.0%     | 0.2%      | 1.3%      |
| Amount to Bill  | 9,338.24  | 9,716.39 | 19,054.63 | 34,682.13 |
| (AB / Total Amount)   | 103.9%    | 98.3%    | 100.9%    | 99.5%     |
| Total Hours   | 37.60     | 42.25    | 79.85     | 148.00    |
| (TH / Grand Total Hours)                                      | 62.0%     | 87.3%    | 73.3%     | 39.0%     |
| Total Amount  | 8,990.00  | 9,887.50 | 18,877.50 | 34,867.50 |
| (TA / Grand Total Amount)                                     | 69.3%     | 88.8%    | 78.3%     | 64.2%     |
| WIP Hours to Bill   | 66.81     |          |           |           |
| WIP Amount:   | 15,332.22 |          |           |           |
| Average Age:  | 180 Days  |          |           |           |

This report includes percentages. The Compare to Recommended Hours option was not selected.

(Description and Definitions are on the following page.)

(continued from the previous page.)

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## Timekeeper Productivity Report

The Timekeeper Productivity Report shows billed information, worked information or a combination of both for a range of timekeepers and timekeeper levels. You can select exactly which items you want included on the reports and optionally include percentages. Any range of months during the current reporting year can be included on the report. Totals are shown for all months selected on the report as well

as year-to-date totals, which include the figures from the first month of the reporting year thru the Ending Reporting Month specified on the **Options** tab. Optional information is selected on the **Format** tab, as well as the option to print in portrait or landscape format.

For example, assume your current reporting month is October and your fiscal year runs

from January through December. If you were to run the report for August through October, the Total figures would include August through October amounts and the YTD Total figures would include January through October amounts. You have the option to print one timekeeper per page and to print zero activity timekeepers. Various figures from this report can optionally be generated in a graphical format (*page 133*).

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## Billed Portion Definitions

The Billed section of the report includes hours and amounts based on the reporting month in which statements were updated. Statements run with a date other than the current reporting month are included in the current month's billed portion of the report when updated. (*Note: The current reporting month can be displayed by selecting **About Tabs3** from the **Help** menu.*) When the **Billed Information** check box is selected on the **Options** tab, the following items can be included or excluded from the report via the **Format** tab.

|                               |  |
|-------------------------------|--|
| <b>Hours Worked</b>           | Total billable hours worked for transactions billed during the month.  |
| %                             | Percentage comparison to the Grand Total Hours Worked in the same column on the report.  |
| <b>Billed Hours</b>           | Total billable hours billed during the month. Billed figures are accumulated based on the billing period in which the statement was updated (which is not necessarily the billing period of the statement date). ( <i>Note: The Billed Hours includes the Write-Up Hours and Write-Down Hours.</i> ) |
| %                             | Percentage comparison to the Grand Total Billed Hours in the same column on the report.  |
| <b>Write-Up Hours</b>         | Total write-up for hours billed during the month. This figure is calculated based on the total Hours to Bill for transactions billed for the month minus the total Hours Worked for the same transactions.   |
| %                             | Percentage comparison to the Grand Total Write-Up Hours in the same column on the report.  |
| <b>Write-Down Hours</b>       | Total write-down for hours billed during the month. This figure is calculated based on the total Worked Hours for transactions billed for the month minus the total Hours to Bill for the same transactions.   |
| %                             | Percentage comparison to the Grand Total Write-Down Hours in the same column on the report.  |
| <b>Worked Value</b>           | A calculated amount for all transactions billed during the month based on Hours Worked multiplied by Rate.   |
| %                             | Percentage comparison to the Grand Total Worked Value in the same column on the report.  |
| <b>Write-Up Hours Value</b>   | A calculated amount for all transactions billed during the month based on (Billed Hours - Hours Worked) multiplied by rate.  |
| %                             | Write-Up Hours Value divided by Worked Value.  |
| <b>Write-Down Hours Value</b> | A calculated amount for all transactions billed during the month based on (Hours Worked - Billed Hours) multiplied by rate.  |
| %                             | Write-Down Hours Value divided by Worked Value.  |
| <b>Billed Amount</b>          | Total billable fees billed during that month. ( <i>Note: The Billed Amount includes the Write-Up Amount and Write-Down Amount but does not include the Write Offs.</i> )   |
| %                             | Percentage comparison to the Grand Total Billed Amt in the same column on the report.  |
| <b>Write-Up Amount</b>        | Total write-up for fees billed during the month.   |
| %                             | Write-up percentage [Write-Up divided by (Billed Amt - Write-Up + Write-Down)].  |
| <b>Write-Down Amount</b>      | Total write-downs for fees billed during the month.  |
| %                             | Write-down percentage [Write-Down divided by (Billed Amt - Write-Up + Write-Down)].  |
| <b>Courtesy Discount</b>      | Dollar value of any billed and updated courtesy discounts.   |
| %                             | Courtesy Discount divided by Worked Value.   |
| <b>Total Write-Up</b>         | Write-Up Hours Value plus Write-Up Amount.   |
| %                             | Total Write-Up divided by Worked Value.  |
| <b>Total Write-Down</b>       | Write-Down Hours Value plus Write-Down plus Courtesy Discount.   |
| %                             | Total Write-Down divided by Worked Value.  |



|                       |   |
|-----------------------|---|
| <b>Worked Rate</b>    | Hourly worked rate (Billed Amount divided by Hours Worked).   |
| <b>Billed Rate</b>    | Hourly billing rate (Billed Amt divided by Hours).  |
| <b>Write Offs</b>     | Write offs for that month by working timekeeper. Write off figures are accumulated for the billing period in which the write off was performed (i.e., not the write off date). A report of write offs for a specified range of write off dates can be generated using the Client Ledger Report for Write Offs Only. |
| <b>Effective Rate</b> | Effective hourly billing rate [(Billed Amt minus Write Offs) divided by Billed Hours].  |

## Worked Portion Definitions

Information in the Worked section is based on transaction dates in the current reporting period. There is no distinction made as to whether or not the billable worked hours and amounts have been billed. Fee transactions entered with a previous month's date will be included in the month of the fee transaction's date. When the **Worked Information** check box is selected on the **Options** tab, the following items can be included or excluded from the report via the **Format** tab.

|                                  |  |
|----------------------------------|--|
| <b>Billable Hours Worked</b>     | Total billable hours worked during the month including hours on hold.  |
| %                                | Percentage comparison to timekeeper's Total Billable and Non-billable Hours (Billable Hours Worked divided by Total Hours).  |
| <b>Non-billable Hours Worked</b> | Total non-billable hours worked during the month including non-billable hours on hold.   |
| %                                | Percentage comparison to timekeeper's Total Billable and Non-billable Hours (Non-billable Hours Worked divided by Total Hours).  |
| <b>Hours to Bill</b>             | Total billable hours to bill during the month including hours on hold.   |
| %                                | Percentage comparison to timekeeper's Total Hours (Hours to Bill divided by Total Hours).  |
| <b>Worked Value</b>              | A calculated amount for all transactions during the month based on Billable Hours Worked multiplied by rate of transactions. Transactions on hold are included. Does not include write-up or write-down. |
| %                                | Percentage comparison to timekeeper's Total Amount (Worked Value divided by Total Amount).   |
| <b>Non-billable Amount</b>       | Total non-billable fee amount for transactions entered during the month. Non-billable transactions on hold are included.   |
| %                                | Percentage comparison to timekeeper's Total Amount (Non-billable Amount divided by Total Amount).  |
| <b>Amount to Bill</b>            | Total billable fee amount for transactions entered during the month. Includes write-up and write-down.   |
| %                                | Percentage comparison to timekeeper's Total Amount (Amount to Bill divided by Total Amount).   |
| <b>Total Hours</b>               | Billable Hours Worked + Non-billable Hours Worked.   |
| %                                | The calculations for these percentages depend on whether the "Compare to Recommended Hours" check box was selected.  |

### "Compare to Recommended Hours" Check Box Cleared

**Total** When the "Compare to Recommended Hours" check box is cleared, the percentage for the timekeeper's worked hours in the **Total** column uses the following formula: timekeeper's Total Hrs in the Total column divided by the Total Hours in the Grand Totals section.

**YTD Total** The percentage for the timekeepers worked hours in the **YTD Total** column uses the following formula: timekeeper's Total Hrs in the YTD Total column divided by the YTD Total Hours in the Grand Totals section.

*(Note: A Total Hours percentage comparison will not be included in the Grand Totals section unless you are comparing figures to recommended hours.)*

### "Compare to Recommended Hours" Check Box Selected

**Total** When the "Compare to Recommended Hours" check box is selected, the percentage for the timekeeper's worked hours in the **Total** column is compared to the hours specified in the **Recommended Hours per Month** field by using the following formula: timekeeper's Total Hours in the Total column divided by (the number of months on the report multiplied by the Recommended Hours).

**YTD Total** The percentage for the timekeeper's worked hours in the **YTD Total** column is compared to the hours specified in the **Recommended Hours per Month** field by using the following formula: timekeeper's Total Hours in the YTD Total column divided by (the number of months in the YTD multiplied by the Recommended Hours).

**Total in Grand Totals** If more than one timekeeper is used in the report, percentages in the Grand Totals Worked section are calculated using the following. The percentage for the grand total worked hours in the **Total** column is compared to the hours specified in the **Recommended Hours per Month** field by using the following formula: Total Hours in the Total Column divided by (the number of timekeepers on the report multiplied by the number of months on the report multiplied by the Recommended Hours).



(continued from the previous page)

**YTD Total in Grand Totals** The percentage for the Grand Total worked hours in the **YTD Total** column is compared to the hours specified in the **Recommended Hours per Month** field by using the following formula: Total Hours in the YTD Total column divided by (the number of timekeepers on the report multiplied by the number of months in the YTD multiplied by the Recommended Hours).

**Total Amount** Worked Value + Non-billable Amount.  
**%** Percentage comparison to Grand Total Amount.

**WIP Hours to Bill** Cumulative billable work-in-process Hours to Bill through the ending reporting month selected (including credits). This figure is only included if the **Cumulative WIP** option is selected. (Note: This figure includes all work-in-process Hours to Bill through the ending reporting month selected, including all work-in-process Hours to Bill dated prior to the beginning reporting month.)

**WIP Amount** Cumulative billable work-in-process amounts through the ending reporting month selected (includes credits, write-ups and write-downs). This figure is only included if the **Cumulative WIP** option is selected. (Note: This figure includes all work-in-process amounts through the ending reporting month selected, including all work-in-process amounts dated prior to the beginning reporting month.)

**Average Age** Average age of billable work-in-process fees based on the age of each transaction times the amount of each transaction divided by the total work-in-process (weighted average). This figure is only included if the **Cumulative WIP** option is selected. [Tip: If this number is negative or seems excessively large, you can run a Transaction File List for fee work-in-process transactions using mm/dd/yyyy for the beginning and ending date and subtotal by transaction date in order to identify which transaction(s) is skewing this calculated figure.]

| Date: 11/17/2014                   |           |           |           |           |
|------------------------------------|-----------|-----------|-----------|-----------|
| Tabs3 Category Productivity Report |           |           |           |           |
| Burns, Jensen & Powers, P.C.       |           |           |           |           |
| Page: 1                            |           |           |           |           |
|                                    | Sep 2014  | Oct 2014  | Total     | YTD Total |
| <b>1 Business Consulting</b>       |           |           |           |           |
| <b>Billed</b>                      |           |           |           |           |
| Hours Worked                       | 3.50      | 6.65      | 10.15     | 10.15     |
| Billed Hours                       | 3.65      | 6.94      | 10.59     | 10.59     |
| Worked Value                       | 605.00    | 1,405.25  | 2,010.25  | 2,010.25  |
| Billed Amount                      | 581.99    | 1,201.79  | 1,783.78  | 1,783.78  |
| Billed Rate                        | 159.45    | 173.17    | 168.44    | 168.44    |
| <b>5 Other Consulting</b>          |           |           |           |           |
| <b>Billed</b>                      |           |           |           |           |
| Hours Worked                       | 40.85     | 35.25     | 76.10     | 76.10     |
| Billed Hours                       | 42.85     | 35.25     | 78.10     | 78.10     |
| Worked Value                       | 9,393.75  | 8,043.75  | 17,437.50 | 17,437.50 |
| Billed Amount                      | 9,893.75  | 7,893.75  | 17,787.50 | 17,787.50 |
| Billed Rate                        | 230.89    | 223.94    | 227.75    | 227.75    |
| <b>15 Business Tax</b>             |           |           |           |           |
| <b>Billed</b>                      |           |           |           |           |
| Hours Worked                       | 1.00      | 6.50      | 7.50      | 7.50      |
| Billed Hours                       | 1.00      | 6.50      | 7.50      | 7.50      |
| Worked Value                       | 250.00    | 1,625.00  | 1,875.00  | 1,875.00  |
| Billed Amount                      | 250.00    | 1,625.00  | 1,875.00  | 1,875.00  |
| Billed Rate                        | 250.00    | 250.00    | 250.00    | 250.00    |
| <b>20 Real Estate</b>              |           |           |           |           |
| <b>Billed</b>                      |           |           |           |           |
| Hours Worked                       | 8.25      | 0.00      | 8.25      | 8.25      |
| Billed Hours                       | 8.25      | 0.00      | 8.25      | 8.25      |
| Worked Value                       | 1,590.00  | 0.00      | 1,590.00  | 1,590.00  |
| Billed Amount                      | 1,590.00  | 0.00      | 1,590.00  | 1,590.00  |
| Billed Rate                        | 192.73    | 0.00      | 192.73    | 192.73    |
| <b>GRAND TOTALS</b>                |           |           |           |           |
|                                    | Sep 2014  | Oct 2014  | Total     | YTD Total |
| <b>Billed</b>                      |           |           |           |           |
| Hours Worked                       | 53.60     | 48.40     | 102.00    | 102.00    |
| Billed Hours                       | 55.75     | 48.69     | 104.44    | 104.44    |
| Worked Value                       | 11,838.75 | 11,074.00 | 22,912.75 | 22,912.75 |
| Billed Amount                      | 12,315.74 | 10,720.54 | 23,036.28 | 23,036.28 |
| Billed Rate                        | 220.91    | 220.18    | 220.57    | 220.57    |

| Date: 11/17/2014                   |          |          |          |           |
|------------------------------------|----------|----------|----------|-----------|
| Tabs3 Category Productivity Report |          |          |          |           |
| Burns, Jensen & Powers, P.C.       |          |          |          |           |
| Page: 1                            |          |          |          |           |
|                                    | Sep 2014 | Oct 2014 | Total    | YTD Total |
| <b>1 Business Consulting</b>       |          |          |          |           |
| <b>Billed</b>                      |          |          |          |           |
| Hours Worked                       | 3.50     | 6.65     | 10.15    | 10.15     |
| (HW / Grand Total HW)              | 100.0%   | 100.0%   | 100.0%   | 100.0%    |
| Billed Hours                       | 3.65     | 6.94     | 10.59    | 10.59     |
| (BH / Grand Total BH)              | 100.0%   | 100.0%   | 100.0%   | 100.0%    |
| Write-Up Hours                     | 0.15     | 0.29     | 0.44     | 0.44      |
| (WUH / Hours Worked)               | 4.3%     | 4.4%     | 4.3%     | 4.3%      |
| Write-Down Hours                   | 0.00     | 0.00     | 0.00     | 0.00      |
| (WDH / Hours Worked)               | 0.0%     | 0.0%     | 0.0%     | 0.0%      |
| Worked Value                       | 605.00   | 1,405.25 | 2,010.25 | 2,010.25  |
| (WV / Grand Total WV)              | 100.0%   | 100.0%   | 100.0%   | 100.0%    |
| Write-Up Hours Value               | 26.70    | 61.85    | 88.55    | 88.55     |
| (WUHV / Worked Value)              | 4.4%     | 4.4%     | 4.4%     | 4.4%      |
| Write-Down Hours Value             | 0.00     | 0.00     | 0.00     | 0.00      |
| (WDHV / Worked Value)              | 0.0%     | 0.0%     | 0.0%     | 0.0%      |
| Billed Amount                      | 581.99   | 1,201.79 | 1,783.78 | 1,783.78  |
| (BA / Grand Total BA)              | 100.0%   | 100.0%   | 100.0%   | 100.0%    |
| Write-Up Amount                    | 0.00     | 0.00     | 0.00     | 0.00      |
| (WUA / Worked Value)               | 0.0%     | 0.0%     | 0.0%     | 0.0%      |
| Write-Down Amount                  | 49.71    | 115.31   | 165.02   | 165.02    |
| (WDA / Worked Value)               | 8.2%     | 8.2%     | 8.2%     | 8.2%      |
| Courtesy Discount                  | 0.00     | 150.00   | 150.00   | 150.00    |
| (CD / Worked Value)                | 0.0%     | 10.7%    | 7.5%     | 7.5%      |
| Total Write-Up                     | 26.70    | 61.85    | 88.55    | 88.55     |
| (TWU / Worked Value)               | 4.0%     | 4.0%     | 4.0%     | 4.0%      |
| Total Write-Down                   | 49.71    | 265.31   | 315.02   | 315.02    |
| (TWD / Worked Value)               | 8.0%     | 19.0%    | 16.0%    | 16.0%     |
| Worked Rate                        | 166.28   | 180.72   | 175.74   | 175.74    |
| Billed Rate                        | 159.45   | 173.17   | 168.44   | 168.44    |
| Write Offs                         | 0.00     | 0.00     | 0.00     | 0.00      |
| Effective Rate                     | 159.45   | 173.17   | 168.44   | 168.44    |
| <b>Worked</b>                      |          |          |          |           |
| Billable Hours Worked              | 3.50     | 6.65     | 10.15    | 45.15     |
| (BHW / Total Hours)                | 100.0%   | 100.0%   | 100.0%   | 97.8%     |
| Non-billable Hours Worked          | 0.00     | 0.00     | 0.00     | 1.00      |
| (NHW / Total Hours)                | 0.0%     | 0.0%     | 0.0%     | 2.2%      |
| Hours to Bill                      | 3.65     | 6.94     | 10.59    | 45.75     |
| (HB / Total Hours)                 | 104.3%   | 104.4%   | 104.3%   | 99.1%     |
| Worked Value                       | 605.00   | 1,405.25 | 2,010.25 | 10,004.00 |
| (WV / Total Amount)                | 94.2%    | 96.2%    | 95.6%    | 96.8%     |
| Non-billable Amount                | 37.50    | 55.00    | 92.50    | 327.50    |
| (NVA / Total Amount)               | 5.8%     | 3.8%     | 4.4%     | 3.2%      |
| Amount to Bill                     | 581.99   | 1,201.79 | 1,783.78 | 9,817.53  |
| (AB / Total Amount)                | 90.6%    | 82.3%    | 84.8%    | 95.0%     |
| Total Hours                        | 3.50     | 6.65     | 10.15    | 46.15     |
| (TH / Grand Total Hours)           | 100.0%   | 100.0%   | 100.0%   | 100.0%    |
| Total Amount                       | 642.50   | 1,460.25 | 2,102.75 | 10,331.50 |
| (TA / Grand Total Amount)          | 100.0%   | 100.0%   | 100.0%   | 100.0%    |

## Category Productivity Report

The reports shown above are Category Productivity Reports. This report can be run for billed information, worked information or both for a range of categories. The report can be run for any number of consecutive months during the current year. The figures in the Total column are totals of all months on the

report. The figures in the YTD Total column are year-to-date totals.

For example, assume your current reporting month is October and your fiscal year runs from January through December. If you were to run the report for August through October, the Total figures would include August through October amounts and the

YTD Total figures would include January through October amounts. You have the option to print one category per page and to print zero activity categories, as well as to print in portrait or landscape orientation. Various figures from this report can optionally be generated in a graphical format (page 133).

## Definitions

Refer to the definitions for the Timekeeper Productivity Report on the previous two

pages. The definitions are identical, with the following exceptions: 1) replace "timekeeper" with "category" and 2) any

reference to Recommended Hours does not apply.

|                            | Aug 2011 | Sep 2011 | Oct 2011 | Total |
|----------------------------|----------|----------|----------|-------|
| <b>1 Robert J. Burns</b>   |          |          |          |       |
| Billed Fees                | 1750     | 4301     | 6649     | 12700 |
| Overhead                   | 2000     | 2000     | 2000     | 6000  |
| % of Billed Fees           | 88%      | 215%     | 332%     | 212%  |
| Net Profit                 | -250     | 2301     | 4649     | 6700  |
| <b>2 Michael L. Jensen</b> |          |          |          |       |
| Billed Fees                | 1525     | 4500     | 1568     | 7593  |
| Overhead                   | 1700     | 1700     | 1700     | 5100  |
| % of Billed Fees           | 90%      | 265%     | 92%      | 149%  |
| Net Profit                 | -175     | 2800     | -132     | 2493  |
| <b>GRAND TOTALS</b>        |          |          |          |       |
| Billed Fees                | 3275     | 8801     | 8217     | 20293 |
| Overhead                   | 3700     | 3700     | 3700     | 11100 |
| % of Billed Fees           | 89%      | 238%     | 222%     | 183%  |
| Net Profit                 | -425     | 5101     | 4517     | 9193  |

## Timekeeper Profitability Report

The report shown above is a Timekeeper Profitability Report. This report shows billed amounts and overhead amounts for each timekeeper for any range of months in the current fiscal year. Net profits are calculated as well as a percentage of overhead. Before using this report, monthly overhead figures must be provided by the user and entered via the **Profitability** button in the Timekeeper program. Only managers can print a Timekeeper Profitability Report. This report can optionally be generated in a graphical format (*page 133*).

This report can be run for a range of timekeepers and a range of months in the current reporting year. You can optionally include timekeepers with no billed fees and start each timekeeper on a new page.

## Definitions

|                         |   |
|-------------------------|---|
| <b>Date (heading)</b>   | Used for reference only.  |
| <b>(Timekeeper)</b>     | Timekeeper number and name.   |
| <b>Billed Fees</b>      | Amounts Billed by this timekeeper in the specified reporting month. This amount is based on the reporting month in which the statement was updated ( <i>similar to the Billed Amount on the Timekeeper Productivity Report</i> ). |
| <b>Overhead</b>         | Overhead amount for the month. Overhead amounts are entered in the Timekeeper Profitability Amounts window which is accessed via the <b>Profitability</b> button in the Timekeeper program.                                       |
| <b>% of Billed Fees</b> | This figure is calculated by dividing the Billed Fees amount by the Overhead amount.  |
| <b>Net Profit</b>       | This figure is calculated by subtracting the Overhead amount from the Billed Fees amount.   |
| <b>Totals</b>           | Total amounts for the months included on the report.  |

**Tabs3 Detail Timekeeper Status Report**  
Burns, Jensen & Powers, P.C.

| Primary<br>Timekeeper      | WIP   |          | Accounts Receivable |                     |          |        |         |              | Balance   | Total<br>WIP + A/R |
|----------------------------|-------|----------|---------------------|---------------------|----------|--------|---------|--------------|-----------|--------------------|
|                            | Hours | Amount   | 0-30                | 31-60               | 61-90    | 91-120 | 121-180 | 181+         |           |                    |
| <b>1 Robert J. Burns</b>   |       |          |                     |                     |          |        |         |              |           |                    |
| Fees:                      | 14.25 | 3,418.75 | 9,877.12            | 514.80              | 861.00   | 0.00   | 0.00    | 0.00         | 11,252.92 | 14,671.67          |
| Expenses:                  |       | 63.80    | 9.75                | 63.67               | 0.00     | 0.00   | 0.00    | 0.00         | 73.42     | 137.22             |
| Advances:                  |       | 224.00   | 60.00               | 15.00               | 0.00     | 0.00   | 0.00    | 0.00         | 75.00     | 299.00             |
| Fin. Chrg:                 |       |          | 0.00                | 0.00                | 0.00     | 0.00   | 0.00    | 0.00         | 0.00      | 0.00               |
| Total:                     |       | 3,706.55 | 9,946.87            | 593.47              | 861.00   | 0.00   | 0.00    | 0.00         | 11,401.34 | 15,107.89          |
|                            |       |          |                     | Unapplied Payments: |          | 100.00 |         | Balance Due: |           | 11,301.34          |
| Progress WIP:              |       | 750.00   |                     |                     |          |        |         |              |           |                    |
| Progress Billed:           |       | 2,250.00 |                     |                     |          |        |         |              |           |                    |
| Progress Paid:             |       | 911.65   |                     |                     |          |        |         |              |           |                    |
| <b>2 Michael L. Jensen</b> |       |          |                     |                     |          |        |         |              |           |                    |
| Fees:                      | 0.00  | 0.00     | 828.75              | 1,525.28            | 372.50   | 0.00   | 0.00    | 0.00         | 2,726.53  | 2,726.53           |
| Expenses:                  |       | 0.00     | 47.75               | 0.00                | 0.00     | 0.00   | 0.00    | 0.00         | 47.75     | 47.75              |
| Advances:                  |       | 0.00     | 40.00               | 0.00                | 0.00     | 0.00   | 0.00    | 0.00         | 40.00     | 40.00              |
| Fin. Chrg:                 |       |          | 0.00                | 0.00                | 0.00     | 0.00   | 0.00    | 0.00         | 0.00      | 0.00               |
| Total:                     |       | 0.00     | 916.50              | 1,525.28            | 372.50   | 0.00   | 0.00    | 0.00         | 2,814.28  | 2,814.28           |
| <b>4 Daniel H. Brady</b>   |       |          |                     |                     |          |        |         |              |           |                    |
| Fees:                      | 1.13  | 263.75   | 622.45              | 2,114.88            | 195.00   | 133.00 | 0.00    | 0.00         | 3,065.33  | 3,329.08           |
| Expenses:                  |       | 0.00     | 3.20                | 27.78               | 17.50    | 0.00   | 0.00    | 0.00         | 48.48     | 48.48              |
| Advances:                  |       | 0.00     | 0.00                | 50.00               | 15.00    | 0.00   | 0.00    | 0.00         | 65.00     | 65.00              |
| Fin. Chrg:                 |       |          | 20.25               | 0.15                | 0.00     | 0.00   | 0.00    | 0.00         | 20.40     | 20.40              |
| Total:                     |       | 263.75   | 645.90              | 2,192.81            | 227.50   | 133.00 | 0.00    | 0.00         | 3,199.21  | 3,462.96           |
| <b>5 Julie P. Powers</b>   |       |          |                     |                     |          |        |         |              |           |                    |
| Fees:                      | 6.50  | 1,042.50 | 624.00              | 315.00              | 0.00     | 0.00   | 0.00    | 650.00       | 1,589.00  | 2,631.50           |
| Expenses:                  |       | 10.50    | 32.90               | 0.00                | 0.00     | 0.00   | 0.00    | 0.00         | 32.90     | 43.40              |
| Advances:                  |       | 0.00     | 14.50               | 0.00                | 0.00     | 0.00   | 0.00    | 0.00         | 14.50     | 14.50              |
| Fin. Chrg:                 |       |          | 0.00                | 0.00                | 0.00     | 0.00   | 0.00    | 0.00         | 0.00      | 0.00               |
| Total:                     |       | 1,053.00 | 671.40              | 315.00              | 0.00     | 0.00   | 0.00    | 650.00       | 1,636.40  | 2,689.40           |
| <b>GRAND TOTALS</b>        |       |          |                     |                     |          |        |         |              |           |                    |
| Fees:                      | 21.88 | 4,725.00 | 11,952.32           | 4,469.96            | 1,428.50 | 133.00 | 0.00    | 650.00       | 18,633.78 | 23,358.78          |
| Expenses:                  |       | 74.30    | 93.60               | 91.45               | 17.50    | 0.00   | 0.00    | 0.00         | 202.55    | 276.85             |
| Advances:                  |       | 224.00   | 114.50              | 65.00               | 15.00    | 0.00   | 0.00    | 0.00         | 194.50    | 418.50             |
| Fin. Chrg:                 |       |          | 20.25               | 0.15                | 0.00     | 0.00   | 0.00    | 0.00         | 20.40     | 20.40              |
| Total:                     |       | 5,023.30 | 12,180.67           | 4,626.56            | 1,461.00 | 133.00 | 0.00    | 650.00       | 19,051.23 | 24,074.53          |
|                            |       |          |                     | Unapplied Payments: |          | 100.00 |         | Balance Due: |           | 18,951.23          |
| Progress WIP:              |       | 750.00   |                     |                     |          |        |         |              |           |                    |
| Progress Billed:           |       | 2,250.00 |                     |                     |          |        |         |              |           |                    |
| Progress Paid:             |       | 911.65   |                     |                     |          |        |         |              |           |                    |

## Timekeeper Status Report

The Timekeeper Status Report is a report that can be printed by primary, secondary or originating reporting timekeeper and combines work-in-process with accounts receivable information. Progress billing information is also shown on this report. The data for the accounts receivable figures is retrieved from the client ledger file. The

work-in-process information is retrieved from the fee and cost transaction files. The report includes all processed payments regardless of report date and unprocessed payments (excluding payments on hold) through the **WIP Pymt Cut-Off Date** specified. Timekeepers with zero amounts will not be included in the report. You can

run this report in a detail or summary format. The detail report breaks down the amounts by fees, expenses, advances, finance charge and totals, whereas the summary report prints totals only for each timekeeper.

## Definitions

|  |  |
|--|--|
| <b>Date</b>  | Used as a basis for calculating the aging of accounts receivable. The WIP Pymt Cut-Off Date specified is used as a cut-off date for work-in-process payments. All processed payments and work-in-process fees and costs are included regardless of the WIP Pymt Cut-Off Date and Report Date specified.  |
| <b>Accounts Receivable</b><br><b>0-30, 31-60,</b><br><b>61-90, 91-120,</b><br><b>121-180, 181+</b> | The aging of amounts is determined each time the report is run. The number of days between the Report Date and the statement date determines the aging period of each past due amount. All billed and updated statement amounts are included in the report regardless of the report date. Work-In-Process payments through the <b>WIP Pymt Cut-Off Date</b> (excluding payments on hold) are applied to past due amounts. The aging periods are assigned on the <b>Options</b> tab in Tabs3 Customization. |
| <b>WIP column</b><br><b>Hours (Hours to Bill)</b><br><b>Amount</b>                                 | Credit transactions and transactions on hold are included. Non-billable transactions are not included. Type 6 "progress fee" transactions are not included in WIP Fees. Amounts for work-in-process Fees, Expenses, Advances, Finance Charge, and WIP Totals are accumulated by primary, secondary or originating reporting timekeeper—not working timekeeper. All work-in-process fees and costs are included regardless of the WIP Pymt Cut-Off Date and Report Date specified.                          |
| <b>Unapplied Payments</b>  | This figure includes unprocessed regular payments (Type "1") through the report date and all processed regular payments that exceed the Balance Due. Unapplied payments are also included in the client Balance Due figure. Excess fee payments (Type 2) are shown as a credit amount in the 0-30 bracket of the Fees column. Excess cost payments (Type 3) are shown as a credit amount in the 0-30 bracket of the Expenses or Advances column.   |
| <b>Balance Due</b>   | Client's Total Balance minus Unapplied Payments.   |
| <b>Progress WIP</b>  | Total amount of Type 6 "progress fees" in work-in-process.   |
| <b>Progress Billed</b>   | Total amount of Type 6 progress fees billed since the last time the client was "reconciled" (from the <i>Progress Billed</i> field on the <b>A/R &amp; Fund Balances</b> tab in the Client file). Progress WIP Tax is not included.  |
| <b>Progress Paid</b>   | Progress Billed minus Fees Due (from the <b>A/R &amp; Fund Balances</b> tab in the Client file).   |

**Primary Timekeeper: 1 Michael L. Jensen**

|  | Hours | Budget | Fees     | Expenses | Advances | Total    | Budget   |
|--|-------|--------|----------|----------|----------|----------|----------|
| <b>200.01 M Peterson Insurance Co.</b>   |       |        |          |          |          |          |          |
| <b>General Legal Counsel</b>             |       |        |          |          |          |          |          |
| Billed                                   | 7.00  |        | 1,600.00 | 15.00    | 90.00    | 1,705.00 |          |
| % of Budget                              | 16%   |        | 32%      | 0%       | 2%       | 34%      |          |
| WIP                                      | 1.00  |        | 175.00   | 0.00     | 0.00     | 175.00   |          |
| % of Budget                              | 2%    |        | 4%       | 0%       | 0%       | 4%       |          |
| Total                                    | 8.00  | 45.00  | 1,775.00 | 15.00    | 90.00    | 1,880.00 | 5,000.00 |
| % of Budget                              | 18%   |        | 36%      | 0%       | 2%       | 38%      |          |
| <b>200.02 C Peterson Insurance Co.</b>   |       |        |          |          |          |          |          |
| <b>Maintenance of Insurance Policies</b> |       |        |          |          |          |          |          |
| Billed                                   | 7.50  |        | 1,500.00 | 67.50    | 15.00    | 1,582.50 |          |
| % of Budget                              |       |        | 30%      | 1%       | 0%       | 32%      |          |
| WIP                                      | 0.00  |        | 0.00     | 0.00     | 0.00     | 0.00     |          |
| % of Budget                              |       |        | 0%       | 0%       | 0%       | 0%       |          |
| Total                                    | 7.50  | 0.00   | 1,500.00 | 67.50    | 15.00    | 1,582.50 | 5,000.00 |
| % of Budget                              |       |        | 30%      | 1%       | 0%       | 32%      |          |

## Client Budget Report

The report above is a Client Budget Report. This report shows the hours and amount budgeted for a client as well as the percentage of those budget amounts that have been billed and the percentage that are in work-in-process. The total percentage is also shown. The program tabs for this report include the standard **Client** and **Sort** tabs (*page 10*) as well as the **Options** tab. The **Options** tab includes parameters that enable you to include a date range for statements.

## Definitions

|                                 |   |
|---------------------------------|---|
| <b>(client)</b>                 | Client ID, name and work description. The letter after the Client ID represents the billing frequency. An asterisk preceding the work description indicates the work description will not print on the client's statement. <sup>1</sup> |
| <b>(Timekeeper)<sup>1</sup></b> | Primary timekeeper number and initials will print to the left of the work description if the report is not printed in timekeeper order.   |
| <b>Billed Hours</b>             | Total hours billed within the date range specified.   |
| <b>%</b>                        | Percentage comparison to Total Budget Hours.  |
| <b>Billed Fees</b>              | Total fees billed within the date range specified.  |
| <b>%</b>                        | Percentage comparison to Total Budget Amount.   |
| <b>Billed Expenses</b>          | Total expenses billed within the date range specified.  |
| <b>%</b>                        | Percentage comparison to Total Budget Amount.   |
| <b>Billed Advances</b>          | Total advances billed within the date range specified.  |
| <b>%</b>                        | Percentage comparison to Total Budget Amount.   |
| <b>Billed Total</b>             | Total fees and costs billed within the date range specified.  |
| <b>%</b>                        | Percentage comparison to Total Budget Amount.   |

<sup>1</sup> Not shown on the sample report.

(continued on the next page)

*(continued from the previous page)*

|                                      |  |
|--------------------------------------|--|
| <b>WIP Hours</b>                     | Total unbilled hours within the date range specified.                                      |
| %                                    | Percentage comparison to Total Budget Hours.   |
| <b>WIP Fees</b>                      | Total unbilled fees within the date range specified. Type 6 transactions are not included. |
| %                                    | Percentage comparison to Total Budget Amount.  |
| <b>WIP Expenses</b>                  | Total unbilled expenses within the date range specified.                                   |
| %                                    | Percentage comparison to Total Budget Amount.  |
| <b>WIP Advances</b>                  | Total unbilled advances within the date range specified.                                   |
| %                                    | Percentage comparison to Total Budget Amount.  |
| <b>Total</b>                         | Total unbilled fees and costs within the date range specified.                             |
| %                                    | Percentage comparison to Total Budget Amount.  |
| <b>Total</b>                         | Total of hours, fees and costs (billed and unbilled) within the date range specified.      |
| <b>Budget (Hours)</b>                | Budget hours from the <b>Budget</b> tab in the Client file.                                |
| <b>Budget<br/>(fees &amp; costs)</b> | Budget amount on the <b>Budget</b> tab in the Client file.                                 |

**Tabs3 Task Code Budget Report**  
Burns, Jensen & Powers, P.C.

| Phase/Task                               | ACTIVITY  |            |            |             | EXPENSE    |             |           |           |                   |            |            |
|--|---|------------|------------|-------------|------------|-------------|-----------|-----------|-------------------|------------|------------|
|  | Billed  | WIP        | Total      | Budget      | Billed     | WIP         | Total     | Budget    |                   |            |            |
| <b>550.00 M Federated Casualty, Ltd.</b> |   |            |            |             |            |             |           |           |                   |            |            |
| Andrew C. Gilbert v. Federated Casualty  |   |            |            |             |            |             |           |           |                   |            |            |
|  |   |            |            |             |            |             |           |           | Timekeeper: 1 RJB |            |            |
| L100                                     | Case Assessment, Development and Administration | 575        | 281        | 856         | 214%       | 400         | 60        | 24        | 84                | 84%        | 100        |
| L200                                     | Pre-Trial Pleadings and Motions                 | 250        | 0          | 250         | 25%        | 1000        | 7         | 0         | 7                 | 6%         | 125        |
| L300                                     | Discovery                                       | 0          | 0          | 0           | 0%         | 1000        | 0         | 0         | 0                 | 0%         | 125        |
| L400                                     | Trial Preparation and Trial                     | 0          | 0          | 0           | 0%         | 2000        | 0         | 0         | 0                 | 0%         | 250        |
| L500                                     | Appeal  | 0          | 0          | 0           | 0%         | 750         | 0         | 0         | 0                 | 0%         | 100        |
|  | <b>Total</b>                                    | <b>825</b> | <b>281</b> | <b>1106</b> | <b>21%</b> | <b>5150</b> | <b>67</b> | <b>24</b> | <b>91</b>         | <b>13%</b> | <b>700</b> |

**Tabs3 Task Code Budget Report**  
Burns, Jensen & Powers, P.C.

| Phase/Task                               | ACTIVITY  |            |            |             | EXPENSE    |             |           |           |                   |            |            |
|--|---|------------|------------|-------------|------------|-------------|-----------|-----------|-------------------|------------|------------|
|  | Billed  | WIP        | Total      | Budget      | Billed     | WIP         | Total     | Budget    |                   |            |            |
| <b>550.00 M Federated Casualty, Ltd.</b> |   |            |            |             |            |             |           |           |                   |            |            |
| Andrew C. Gilbert v. Federated Casualty  |   |            |            |             |            |             |           |           |                   |            |            |
|  |   |            |            |             |            |             |           |           | Timekeeper: 1 RJB |            |            |
| L100                                     | Case Assessment, Development and Administration | 575        | 281        | 856         | 214%       | 400         | 60        | 24        | 84                | 84%        | 100        |
| L200                                     | Pre-Trial Pleadings and Motions                 | 250        | 0          | 250         | 25%        | 1000        | 7         | 0         | 7                 | 6%         | 125        |
| L300                                     | Discovery                                       | 0          | 0          | 0           | 0%         | 1000        | 0         | 0         | 0                 | 0%         | 125        |
| L400                                     | Trial Preparation and Trial                     | 0          | 0          | 0           | 0%         | 2000        | 0         | 0         | 0                 | 0%         | 250        |
| L500                                     | Appeal  | 0          | 0          | 0           | 0%         | 750         | 0         | 0         | 0                 | 0%         | 100        |
|  | <b>Total</b>                                    | <b>825</b> | <b>281</b> | <b>1106</b> | <b>21%</b> | <b>5150</b> | <b>67</b> | <b>24</b> | <b>91</b>         | <b>13%</b> | <b>700</b> |

## Task Code Budget Report

The report above is a Task Code Budget Report. The Task Code Budget Report is available for task based billing clients only. It shows budgeted activity and expense amounts for each task in each phase. Task code budget figures are assigned on the **Budget** tab of the Client file. The report makes a percentage comparison of the billed amount and WIP amount to the budgeted amount.

The program tabs for this report include the standard **Client** and **Sort** tabs (*page 10*) as well as the **Options** tab. The **Options** tab allows you to specify a date range for transactions.

## Definitions

|                   |   |
|-------------------|---|
| <b>(client)</b>   | Client ID, name and work description. The letter after the Client ID represents the billing frequency. An asterisk preceding the work description indicates the work description will not print on the client's statement. <sup>1</sup> |
| <b>Timekeeper</b> | Primary timekeeper number and initials will print to the right of the work description if the report is not printed in timekeeper order.  |
| <b>Phase/Task</b> | Shows the phases or tasks that have been assigned budget amounts on the <b>Budget</b> tab of the Client file. Budgets can be entered for a phase or the tasks within a phase, but not both.   |
| <b>Billed</b>     | Amount billed for the phase or task. This information comes from the transactions in the archive files within the date range specified.   |
| <b>WIP</b>        | Amount in work-in-process for the phase or task.  |
| <b>Total</b>      | The dollar amount is calculated by adding the Billed amount and the WIP amount. The percentage is calculated by dividing the Total amount by the Budget amount.   |
| <b>Budget</b>     | Budget amount for the phase or task that was entered on the <b>Budget</b> tab of the Client file.   |

<sup>1</sup> Not shown on the sample report.

**Tabs3 Productivity Report**  
**By Category For Each Timekeeper**  
 Burns, Jensen & Powers, P.C.

| Timekeeper                           | Billed YTD    |     |                  |               |
|--------------------------------------|---------------|-----|------------------|---------------|
|                                      | Hours         |     | Amount           | Rate          |
| <b>1 Robert J. Burns</b>             |               |     |                  |               |
| 1 Personal Injury                    | 9.25          | 18% | 1,887.50         | 18%           |
| 5 Wills/Trusts/Estates               | 9.00          | 17% | 2,250.00         | 22%           |
| 10 Workers' Compensation             | 6.00          | 12% | 1,500.00         | 15%           |
| 15 Probate                           | 2.50          | 5%  | 300.00           | 3%            |
| 20 Tax Law                           | 17.60         | 34% | 3,256.00         | 32%           |
| 40 Business Law                      | 5.00          | 10% | 495.00           | 5%            |
| 55 Insurance Defense                 | 2.25          | 4%  | 562.50           | 5%            |
| <b>Total for 1 Robert J. Burns</b>   | <b>51.60</b>  |     | <b>10,251.00</b> | <b>198.66</b> |
| <b>2 Michael L. Jensen</b>           |               |     |                  |               |
| 1 Personal Injury                    | 9.25          | 25% | 1,721.25         | 27%           |
| 5 Wills/Trusts/Estates               | 0.55          | 2%  | 123.75           | 2%            |
| 10 Workers' Compensation             | 17.00         | 47% | 2,295.00         | 36%           |
| 20 Tax Law                           | 0.70          | 2%  | 175.00           | 3%            |
| 40 Business Law                      | 3.00          | 8%  | 675.00           | 11%           |
| 45 Trademarks/Copyrights/Patents     | 6.00          | 16% | 1,350.00         | 21%           |
| <b>Total for 2 Michael L. Jensen</b> | <b>36.50</b>  |     | <b>6,340.00</b>  | <b>173.70</b> |
| <b>3 Paula A. Madison</b>            |               |     |                  |               |
| 5 Wills/Trusts/Estates               | 4.00          | 35% | 739.90           | 38%           |
| 25 Real Estate                       | 4.00          | 35% | 640.00           | 33%           |
| 35 Family Law                        | 1.75          | 15% | 332.50           | 17%           |
| 40 Business Law                      | 1.75          | 15% | 218.75           | 11%           |
| <b>Total for 3 Paula A. Madison</b>  | <b>11.50</b>  |     | <b>1,931.15</b>  | <b>167.93</b> |
| <b>4 Daniel H. Brady</b>             |               |     |                  |               |
| 1 Personal Injury                    | 4.00          | 14% | 700.00           | 14%           |
| 5 Wills/Trusts/Estates               | 4.50          | 16% | 787.50           | 16%           |
| 20 Tax Law                           | 2.00          | 7%  | 350.00           | 7%            |
| 25 Real Estate                       | 8.81          | 32% | 1,630.00         | 32%           |
| 35 Family Law                        | 6.80          | 25% | 1,315.00         | 26%           |
| 55 Insurance Defense                 | 1.50          | 5%  | 262.50           | 5%            |
| <b>Total for 4 Daniel H. Brady</b>   | <b>27.61</b>  |     | <b>5,045.00</b>  | <b>182.72</b> |
| <b>5 Julie P. Powers</b>             |               |     |                  |               |
| 5 Wills/Trusts/Estates               | 2.25          | 21% | 315.00           | 20%           |
| 10 Workers' Compensation             | 1.00          | 9%  | 135.00           | 9%            |
| 15 Probate                           | 7.00          | 65% | 1,050.00         | 67%           |
| 25 Real Estate                       | 0.44          | 4%  | 74.25            | 5%            |
| <b>Total for 5 Julie P. Powers</b>   | <b>10.69</b>  |     | <b>1,574.25</b>  | <b>147.26</b> |
| <b>Grand Total</b>                   | <b>137.90</b> |     | <b>25,141.40</b> | <b>182.32</b> |

## Productivity Report by Category for Each Timekeeper

The report shown above is a Productivity Report By Category For Each Timekeeper. This report shows year-to-date billed hours, amounts and effective billing rates by category for each timekeeper as well as a grand total figure. When selecting options for this report, you are able to specify a range of working timekeepers and categories to include. This report can optionally be generated in a graphical format (page 133).

### Definitions

|                   |  |
|-------------------|--|
| <b>Timekeeper</b> | Working timekeeper's number and name.  |
| <b>(category)</b> | Category number and description.   |
| <b>Hours</b>      | Hours billed year-to-date (taken from the Hours to Bill field).                            |
| <b>%</b>          | Percentage comparison to the total hours for the timekeeper.                               |
| <b>Amount</b>     | Fees billed year-to-date. The Amount does not include write offs but does include credits. |
| <b>%</b>          | Percentage comparison to the total amount for the timekeeper.                              |
| <b>Rate</b>       | Effective billing rate (Amount divided by Hours).  |

**Tabs3 Productivity Report**  
**By Tcode For Each Timekeeper**  
 Burns, Jensen & Powers, P.C.

| Timekeeper                           | Billed YTD   |     | Amount           | Rate          |
|--------------------------------------|--------------|-----|------------------|---------------|
|                                      | Hours        |     |                  |               |
| <b>1 Robert J. Burns</b>             |              |     |                  |               |
| 1 Office conference with             | 12.50        | 24% | 2,071.50         | 20%           |
| 2 Outside conference with            | 5.00         | 10% | 1,120.00         | 11%           |
| 3 Telephone conference with          | 8.50         | 16% | 1,871.25         | 18%           |
| 5 Letter to                          | 9.50         | 18% | 2,126.50         | 21%           |
| 6 Receipt of                         | 1.00         | 2%  | 99.00            | 1%            |
| 8 Draft and revise                   | 5.35         | 10% | 1,119.75         | 11%           |
| 9 Review and analyze                 | 2.00         | 4%  | 370.00           | 4%            |
| 13 Attended                          | 4.00         | 8%  | 698.00           | 7%            |
| 14 Communicate with                  | 1.25         | 2%  | 312.50           | 3%            |
| 18 (miscellaneous fee)               | 2.50         | 5%  | 462.50           | 5%            |
| <b>Total for 1 Robert J. Burns</b>   | <b>51.60</b> |     | <b>10,251.00</b> | <b>198.66</b> |
| <b>2 Michael L. Jensen</b>           |              |     |                  |               |
| 1 Office conference with             | 9.00         | 25% | 1,575.00         | 25%           |
| 2 Outside conference with            | 6.00         | 16% | 990.00           | 16%           |
| 3 Telephone conference with          | 1.50         | 4%  | 337.50           | 5%            |
| 4 Open file                          | 0.50         | 1%  | 112.50           | 2%            |
| 5 Letter to                          | 4.80         | 13% | 810.00           | 13%           |
| 6 Receipt of                         | 1.00         | 3%  | 225.00           | 4%            |
| 8 Draft and revise                   | 0.40         | 1%  | 100.00           | 2%            |
| 9 Review and analyze                 | 5.30         | 15% | 750.00           | 12%           |
| 10 Legal research                    | 4.00         | 11% | 540.00           | 9%            |
| 13 Attended                          | 2.00         | 5%  | 270.00           | 4%            |
| 18 (miscellaneous fee)               | 2.00         | 5%  | 630.00           | 10%           |
| <b>Total for 2 Michael L. Jensen</b> | <b>36.50</b> |     | <b>6,340.00</b>  | <b>173.70</b> |
| <b>Grand Total</b>                   | <b>88.10</b> |     | <b>16,591.00</b> | <b>188.32</b> |

### Productivity Report by Tcodes for Each Timekeeper

The report shown above is a Productivity Report By Tcodes For Each Timekeeper. This report shows year-to-date billed hours, amounts and effective billing rates by transaction code for each timekeeper as well as a grand total figure. When selecting options for this report, you are able to specify a range of working timekeepers and transaction codes to include.

### Definitions

|                           |  |
|---------------------------|--|
| <b>Timekeeper</b>         | Working timekeeper's number and name.  |
| <b>(transaction code)</b> | Transaction code number and description.   |
| <b>Hours</b>              | Hours billed year-to-date (taken from the Hours to Bill field).                            |
| <b>%</b>                  | Percentage comparison to the total hours for the timekeeper.                               |
| <b>Amount</b>             | Fees billed year-to-date. The Amount does not include write offs but does include credits. |
| <b>%</b>                  | Percentage comparison to the total amount for the timekeeper.                              |
| <b>Rate</b>               | Effective billing rate (Amount divided by Hours).  |



| Client Name  | Description                        | File    | Field                      |
|--|------------------------------------|---------|----------------------------|
| <b>Phonetic Search Text: "SMITH"</b>   |                                    |         |                            |
| 200.03 Jefferson Insurance Co.   | Acquisition of Mid-State Insurance | Archive | Fee Arch Ref #: 10/19/2011 |
| Office conference with Peter <u>Smith</u> , insurance salesman for company.                    |                                    |         |                            |
| 600.00 Ace Manufacturing Company   | General Legal Counsel              | Archive | Fee Arch Ref #: 09/12/2011 |
| Letter to Mr. <u>Smith</u> .   |                                    |         |                            |
| 600.00 Ace Manufacturing Company   | General Legal Counsel              | Archive | Fee Arch Ref #: 09/21/2011 |
| Outside conference with Mr. <u>Smith</u> concerning personnel matters at Ace Manufacturing Co. |                                    |         |                            |
| 600.00 Ace Manufacturing Company   | General Legal Counsel              | Archive | Fee Arch Ref #: 09/06/2011 |
| Outside conference with Mr. <u>Smith</u> .   |                                    |         |                            |
| 600.00 Ace Manufacturing Company   | General Legal Counsel              | Archive | Fee Arch Ref #: 09/07/2011 |
| Telephone conference with Mr. <u>Smith</u> , President of Ace Manufacturing Co.                |                                    |         |                            |
| 800.00 ABC Insurance Company   | Death Benefits                     | Client  | Misc. Desc. 1              |
| Insured: Harvey <u>Smith</u>   |                                    |         |                            |
| 800.00 ABC Insurance Company   | Death Benefits                     | Archive | Fee Arch Ref #: 09/07/2011 |
| Letter to Mrs. <u>Smith</u> .  |                                    |         |                            |
| 800.00 ABC Insurance Company   | Death Benefits                     | Archive | Fee Arch Ref #: 09/19/2011 |
| Attended meeting with Mrs. <u>Smith</u> and family.  |                                    |         |                            |
| 800.00 ABC Insurance Company   | Death Benefits                     | Archive | Fee Arch Ref #: 09/06/2011 |
| Attended meeting with Mrs. <u>Smith</u> and ABC Insurance Co.                                  |                                    |         |                            |
| 800.00 ABC Insurance Company   | Death Benefits                     | Archive | Fee Arch Ref #: 09/28/2011 |
| Office conference with Mrs. <u>Smith</u> .   |                                    |         |                            |
| 800.00 ABC Insurance Company   | Death Benefits                     | Archive | Fee Arch Ref #: 09/14/2011 |
| Review and revise letter to Mrs. <u>Smith</u> .  |                                    |         |                            |
| 800.00 ABC Insurance Company   | Death Benefits                     | Archive | Fee Arch Ref #: 09/14/2011 |
| Draft and prepare letter to Mrs. <u>Smith</u> regarding insurance benefits.                    |                                    |         |                            |
| 900.00 Sherman/Natalie K.  | Divorce                            | Archive | Fee Arch Ref #: 10/12/2011 |
| Letter to <u>Smith</u> London & O'Neill requesting financial net worth of spouse.              |                                    |         |                            |
| Total finds for SMITH: 13  |                                    |         |                            |

## Conflict of Interest Report

The report shown above is a Conflict of Interest Report. This report is generated after a Conflict of Interest Check is performed in Tabs3. For each conflict found, the report shows the client name and work description as well as the file, field and text that contains the conflict. Each text item searched for can optionally be started on a new page.

## Definitions

|                    |   |
|--------------------|---|
| <b>Date</b>        | The date the report was generated.  |
| <b>Search Text</b> | The text searched for. The text "Phonetic Search Text" will be printed if the <b>Use Phonetic Search</b> option was selected.   |
| <b>Client</b>      | Client ID.  |
| <b>Name</b>        | Client name.  |
| <b>Description</b> | Work description. An asterisk before the work description indicates the work description will not be included on the client's statement. <sup>1</sup>   |
| <b>File</b>        | File where the conflict was found. The files that can optionally be searched include the client file, the client notes file, the archive file, and the transaction files (i.e., the fee, cost, payment and client funds files).   |
| <b>Field</b>       | The field where the conflict was found. If the conflict was found in the fee, cost, payment or client funds file, the reference number will be included. If the conflict was found in the archive file, the transaction date will be included. If the user running the report is assigned to certain timekeepers, transactions for unassigned timekeepers will display "Insufficient Timekeeper Rights" in this column. |
| <b>(text)</b>      | Text containing the conflict. This information is shown on the line beneath the Client ID and name. The specific search value will be shaded and underlined on the report.  |

<sup>1</sup> Not shown on the sample report.

| E-mail Date   | Contact              | E-mail Address                  | PDF File Name            | Stmt Date  | User ID |
|---|----------------------|---------------------------------|--------------------------|------------|---------|
| <b>101.00 Williams/John</b>                         |                      |                                 |                          |            |         |
| RE: State v. Williams                               |                      |                                 |                          |            |         |
| 11/28/2014  | John Williams        | jw2000@net.com                  | 101.00_Stmt_7580.pdf     | 11/30/2011 | RON     |
| <b>121.01 Phillips/Marcus</b>                       |                      |                                 |                          |            |         |
| RE: Real Estate Acquisition                         |                      |                                 |                          |            |         |
| 11/28/2014  | Marcus Phillips      | markp@emach.net                 | 121.01_Stmt_7578.pdf     | 11/30/2011 | RON     |
| <b>200.01 Peterson Insurance Co.</b>                |                      |                                 |                          |            |         |
| RE: General Legal Counsel                           |                      |                                 |                          |            |         |
| 11/28/2014  | Paul Franklin        | pfranklin@petersoninsurance.com | 200_Stmt_7577.pdf        | 11/30/2011 | RON     |
| <b>415.00 MegaConstruction Corporation</b>          |                      |                                 |                          |            |         |
| RE: Corporate Merger - Megabuilders and BuilderCorp |                      |                                 |                          |            |         |
| 11/28/2014  | James R. Tatiki, Sr. | jt@megaconcorp.com              | 415.00_Stmt_7576.pdf     | 11/30/2011 | RON     |
| <b>850.00 White/Kelly</b>                           |                      |                                 |                          |            |         |
| RE: Divorce   |                      |                                 |                          |            |         |
| 11/28/2014  | Kelly White          | kelly_white_la@hushmail.com     | 850_Stmt_7579.pdf        | 11/30/2011 | RON     |
| 11/28/2014  | Kelly White          | kelly@homeoffice.net            | 850.00_Stmt_7579_Dup.pdf | 11/30/2011 | RON     |

## E-mail Statements Report

The report shown above is an E-mail Statements Report. This report shows all e-mail statements that are successfully sent to clients who are set up to receive e-mail statements. This report does not show e-mails that were deleted from the E-mail Statements window, failed to send, or were unbilled prior to updating statements.

The program tabs for this report include the standard **Client** and **Sort** tabs (*page 10*) as well as the **Options** tab. The **Options** tab allows you to specify a range of contacts, statement dates, e-mail dates, or user IDs. For each e-mail that meets the selected criteria, the client, e-mail date, recipient information, file name, statement date, and User ID of the sender are included in the report.

## Definitions

|                       |   |
|-----------------------|---|
| <b>Date</b>           | The date the report was generated.  |
| <b>(client)</b>       | Client ID, client name, and work description.   |
| <b>E-mail Date</b>    | Date the e-mail was sent to the Outlook Outbox or to the recipient via SMTP, based on the firm's E-mail Statements Method setting.  |
| <b>Contact</b>        | Full name of the e-mail recipient. This is usually the Bill To Name, unless the <b>To</b> field is edited in the E-mail Preview window.   |
| <b>E-mail Address</b> | E-mail address to which the e-mail was sent. This address is also displayed in the client's Bill To record, unless the <b>To</b> field is edited in the E-mail Preview window.  |
| <b>PDF File Name</b>  | Name of the attached PDF statement. This file is stored in a Statements folder under the current working directory, in a folder holding all statements for the statement date. Use the drill-down feature to open the PDF statement in your PDF software associated with PDF files. This field will print with strike-through text if the updated statement is undone after the e-mail is sent. <sup>1</sup> ( <i>Note: The PDF file will not open if it is removed from the Statements folder.</i> ) |
| <b>Stmt Date</b>      | Statement Date of the PDF statement included with the sent e-mail. This field will appear as strike-through text if the updated statement is undone after the e-mail is sent. <sup>1</sup>  |
| <b>User ID</b>        | User ID of the user who sent the e-mail.  |

<sup>1</sup> Not shown on the sample report.

**Tab3 Top Client Report**  
**Ranked by Billed Fees**  
 Jensen, Martin & Anderson, P.C.

Primary Timekeeper: 2 Pamela Ann Martin

From 01/01/2014 Thru 11/17/2014

| Rank                                  |  | Billed Fees         | Fees Paid           | Total Billed        | Total Paid          | Write Offs       |
|---------------------------------------|--|---------------------|---------------------|---------------------|---------------------|------------------|
| 1                                     | 100T MegaConstruction Corp.              | 2,085,040.50        | 2,008,040.86        | 2,596,691.01        | 2,487,400.97        | 33,304.39        |
| 2                                     | 125T Williams/John                       | 233,924.25          | 126,527.15          | 306,924.49          | 162,863.63          | 0.00             |
| 3                                     | 110T White/Kelly                         | 137,320.00          | 86,098.99           | 156,584.17          | 100,280.33          | 38,499.71        |
| 4                                     | 150M Jolly Day International Candy Corp. | 123,955.50          | 134,670.50          | 138,465.91          | 149,968.18          | 0.00             |
| 5                                     | 105T Homeland Insurance                  | 96,530.50           | 96,530.50           | 121,445.10          | 121,424.07          | 21.03            |
| 6                                     | 135T Waste Containment                   | 83,265.50           | 76,998.08           | 131,020.00          | 124,752.58          | 9,612.49         |
| 7                                     | 140T Nisse/Diane                         | 61,137.00           | 53,512.05           | 84,704.42           | 77,079.47           | 5,479.46         |
| 8                                     | 145T Davey Auto Sales                    | 44,845.00           | 43,249.00           | 48,679.61           | 47,134.90           | 2,279.20         |
| 9                                     | 133M Gilbert/Andrew C.                   | 38,403.50           | 38,403.50           | 41,668.62           | 41,668.62           | 0.00             |
| 10                                    | 111T Larson/Michael                      | 34,247.50           | 46,875.09           | 39,267.81           | 51,958.60           | 0.00             |
| <b>Total for Primary Timekeeper 2</b> |  | <b>2,938,669.25</b> | <b>2,710,905.72</b> | <b>3,665,451.14</b> | <b>3,364,531.35</b> | <b>89,196.28</b> |

**Tab3 Top Matter Report**  
**Ranked by Fees Paid**  
 Jensen, Martin & Anderson, P.C.

From 01/01/2014 Thru 03/17/2014

| Rank                |  | WIP Fees          | Billed Fees        | All Fees          | Fees Paid         | % Grand Total        | Current Amount Due        | Prim Tmkr |
|---------------------|--|-------------------|--------------------|-------------------|-------------------|----------------------|---------------------------|-----------|
| 1                   | 111.00602M Larson/Michael<br>RE: Larson v. Bel-Cor                 | 1,012.50          | 0.00               | 1,012.50          | 21,427.20         | 9.1%                 | 7,189.91                  | 2 PAM     |
| 2                   | 125.00607M Williams/John<br>RE: State v. Williams                  | 610.50            | 0.00               | 610.50            | 17,034.00         | 7.3%                 | 0.00                      | 2 PAM     |
| 3                   | 133.00602M Gilbert/Andrew C.<br>RE: Auto Accident                  | 13.50             | 0.00               | 13.50             | 15,792.50         | 6.7%                 | 0.00                      | 2 PAM     |
| 4                   | 159.00803M Klein/Daniel P.<br>RE: Klein vs. Simmons Construction   | 3,995.50          | 10,270.50          | 14,266.00         | 13,910.99         | 5.9%                 | 10,696.69                 | 10 JPP    |
| 5                   | 123.00803M Phillips/Marcus<br>RE: Real Estate Acquisition          | 493.50            | 0.00               | 493.50            | 9,706.50          | 4.1%                 | 0.00                      | 2 PAM     |
| 6                   | 567.00702M McBride/John Q.<br>RE: Copyright Infringement           | 180.00            | 360.00             | 540.00            | 9,500.00          | 4.1%                 | 6,895.60                  | 10 JPP    |
| 7                   | 110.00714M White/Kelly<br>RE: Divorce                              | 4,852.50          | 0.00               | 4,852.50          | 9,064.50          | 3.9%                 | 0.00                      | 2 PAM     |
| 8                   | 110.00711M White/Kelly<br>RE: Medical Care                         | 243.00            | 0.00               | 243.00            | 8,899.50          | 3.8%                 | 0.00                      | 2 PAM     |
| 9                   | 140.00803M Nisse/Diane<br>RE: Nisse v. MegaMart                    | 1,690.50          | 0.00               | 1,690.50          | 7,861.35          | 3.4%                 | 1,168.15                  | 2 PAM     |
| 10                  | 200.00802M Quality First Construction<br>RE: Worker's Compensation | 3,220.00          | 4,440.00           | 7,660.00          | 6,872.50          | 2.9%                 | 4,997.59                  | 3 RPA     |
| <b>Grand Totals</b> |  |                   |                    |                   |                   |                      |                           |           |
|                     |  | <b>WIP Fees</b>   | <b>Billed Fees</b> | <b>All Fees</b>   | <b>Fees Paid</b>  | <b>% Grand Total</b> | <b>Current Amount Due</b> |           |
|                     | <b>Top Matters Total</b>   | 16,311.50         | 15,070.50          | 31,382.00         | 120,069.04        | 51.3%                | 30,947.94                 |           |
|                     | <b>Other Matters Total</b>   | 367,413.00        | 258,365.20         | 625,778.20        | 114,186.46        | 48.7%                | 872,532.00                |           |
|                     | <b>All Matters Total</b>   | <b>383,724.50</b> | <b>273,435.70</b>  | <b>657,160.20</b> | <b>234,255.50</b> | <b>100.0%</b>        | <b>903,479.94</b>         |           |

(Description and Definitions are on pages 130 thru 131.)

**Tabs3 Top Matter Report**  
**Ranked by Total WIP**  
 Jensen, Martin & Anderson, P.C.

**Primary Timekeeper: 3 Ronald P. Anderson**  
 From 01/01/2014 Thru 03/17/2014

| Rank                                  |  | Total<br>WIP     |
|---------------------------------------|--|------------------|
| 1                                     | <b>370.00902P Sampson/Sarah</b><br>RE: Sampson v. Hoffman      | 15,307.80        |
| 2                                     | <b>505.00807M Dalbert/James</b><br>RE: Dalbert v. State        | 10,148.16        |
| 3                                     | <b>190.00804M ABC Pool Supply</b><br>RE: Worker's Compensation | 9,721.00         |
| 4                                     | <b>610.00702M Odyssey Appliance</b><br>RE: Corporate Merger    | 8,506.10         |
| 5                                     | <b>400.00802C Gentry Siding</b><br>RE: Gerber v. Gentry Siding | 7,775.40         |
| <b>Total for Primary Timekeeper 3</b> |  | <b>51,458.46</b> |

*(Description and Definitions are on pages 130 thru 131.)*

## Top Client Report

The reports shown above and on the previous page are Top Client Reports.

- The first report on the previous page shows the Top Client Report, sorted by primary timekeeper and ranked by Billed Fees.
- The second report on the previous page shows the Top Matter Report, sorted by Client ID and ranked by Fees Paid. This report includes Totals for other matters, includes the percent of total, and shows the grand totals for all clients.
- The report above shows the Top Matter Report, sorted by primary timekeeper and ranked by Total WIP.

The Top Client Report ranks clients or matters based on certain criteria. The criteria is selected by the user and can include work-in-process information, billed information, or receipts from clients as allocated to individual working timekeepers; primary, secondary, or originating timekeepers; or expenses, advances, taxes, and finance charge. The report can be printed by primary, secondary, originating, or working timekeeper. The program tabs for this report include the standard **Client** and **Sort** tabs (*page 10*) as well as the **Options** tab. The **Options** tab includes options that let you print a certain number of top clients or matters, select ranking criteria, and include information based on ranked and unranked clients; define a reporting period to include; select a range of working timekeepers; and use fee compensation amounts. The **Format** tab allows you to select optional columns to include.

## Definitions

|                            |   |
|----------------------------|---|
| <b>Date (heading)</b>      | Used for reference only.  |
| <b>Title (heading)</b>     | Displays whether the report is based on Clients or Matters (i.e., Top Client Report or Top Matter Report).  |
| <b>Ranked by (heading)</b> | Displays the criteria by which clients have been ranked. The <b>Ranked by</b> column is shaded, provided shading is enabled in Printer Setup.   |
| <b>Timekeeper</b>          | The number and name of the report order timekeeper. When running a Top Matter Report, if a report order other than Primary Timekeeper is selected, the <b>Prim Tmkr</b> column will print as the last column on the report ( <i>as shown on the second report on the previous page</i> ). This column will include the client's primary timekeeper number and initials.   |
| <b>Date Range</b>          | The date range represents the period specified. This date range is used to select what transactions will be used to calculate the top clients for each ranking criteria, and which transactions will be used to calculate the totals for each included column. For billed transactions, the statement date is used. For work-in-process transactions, the transaction date is used. Receipts use the payment date. Write offs use the write off date. |
| <b>WIP Hours to Bill</b>   | Optional column. The number of hours to bill for each work-in-process fee transaction during the period.  |
| <b>WIP Hours Worked</b>    | Optional column. The number of hours worked for each work-in-process fee transaction during the period.   |

(continued from the previous page)

|  |  |
|--|--|
| <b>WIP Fees</b>                        | Optional column. The total amount of fees in work-in-process during the period. Credit transactions and transactions on hold are included. Progress fee transactions (Type 6) and non-billable transactions are included.  |
| <b>WIP Expenses</b>                    | Optional column. The total amount of expenses in work-in-process during the period. Credit transactions and transactions on hold are included. Non-billable transactions are included.   |
| <b>WIP Advances</b>                    | Optional column. The total amount of advances in work-in-process during the period. Credit transactions and transactions on hold are included. Non-billable transactions are included.   |
| <b>Total WIP</b>                       | Optional column. Total amount of transactions in work-in-process during the period. Credit transactions and transactions on hold are included.   |
| <b>Billed Hours</b>                    | Optional column. The fee hours billed during the period.   |
| <b>Billed Hours Worked</b>             | Optional column. The fee hours worked that were billed during the period.  |
| <b>Billed Fees</b>                     | Optional column. The total fee amount billed during the period.  |
| <b>Billed Expenses</b>                 | Optional column. The total expense amount billed during the period.  |
| <b>Billed Advances</b>                 | Optional column. The total advance amount billed during the period.  |
| <b>Finance Charges</b>                 | Optional column. The total finance charge amount billed during the period.   |
| <b>Total Billed</b>                    | Optional column. The total amount billed, including fees, expenses, advances, taxes and finance charges during the period.   |
| <b>All Hours to Bill</b>               | Optional column. The total number of hours to bill for work-in-process and billed fee transactions during the period.  |
| <b>All Hours Worked</b>                | Optional column. The total number of hours worked for work-in-process and billed fee transactions during the period.   |
| <b>All Fees</b>                        | Optional column. The total amount for work-in-process and billed fees during the period.   |
| <b>All Expenses</b>                    | Optional column. The total amount for work-in-process and billed expenses during the period.   |
| <b>All Advances</b>                    | Optional column. The total amount for work-in-process and billed advances during the period.   |
| <b>Total WIP + Billed</b>              | Optional column. The sum of <b>Total WIP</b> and <b>Total Billed</b> .   |
| <b>Write Offs</b>                      | Optional column. Write off amounts during the period. There can be a write off amount for each working timekeeper, expense type, advance type, fee tax, expense tax, advance tax and finance charge.   |
| <b>Fees Paid</b>                       | Optional column. Total amount of payments during the period that have been applied to fees. This figure is based on the payment date and includes both work-in-process and processed payments.   |
| <b>Expenses Paid</b>                   | Optional column. Total amount of payments during the period that have been applied to expenses. This figure is based on the payment date and includes both work-in-process and processed payments.   |
| <b>Advances Paid</b>                   | Optional column. Total amount of payments during the period that have been applied to advances. This figure is based on the payment date and includes both work-in-process and processed payments.   |
| <b>Finance Charges Paid</b>            | Optional column. Total amount of payments during the period that have been applied to finance charges. This figure is based on the payment date and includes both work-in-process and processed payments.  |
| <b>Unallocated Payments</b>            | Optional column. Total amount of payments during the period that remain unapplied. This figure is based on the payment date and includes both work-in-process and processed payments.  |
| <b>Total Paid</b>                      | Optional column. Total amount of payments during the period. This figure is based on the payment date and includes both work-in-process and processed payments.  |
| <b>Current Amount Due</b>              | Optional column. The <b>Current Amount Due</b> figure shows what is currently due at the time the report is run. It is important to note that the period specified does <i>not</i> affect this amount. This figure includes the total amount billed (from the Client Ledger) minus all payments allocated minus any Write Off (i.e., Billed minus Paid minus Write Off).   |
| <b>% Total</b>                         | Printed when the <b>Include % of Total</b> check box is selected. Percent calculated based on whether the <b>Include Totals for Other Clients/Matters</b> check box is selected. If selected, the percent will equal (Client or Matter Value) divided by (Total Ranked Clients + Total Other Clients or Matters). If cleared, the percent will equal (Client or Matter Value) divided by (Total Ranked Clients or Matters). If a Report Order other than <b>None</b> is selected, the percentages will be calculated separately for each report order.   |
| <b>% Grand Total</b>                   | Printed when the <b>Include % of Total</b> and <b>Grand Totals</b> check boxes are selected. Percent calculated based on whether <b>Include Totals for Other Clients/Matters</b> is selected. If selected, the percent will equal (Client or Matter Value) divided by (Total Ranked Clients or Matters + Total Other Clients or Matters for <i>all</i> sort orders). If cleared, the percent will equal (Client or Matter Value) divided by (Total Ranked Clients for <i>all</i> sort orders). When a Report Order other than <b>None</b> is selected, the percentages will be calculated based on report-wide totals. |
| <b>Total for Other Clients/Matters</b> | Printed when the <b>Include Totals for Other Clients/Matters</b> check box is selected. Includes totals for clients/matters that met the client range and date period criteria, but did not qualify to be included on the Top Client Report.   |

No Activity From: 10/01/2010 Thru 10/31/2010

| Client | Name  | Last Date  | Activity  | User ID | Pri   |
|--------|---|------------|-----------|---------|-------|
| 100.00 | Larson/Michael<br>Larson v. Bel-Cor   | 10/14/2014 | Fee       | MLJ     | 1 MLJ |
| 101.00 | Williams/John<br>State v. Williams  | 10/30/2014 | Statement | RON     | 2 PAM |
| 102.00 | Gilbert/Andrew C.<br>Auto Accident  | 10/10/2014 | Advance   | PAULA   | 2 PAM |
| 120.01 | Klein/Daniel P.<br>Klein vs. Simmons Construction                               | 10/09/2014 | Fee       | RON     | 3 RPA |
| 121.01 | Phillips/Marcus<br>Real Estate Acquisition                                      | 10/30/2014 | Statement | RON     | 1 MLJ |
| 200.01 | Peterson Insurance Co.<br>General Legal Counsel                                 | 10/30/2014 | Statement | RON     | 1 MLJ |
| 200.02 | Peterson Insurance Co.<br>Maintenance of Insurance Policies                     | 10/30/2014 | Statement | RON     | 3 RPA |
| 300.00 | McBride/John<br>Copyright Infringement  | 10/13/2012 | Fee       | MLJ     | 1 MLJ |
| 415.00 | MegaConstruction Corporation<br>Corporate Merger - Megabuilders and BuilderCorp | 10/30/2014 | Statement | RON     | 3 RPA |
| 850.00 | White/Kelly<br>Divorce  | 10/30/2014 | Statement | RON     | 5 KIM |
| 850.01 | White/Kelly<br>Last Will & Testament  | 10/30/2014 | Statement | RON     | 5 KIM |

Number of Clients printed: 11  
Number of Clients analyzed: 1058

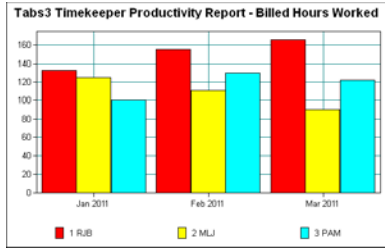
## Client Inactivity Report

The Client Inactivity Report above can be used to easily identify clients and cases with no activity in a specified time frame. This report helps you determine which cases need followup and makes it easy to identify cases that should be marked inactive. The period of inactivity can be defined as the last number of days, weeks, months, or years.

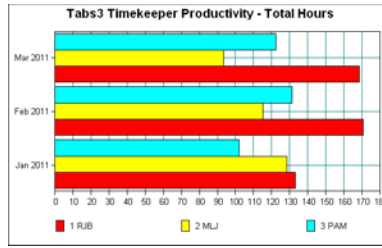
The program tabs for this report include the standard **Client** and **Sort** tabs (*page 10*) as well as the **Options** tab. The **Options** tab allows you to specify the period of inactivity and which records to search, including Fees, Costs, Statements, Payments, Payment Adjustments, Write offs, and Client Funds. Work-In-Process and Archived transactions will be searched for all items selected. For each client that meets the selected criteria, the client, last activity date, activity, User ID who performed the last activity, and client's primary timekeeper are included in the report. The Date Opened and Date Closed fields in the Client file are considered activity. Therefore, if the value of the client's **Date Opened** or **Date Closed** field falls within the time frame specified, the client will not be included on the report. Each record provides drill-down capabilities.

## Definitions

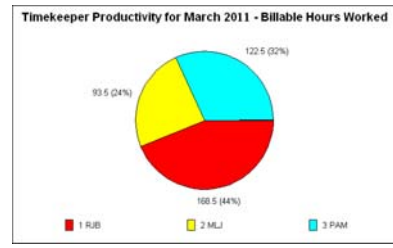
|                            |   |
|----------------------------|---|
| <b>Date</b>                | The date the report was generated   |
| <b>Client</b>              | Client ID.  |
| <b>Name</b>                | Client name. Listed under the name is the work description of the client.   |
| <b>Last Date</b>           | The date of last activity for the client, based on the date in the associated record.                               |
| <b>Fees</b>                | The Transaction Date is used.   |
| <b>Costs</b>               | The Transaction Date is used.   |
| <b>Statements</b>          | The Statement Date is used.   |
| <b>Payments</b>            | The Transaction Date is used.   |
| <b>Payment Adjustments</b> | The Adjustment Date is used.  |
| <b>Write Offs</b>          | The Write Off Date is used.   |
| <b>Client Funds</b>        | The Transaction Date is used.   |
| <b>Activity</b>            | The type of record that contains the last activity for the client. Costs are listed as either Advances or Expenses. |
| <b>User ID</b>             | User ID of the user who entered the last activity for the client.   |



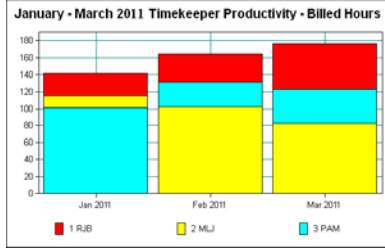
Vertical Bar Graph



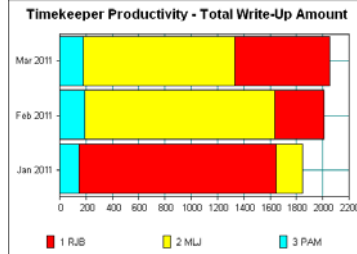
Horizontal Bar Graph



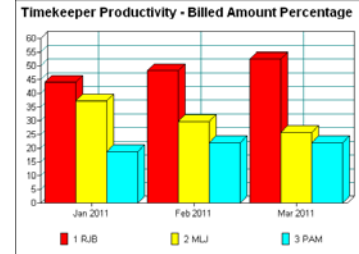
Standard Pie Chart



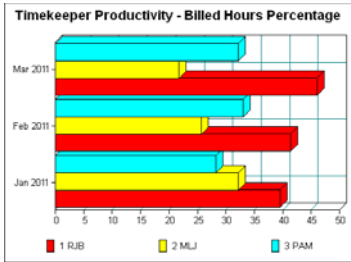
Stacked Vertical Bar Graph



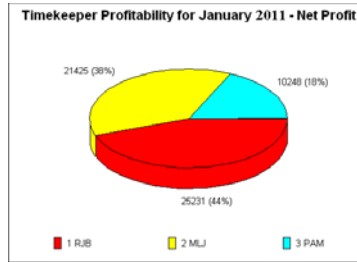
Stacked Horizontal Bar Graph



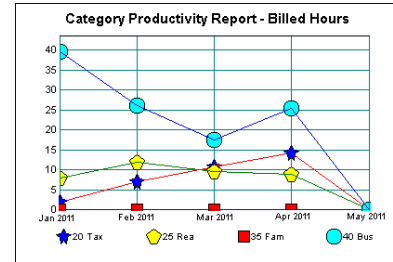
3D Vertical Bar Graph



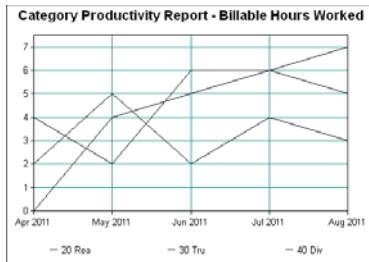
3D Horizontal Bar Graph



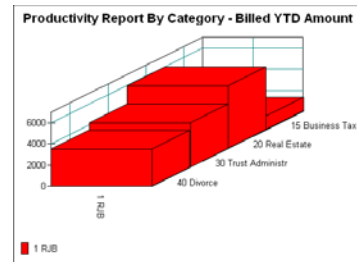
3D Pie Chart



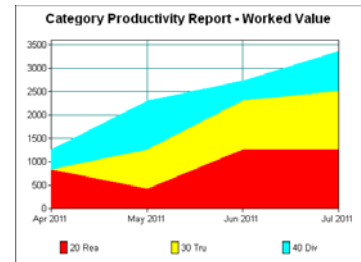
Line Plot



Line Plot (No Points)



3D "Manhattan" Bar Graph



Strata Graph

## Graphical Report Examples

The examples shown above are examples of the different types of graphs available in Tabs3. Graphs can be generated for the Timekeeper Productivity Report, Category Productivity Report, Timekeeper Profitability Report and Productivity Report by Category for each Timekeeper. A variety of information can be graphed for each report.

There are 12 different types of graphs that can be generated. Bar Graph variations include vertical, horizontal, vertical 3D, horizontal 3D, stacked vertical and stacked horizontal. Pie Chart variations include standard and 3D pie charts. Specialty Graphs include "3D Manhattan Bar Graph," Strata Graph and two different Line Graphs.

A separate **Graph** tab is available for each of these reports. To generate a graph for one of these reports, select the Create Graph from Report check box found on the respective report's **Graph** tab. Select the remaining options and click **OK**. A separate window will be opened with the graph shown in it. From this graph window, the graph can be printed.