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Tabs3 Report Pack

Tabs3.com

Tabs3 Report Pack

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Version 18 (Monday, August 20, 2018)

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Purposes & Benefits of Tabs3 Reports

The following table shows the various reports in Tabs3 including their purposes and benefits.

Note: If you are trying to choose between multiple reports that contain similar information, Knowledge Base Article **R11697**, "Tabs3 Report Finder," can help you narrow it down to exactly the report you need.

Purposes and Benefits of Tabs3 Reports			
Report	**Purpose**	**Benefit**	**When to Run**
Accounts Receivable by Invoice Report	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.
Accounts Receivable by Timekeeper Report (Platinum Only)	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.
Aged Work-In-Process Report	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.
Allocated Payments Report	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.
Cash Receipts Report	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.

Purposes and Benefits of Tabs3 Reports			
Report	**Purpose**	**Benefit**	**When to Run**
Category Productivity Report	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.
Client Analysis Report	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.
Client Budget Report	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.
Client Funds Report	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.
Client Inactivity Report	Provides the ability to identify clients and matters 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 matters need follow up and which matters can be marked inactive.	As needed.
Client Labels	This report allows you print labels in multiple formats for select clients based on the information from specified fields in the client file.	Easily generate mailing labels for a group of clients based on criteria such as location, category, or originating timekeeper.	As needed.

Purposes and Benefits of Tabs3 Reports			
Report	**Purpose**	**Benefit**	**When to Run**
Client Ledger Report	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.
Client List	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.
Client Productivity Report	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.
Client Rate Report	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.
Client Realization Report	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.

Purposes and Benefits of Tabs3 Reports			
Report	**Purpose**	**Benefit**	**When to Run**
Collections Report	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.
Conflict of Interest Report	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.
Data Entry Lists Fee Cost Payment Client Funds	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.
Detail Accounts Receivable Report	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.

Purposes and Benefits of Tabs3 Reports			
Report	**Purpose**	**Benefit**	**When to Run**
Detail Work-In-Process Report	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, consider printing it quarterly.
E-mail Statements Report	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.
Fee Compensation Rules Report	This report provides a summary of the fee compensation rules specified for each matter, grouped by either matter or timekeeper.	Review fee compensation rules for specific timekeepers or matters without having to open each matter in Tabs3.	As needed
Pre-Bill Tracking Report	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 have not been reviewed, which clients have not had final statements run, and which clients are "on hold".	As needed.
Pre-Update Statements Report	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.
Productivity Report by Category for each Timekeeper	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.

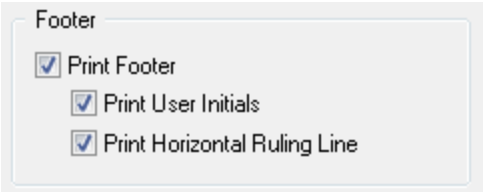
Purposes and Benefits of Tabs3 Reports			
Report	**Purpose**	**Benefit**	**When to Run**
Productivity Report by Transaction Code for each Timekeeper	Shows the hours and amounts for fees billed year-to-date by transaction code for each timekeeper.	Helps guide timekeepers in making certain types of work more efficient and productive by reviewing the average billing rate for each transaction code.	Monthly. Shows cumulative year-to-date totals.
Recap of Hours Report	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.
Receipt Allocation Report	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.
Split Billing Report	This report show the current split billing settings for the specified main client as well as the associated split matters, their allocations, and statement settings.	Provides a quick summary of split billing settings for each matter.	As needed.
Summary Accounts Receivable	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.

Purposes and Benefits of Tabs3 Reports			
Report	**Purpose**	**Benefit**	**When to Run**
Summary Work-In-Process Report	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.
Task Code Billing Report	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.
Task Code Budget Report	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.
Timekeeper Analysis Report	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.
Timekeeper Productivity Report	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.
Timekeeper Profitability Report	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.

Purposes and Benefits of Tabs3 Reports			
Report	**Purpose**	**Benefit**	**When to Run**
Timekeeper Realization Report	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 to the billed information all on a single report.	As needed.
Timekeeper Status Report	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.
Top Client Report	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.
Transaction File List	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 subtotaling 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.
Unallocated Payments Report	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.
Verification Lists Fee Cost Payment Client Funds	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.

Purposes and Benefits of Tabs3 Reports			
Report	**Purpose**	**Benefit**	**When to Run**
Write-Up/Write-Down Report	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.

Optional Report Footer



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 *Monday 11/28/2016 9:51 am*

Timekeeper List

Date: 11/28/2016 **Tabs3 Timekeeper List** Page: 1
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Timekeeper			Rate 1	Rate 2	Rate 3	Rate 4	Rate 5	Rate 6	Lvl
1	MLJ	Michael L. Jensen	250.00	275.00	200.00	200.00	225.00	0.00	1
2	PAM	Paula Ann Martin	225.00	250.00	185.00	175.00	215.00	0.00	2
3	RPA	Ronald P. Anderson	160.00	190.00	115.00	105.00	145.00	0.00	2
4	ROB	Robert O. Burns	200.00	150.00	250.00	400.00	100.00	300.00	7
5	KIM	Kendra I. Michaels	150.00	175.00	125.00	0.00	0.00	0.00	3
6	DHB	Daniel H. Brady	70.00	85.00	50.00	0.00	0.00	0.00	5
7	CB	Cheryl Bradley	65.00	80.00	45.00	0.00	0.00	0.00	5
8	JAN	Jennifer A. Noonan	100.00	110.00	90.00	0.00	0.00	0.00	4
9	JIM	Jason I. Masterson	150.00	160.00	130.00	0.00	0.00	0.00	3
10	JPP	Jimmy P. Praum	50.00	75.00	25.00	0.00	0.00	0.00	6
39	OLD	*Old / Archived Timekeepers	0.00	0.00	0.00	0.00	0.00	0.00	9

Date: 11/28/2016 **Tabs3 Timekeeper List** Page: 1
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Timekeeper															
1	MLJ	Michael L. Jensen					Rate 1	Rate 2	Rate 3	Rate 4	Rate 5	Rate 6	Lvl
							250.00	275.00	200.00	200.00	225.00	0.00	1
			Overhead	Jan:	10,000	Feb:	10,000	Mar:	10,000	Apr:	10,000		
				May:	10,000	Jun:	10,000	Jul:	10,000	Aug:	10,000		
				Sep:	10,000	Oct:	10,000	Nov:	10,000	Dec:	10,000		
2	PAM	Paula Ann Martin					225.00	250.00	185.00	175.00	215.00	0.00	2
			Overhead	Jan:	10,000	Feb:	10,000	Mar:	10,000	Apr:	10,000		
				May:	10,000	Jun:	10,000	Jul:	10,000	Aug:	10,000		
				Sep:	10,000	Oct:	10,000	Nov:	10,000	Dec:	10,000		
3	RPA	Ronald P. Anderson					160.00	190.00	115.00	105.00	145.00	0.00	2
			Overhead	Jan:	10,000	Feb:	10,000	Mar:	10,000	Apr:	10,000		
				May:	10,000	Jun:	10,000	Jul:	10,000	Aug:	10,000		
				Sep:	10,000	Oct:	10,000	Nov:	10,000	Dec:	10,000		

Task Folder ***Reports | File Lists | Timekeeper List***

The list shown 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 first list shown is printed in numerical order and is single spaced. The second list shown below includes overhead amounts.

Definitions for Timekeeper List

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

Date: 11/28/2016

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Timekeeper Level	
1	Senior Partner
2	Partner
3	Associate
4	Paralegal
5	Secretary
6	Law Clerk
7	Of Counsel
8	
9	

Task Folder ***Reports | File Lists | Timekeeper Level List***

The Timekeeper Level List 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.

Definitions for Timekeeper Level List

Date The date the list was printed.

Timekeeper Level Level number and description.

Category List

Date: 11/28/2016

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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

Task Folder ***Reports | File Lists | Category List***

The list shown 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.

Definitions for Category List

Date The date the list was printed.

Category Category number and description.

Code Set Task Based Billing Code Set assigned to the category.

Cost Type Description List

Date: 11/28/2016

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Expense	Description	Advance	Description
Type 0:	Miscellaneous	Type 0:	Miscellaneous
Type 1:	Phone	Type 1:	Filing Fees
Type 2:	Photocopies/Faxes	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:	

Task Folder ***Reports | File Lists | Cost Type 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.

Definitions for Cost Type Description List

Date The date the list was printed.

Expense/Advance Type The number assigned to the Cost Type.

Description The Cost Type description.

Transaction Code List

Date: 11/28/2016

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Tcode		Codes	Description	QB	Amount	Rate	New Rate	Effective Date
1	FEE	0F0N			0.00	0.000	0.000	mm/dd/yyyy
2	OSC	0F0N	Outside conference with		0.00	0.000	0.000	mm/dd/yyyy
3	TC	0F0N	Telephone conference with		0.00	0.000	0.000	mm/dd/yyyy
4	OF	0F0N	Open file		0.00	0.000	0.000	mm/dd/yyyy
5	LT	0F0N	Letter to		0.00	50.000	75.000	12/31/2016
6	REC	0F0N	Receipt of		0.00	0.000	0.000	mm/dd/yyyy
7	PP	0F0N	Plan and prepare for		0.00	0.000	0.000	mm/dd/yyyy
8	DAR	0F0N	Draft and revise		0.00	0.000	0.000	mm/dd/yyyy
9	RA	0F0N	Review and analyze		0.00	0.000	0.000	mm/dd/yyyy
10	LR	0F0N	Legal research		0.00	0.000	0.000	mm/dd/yyyy
11	CA	0F0N	Court appearance		0.00	0.000	0.000	mm/dd/yyyy
12	INV	0F0N	Investigation of		0.00	0.000	0.000	mm/dd/yyyy
13	ATT	0F0N	Attended		0.00	0.000	0.000	mm/dd/yyyy
14	COM	0F0N	Communicate with		0.00	0.000	0.000	mm/dd/yyyy
15	UP	0F0N	Update files/records		0.00	0.000	0.000	mm/dd/yyyy
16	OCW	0F0N	Office conference with		0.00	100.000	150.000	12/31/2016
17	WO	4F4N	Write off per					
18	MIS	5F4N	(miscellaneous fee)		0.00	0.000	0.000	mm/dd/yyyy
19	IM	0F2N	Initial meeting.		0.00	0.000	0.000	mm/dd/yyyy
20	NB	0F2N	Non-billable time		0.00	0.000	0.000	mm/dd/yyyy
21	DES	4F4N	(description only)					
22	PF	6F0N	(progress fee)					
23	DP	0F0N	Deposition of		0.00	0.000	0.000	mm/dd/yyyy
24	RR	0F0N	Receipt and review of e-mail		0.00	0.000	0.000	mm/dd/yyyy
100	MA	5A4N0	(miscellaneous advance)		0.00	0.000	0.000	mm/dd/yyyy
101	PRO	0A0N2	Processor fee		85.00	0.000	0.000	mm/dd/yyyy
102	CF	0A0N2	Courier fee		0.00	0.000	0.000	mm/dd/yyyy
103	OPF	0A0N3	Outside professional fee		0.00	0.000	0.000	mm/dd/yyyy
104	MED	0A0N4	Medical records		0.00	0.000	0.000	mm/dd/yyyy
105	SF	0A0N3	Sheriff's fee		45.00	0.000	0.000	mm/dd/yyyy
106	OLR	0A0N0	Online legal research		0.00	0.000	0.000	mm/dd/yyyy
107	TRA	0A0N0	Transcription fees		0.00	0.000	0.000	mm/dd/yyyy
108	EX	0A0N0	Trial exhibits		0.00	0.000	0.000	mm/dd/yyyy
109	FF	0A0N1	Filing fee		105.00	0.000	0.000	mm/dd/yyyy
110	DOC	0A0N2	Document preparation/typing		0.00	20.000	0.000	mm/dd/yyyy
111	LAT	0A0N1	Late Fees		0.00	0.000	0.000	mm/dd/yyyy
250	LD	0E0N1	Long distance telephone charges		0.00	0.000	0.000	mm/dd/yyyy
251	COP	0E0N2	Photocopy charges		0.00	0.200	25.000	12/31/2016
252	ML	0E0N3	Mileage to/from		0.00	0.575	0.000	mm/dd/yyyy
253	POS	0E0N0	Postage		0.00	0.000	0.000	mm/dd/yyyy
254	TEX	0E0N3	Travel expense		0.00	0.000	0.000	mm/dd/yyyy
255	FAX	0E0N2	Fax		0.00	1.000	0.000	mm/dd/yyyy
256	ME	0E0N0	(miscellaneous expense)		0.00	0.000	0.000	mm/dd/yyyy
900	PYM	1 0N	Payment					
950	DEP	0E0N0	Deposit to client funds		0.00	0.000	0.000	mm/dd/yyyy
951	WD	0E0N0	Withdrawal from client funds		0.00	0.000	0.000	mm/dd/yyyy

Date: 11/28/2016 **Tabs3 Transaction Code List** Page: 2
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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/Faxes
3 = Travel Expense

Advance Cost Type
0 = Miscellaneous
1 = Filing Fees
2 = Processor Fees
3 = Witness Fees
4 = Medical Records

Task Folder ***Reports | File Lists | Transaction Code List***

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. Up to 999 transaction codes can be defined. 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 for Transaction Code List

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.

Code Position 4: Taxable "Y" (Yes) or "N" (No). Designates whether the transaction code is taxable.

Code Position 5: Cost Type (0-9) 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.

Description Shows the description defined for the transaction code.

QB "Y" (Yes) indicates the transaction code is configured to integrate with QuickBooks.

Amount Optional amount for each transaction code used for value billing.

Rate 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.

New Rate Optional new rate for each transaction code.

Effective Date The date the new rate for each transaction code is effective.

Billing Frequency List

Date: 11/28/2016 **Tabs3 Billing Frequency List** Page: 1
Jensen, Martin & Anderson, P.C.

ID	Description	Report Character	Default
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	

Task Folder ***Reports | File Lists | 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.

Definitions for Billing Frequency List

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

Date: 11/28/2016 | **Tabs3 Location List** | Page: 1

Jensen, Martin & Anderson, P.C.

ID	Description
Columbus	Columbus Office
Kearney	Kearney Office
Lincoln	Lincoln Office
Omaha	Omaha Office

Task Folder ***Reports | File Lists | 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.

Definitions for Location

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.

Task Code List

The Task Code List shown on the following pages 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.

Definitions for Task Code List

ID 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”.

Description The task code description. The description can be a maximum of 70 characters.

Tcode The transaction code assigned to the task code. Only Activity codes and Expense codes can be assigned a transaction code.

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Tabs3 Task Code List

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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	

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Tabs3 Task Code List

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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	

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Tabs3 Task Code List

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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	

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Tabs3 Task Code List

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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	

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Tabs3 Task Code List

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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	18
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

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ID	Description	Tcode
A118	Collection-Forensic	12
A119	Culling & Filtering	15
A120	Processing	15
A121	Review and Analysis	15
A122	Quality Assurance and Control	9
A123	Search Creation and Execution	10
A124	Privilege Review Culling and Log Creation	15
A125	Document Production Creation and Preparation	8
A126	Evidence/Exhibit Creation and Preparation	7
A127	Project Management	7
A128	Collection Closing Activities	9
E101	Copying	251
E102	Outside printing	251
E103	Word processing	251
E104	Facsimile	255
E105	Telephone	250
E106	Online research	106
E107	Delivery services/messengers	102
E108	Postage	253
E109	Local travel	254
E110	Out-of-town travel	254
E111	Meals	254
E112	Court fees	109
E113	Subpoena fees	101
E114	Witness fees	103
E115	Deposition transcripts	107
E116	Trial transcripts	107
E117	Trial exhibits	108
E118	Litigation Support Vendors	103
E119	Experts	103
E120	Private Investigators	103
E121	Arbitrators/Mediators	103
E122	Local counsel	103
E123	Other professionals	103
E124	Other	256
E125	Translation	110
E126	Drawings	103
E127	Patent and Trademark Records	110
E128	Searching and Monitoring	103
E129	Official Fees	101
E130	Post-Issuance Patent Maintenance and Trademark Renewal Fees	101
E131	Late Fees	111
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)	251
X105	Word Processing	110
X106	Facsimile	255
X107	Telephone-Local	250
X108	Telephone-Long Distance	250
X109	Telephone-Mobile	250

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Tabs3 Task Code List

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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	ATE 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

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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

Task Code List *- Page 8*

Task Code Set List

Date: 11/28/2016 **Tabs3 Task Code Set Description List** Page: 1

Character	Description
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

Task Folder ***Reports | File Lists | Task Code Set List***

The Task Code Set List shows the defined task code sets and their associated descriptions.

Definitions for Task Code Set List

Character 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.

Description The task code set description. The description can be a maximum of 20 characters.

Text Macro List

Date: 11/28/2016 | **Tabs3 Text Macro List** | Page: 1

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Macro ID	Text
ATT	attended
CA	court appearance
CCT	carbon copy to:
CF	courier fee
COM	communicate with
CRTA	court appearance
DAR	draft and revise
DOM	*Petition for Dissolution of Marriage* and related documents
EN	enclosure
FF	filing fee
INT	interrogatories
INTDOC	*Interrogatories* and *Request for Production of Documents*
INV	investigation of
LD	long distance telephone charges
LM	left message
LR	legal research
LT	letter to
LWT	*Last Will and Testament*
MED	medical records
ML	mileage to/from
MSJ	*Motion for Summary Judgement*
NOA	*Notice of Appearance*
NONPAY	concerning past due balance. Discussed setting up a monthly payment schedule. No more work will be done until a good faith payment is made.
OC	office conference with
OLR	online legal research
OPF	outside professional fee
OPP	opposing counsel
OPPDOC	opposing counsel regarding discovery and production of documents
OSC	outside conference with
PNG	*Plea of Not Guilty*

Task Folder ***Reports | File Lists | Text Macro List***

The Text Macro List 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 for Text Macro List

Macro ID Macro ID assigned to the text macro.

Text The replacement text for the text macro. When the Macro ID is typed during data entry, it will automatically be replaced with this text.

GLS Integration Setup Report

Date: 11/28/2016 | **GLS Integration Setup Report** Jensen, Martin & Anderson, P.C. | Page: 1

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 Working Timekeeper

Timekeeper	Debit Account	Credit Account	Journal
All Other	1110.00 Operating Account	4100.01 Fee Income - MLJ	2 Receipts
1 Michael L. Jensen	1110.00 Operating Account	4100.01 Fee Income - MLJ	2 Receipts
2 Paula Ann Martin	1110.00 Operating Account	4100.02 Fee Income - PAM	2 Receipts
3 Ronald P. Anderson	1110.00 Operating Account	4100.03 Fee Income - RPA	2 Receipts
4 Robert O. Burns	1110.00 Operating Account	4100.04 Fee Income - ROB	2 Receipts
5 Kendra I. Michaels	1110.00 Operating Account	4100.05 Fee Income - KIM	2 Receipts
6 Daniel H. Brady	1110.00 Operating Account	4100.06 Fee Income - DHB	2 Receipts
7 Cheryl Bradley	1110.00 Operating Account	4100.07 Fee Income - CB	2 Receipts
8 Jennifer A. Noonan	1110.00 Operating Account	4100.08 Fee Income - JAN	2 Receipts
9 Jason I. Masterson	1110.00 Operating Account	4100.09 Fee Income - JIM	2 Receipts
10 Jimmy P. Praum	1110.00 Operating Account	4100.10 Fee Income - JPP	2 Receipts

Cost Allocation by Cost Type

Cost Type	Debit Account	Credit Account	Journal
All Other Expenses	1110.00 Operating Account	4400.00 Expense Income	2 Receipts
All Other Advances	1110.00 Operating Account	1210.00 Client Cost Advances	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

Cost Entry Integration by Tcode

Tcode	Debit Account	Credit Account	Journal
250 Long distance telephone charges	8090.00 Telephone	1110.00 Operating Account	1 General
251 Photocopy charges	8040.00 Office Supplies	1110.00 Operating Account	1 General
253 Postage	8120.00 Postage	1110.00 Operating Account	1 General

Accrual Posting

Accrual Posting Disabled

Type	Debit Account	Credit Account	Journal	Description

Task Folder ***Integration | GLS Integration Setup | Print GLS Integration Setup Report***

The GLS Integration Setup Report is available when Tabs3 is configured to integrate with General Ledger Software (GLS). For each GLS Integration type, the report shows the integration Posting Method, Debit and Credit Accounts, and Journal to be used in GLS.

Definitions for GLS Integration Setup Report

Date (heading) Used for reference only.

(Posting Method) Depending on the type of integration, **Category**, **Cost Type**, **Location**, **Tcode**, **Timekeeper**, or **Type** will be listed. A list of all configured transaction types within that Posting Method will be listed.

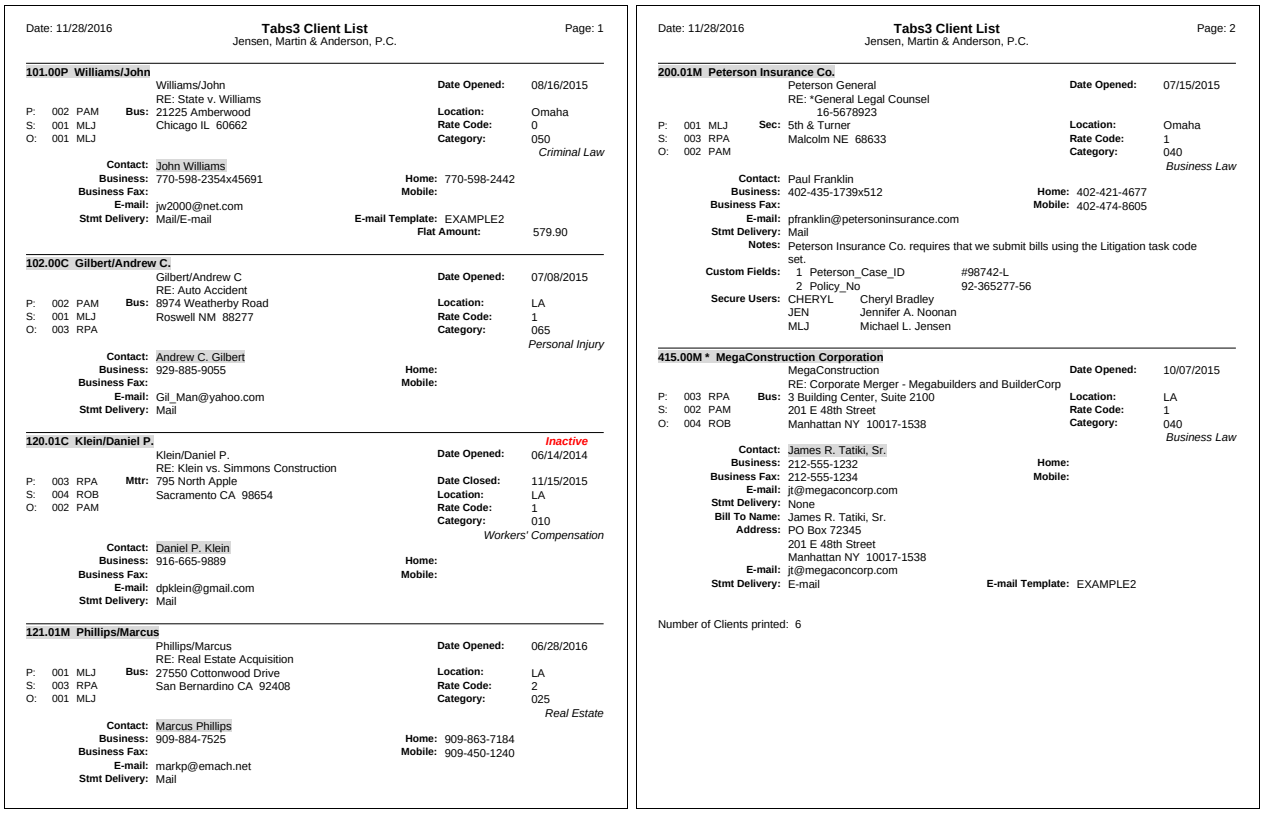
Debit Account GLS Debit Account.

Credit Account GLS Credit Account.

Journal GLS Journal Number.

Description 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.

Detail Client List



Date: 11/28/2016 **Tabs3 Client List** Page: 1
Jensen, Martin & Anderson, P.C.

101.00P Williams/John
Williams/John
RE: State v. Williams
P: 002 PAM **Bus:** 21225 Amberwood
S: 001 MLJ Chicago IL 60662
O: 001 MLJ
Date Opened: 08/16/2015
Location: Omaha
Rate Code: 0
Category: 050 *Criminal Law*
Contact: John Williams
Business: 770-598-2354x45691 **Home:** 770-598-2442
Business Fax: **Mobile:**
E-mail: jw2000@net.com
Stmt Delivery: Mail/E-mail **E-mail Template:** EXAMPLE2
Flat Amount: 579.90

102.00C Gilbert/Andrew C.
Gilbert/Andrew C
RE: Auto Accident
P: 002 PAM **Bus:** 8974 Weatherby Road
S: 001 MLJ Roswell NM 88277
O: 003 RPA
Date Opened: 07/08/2015
Location: LA
Rate Code: 1
Category: 065 *Personal Injury*
Contact: Andrew C. Gilbert
Business: 929-885-9055 **Home:**
Business Fax: **Mobile:**
E-mail: Gil_Man@yahoo.com
Stmt Delivery: Mail

120.01C Klein/Daniel P. *Inactive*
Klein/Daniel P.
RE: Klein vs. Simmons Construction
P: 003 RPA **Mttr:** 795 North Apple
S: 004 ROB Sacramento CA 98654
O: 002 PAM
Date Opened: 06/14/2014
Date Closed: 11/15/2015
Location: LA
Rate Code: 1
Category: 010 *Workers' Compensation*
Contact: Daniel P. Klein
Business: 916-665-9889 **Home:**
Business Fax: **Mobile:**
E-mail: dpklein@gmail.com
Stmt Delivery: Mail

121.01M Phillips/Marcus
Phillips/Marcus
RE: Real Estate Acquisition
P: 001 MLJ **Bus:** 27550 Cottonwood Drive
S: 003 RPA San Bernardino CA 92408
O: 001 MLJ
Date Opened: 06/28/2016
Location: LA
Rate Code: 2
Category: 025 *Real Estate*
Contact: Marcus Phillips
Business: 909-884-7525 **Home:** 909-863-7184
Business Fax: **Mobile:** 909-450-1240
E-mail: markp@emach.net
Stmt Delivery: Mail

Date: 11/28/2016 **Tabs3 Client List** Page: 2
Jensen, Martin & Anderson, P.C.

200.01M Peterson Insurance Co.
Peterson General
RE: *General Legal Counsel
16-5678923
P: 001 MLJ **Sec:** 5th & Turner
S: 003 RPA Malcolm NE 68633
O: 002 PAM
Date Opened: 07/15/2015
Location: Omaha
Rate Code: 1
Category: 040 *Business Law*
Contact: Paul Franklin
Business: 402-435-1739x512 **Home:** 402-421-4677
Business Fax: **Mobile:** 402-474-8605
E-mail: pfranklin@petersoninsurance.com
Stmt Delivery: Mail
Notes: 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

415.00M * MegaConstruction Corporation
MegaConstruction
RE: Corporate Merger - Megabuilders and BuilderCorp
P: 003 RPA **Bus:** 3 Building Center, Suite 2100
S: 002 PAM 201 E 48th Street
O: 004 ROB Manhattan NY 10017-1538
Date Opened: 10/07/2015
Location: LA
Rate Code: 1
Category: 040 *Business Law*
Contact: James R. Tatiki, Sr.
Business: 212-555-1232 **Home:**
Business Fax: 212-555-1234 **Mobile:**
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

Task Folder ***Reports | Client Reports | Client List***

The list shown above is a Detail Client List in Client ID order. 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 for Detail Client List

(client) 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.

P (After the Client ID and billing frequency) indicates the client is set up for progress billing.

P: Primary timekeeper for reporting purposes (number and initials).

S: Secondary timekeeper for reporting purposes (number and initials).

O: Originating timekeeper for reporting purposes (number and initials).

Inactive (Above the Date Opened) indicates the client is inactive.

Date Opened Date the client file was opened.

Date Closed Date the client file was closed. This field will not print if the Date Closed is "MM/DD/YYYY" (i.e., not closed).

Location Location assigned to the client. The location will not print if the client has not been assigned to a location.

Rate Code Default billing rate code assigned to the client.

Category Default 3-digit billing category assigned to the client. The category description prints below the category number.

Flat Amount 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").

Stmt Delivery The delivery method prints whether the client is set up to receive statements via Mail, E-mail, Both, or None.

Bill To Name 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.

Courtesy Disc Courtesy discount percentage or amount assigned to the client. This field prints only if the client is assigned a courtesy discount.

E-mail Template The client's e-mail template is shown if the client is set up to receive e-mail statements.

Notes Client notes can optionally be included.

Custom Fields Custom fields can optionally be included.

Secure Users Users assigned to a secure client are listed last for the client.

Summary Client List

Date: 11/28/2016

Tabs3 Client List
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Page: 1

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	716-253-4510	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.

Task Folder ***Reports | Client Reports | Client List***

The client list above is a Summary Client List in numerical order. 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 for Summary Client List

Client — Client ID. The letter after the Client ID represents the billing frequency.

I — Inactive clients are indicated by the letter "I" following the billing frequency.

Name — Client name (first 42 characters of the selected Contact ID, not Full Name).

Description — Client work description (first 37 characters).

***** — (In front of the work description) indicates the work description will not be printed on the client's statement.

Contact — Contact name (first 24 characters of the selected Contact ID, not Full Name).

Primary Phone — Client's primary phone number. The number shown is determined by the phone number displayed in the first phone selector in the Client file.

(timekeeper) — Primary timekeeper initials are shown next to the phone number if the list is not printed in timekeeper order.

Client Rate Report

Date: 11/28/2016 — **Tabs3 Client Rate Report** — Page: 1
Jensen, Martin & Anderson, P.C.

Client	Name	Work Description	Billing Rate Code
1.00M	Administrative Account	RE: For tracking all Firm and interest adjustments	1 - Timekeeper Rate 1
100.00M	Larson/Michael	RE: Larson v. Bel-Cor	1 - Timekeeper Rate 1
101.00M	Williams/John	RE: State v. Williams	0 - Flat Fee Amount: 579.90
102.00M	Gilbert/Andrew C.	RE: Auto Accident	1 - Timekeeper Rate 1
120.01M	Klein/Daniel P.	RE: Klein vs. Simmons Construction	1 - Timekeeper Rate 1
121.01M	Phillips/Marcus	RE: Real Estate Acquisition	2 - Timekeeper Rate 2
200.01M	Peterson Insurance Co.	RE: General Legal Counsel	1 - Timekeeper Rate 1
	Custom Fee Rate Table for Timekeepers		
	001- MLJ 250.00 002- PAM 225.00 003- RPA 225.00 005- KIM 150.00 009- JIM 150.00 010- JPP 80.00		
	Custom Cost Rate Table for Task Codes		
	E101 0.095 E109 0.445		
200.02M	Peterson Insurance Co.	RE: Maintenance of Insurance Policies	1 - Timekeeper Rate 1
	Shared Fee Rate Table with Client (200.01)		
	Shared Cost Rate Table with Client (200.01)		
415.00M	MegaConstruction Corporation	RE: Corporate Merger - Megabuilders and BuilderCorp	1 - Timekeeper Rate 1
	Custom Fee Rate Table for Timekeepers		
	001- MLJ 500.00 002- PAM 450.00 003- RPA 450.00 004- ROB 750.00 005- KIM 350.00 006- DHB 180.00		
	007- CB 180.00 008- JAN 250.00 009- JIM 350.00 010- JPP 220.00		
	Custom Cost Rate Table for Transaction Codes		
	107- TRA 150.000 251- COP 0.250 252- ML 0.450		
850.00M	White/Kelly	RE: Divorce	1 - Timekeeper Rate 1
850.01M	White/Kelly	RE: Last Will & Testament	1 - Timekeeper Rate 1
850.02M	White/Kelly	RE: Medical Care of Brianne	1 - Timekeeper Rate 1

Task Folder ***Reports | Client Setup Reports | 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 **Options** tab includes parameters that enable you to include fee and cost rate tables, timekeeper levels rates/codes and billing rate codes.

Definitions for Client Rate Report

Date — The date the report was printed.

Client — Client ID followed by the billing frequency.

Work Description Client's work description.

Billing Rate Code Billing rate code assigned on the **Rates** 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.

Custom Fee Rate Table 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.

Custom Cost Rate Table 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.

Shared Client Rate Table Indicates that the client is sharing another client's rate table.

New Rates Effective Includes the date the new rates are effective, as specified in the fee or cost rate table, as well as lists the new rates.

Timekeeper Levels The hourly rate or billing rate code is shown for each timekeeper level. This is shown only when the client's **Timekeeper Level Type** option on the **Rates** tab of the Client file is set to **Rate** or **Code**.

Fee Compensation Rules Report

Date: 11/28/2016 **Tabs3 Fee Compensation Rules Report** Page: 1
Jensen, Martin & Anderson, P.C.

	Fee Compensation Timekeeper	Type	Percent	Taken From	Effective Date	Ending Date	From Amount	To Amount
101.00 M Williams/John								
State v. Williams								
	FIRM		15.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	
1	Michael L. Jensen	Orig	10.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	1,000.00
2	Paula Ann Martin	Orig	10.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	1,000.00
3	Ronald P. Anderson	Orig	10.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	1,000.00
121.01 M Phillips/Marcus								
Real Estate Acquisition								
	FIRM		10.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	
1	Michael L. Jensen	Orig	25.00%	Selected (LVL 4, LVL 5, LVL 6)	mm/dd/yyyy	mm/dd/yyyy	0.00	
3	Ronald P. Anderson	Orig	25.00%	Selected (LVL 4, LVL 5, LVL 6)	mm/dd/yyyy	mm/dd/yyyy	0.00	
200.01 M Peterson Insurance Co.								
General Legal Counsel								
	FIRM		10.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	
2	Paula Ann Martin	Orig	25.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	1,000.00
415.00 M MegaConstruction Corporation								
Corporate Merger - Megabuilders and BuilderCorp								
	FIRM		20.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	
4	Robert O. Burns	Orig	25.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	100,000.00
850.00 M White/Kelly								
Divorce								
	FIRM		10.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	
4	Robert O. Burns	Orig	35.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	5,000.00
5	Kendra I. Michaels	Orig	15.00%	Selected (DHB, CB, JAN, JIM)	mm/dd/yyyy	mm/dd/yyyy	0.00	
5	Kendra I. Michaels	Prim	25.00%	Selected (DHB, CB, JAN, JPP)	01/01/2016	07/31/2016	0.00	

This report is grouped by client.

Date: 11/28/2016 **Tabs3 Fee Compensation Rules Report** Page: 1
Jensen, Martin & Anderson, P.C.

Client	Name/Work Description	Type	Percent	Taken From	Effective Date	Ending Date	From Amount	To Amount
Fee Compensation Timekeeper: FIRM								
101.00	Williams/John State v. Williams		15.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	
121.01	Phillips/Marcus Real Estate Acquisition		10.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	
200.01	Peterson Insurance Co. General Legal Counsel		10.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	
415.00	MegaConstruction Corporation Corporate Merger - Megabuilders and BuilderCorp		20.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	
850.00	White/Kelly Divorce		10.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	
Fee Compensation Timekeeper: 1 Michael L. Jensen								
101.00	Williams/John State v. Williams	Orig	10.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	1,000.00
121.01	Phillips/Marcus Real Estate Acquisition	Orig	25.00%	Selected (LVL 4, LVL 5, LVL 6)	mm/dd/yyyy	mm/dd/yyyy	0.00	
Fee Compensation Timekeeper: 2 Paula Ann Martin								
101.00	Williams/John State v. Williams	Orig	10.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	1,000.00
200.01	Peterson Insurance Co. General Legal Counsel	Orig	25.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	1,000.00
Fee Compensation Timekeeper: 3 Ronald P. Anderson								
101.00	Williams/John State v. Williams	Orig	10.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	1,000.00
121.01	Phillips/Marcus Real Estate Acquisition	Orig	25.00%	Selected (LVL 4, LVL 5, LVL 6)	mm/dd/yyyy	mm/dd/yyyy	0.00	
Fee Compensation Timekeeper: 4 Robert O. Burns								
415.00	MegaConstruction Corporation Corporate Merger - Megabuilders and BuilderCorp	Orig	25.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	100,000.00
850.00	White/Kelly Divorce	Orig	35.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	5,000.00
Fee Compensation Timekeeper: 5 Kendra I. Michaels								
850.00	White/Kelly Divorce	Orig	15.00%	Selected (DHB, CB, JAN, JIM)	mm/dd/yyyy	mm/dd/yyyy	0.00	
850.00	White/Kelly Divorce	Prim	25.00%	Selected (DHB, CB, JAN, JPP)	01/01/2016	07/31/2016	0.00	

This report is grouped by fee compensation timekeeper.

Date: 11/28/2016 **Tabs3 Fee Compensation Rules Report** Page: 1
Jensen, Martin & Anderson, P.C.

Fee Compensation Timekeeper	Type	Percent	Taken From	Effective Date	Ending Date	From Amount	To Amount
102.00 Gilbert/Andrew C. Auto Accident							
No Fee Compensation Rules Defined.							
300.00 McBride/John Copyright Infringement							
No Fee Compensation Rules Defined.							

Task Folder ***Reports | Client Setup Reports | 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 above. The report can be run for all fee compensation timekeepers or for specific fee compensation timekeepers. 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 *(page 35)*. The **Format** tab includes options that let you to include the fee compensation rules dates and amounts columns.

Definitions for Fee Compensation Rules Report

Date The date the report was printed. Used for reference and has no bearing on the report itself.

Type	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.
Percent	The percentage of working timekeeper fee receipts that will be allocated to the selected timekeeper or the firm.
Taken From	"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).
Effective Date	Date the fee compensation rule goes into effect.
Ending Date	Cut-off date for the fee compensation rule.
From	The lowest total fee income amount received for the fee compensation rule to be effective.
To	The highest total fee income amount received for the fee compensation rule to be effective.

When Grouped by Client

Client	Client ID.
Name/Work Description	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.[1]
(fee compensation timekeeper)	Timekeeper number and name. "FIRM" indicates that the fee compensation rule is for the FIRM fee compensation timekeeper.
(shared rules table with client)	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

(client)	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.[1]
Fee Compensation Timekeeper	Timekeeper number and name. "FIRM" indicates that the fee compensation rule is for the FIRM fee compensation timekeeper.

[1] Not shown on either sample report.

Split Billing Report

Date: 11/28/2016 | **Tabs3 Split Billing Report** | Page: 1

Jensen, Martin & Anderson, P.C.

			Fee %	Exp %	Adv %
Main Client:	**415.00 MegaConstruction Corporation**				
	Fee Options:	Split both Hours and Amount: Yes Split Hours and then calculate Amount: No Split Fee Credits: No Split Non-billable and Zero Amount Fees: No			
	Cost Options:	Split both Units and Amount: Yes Split Units and then calculate Amount: No Split Cost Credits: No Split Non-billable and Zero Amount Costs: No			
Split Matters:					
415.00	MegaConstruction Corporation		50.0000	50.0000	67.0000
	Show pre-split values on statements: Yes Show Split Billing Summary on statements: Yes (Detail)				
416.00	Tatiki, Sr./James R.		50.0000	50.0000	REM
	Show pre-split values on statements: No Show Split Billing Summary on statements: Yes (Summary)				
			100.0000	100.0000	100.0000

Task Folder ***Reports | Client Setup Reports | 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 for Split Billing Report

Date The date the report was printed.

Client/Name 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.

Fee % 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.

Exp % 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.

Adv % 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.

***** (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.

Data Entry Lists

Date: 11/28/2016

Fee Entry List by Transaction Date
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Page: 1

Include Archive: No

Transaction Date: 11/28/2016

Client ID/Name	Ref #	BC	H/P	Tmkr	Hrs to Bill	Amount	Description
100.00 Larson/Michael Larson v. Bel-Cor	11		P	2	3.50	787.50	Legal research
100.00 Larson/Michael Larson v. Bel-Cor	12		P	2	2.25	506.25	Draft and revise legal opinion to be forwarded to Labour Plating Company on their culpability.
415.00 MegaConstruction Corporation Corporate Merger - Megabuilders and BuilderCorp	2		P	1	1.00	500.00	Prepare Employee Handbook
850.00 White/Kelly Divorce	5		P	2	0.50	112.50	Review and analyze medical status reports on Brianne White
850.00 White/Kelly Divorce	4		P	2	1.50	337.50	Letter to Robert White re: signing medical release forms for Brianne.
Billable					8.75	2,243.75	
Non-Billable					0.00	0.00	
Total					8.75	2,243.75	

Date: 11/28/2016

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

Page: 1

Include Archive: No

102.00 Gilbert/Andrew C.
Auto Accident

Ref #	BC	H/P	Date	Amount	Description
1		P	10/25/2016	6.75	Photocopy charges.
2		P	10/25/2016	17.78	Postage
3		P	11/25/2016	85.00	Medical records
4		P	07/29/2016	34.50	Mileage to/from client at hospital
5		P	08/23/2016	17.80	Photocopy charges
6		P	08/26/2016	75.00	Online legal research
			Total	236.83	

Date: 11/28/2016

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

Page: 1

Include Archive: Yes

121.01 Phillips/Marcus
Real Estate Acquisition

Ref #	H/P	Date	Amount	Description
ARCH	P	08/23/2016	267.00	Payment
ARCH	P	09/27/2016	167.50	Payment
ARCH	P	10/28/2016	269.93	Payment
4	P	11/09/2016	5,000.00	Payment
		Total	5,704.43	

Date: 11/28/2016 **Client Funds Entry List by Client** Page: 1
Jensen, Martin & Anderson, P.C.

Include Archive: Yes

121.01 Phillips/Marcus
Real Estate Acquisition

Ref #	Type	Date	Amount	Description
ARCH	D	06/15/2016	2,500.00	Opening deposit to client funds for work to be done.
ARCH	W	08/23/2016	267.00	Withdrawal to pay fees billed.
ARCH	W	09/30/2016	167.50	Withdrawal to pay fees billed.
ARCH	W	10/31/2016	269.93	Withdrawal to pay costs.
		Credit Cards	0.00	
		Deposits	2,500.00	
		Payments	0.00	
		Withdrawals	704.43	
		Total	1,795.57	

Transactions | Fee/Cost/Payment/Client Funds | ***(Print List)***

Task Folder

The reports shown on pages 38 and 39 are examples of Data Entry Lists from the Fee, Cost, Payment, and Client Funds 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 client. 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 archive transactions for all users and timekeepers.

Receipts

Date: 11/28/2016 **Payment Receipt** Page: 1
Jensen, Martin & Anderson, P.C.

Client ID: 415.00 MegaConstruction Corporation
Corporate Merger - Megabuilders and BuilderCorp
Statement #: 75371 Received By: CATHY
Receipt Type: EFT Date: 11/28/2016
Reference: 13

Description: Payment

Amount: 30,000.00

Payment Receipt

Date: 11/28/2016 **Deposit Receipt** Page: 1
Jensen, Martin & Anderson, P.C.

Client ID: 850.00 White/Kelly
Divorce
Receipt Type: Client Funds Deposit Received By: CATHY
Reference: 1 Date: 10/31/2016

Description: Deposit to client funds

Amount: 750.00

Client Funds Deposit Receipt

Transactions | Payment/Client Funds | ***(Print Receipt)***

Task Folder

Receipts can be printed for both work-in-process payments and client funds deposits. When printing a receipt for payments, the receipt displays general information about the payment transaction, such as the **Client ID**, **Work Description**, **Statement #**, **Date**, **Description**, and **Amount**. When printing a receipt for client funds deposits, the receipt displays general information about the deposit, such as the **Client ID**, **Work Description**, **Receipt Type**, **Date**, **Description**, and **Amount**.

Fee/Cost Verification Lists

Date: 11/28/2016

Page: 1

Fee Verification List
Jensen, Martin & Anderson, P.C.
User: SUSAN Susan C. Long

Ref#	Client	Tkr	Cat	Trans Date	Date Entered	S R	H P	T X	B C	R C	Tcode Task Code	Rate	Hours Worked	Hours to Bill	Amount	
5	102.00	RJB	20	11/11/2016	11/11/2016	B	P				3	200.00	0.25	0.25	50.00	Telephone conference with Harold *Richardson/Harold*
6	102.00	RJB	20	11/11/2016	11/11/2016	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	11/14/2016	11/14/2016	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	11/14/2016	11/14/2016	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	11/14/2016	11/14/2016	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	11/14/2016	11/14/2016	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	11/14/2016	11/14/2016	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	11/03/2016	11/03/2016	B	P				1	150.00	1.25	1.25	187.50	Office conference with Mr. Dawson *Dawson/Charles L.*
5	100.00	JPP	15	11/07/2016	11/07/2016	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

6	102.00	RJB	20	11/11/2016	11/11/2016	B	P				7	200.00	0.25	0.25	50.00	Plan and prepare for conference with Harold *Richardson/Harold*

Old

6	102.00	RJB	20	11/11/2016	11/11/2016	B	P	2			7	200.00	0.50	0.50	100.00	

Total Transaction Count = 10

Date: 11/28/2016 **Cost Verification List** Page: 1

Jensen, Martin & Anderson, P.C.
User: SUSAN Susan C. Long

Ref#	Client	E/A	Trans Date	Date Entered	Src	H P	T X	B C	R C	Tcode Task Code	Tmkr	Rate	Units	Amount	
1	100.00	E	11/02/2016	11/14/2016	B	P				51	5	0.150	25.00	3.75	Photocopy charges *Dawson/Charles L.*
2	100.00	E	11/07/2016	11/14/2016	B	P				50	5	0.000	0.00	6.75	Long distance telephone charges *Dawson/Charles L.*
2	300.00	A	11/07/2016	11/14/2016	B	P			8	70	1	0.000	0.00	75.00	Filing fee *McBride/John*
3	550.00	E	11/11/2016	11/14/2016	B	P				L100 E110	2	0.000	0.00	23.50	Mileage to/from Omaha *Federated Casualty, Ltd.*
6	200.03	E	11/11/2016	11/14/2016	B	P				55	1	0.000	0.00	4.50	Facsimile costs *Jefferson Insurance Co.*
4	400.00	A	11/14/2016	11/14/2016	B	D				72	5	0.000	0.00	*deleted*	Courier fee *Lutz/Jody*
													Billable	113.50	
													Non-billable	0.00	
													Grand Total	113.50	

Client Checksum = 165,003

Changed Entries

New															
6	200.03	E	11/11/2016	11/14/2016	B	P				55	1	0.000	0.00	4.50	Facsimile costs *Jefferson Insurance Co.*
Old															
6	200.03	E	11/11/2016	11/14/2016	B	P				55	1	0.000	0.00	3.50	
New															
1	100.00	E	11/02/2016	11/14/2016	B	P				51	5	0.150	25.00	3.75	Photocopy charges *Dawson/Charles L.*
Old															
1	100.00	E	11/02/2016	11/14/2016	B	P				51	5	0.150	20.00	3.00	

Deleted Entries

4	400.00	A	11/14/2016	11/14/2016	B	P				72	5	0.000	0.00	24.15	Courier fee *Lutz/Jody*

Total Transaction Count = 9

Task Folder ***Transactions | Fee/Cost | Esc***

The reports shown 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 shown 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 for Fee/Cost Verification Lists

Ref # Reference number identifying the transaction for editing purposes.

Client Client ID.

Tkr (fee list)
Tmkr (cost list) 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).[1]]*

Cat (fee list) Category assigned to the transaction.

E/A
(cost list) Expense/Advance. "E" indicates the transaction is an expense and "A" indicates the transaction is an advance.

Trans Date Date of the transaction.

Date Entered Date the transaction was entered.

SR (fee list)
Src (cost list) Source code that indicates the source of the transaction. "B" = Tabs3 Billing, "R"[1] = Tabs3 Remote, "P"[1] or "C"[1] = PracticeMaster, "D"[1] = Data Capture Device, "T"[1] = Trust Accounting Software, "A"[1] = Accounts Payable Software, "Q"[1] = QuickBooks. Lowercase codes indicate that the transaction has been split using Perform Split Billing (e.g., "b" indicates a split transaction that originated in Tabs3 Billing).

HP Status field of the transaction. "H"[1] = Hold, "P" = Print, "D" = Deleted, "S"[1] = Save.

TX	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.
BC	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"[1] = non-billable and non-printable, "2"[1] = non-billable and printable, "3"[1] = billable and non-printable and "4" = billable and always print.
RC (fee list)	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.
RC (cost/payment list)	Rate Code (0, 7 or 8). The rate code indicates how the Amount is determined. No code will print if the rate code is "0". "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.
Tcode/Task Code	Transaction code number. For task based billing clients, the task codes entered will be shown instead of the transaction code.
Rate	Rate used for calculating the amount.
Hours Worked (fee list)	Hours worked.
Hours to Bill (fee list)	Hours to bill. The hours to bill are multiplied by the rate to calculate the amount.
Units (cost list)	Units. If a rate is specified, the units are multiplied by the rate to calculate the amount.
Amount	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.
(description)	Description of the transaction. Statement comments are shown with strikethrough characters[1].
(client)	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.
Changed Entries	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. **A critical field was changed. A final statement must be rerun for this client.** [1] When this message is shown for a changed transaction, a statement cannot be updated until a new final statement is run for the client.
Deleted Entries	Any transactions that are deleted will be listed under the Deleted Entries section.
Total Transaction Count	Total number of transactions on the list including changes and deletions. Each changed transaction (i.e., both old and new) counts as one transaction.

[1] Not shown on either sample report.

Recap of Hours Report

Date: 11/28/2016

Tabs3 Recap of Hours Report
From November 01, 2016 Thru November 30, 2016

Page: 1

001 Michael L. Jensen

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
			Nov 1, 2016	2	3	4	5	
Billable			8.00	6.00	6.00	7.75		27.75
Non-billable					1.00			1.00
Total			8.00	6.00	7.00	7.75		28.75
	6	7	8	9	10	11	12	
Billable		8.00	4.43	7.00	6.00	6.00		31.43
Non-billable						1.75		1.75
Total		8.00	4.43	7.00	6.00	7.75		33.18
	13	14	15	16	17	18	19	
Billable		6.65	7.50	6.00	3.50	7.25		30.90
Non-billable								
Total		6.65	7.50	6.00	3.50	7.25		30.90
	20	21	22	23	24	25	26	
Billable		7.85	12.10	8.90	5.00	6.90		40.75
Non-billable						1.00		1.00
Total		7.85	12.10	8.90	5.00	7.90		41.75
	27	28	29	30				
Billable		1.00						1.00
Non-billable								
Total		1.00						1.00

GRAND TOTALS:		
	Billable	**131.83**
	Non-billable	**3.75**
	Total	**135.58**

Task Folder ***Reports | Transaction Reports | 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, November 21, 7.85 hours were entered for timekeeper Michael Jensen. 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 for Recap of Hours Report

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.

Transaction File List

Date: 11/28/2016 **Detail Transaction File List** Page: 1

Jensen, Martin & Anderson, P.C.

Client	Trans Date	Tmkr	H P	Tcode/ Task Code	Stmt # Rate	Hours to Bill	Amount		Ref #
Client ID 100.00 Larson/Michael									
100.00	09/23/2016	1	P	19	250.00	1.00	250.00	Initial Client Meeting	1
100.00	09/26/2016	1	P	1	250.00	0.10	25.00	Open Workers' Comp Case	3
100.00	09/27/2016	1	P	1	250.00	0.50	125.00	Consultation with Susan Nichols re: potential witness	2
100.00	10/25/2016	8	P	5	100.00	0.50	50.00	Request for employment records.	9
100.00	10/25/2016	8	P	1	100.00	0.10	10.00	Verify receipt of medical records request.	6
100.00	10/28/2016	1	P	1	250.00	2.50	625.00	Attend deposition of Susan Nichols.	4
100.00	10/28/2016	3	P	1	160.00	0.60	96.00	Meeting with Labour Plating to discuss compensation.	8
100.00	10/28/2016	1	P	1	250.00	2.00	500.00	Appointment at Mr. Larson's office to ensure that proper environment is available for him to return to work with modifications necessary to medical status.	5
100.00	11/15/2016	8	P	1	100.00	0.10	10.00	Confirm Fee Agreement signed and returned.	7
100.00	11/23/2016	1	P	1	250.00	1.40	350.00	Reviewed file; worked on estate plan documents; studied and analyzed additional information needed; call to client regarding same.	10
100.00	11/28/2016	2	P	10	225.00	3.50	787.50	Legal research	11
100.00	11/28/2016	2	P	8	225.00	2.25	506.25	Draft and revise legal opinion to be forwarded to Labour Plating Company on their culpability.	12
Total for Client ID 100.00					Billable	13.45	3,059.75	Larson/Michael	
					Non-billable	1.10	275.00	Larson v. Bel-Cor	
					Total	14.55	3,334.75		
Client ID 101.00 Williams/John									
101.00	08/30/2016	3	A	10	160.00	1.25	200.00	Legal research.	ARCH
101.00	08/30/2016	1	A	19	250.00	0.30	75.00	Initial Client Meeting	ARCH
101.00	09/16/2016	1	A	18	250.00	2.50	625.00	Prepared for conference with client.	ARCH
101.00	09/21/2016	2	A	250			5.75	Long distance telephone charges.	ARCH
101.00	09/23/2016	1	A	251			7.50	Photocopy charges.	ARCH
101.00	09/23/2016	2	A	250			10.50	Long distance telephone charges.	ARCH
101.00	09/23/2016	2	A	253			2.90	Postage.	ARCH
101.00	09/26/2016	1	A	250			6.75	Long distance telephone charges.	ARCH
101.00	09/27/2016	1	A	3	250.00	0.25	62.50	Telephone conference with client.	ARCH
101.00	09/30/2016	1	A	253			2.50	Postage.	ARCH
101.00	10/18/2016	3	P	255			1.25	Facsimile costs.	23
101.00	10/21/2016	3	P	102			47.50	Courier fee Federal Express.	22
101.00	10/21/2016	2	P	1	225.00	2.00	450.00	Office conference with client.	45
101.00	10/25/2016	2	P	1	225.00	1.10	247.50	Reviewing documents.	42
101.00	10/25/2016	2	P	1	225.00	0.20	45.00	Talked to Mr. Williams	46
101.00	10/25/2016	3	P	1	160.00	2.00	320.00	Office conference with Mr. Williams.	47
101.00	10/25/2016	2	P	3	225.00	0.25	56.25	Telephone conference with client.	49
101.00	10/25/2016	2	P	3	225.00	1.00	225.00	Telephone conference with Mr. Williams.	50
101.00	10/25/2016	2	P	3	225.00	0.25	56.25	Telephone conference with client.	51
101.00	10/26/2016	3	P	1	160.00	3.25	520.00	Office conference with Mr. Williams.	48
101.00	10/28/2016	2	P	251			7.35	Photocopy charges.	24
101.00	10/28/2016	3	P	251			30.00	Photocopy charges.	25
101.00	10/28/2016	1	P	9	250.00	3.00	900.00	Review and analyze case status.	41
101.00	10/28/2016	1	P	1	250.00	0.50	150.00	Legal Research.	43
101.00	10/28/2016	1	P	10	250.00	1.50	450.00	Legal research.	44
101.00	10/31/2016	2	P	106			4.00	Online legal research	26
101.00	10/31/2016		P	900			1,617.65	Payment	6
101.00	11/15/2016	1	P	9	250.00	1.50	375.00	Review and analyze research and prior cases.	3
101.00	11/18/2016	1	P	5	250.00	1.25	312.50	Letter to client.	1
101.00	11/25/2016	1	P	1	250.00	1.50	375.00	Reviewed correspondence from opposing counsel; telephone conference with opposing counsel re: settlement; telephone call to court clerk re: continuing trial date.	4
Total for Client ID 101.00					Billable	22.80	5,383.50	Williams/John	
					Non-billable	0.80	187.50	State v. Williams	
					Total	23.60	5,571.00		
					Payments		1,617.65		

GRAND TOTALS

Billable	36.25	8,443.25
Non-billable	1.90	462.50
Total	38.15	8,905.75
Payments		1,617.65

Date: 11/28/2016 **Summary Fee Transaction File List** Page: 1

Jensen, Martin & Anderson, P.C.

		Hours to Bill	Amount
Subtotal for Tcode 1	Billable	26.75	13,250.00
	Non-billable	0.10	25.00
	Total	26.85	13,275.00
Subtotal for Tcode 2	Billable	5.00	2,500.00
Subtotal for Tcode 3	Billable	0.50	87.50
Subtotal for Tcode 5	Billable	1.00	120.00
Total for Timekeeper 1	Billable	33.25	15,957.50
	Non-billable	0.10	25.00
	Total	33.35	15,982.50
Subtotal for Tcode 1	Billable	33.75	15,187.50
Subtotal for Tcode 2	Billable	5.00	2,250.00
Total for Timekeeper 2	Billable	38.75	17,437.50
GRAND TOTALS			
	Billable	72.00	33,395.00
	Non-billable	0.10	25.00
	Total	72.10	33,420.00

Task Folder ***Reports | Transaction Reports | 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 pages 44 and 45 are just two examples of the many combinations possible. The list shown on page 44 is a detail list that includes transaction descriptions. The primary sort order is by Client and the secondary sort order is by Date. The client name and work description print to the right of the subtotal.

The list shown on page 45 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 left of the subtotals.

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 for Transaction File List

Client Client ID.

User ID[1]	User ID.
Entry Date[1]	Date the transaction was entered.
Trans Date	Transaction Date.
Stmt Date[1]	Statement Date.
Tmkr	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".
E/A Cat[1]	For costs, "E" will be shown for expenses and "A" will be shown for advances. For fees, the category number will be shown.
Src[1]	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. Lowercase codes indicate that the transaction has been split using Perform Split Billing (e.g., "b" indicates a split transaction that originated in Tabs3 Billing).
HP	Status field: "P" = Print, "H"[1] = Hold, "S"[1] = Save, "A" = Archived, "U"[1] or "s"[1] = Billed but not Updated.
Receipt Type[1]	For payments only. Cash, Check, Credit Card, Other, Client Funds, EFT, Unknown.
Check Number[1]	Shown only for payments whose Receipt Type is Check.
Ref./Memo[1]	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.
TX[1]	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.
BC[1]	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.
RC (fees)[1]	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.
RC (costs)[1]	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".
CT[1]	The transaction's Expense or Advance Cost Type. For payments, the Cost Type will be zero.
Tcd	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.
Stmt # Rate	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.
Units[1]	The units for each cost transaction.
Hours Worked[1]	The number of hours worked for each fee transaction.
Hours to Bill	The number of hours to bill for each fee transaction.
Amount	Amount of each transaction.

(description) Transaction description. Statement comments are shown with strikethrough characters.

Ref # 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.

Progress Billable[1] Subtotal for "progress billing" fee transactions (Type "6" transactions).

Progress Non-billable[1] Subtotal for non-billable "progress billing" fee transactions (Type "6" transactions).

[1] Not shown on either sample report.

Task Code Billing Report

Date: 11/28/2016 **Detail Task Code Billing Report** Page: 1
Jensen, Martin & Anderson, P.C.

Client	Trans Date	Tmkr	H P	Tcode/ Task Code		Stmt # Rate	Hours to Bill	Amount		Ref #
Phase ID L110 Fact Investigation/Development										
550.00	10/06/2016	1	U	L110	E106			60.00	Online research. ~~Client Identifier: BRADY550.00~~ Federated Casualty, Ltd. Andrew C. Gilbert v. Federated Casualty	1
550.00	10/06/2016	4	U	L110	A102	175.00	1.00	175.00	Research *Hapton vs. Interstate Insurance.* Federated Casualty, Ltd. Andrew C. Gilbert v. Federated Casualty	1
550.00	10/06/2016	4	U	L110	A103	175.00	0.50	87.50	Draft/revise response to complaint. Federated Casualty, Ltd. Andrew C. Gilbert v. Federated Casualty	2
550.00	11/14/2016	2	P	L110	A102	225.00	1.25	281.25	Research *Brown vs. United Insurance* Federated Casualty, Ltd. Andrew C. Gilbert v. Federated Casualty	6
Total for Phase ID L110						Billable	2.75	603.75	Fact Investigation/Development	
Phase ID L120 Analysis/Strategy										
550.00	10/10/2016	1	U	L120	A106	250.00	0.25	62.50	Phone call with Sam Kessler. Federated Casualty, Ltd. Andrew C. Gilbert v. Federated Casualty	3
Total for Phase ID L120						Billable	0.25	62.50	Analysis/Strategy	
Phase ID L130 Experts/Consultants										
550.00	10/10/2016	1	U	L130	A108	250.00	1.00	250.00	Phone call with Tom Alberts of **Alberts Investigations** regarding Gilbert v. Federated to discuss previous experience investigating arson, testifying in court, and payment for services. *(First report will be completed by the end of the month.)* ~~Alberts was recommended by J. Edgerton of Edgerton & Lowe.~~ Federated Casualty, Ltd. Andrew C. Gilbert v. Federated Casualty	4
Total for Phase ID L130						Billable	1.00	250.00	Experts/Consultants	
Phase ID L190 Other Case Assessment, Development and Administration										
550.00	11/11/2016	2	P	L190	E110			23.50	Mileage to/from Omaha Federated Casualty, Ltd. Andrew C. Gilbert v. Federated Casualty	3
Total for Phase ID L190						Billable	0.00	23.50	Other Case Assessment, Development and Administration	
Phase ID L250 Other Written Motions and Submissions										
550.00	10/10/2016	1	U	L250	E101			6.75	Copying Federated Casualty, Ltd. Andrew C. Gilbert v. Federated Casualty	2
550.00	10/10/2016	1	U	L250	A103	250.00	1.00	250.00	Draft/revise motion for change of venue. Federated Casualty, Ltd. Andrew C. Gilbert v. Federated Casualty	5
Total for Phase ID L250						Billable	1.00	256.75	Other Written Motions and Submissions	
GRAND TOTALS										
						Billable	5.00	1,196.50		

Task Folder ***Reports | Transaction Reports | 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 on page 47 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 below each transaction and the phase/task description prints to the right of the secondary subtotal.

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."

Definitions for Task Code Billing Report

Client	Client ID.
User ID[1]	User ID.
Entry Date[1]	Date the transaction was entered.
Trans Date	Transaction Date.
Stmt Date[1]	Statement Date.
Tmkr	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".
E/A Cat[1]	For costs, "E" will be shown for expenses and "A" will be shown for advances. For fees, the category number will be shown.
Src[1]	Source code that indicates the source of the transaction. "B" = Tabs3 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. Lowercase codes indicate that the transaction has been split using Perform Split Billing (e.g., "b" indicates a split transaction that originated in Tabs3 Billing).
HP	Status field: "P" = Print, "H"[1] = Hold, "S"[1] = Save, "A"[1] = Archived, "U" or "s"[1] = Billed but not Updated.
Receipt Type[1]	For payments only. Cash, Check, Credit Card, Other, Client Funds, EFT, Unknown.
Check Number[1]	Shown only for payments whose Receipt Type is Check.
Ref./Memo[1]	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.
TX[1]	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.
BC[1]	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.
RC (fees)[1]	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.
RC (costs)[1]	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".
CT[1]	The transaction's Expense or Advance Cost Type. For payments, the Cost Type will be zero.
Tcode **Task Code**	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.
Stmt # **Rate**	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.
Units[1]	The units for each cost transaction.
Hours Worked[1]	The number of hours worked for each fee transaction.
Hours to Bill	The number of hours to bill for each fee transaction.
Amount	Amount of each transaction.
(description)	Transaction description. Statement comments are shown with strikethrough characters.
Ref #	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.
Progress Billable[1]	Subtotal for "progress billing" fee transactions (Type "6" transactions).
Progress Non-billable[1]	Subtotal for non-billable "progress billing" fee transactions (Type "6" transactions).

[1] Not shown on the sample report.

Criteria Page

Date: 11/28/2016 **Detail Transaction File List** Page: 1
Jensen, Martin & Anderson, P.C.

System Date: 11/28/2016 Time: 10:02 AM User ID: SUSAN

Client Selection Criteria:

Client ID:	101.00	Thru:	101.00
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
Include Client with a Close Date:		Yes	
Close Date:	mm/dd/yyyy	Thru:	mm/dd/yyyy
Include Client without a Close Date:		Yes	
Billing Frequency:		All	
Location:		All	
Status Criteria:		All	

Transaction Selection Criteria:

Fees:	Yes		
Timekeeper:	1	Thru:	99
Date:	mm/dd/yyyy	Thru:	10/31/2016
Tcode:	1	Thru:	999
Category:	1	Thru:	999
Expenses:	Yes		
Advances:	Yes		
Timekeeper:	0	Thru:	99
Date:	mm/dd/yyyy	Thru:	10/31/2016
Tcode:	1	Thru:	999
Cost Type:	0	Thru:	9
Payments:	Yes		
Date:	mm/dd/yyyy	Thru:	10/31/2016
Tcode:	1	Thru:	999

Date: 11/28/2016 **Detail Transaction File List** Page: 2
Jensen, Martin & Anderson, P.C.

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
ReceiptType	No
CheckNum	No
Ref/Memo	No
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

A Criteria Page can optionally be printed at the end of a statement run and most reports. Criteria pages list 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 on page 49 and page 50 is for a **Transaction File List**.

Detail Work-In-Process Report

Task Folder ***Reports | Work-In-Process Reports | Detail Work-In-Process***

The reports shown on pages 52 through 55 are examples of the Detail Work-In-Process Report.

- The reports shown on page 52 and page 53 are examples of the detailed version. The report on page 52 includes the Write-Up/Write-Down Hours column, whereas the report on page 53 does not.
- The report shown on page 54 is an example of the summarized version.
- The report shown on page 55 is an example of the detailed version with user-selected columns.

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 user-edited version shown on page 55 includes only columns—in this example, only the date, timekeeper, rate, hours to bill, amount, and description.

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.

Date: 11/28/2016

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

Page: 1

Primary Timekeeper: 3 Ronald P. Anderson

Client: **415.00M MegaConstruction Corporation** MegaConstruction
Corporate Merger - Megabuilders and BuilderCorp
Primary Timekeeper: 3 RPA Category: 40 Business Law
Secondary Timekeeper: 2 PAM Draft Template: Draft Rate Code: 1
Originating Timekeeper: 4 ROB Final Template: Recap Date Opened: 10/21/2016
Previous Balance: 85,772.02

Contact: James R. Tatiki, Sr.
Business: 212-555-1232
Business Fax: 212-555-1234
E-mail: jt@megaconcorp.com

Date	Tmkr	Cat	Src	H P	T X	B C	R C	Tcode	Ref #	Rate	Units	Hours Worked	Hours to Bill	Write-Up/ Down Hrs	Amount	Write-Up/ Down Amt	Description
Fees																	
11/21/2016	1 MLJ	40	P					1	4	500.00		4.25	4.25		2,125.00		Prepare Financial Disclosure Form
11/21/2016	1 MLJ	40						6	16	500.00		0.70	0.70		350.00		Receipt of request for changes to documents from company.
11/23/2016	1 MLJ	40	P					1	10	500.00		6.00	6.00		3,000.00		Prepare Notice and Articles of Dissolution for Megabuilder
11/24/2016	1 MLJ	40	P					1	7	500.00		5.00	5.00		2,500.00		Prepare Financial Disclosure Form
11/28/2016	1 MLJ	40	P					1	2	500.00		1.00	1.00		500.00		Prepare Employee Handbook
Billable Total:		1 Michael L. Jensen										16.95	16.95		8,475.00		
11/22/2016	2 PAM	40	P					1	11	450.00		2.25	2.25		1,012.50		Prepare Notice and Articles of Dissolution for Megabuilder
11/23/2016	2 PAM	40	P					1	8	450.00		5.00	5.00		2,250.00		Prepare Financial Disclosure Form
11/24/2016	2 PAM	40	P					1	5	450.00		8.00	8.00		3,600.00		Prepare Financial Disclosure Form
Billable Total:		2 Paula Ann Martin										15.25	15.25		6,862.50		
11/25/2016	4 ROB	40	P					1	13	750.00		6.50	6.50		4,875.00		Prepare Notice and Articles of Dissolution for BuilderCorp
11/25/2016	4 ROB	40						1	15	750.00		0.50	0.50		375.00		Review Status of Case
Billable Total:		4 Robert O. Burns										7.00	7.00		5,250.00		
11/22/2016	6 DHB	40	P					1	1	180.00		6.25	6.25		1,125.00		Prepare Employee Handbook
Billable Total:		6 Daniel H. Brady										6.25	6.25		1,125.00		
11/21/2016	7 CB	40	P					1	3	180.00		4.25	4.25		765.00		Prepare Financial Disclosure Form
11/22/2016	7 CB	40	P					1	6	180.00		2.25	2.25		405.00		Prepare Financial Disclosure Form
11/22/2016	7 CB	40	P					1	9	180.00		3.00	3.00		540.00		Prepare Notice and Articles of Dissolution for Megabuilder
11/25/2016	7 CB	40	P					1	12	180.00		3.75	3.75		675.00		Prepare Notice and Articles of Dissolution for BuilderCorp
Billable Total:		7 Cheryl Bradley										13.25	13.25		2,385.00		
11/25/2016	8 JAN	40	P					1	14	250.00		3.00	3.00		750.00		Prepare Pre-Hiring Concerns Checklist
Billable Total:		8 Jennifer A. Noonan										3.00	3.00		750.00		
Total Billable Fees												61.70	61.70		24,847.50		
Payments																	
11/22/2016								900	12						-80,000.00		Payment
Total Billable Payments															-80,000.00		

RECAP

Fees:	24,847.50				
Expenses:	0.00	Previous Balance:	85,772.02		
Advances:	0.00	Payments/Credits:	-80,000.00		
Total WIP:	24,847.50	**Balance Due:**	5,772.02	**Total:**	**30,619.52**

A/R:	0-30	31-60	61-90	91-120	121-180	181+
	5,772.02	0.00	0.00	0.00	0.00	0.00

Date: 11/28/2016

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

Page: 1

Primary Timekeeper: 3 Ronald P. Anderson

Client: **415.00M MegaConstruction Corporation** MegaConstruction
Corporate Merger - Megabuilders and BuilderCorp
Primary Timekeeper: 3 RPA Category: 40 Business Law
Secondary Timekeeper: 2 PAM Draft Template: Draft Rate Code: 1
Originating Timekeeper: 4 ROB Final Template: Recap Date Opened: 10/21/2016
Previous Balance: 85,772.02

Contact: James R. Tatiki, Sr.
Business: 212-555-1232
Business Fax: 212-555-1234
E-mail: jt@megaconcorp.com

Date	Tmkr	Cat	Src	H P	T X	B C	R C	Tcode	Ref #	Rate	Units	Hours Worked	Hours to Bill	Amount	Write-Up/ Down Amt	Description
Fees																
11/21/2016	1 MLJ	40	P					1	4	500.00		4.25	4.25	2,125.00		Prepare Financial Disclosure Form
11/21/2016	1 MLJ	40						6	16	500.00		0.70	0.70	350.00		Receipt of request for changes to documents from company.
11/23/2016	1 MLJ	40	P					1	10	500.00		6.00	6.00	3,000.00		Prepare Notice and Articles of Dissolution for Megabuilder
11/24/2016	1 MLJ	40	P					1	7	500.00		5.00	5.00	2,500.00		Prepare Financial Disclosure Form
11/28/2016	1 MLJ	40	P					1	2	500.00		1.00	1.00	500.00		Prepare Employee Handbook
Billable Total:		1 Michael L. Jensen										16.95	16.95	8,475.00		
11/22/2016	2 PAM	40	P					1	11	450.00		2.25	2.25	1,012.50		Prepare Notice and Articles of Dissolution for Megabuilder
11/23/2016	2 PAM	40	P					1	8	450.00		5.00	5.00	2,250.00		Prepare Financial Disclosure Form
11/24/2016	2 PAM	40	P					1	5	450.00		8.00	8.00	3,600.00		Prepare Financial Disclosure Form
Billable Total:		2 Paula Ann Martin										15.25	15.25	6,862.50		
11/25/2016	4 ROB	40	P					1	13	750.00		6.50	6.50	4,875.00		Prepare Notice and Articles of Dissolution for BuilderCorp
11/25/2016	4 ROB	40						1	15	750.00		0.50	0.50	375.00		Review Status of Case
Billable Total:		4 Robert O. Burns										7.00	7.00	5,250.00		
11/22/2016	6 DHB	40	P					1	1	180.00		6.25	6.25	1,125.00		Prepare Employee Handbook
Billable Total:		6 Daniel H. Brady										6.25	6.25	1,125.00		
11/21/2016	7 CB	40	P					1	3	180.00		4.25	4.25	765.00		Prepare Financial Disclosure Form
11/22/2016	7 CB	40	P					1	6	180.00		2.25	2.25	405.00		Prepare Financial Disclosure Form
11/22/2016	7 CB	40	P					1	9	180.00		3.00	3.00	540.00		Prepare Notice and Articles of Dissolution for Megabuilder
11/25/2016	7 CB	40	P					1	12	180.00		3.75	3.75	675.00		Prepare Notice and Articles of Dissolution for BuilderCorp
Billable Total:		7 Cheryl Bradley										13.25	13.25	2,385.00		
11/25/2016	8 JAN	40	P					1	14	250.00		3.00	3.00	750.00		Prepare Pre-Hiring Concerns Checklist
Billable Total:		8 Jennifer A. Noonan										3.00	3.00	750.00		
Total Billable Fees												61.70	61.70	24,847.50		
Payments																
11/22/2016								900	12					-80,000.00		Payment
Total Billable Payments														-80,000.00		

RECAP

Fees:	24,847.50				
Expenses:	0.00	Previous Balance:	85,772.02		
Advances:	0.00	Payments/Credits:	-80,000.00		
Total WIP:	24,847.50	**Balance Due:**	5,772.02	**Total:**	**30,619.52**

A/R:	0-30	31-60	61-90	91-120	121-180	181+
	5,772.02	0.00	0.00	0.00	0.00	0.00

Date: 11/28/2016

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

Page: 1

Primary Timekeeper: 3 Ronald P. Anderson

Client: **415.00M MegaConstruction Corporation** MegaConstruction
Corporate Merger - Megabuilders and BuilderCorp

Contact: James R. Tatiki, Sr.
Business: 212-555-1232
Business Fax: 212-555-1234
E-mail: jt@megaconcorp.com

Primary Timekeeper: 3 RPA Category: 40 Business Law
Secondary Timekeeper: 2 PAM Draft Template: Draft Rate Code: 1
Originating Timekeeper: 4 ROB Final Template: Recap Date Opened: 10/21/2016
Previous Balance: 85,772.02

Date	Tmkr	Cat	Src	HP	TX	BC	RC	Tcode	Ref #	Rate	Hours Worked	Hours to Bill	Write-Up/ Down Hrs	Amount	Write-Up/ Down Amt	Description
Billable Total:		1 Michael L. Jensen									16.95	16.95		8,475.00		
Billable Total:		2 Paula Ann Martin									15.25	15.25		6,862.50		
Billable Total:		4 Robert O. Burns									7.00	7.00		5,250.00		
Billable Total:		6 Daniel H. Brady									6.25	6.25		1,125.00		
Billable Total:		7 Cheryl Bradley									13.25	13.25		2,385.00		
Billable Total:		8 Jennifer A. Noonan									3.00	3.00		750.00		
Total Billable Fees											61.70	61.70		24,847.50		
Total Billable Payments														-80,000.00		

R E C A P

Fees:	24,847.50				
Expenses:	0.00	Previous Balance:	85,772.02		
Advances:	0.00	Payments/Credits:	-80,000.00		
Total WIP:	24,847.50	**Balance Due:**	5,772.02	**Total:**	**30,619.52**

A/R:	0-30	31-60	61-90	91-120	121-180	181+
	5,772.02	0.00	0.00	0.00	0.00	0.00

Billing History	Hours	Fees	Expenses	Advances	Fin. Charge	Payments
Billable:	1,840.45	746,422.50	642.00	0.00	3,211.24	664,503.72
Non-Billable:	0.00	0.00	0.00	0.00		

Last Statement: 10/31/2016 Last Payment: 11/22/2016 Last Payment Amount: 80,000.00

Billing Notes & Instructions: 07/28/2016 02:36pm - An attention line must be included in statements mailed to Mr. Tatiki.

Date: 11/28/2016

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

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Primary Timekeeper: 3 Ronald P. Anderson

Client: **415.00M MegaConstruction Corporation** MegaConstruction
Corporate Merger - Megabuilders and BuilderCorp

Contact: James R. Tatiki, Sr.
Business: 212-555-1232
Business Fax: 212-555-1234
E-mail: jt@megaconcorp.com

Primary Timekeeper:	3 RPA	Category:	40 Business Law			
Secondary Timekeeper:	2 PAM	Draft Template:	Draft	Rate Code: 1		
Originating Timekeeper:	4 ROB	Final Template:	Recap	Date Opened:	10/21/2016	
Previous Balance:	85,772.02					

	Date	Tmkr	Rate	Hours to Bill	Amount	Description
Fees						
	11/21/2016	7 CB	180.00	4.25	765.00	Prepare Financial Disclosure Form
	11/21/2016	1 MLJ	500.00	4.25	2,125.00	Prepare Financial Disclosure Form
	11/21/2016	1 MLJ	500.00	0.70	350.00	Receipt of request for changes to documents from company.
Billable Total:	Date 11/21/2016			9.20	3,240.00	
	11/22/2016	6 DHB	180.00	6.25	1,125.00	Prepare Employee Handbook
	11/22/2016	7 CB	180.00	2.25	405.00	Prepare Financial Disclosure Form
	11/22/2016	7 CB	180.00	3.00	540.00	Prepare Notice and Articles of Dissolution for Megabuilder
	11/22/2016	2 PAM	450.00	2.25	1,012.50	Prepare Notice and Articles of Dissolution for Megabuilder
Billable Total:	Date 11/22/2016			13.75	3,082.50	
	11/23/2016	2 PAM	450.00	5.00	2,250.00	Prepare Financial Disclosure Form
	11/23/2016	1 MLJ	500.00	6.00	3,000.00	Prepare Notice and Articles of Dissolution for Megabuilder
Billable Total:	Date 11/23/2016			11.00	5,250.00	
	11/24/2016	2 PAM	450.00	8.00	3,600.00	Prepare Financial Disclosure Form
	11/24/2016	1 MLJ	500.00	5.00	2,500.00	Prepare Financial Disclosure Form
Billable Total:	Date 11/24/2016			13.00	6,100.00	
	11/25/2016	7 CB	180.00	3.75	675.00	Prepare Notice and Articles of Dissolution for BuilderCorp
	11/25/2016	4 ROB	750.00	6.50	4,875.00	Prepare Notice and Articles of Dissolution for BuilderCorp
	11/25/2016	8 JAN	250.00	3.00	750.00	Prepare Pre-Hiring Concerns Checklist
	11/25/2016	4 ROB	750.00	0.50	375.00	Review Status of Case
Billable Total:	Date 11/25/2016			13.75	6,675.00	
	11/28/2016	1 MLJ	500.00	1.00	500.00	Prepare Employee Handbook
Billable Total:	Date 11/28/2016			1.00	500.00	
Total Billable Fees				61.70	24,847.50	
Payments						
	11/22/2016				-80,000.00	Payment
Total Billable Payments					-80,000.00	

RECAP

Fees:	24,847.50					
Expenses:	0.00	Previous Balance:	85,772.02			
Advances:	0.00	Payments/Credits:	-80,000.00			
Total WIP:	24,847.50	**Balance Due:**	5,772.02	**Total:**	**30,619.52**	

A/R:	0-30	31-60	61-90	91-120	121-180	181+
	5,772.02	0.00	0.00	0.00	0.00	0.00

Definitions for Detail Work-In-Process Report

Client — 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.

Date — Date of each transaction.

Tmkr — Timekeeper number and initials. Timekeeper numbers are not shown for payment transactions.

Cat — Optional column. Category number.

Src — Optional column. Source code indicates the source of the transaction. A blank Source field indicates the transaction was entered through Tabs3 Billing. "T" = Tabs3 Trust Accounting Software, "A" = Tabs3 Accounts Payable Software, "R" = Tabs3 Remote, "D" = Data Capture Device, "P" or "C" = PracticeMaster, "Q" = QuickBooks. All transactions on the sample report were entered through

	Tabs3. Lowercase codes indicate that the transaction has been split using Perform Split Billing (e.g., "b" indicates a split transaction that originated in Tabs3 Billing).
HP	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" = Hold, "S" = Save, "U" or "s" = Billed but not updated.
TX	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.
BC	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" = non-billable and non-printable, "2" = non-billable and printable, "3" = billable and non-printable, and "4" = billable and always print.
RC (fees)	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.
RC (costs)	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".
Tcode	Optional column. Transaction code number. No transaction code will be shown for task based billing transactions.
Task Code	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.
Ref #	Optional column. Reference number identifying the transaction for editing purposes.
Rate	Optional column. Hourly billing rate.
Units	Optional column. The units for each cost transaction.
Hours Worked	Optional column. The number of hours worked for each fee transaction.
Hours to Bill	Optional column. The number of hours to bill for each fee transaction.
Write-Up/Down Hrs	Optional column. The Hours to Bill minus the Hours Worked. This figure is only displayed for billable transactions.
Amount	Optional column. Amount of each transaction.
Write-Up/Down Amt	Optional column. Amount of the write-up/write-down. The word "Progress" 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. This figure is only displayed for billable transactions.
Description	Description of the transaction.
Totals	Optional column. Totals for billable and non-billable amounts are shown for fees, progress fees, expenses, advances, and payments.
Billing Notes & Instructions	Optional column. 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 after the recap and optional billing history.

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.

Recap

Fees Total billable fees shown on the report (including transactions on hold).

Expenses Total billable expenses shown on the report (including transactions on hold).

Advances Total billable advances shown on the report (including transactions on hold).

Total WIP Total billable fees and costs shown on the report (including transactions on hold).

Previous Balance Client's balance due from the client's last updated statement.

Payments/Credits Total payments, fee credits, and cost credits on the report (including payments on hold).

Balance Due Client's Previous Balance minus Payments/Credits.

Total Total WIP plus Balance Due.

A/R 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 **Options** tab of Tabs3 Customization.

Other WIP[1] Includes all billable hours, fees, expenses and advances for the client that are not included on the report due to the selection criteria specified.

Budget Hours[1] Amount of budgeted hours specified on the **Budget** tab in the Client file.

Budget Amount[1] Budgeted amount specified on the **Budget** tab in the Client file.

Progress WIP[1] 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.

Progress Billed[1] 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 of the Client file.

Progress Paid[1] Progress Billed (from the **A/R & Fund Balances** tab in the Client file) minus Progress Fees Due.

Fund Balance[1] Current client fund balance.

Minimum Balance[1] Minimum balance for client funds specified on the **A/R & Fund Balances** tab of the Client file.

Target Balance[1] Target balance for client funds specified on the **A/R & Fund Balances** tab of the Client file.

Trust Account Balance[1] If a trust account is present for the client, a message stating the balance for each trust account will be printed. (The trust account balance is retrieved from Tabs3 Trust Accounting Software. The terminology printed is retrieved from the Bank Account file in TAS.)

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.

Billable Billed hours, fees, expenses, advances, finance charge, and payments.

Write Off[1] Amount of fees, expenses, advances, and finance charge that has been written off.

Non-Billable Non-billable hours, fees, expenses, and advances that have been processed (i.e., final billed and updated).

[1] Not shown on the sample report.

Summary Work-In-Process Report

Date: 11/28/2016

Tabs3 Summary Work-In-Process Report
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Primary Timekeeper: 2 Pamela Ann Martin

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

Date: 11/28/2016

Tabs3 Summary Work-In-Process Report
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			Previous Balance	Hours to Bill	Fees	Expenses	Advances	Payments	Current Balance
111.60200 Blair/Michael			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	31-60	61-90	91-120	121-150	151+	
Fund Balance:	500.00	**Last Activity Dates:**	0.00	0.00	0.00	7,132.80	0.00	57.11	
		Statement: 10/31/2016							
		Payment: 09/26/2016							
		Fees: 09/22/2016							
		Expenses: 09/29/2016							
		Advances: 09/12/2016							
105.50400 Homeland Insurance			4,989.13	29.00	3,979.50	10.40	269.74	-4,989.13	4,259.64
Karavel v. Homeland Ins.		Credits:		-7.00	-945.00				-945.00
Primary Timekeeper: 002 PAM		Subtotals:	4,989.13	22.00	3,034.50	10.40	269.74	-4,989.13	3,314.64
Courtesy Discount:	100.00	**Last Activity Dates:**							
		Statement: 10/31/2016	A/R Info: 0-30	31-60	61-90	91-120	121-150	151+	
		Payment: 09/02/2016	0.00	0.00	0.00	0.00	0.00	0.00	
		Fees: 09/26/2016							
		Expenses: 09/15/2016							
		Advances: 09/02/2016							
Billing Notes & Instructions:		Mail to Mr. Sticker every 45 days.							
105.60100 Homeland Insurance			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	31-60	61-90	91-120	121-150	151+	
		Last Activity Dates:	0.00	0.00	0.00	0.00	0.00	0.00	
		Statement: 10/31/2016							
		Payment: 10/24/2016							
		Fees: 09/26/2016							
		Expenses: 09/02/2016							
		Advances: 10/26/2016							
105.61200 Homeland Insurance			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	31-60	61-90	91-120	121-150	151+	
Progress Billing:		**Last Activity Dates:**	0.00	0.00	0.00	0.00	0.00	0.00	
Progress WIP:	900.00	Statement: 10/31/2016							
Progress Billed:	0.00	Payment: 09/29/2016							
Progress Paid:	0.00	Fees: 09/27/2016							
		Expenses: 10/03/2016							
		Advances: 10/26/2016							
Subtotals for 105 Homeland Insurance			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: 10/31/2016	Subtotals: 7,737.49	117.80	15,963.00	114.40	7,892.47	-7,737.49	23,969.87
Progress Billed:	0.00	Payment: 09/29/2016							
Progress Paid:	0.00	Fees: 10/27/2016	A/R Info: 0-30	31-60	61-90	91-120	121-150	151+	
		Expenses: 10/03/2016	0.00	0.00	0.00	0.00	0.00	0.00	
		Advances: 09/26/2016							
Totals			41,297.32	137.70	18,649.50	131.62	10,054.69	-34,107.41	36,025.72
Progress Billing:		Credits:		-7.00	-945.00				-945.00
Progress WIP:	900.00	Subtotals:	41,297.32	130.70	17,704.50	131.62	10,054.69	-34,107.41	35,080.72
Progress Billed:	0.00								
Progress Paid:	0.00	A/R Info:	0-30	31-60	61-90	91-120	121-150	151+	
Fund Balance:	500.00		0.00	0.00	0.00	7,132.80	0.00	57.11	

Task Folder ***Reports | Work-In-Process Reports | Summary Work-In-Process***

A Summary Work-In-Process Report shows 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 **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 zero **Hours to Bill** and zero **Amount** will not be included on the report.

Definitions for Summary Work-In-Process Report

Client — 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[1].

"U" — 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.

Primary Timekeeper — Primary timekeeper number and initials are shown below the Client ID if the list is not printed in timekeeper order.

Previous Balance — Balance due from the client's last updated statement.

Hours to Bill[2] — Total billable hours in work-in-process within the selected date range.

Fees[2]	Total billable fees in work-in-process within the selected date range. Type 6 progress fees are not included.
Expenses[2]	Total billable expenses in work-in-process within the selected date range.
Advances[2]	Total billable advances in work-in-process within the selected date range.
Payments	Total payments. All payments are included regardless of the selected date range. Payments on hold are included.
Credits	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.
Subtotals	By column, calculated as Hours to Bill, Fees, Expenses, or Advances minus Credits. This line only prints for clients who have credits.
Current Balance	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.
Last Activity Dates	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.
A/R Info	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 **Options** tab in Tabs3 Customization.
Progress WIP	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.
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 of the Client file.
Progress Paid	Progress Billed (from the **A/R & Fund Balances** tab in the Client file) minus Progress Fees Due.
Fund Balance	Current client funds balance including all client funds transactions in work-in-process.
Trust Balance[1]	Total balance of all trust accounts for the client. This information is retrieved from Tabs3 Trust Accounting Software.
Courtesy Discount	Courtesy Discount percentage or amount from the **Billing Options** 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.

[1] Not shown on the sample report.
[2] Non-billable transactions and credit transactions are not included. Credit transactions are shown on a separate line item. Transactions on hold are included.

Aged Work-In-Process Report

Date: 11/28/2016

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

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	0-30	31-60	61-90	91-120	121-180	181+days	Total		
100.00 M Larson/Michael									
RE: Larson v. Bel-Cor									
Fees:	1,653.75	1,281.00	125.00	0.00	0.00	0.00	3,059.75	1	MLJ
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:	1,653.75	1,281.00	125.00	0.00	0.00	0.00	3,059.75		
102.00 M Gilbert/Andrew C.									
RE: Auto Accident									
Fees:	1,166.00	1,952.50	410.00	282.00	282.00	0.00	4,092.50	2	PAM
Exps:	0.00	24.53	0.00	17.80	34.50	0.00	76.83		
Advs:	85.00	0.00	0.00	75.00	0.00	0.00	160.00		
Total:	1,251.00	1,977.03	410.00	374.80	316.50	0.00	4,329.33		
120.01 M Klein/Daniel P.									
RE: Klein vs. Simmons Construction									
Fees:	987.00	400.00	0.00	0.00	0.00	0.00	1,387.00	3	RPA
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:	987.00	400.00	0.00	0.00	0.00	0.00	1,387.00		
200.01 M Peterson Insurance Co.									
RE: General Legal Counsel									
Fees:	5,600.00	0.00	0.00	0.00	0.00	0.00	5,600.00	1	MLJ
Exps:	12.00	0.00	0.00	0.00	0.00	0.00	12.00		
Advs:	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Total:	5,612.00	0.00	0.00	0.00	0.00	0.00	5,612.00		
200.02 M Peterson Insurance Co.									
RE: Maintenance of Insurance Policies									
Fees:	1,451.00	0.00	0.00	0.00	0.00	0.00	1,451.00	3	RPA
Exps:	4.28	0.00	0.00	0.00	0.00	0.00	4.28		
Advs:	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Total:	1,455.28	0.00	0.00	0.00	0.00	0.00	1,455.28		
Pymts:	-1,451.00								
Subtotals for 200 Peterson Insurance Co.									
Fees:	7,051.00	0.00	0.00	0.00	0.00	0.00	7,051.00		
Exps:	16.28	0.00	0.00	0.00	0.00	0.00	16.28		
Advs:	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Total:	7,067.28	0.00	0.00	0.00	0.00	0.00	7,067.28		
Pymts:	-1,451.00								
Totals									
Fees:	10,857.75	3,246.50	535.00	282.00	282.00	0.00	15,203.25		
Exps:	16.28	24.53	0.00	17.80	34.50	0.00	93.11		
Advs:	85.00	0.00	0.00	75.00	0.00	0.00	160.00		
Total:	10,959.03	3,271.03	535.00	374.80	316.50	0.00	15,456.36		
Pymts:	-1,451.00								

Task Folder ***Reports | Work-In-Process Reports | Aged Work-In-Process***

The Aged Work-In-Process Report 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 **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 for Aged Work-In-Process Report

Client	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.[1]
0-30	Amount in WIP 0-30 days old from report date.
31-60	Amount in WIP 31-60 days old from report date.
61-90	Amount in WIP 61-90 days old from report date.
91-120	Amount in WIP 91-120 days old from report date.
121-180	Amount in WIP 121-180 days old from report date.
181+days	Amount in WIP 181+ days old from report date.
Fees[2]	Billable fees within the selected date range (excluding Type 6 transactions and credit transactions).
Exps[2]	Billable expenses within the selected date range. Credit transactions are not included.
Advs[2]	Billable advances within the selected date range. Credit transactions are not included.
Pymts	All unprocessed payments regardless of date range (not aged, shown as total only). Payments on hold are included.
Fee Cr[1, 2]	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.
Exp Cr[1, 2]	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.
Adv Cr[1, 2]	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.
Fee WIP[1, 2]	Total fee transactions and fee credits in WIP excluding Type 6 transactions (only shown for progress fee clients).
Progress Billed[1]	Total amount of Type 6 progress fees billed since the last time the client was "reconciled."
Diff in WIP[1]	Fee WIP minus Progress Billed.
Progress WIP[1]	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.
Progress Paid[1]	Progress Billed (from the A/R & Fund Balances tab in the Client file) minus Progress Fees Due. (timekeeper) Primary timekeeper number and initials are shown when the report is not printed in timekeeper order.

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.

[1] Not shown on the sample report.
[2] Transactions on hold are included. Non-billable transactions are not included.

Cash Receipts Report

Date: 11/28/2016

Tabs3 Summary Cash Receipts Report
Jensen, Martin & Anderson, P.C.

Page: 1

Primary Timekeeper: 1 Michael L. Jensen

	Amount	Fees	Fin Chg	Expenses	Advances	Unallocated
100.00M Phillips/Marcus	2,281.67	1,861.92	0.00	9.75	150.00	0.00
RE: Real Estate Acquisition						
Payment Adjustments						260.00
120.00M Berger/Randall	3,375.00	1,855.00	0.00	646.25	226.00	647.75
RE: Real Estate Investment						
200.01M Peterson Insurance Co.	959.75	826.84	0.00	28.91	104.00	0.00
RE: General Legal Counsel						
Totals for Primary Timekeeper 1	6,616.42	4,543.76	0.00	684.91	480.00	647.75
Payment Adjustments						260.00

Date: 11/28/2016

Tabs3 Detail Cash Receipts Report
Jensen, Martin & Anderson, P.C.

Page: 1

Primary Timekeeper: 1 Michael L. Jensen

	Pymt Date	Amount	Fees	Fin Chg	Expenses	Advances	Unallocated
100.00M Phillips/Marcus	05/12/2016	300.00F	300.00	0.00	0.00	0.00	0.00
RE: Real Estate Acquisition	09/08/2016	700.00F	700.00	0.00	0.00	0.00	0.00
	09/09/2016	587.67	511.92	0.00	0.75	75.00	0.00
	09/22/2016	25.00F	25.00	0.00	0.00	0.00	0.00
	10/11/2016	50.00F	50.00	0.00	0.00	0.00	0.00
	10/11/2016	75.00A	0.00	0.00	0.00	75.00	0.00
	10/13/2016	150.00F	150.00	0.00	0.00	0.00	0.00
	10/13/2016	9.00E	0.00	0.00	9.00	0.00	0.00
	10/17/2016	125.00F	125.00	0.00	0.00	0.00	0.00
	10/21/2016	260.00*	0.00	0.00	0.00	0.00	0.00
Subtotal		2,281.67	1,861.92	0.00	9.75	150.00	0.00
Payment Adjustments							260.00
120.00M Berger/Randall	12/27/2015	350.00	163.75	0.00	111.25	75.00	0.00
RE: Real Estate Investment	01/04/2016	500.00F	500.00	0.00	0.00	0.00	0.00
	01/04/2016	100.00E	0.00	0.00	100.00	0.00	0.00
	01/04/2016	50.00A	0.00	0.00	0.00	50.00	0.00
	02/03/2016	450.00	85.00	0.00	365.00	0.00	0.00
	03/04/2016	1,000.00	829.00	0.00	70.00	101.00	0.00
	04/01/2016	75.00*	75.00	0.00	0.00	0.00	0.00
	05/02/2016	150.00F	127.25	0.00	0.00	0.00	22.75
	06/06/2016	300.00	40.00	0.00	0.00	0.00	260.00
	06/15/2016	75.00	35.00	0.00	0.00	0.00	40.00
	07/01/2016	75.00E	0.00	0.00	0.00	0.00	75.00
	07/01/2016	250.00	0.00	0.00	0.00	0.00	250.00
Subtotal		3,375.00	1,855.00	0.00	646.25	226.00	647.75
200.01M Peterson Insurance Co.	10/13/2016	959.75	826.84	0.00	28.91	104.00	0.00
RE: General Legal Counsel							
Totals for Primary Timekeeper 1		6,616.42	4,543.76	0.00	684.91	480.00	647.75
Payment Adjustments							260.00

Date: 11/28/2016

Tabs3 Detail Cash Receipts Report
Jensen, Martin & Anderson, P.C.

Page: 1

Payments From 01/01/2016

		Pymt Date	Amount	Fees	Fin Chg	Expenses	Advances	Unallocated		Ref #
120.00M Berger/Randall		02/03/2016	450.00*	371.25	0.00	42.75	36.00	0.00	1 MLJ	ARCH
RE: Real Estate Investment	003	Ronald P. Anderson		254.19	Miscellaneous	9.87	6.00	Miscellaneous		
	004	Nicole Sampson		100.34	Phone	32.88	30.00	Processor Fees		
	005	William Riley		16.72						
		03/03/2016	1,000.00	520.00	0.00	400.00	80.00	0.00		ARCH
	003	Ronald P. Anderson		520.00	Miscellaneous	288.44	80.00	Witness Fees		
					Phone	111.56				
		04/01/2016	75.00	75.00	0.00	0.00	0.00	0.00		ARCH
	001	Michael L. Jensen		18.21						
	002	Jennifer A. Martin		8.19						
	003	Ronald P. Anderson		5.83						
	004	Nicole Sampson		16.38						
	005	William Riley		7.28						
	006	Candace T. Stone		19.11						
		05/02/2016	150.00	150.00	0.00	0.00	0.00	0.00		8
	001	Michael L. Jensen		33.08						
	002	Jennifer A. Martin		14.88						
	003	Ronald P. Anderson		19.99						
	004	Nicole Sampson		33.48						
	005	William Riley		13.85						
	006	Candace T. Stone		34.72						
		06/07/2016	300.00	0.00	0.00	0.00	0.00	300.00		9
		07/01/2016	75.00*	75.00	0.00	0.00	0.00	0.00		ARCH
	003	Ronald P. Anderson		51.35						
	004	Nicole Sampson		20.27						
	005	William Riley		3.38						
		07/01/2016	250.00	0.00	0.00	0.00	0.00	250.00		12
Payment Adjustments:		07/01/2016	-40.00	-31.25	0.00	-2.75	-6.00	0.00		
	003	Ronald P. Anderson		-14.19	Miscellaneous	-0.87	-5.00	Miscellaneous		
	004	Nicole Sampson		-10.34	Phone	-1.88	-1.00	Processor Fees		
	005	William Riley		-11.72						
Subtotal			2,260.00	1160.00	0.00	440.00	110.00	550.00		
	001	Michael L. Jensen		51.29	Miscellaneous	297.44	80.00	Witness Fees		
	002	Jennifer A. Martin		23.07	Phone	142.56				
	003	Ronald P. Anderson		837.17						
	004	Nicole Sampson		160.13						
	005	William Riley		26.13						
	006	Candace T. Stone		53.83						
GRAND TOTALS										
			2,260.00	1160.00	0.00	400.00	80.00	550.00		
	001	Michael L. Jensen		51.29	Miscellaneous	297.44	80.00	Witness Fees		
	002	Jennifer A. Martin		23.07	Phone	142.56				
	003	Ronald P. Anderson		837.17						
	004	Nicole Sampson		160.13						
	005	William Riley		26.13						
	006	Candace T. Stone		53.83						

Task Folder ***Reports | Management Reports | Cash Receipts***

The reports shown on page 63 and page 64 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 **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 for Cash Receipts Report

Date (heading) Used for reference only and has no bearing on the report.

Date range (heading) Shows the beginning and ending payment dates used for the report (if a range was specified).

(client) 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.[1]

Pymt Date Payment transaction date.

Amount 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.
Type/Check #[1]	Optional column. Identifies whether a payment is cash, check, credit card, client funds, or other.
Fees	Optional column. Amount of the payment allocated to fees.
Fin Chg	Optional column. Amount of the payment allocated to finance charge.
Expenses	Optional column. Amount of the payment allocated to expenses.
Advances	Optional column. Amount of the payment allocated to advances.
Unallocated	Optional column. Amount of the payment that is unallocated.
Ref #	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.
Payment Allocation Timekeeper & Cost Type Information	Optional detailed payment allocation information. Selecting the Allocation Breakdown check box on the Options tab shows the amounts allocated by timekeeper and cost type.
(timekeeper)	Primary timekeeper number and initials are shown when the report is not printed in timekeeper order.

[1] Not shown on the sample report.

Write-Up/Write-Down Report

Date: 11/28/2016 — **Tabs3 Write-Up/Write-Down Report** — Jensen, Martin & Anderson, P.C. — Page: 1

		Write-Up			Write-Down						
Client	Name/Description	Fees	Expenses	Advances	Fees	Courtesy Discount	Expenses	Advances	Net		
101.00M	Williams/John State v. Williams	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	002	PAM
102.00M	Gilbert/Andrew C. Auto Accident	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	002	PAM
121.01M	Phillips/Marcus Real Estate Acquisition	0.00	0.00	0.00	575.00	0.00	0.00	0.00	-575.00	001	MLJ
200.01M	Peterson Insurance Co. General Legal Counsel	0.00	388.00	0.00	0.00	0.00	0.00	0.00	388.00	001	MLJ
		500.00	388.00	0.00	575.00	0.00	0.00	0.00	313.00		

Date: 11/28/2016 — **Tabs3 Write-Up/Write-Down Report** — Jensen, Martin & Anderson, P.C. — Page: 1

		Write-Up					Write-Down								
Client	Name/Description	Hours	Hours Value	Fees	Expenses	Advances	Hours	Hours Value	Fees	Courtesy Discount	Expenses	Advances	Net		
101.00M	Williams/John State v. Williams	0.00	0.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	002	PAM
102.00M	Gilbert/Andrew C. Auto Accident	0.00	0.00	250.00	0.00	0.00	1.00	250.00	0.00	0.00	0.00	0.00	0.00	002	PAM
120.01M	Klein/Daniel P. Klein vs. Simmons Construction	3.10	623.35	0.00	0.00	0.00	0.00	0.00	623.35	0.00	0.00	0.00	0.00	003	RPA
121.01M	Phillips/Marcus Real Estate Acquisition	0.00	0.00	0.00	0.00	0.00	0.00	0.00	575.00	0.00	0.00	0.00	-575.00	001	MLJ
200.01M	Peterson Insurance Co. General Legal Counsel	0.00	0.00	0.00	388.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	388.00	001	MLJ
		3.10	623.35	500.00	388.00	0.00	1.00	250.00	1,198.35	0.00	0.00	0.00	63.00		

Task Folder ***Reports | Transaction Reports | Write-Up/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. Write-ups/write-downs can be generated several ways including the Write-

Up/Write-Down Fees and Costs program, Adjust Flat Fee Clients program, Courtesy Discount, or by editing transactions. 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 **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 for Write-Up/Write-Down Report

Date (heading)	Used for reference only and has no bearing on the report.
date range (heading)[1]	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.[1]
Write-Up Hours[2]	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[2]	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[2]	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[2]	Total write-down amount based on hours worked [i.e., Amount minus (rate x hours worked) within the specified date range].
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.

[1] Not shown on the sample report.
[2] Only shown on the report if Hours are included on the report.

Write-Up/Write-Down Verification List

Date: 11/28/2016

Write-Up/Write-Down Verification List
Jensen, Martin & Anderson, P.C.
User: (BLANK) Blank User

Page: 1

Client	Name/Description	Type	Old Total	New Total	Write-Up/Down
101.00	**Williams/John**	Fee	1,250.00	1,500.00	250.00
	State v. Williams	Hours	5.00	5.00	0.00
	Dated Thru 10/31/16				
	Timekeeper: 1 to 1				
102.00	**Gilbert/Andrew C.**	Fee	1,500.00	1,000.00	-500.00
	Auto Accident	Hours	6.00	6.00	0.00
	Dated Thru 10/31/16				
	Timekeeper: 1 to 1				
102.00	**Gilbert/Andrew C.**	Fee	1,000.00	1,500.00	500.00
	Auto Accident	Hours	6.00	5.00	-1.00
	Dated Thru 10/31/16				
	Timekeeper: 1 to 1				
200.01	**Peterson Insurance Co.**	E/A	12.00	400.00	388.00
	General Legal Counsel				
120.01	**Klein/Daniel P.**	Fee	1,387.00	1,387.00	0.00
	Klein vs. Simmons Construction	Hours	6.90	10.00	3.10
Totals		Amount	5,149.00	5,787.00	638.00
		Hours	23.90	26.00	2.10

Task Folder ***Transactions | Write-Up/Down | Esc***

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 for Write-Up/Write-Down Verification List

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.

Payment Adjustment Verification List

Date: 11/28/2016

Tabs3 Payment Adjustment Verification List

Jensen, Martin & Anderson, P.C.
User: SUSAN Susan C. Long

Page: 1

Client	Ref #	Type	Date	Payment Amount	Stmt #	Apply to Stmt #	Total Applied
100.00	4	Fee	09/19/2016	300.00	373	0	300.00
Date of Adjustment:			09/19/2016				

Stmt #	Fees	Expenses	Advances	Fee Tax	Exp Tax	Adv Tax	Fin Chg	Total
373	300.00							300.00

Client	Ref #	Type	Date	Payment Amount	Stmt #	Apply to Stmt #	Refund Amount
102.00	14	Regular	09/29/2016	150.00	393	0	85.00

Task Folder ***Transactions | Payment Adjustment | Esc***

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 for Payment Adjustment Verification List

Client Client ID for which the payment was adjusted.

Ref # Reference number assigned to the payment ledger record.

Type Payment type. Available payment types include “Regular,” “Fee,” “Expense”, or “Advance.”

Date Date of the original payment.

Payment Amount Payment amount.

Stmt # Statement number on which the payment was processed.

Apply to Stmt # Statement number entered on the payment transaction. If no statement number was specified when the payment was entered, “0” will be shown.

Refund Amount Amount of the refund (shown for refunds only).

Total Applied Portion of the payment that had been applied to fees and costs (shown for reversals only).

Date of Adjustment The date used as the Date of Adjustment.

Stmt # / Fees / Expenses / Advances / Fee Tax / Exp Tax / Adv Tax / Fin Chg / Total 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.

Split Billing Verification List

Date: 11/28/2016

Split Billing Verification List
Jensen, Martin & Anderson, P.C.
User: CATHY Cathleen Trudore

Page: 1

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	11/11/2016	B	0	0	1	180.00	6.25	6.25	1,125.00	MegaConstruction Corporation
Prepare Employee Handbook												
415.00	6	40	11/11/2016	b	0	0	1	180.00	3.13	3.13	562.50	MegaConstruction Corporation
416.00	6	40	11/11/2016	b	0	0	1	180.00	3.12	3.12	562.50	Tatiki, Sr./James R.
							Total		6.25	6.25	1,125.00	
Adjusting Transaction:												
415.00	1	40	11/17/2016	B	0	0	1	500.00	1.00	1.00	500.00	MegaConstruction Corporation
Prepare Employee Handbook												
415.00	1	40	11/17/2016	b	0	0	1	500.00	0.50	0.50	250.00	MegaConstruction Corporation
416.00	1	40	11/17/2016	b	0	0	1	500.00	0.50	0.50	250.00	Tatiki, Sr./James R.
							Total		1.00	1.00	500.00	
Adjusting Transaction:												
415.00	7	40	11/10/2016	B	0	0	1	180.00	4.25	4.25	765.00	MegaConstruction Corporation
Prepare Financial Disclosure Form												
415.00	7	40	11/10/2016	b	0	0	1	180.00	2.13	2.13	382.50	MegaConstruction Corporation
416.00	7	40	11/10/2016	b	0	0	1	180.00	2.12	2.12	382.50	Tatiki, Sr./James R.
							Total		4.25	4.25	765.00	

Final record count for Client: 3

Task Folder ***Statement Preparation | Perform Split Billing | Esc***

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 for Split Billing Verification List

Client Client ID. The client name will print to the right of the Amount column.

Tmkr (fees) Timekeeper number.

Cat (fees) Category number.

Exp/Adv (costs)[1] "E" = Expenses, "A" = Advances.

Date Date of the transaction.

Src Source of the transaction. "B" = Billing, "R"[1] = Tabs3 Remote, "P"[1] or "C"[1] = PracticeMaster, "D"[1] = Data Capture Device, "A"[1] = Tabs3 Accounts Payable Software, "Q"[1] = 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.

BC Bill Code (0-4). The Bill Code defines the transaction code's default billing and print status. "0" = billable and printable. "1"[1] = non-billable and non-printable, "2"[1] = non-billable and printable, "3"[1]

	= billable and non-printable, and "4"[1] = billable and always print.
RC (fees)	Rate Code (0-9). The Rate Code indicates which billing rate Tabs3 uses. "0" indicates that Tabs3 has used the default billing rate.
RC (costs)[1]	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.
Tcode	Transaction code number.
Rate	Rate used for calculating the amount.
Hours to Bill (fees)	Hours to bill.
Hours Worked (fees)	Hours worked.
Amount	Dollar amount for the transaction.
Total	Total hours (fees only) and amounts of the resulting split fee transactions.
Deleted Transaction[1]	A transaction is deleted when the Perform Split Billing program is run if the Main Client is not defined as a Split Matter.
Saved Transaction[1]	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.
Final Record Count for Client	Number of resulting transactions after the Perform Split Billing program has been run.

[1] Not shown on the sample report.

Statement Template List

Date: 11/28/2016

Tabs3 Statement Template List
Jensen, Martin & Anderson, P.C.

Page: 1

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	

Date: 11/28/2016

Tabs3 Statement Template List
Jensen, Martin & Anderson, P.C.

Page: 1

ID: Draft full detail used for draft statements Default: Draft

Statement Type:	Statement		
Print Past Due Message:	Aged	Billing History:	History with Hours
Beginning Note:		Ending Note:	
Include Notes for Each File:	Yes	Include Notes on Cover:	Yes
Print Statement Comments on Draft Statements:	Yes		
Fee Format Code:	Standard	Include Date on Fees:	Yes
Include Timekeeper Initials:	Yes	Include Description:	Yes
Include Rate:	Yes	Total Non-billable Hours:	Yes
Fee Hour Code:	Detail	Fee Amount Code:	Detail
Paragraph Format:	No Paragraph	Fee Subtotal Format:	No Subtotal
Fee Recap Format:	Timekeeper		
Include Level Desc in Recap:	No	Include Hours in Recap:	Yes
Include Total in Recap:	Yes	Include Rate in Recap:	Indiv. Rate
Expense Format:	Standard	Advance 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		
Print Past Due Message:	Aged	Billing History:	Include History
Beginning Note:	Payments	Ending Note:	
Include Notes for Each File:	Yes	Include Notes on Cover:	Yes
Print Statement Comments on Draft Statements:	Yes		
Fee Format Code:	Standard	Include Date on Fees:	Yes
Include Timekeeper Initials:	Yes	Include Description:	Yes
Include Rate:	No	Total Non-billable Hours:	Yes
Fee Hour Code:	Detail	Fee Amount Code:	Detail
Paragraph Format:	No Paragraph	Fee Subtotal Format:	No Subtotal
Fee Recap Format:	No Recap		
Include Level Desc in Recap:	No	Include Hours in Recap:	Yes
Include Total in Recap:	Yes	Include Rate in Recap:	Avg. Hourly
Expense Format:	Standard	Advance 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		

Date: 11/28/2016

Tabs3 Statement Template List
Jensen, Martin & Anderson, P.C.

Page: 1

ID: Draft full detail used for draft statements — Default: Draft

	Client	Name	Work Description
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 & cost format (no recap) — Default: Final

	Client	Name	Work Description
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

Task Folder ***Reports | File Lists | Template Lists | Statement Template List***

The reports shown on pages 71-72 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 for Statement Template List

ID — 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.

Default: Draft — (Shown to the right of the Template ID and Description.) This label will print for the default statement template for draft statements.

Default: Final — (Shown to the right of the Template ID and Description.) This label will print for the default statement template for final statements.

Client — Client ID. The letter after the Client ID represents the billing frequency.

(D/F) — 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.

I — Inactive clients are indicated by the letter "I" following the billing frequency.

Name Client Name.

Work Description Client work description.

E-mail Template List

Date: 11/28/2016 **Tabs3 E-mail Template List** Page: 1
Jensen, Martin & Anderson, P.C.

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

Task Folder ***Reports | File Lists | Template Lists | E-mail Template List***

The reports shown 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 simply lists the statement templates that have been defined. The second report 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).

Date: 11/28/2016 **Tabs3 E-mail Template List** Page: 1
Jensen, Martin & Anderson, P.C.

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

Client	Client Name	Work Description
100.00	Larson/Michael	Larson v. Bel-Cor

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

Client	Client Name	Work Description
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

Definitions for E-mail Template List

Template ID E-mail template ID. The e-mail template ID can be a maximum of 20 characters.

Description The description entered for the e-mail template ID.

Use as Default "Yes" will print for the default e-mail template for new Bill To records. "No" will print for all other e-mail templates.

E-mail Identification From Name, From Address, and Reply to Address defined for the e-mail template.

Additional Recipients 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.

E-mail Message Subject and Body defined for the e-mail template. Variables will print within chevron characters.

Client 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 Billing Preferences tab.

Client Name Client name.

Work Description Client work description.

Date: 11/28/2016

Tabs3 E-mail Template List
Jensen, Martin & Anderson, P.C.

Page: 1

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.

Statement Notes List

Date: 11/28/2016

Tabs3 Statement Notes List
Jensen, Martin & Anderson, P.C.

Page: 1

Note ID	Note Text
Finance	A finance charge of 1% per month will be assessed on all accounts past due 30 days.
Payments	***Payments received after \S are not included on this statement.***

Task Folder ***Reports | File Lists | Statement Notes List***

The Statement Notes 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 for Statement Notes List

Note ID Statement Note ID. The Statement Note ID can be a maximum of 8 characters.

Note Text The statement text. Up to 511 characters of text can be entered for each statement note.

Statement Example 1

JENSEN, MARTIN & ANDERSON, P.C.
1621 Cushman Drive
Lincoln, NE 68512
402-423-1440 • *Fax:* 402-423-2561 • *E-mail:* billing@jmalaw.com
A Law Firm Specializing in Personal Injury, Business and Family Law

STATEMENT

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: 11/30/2016
Statement No. 661
Page No. 1

DRAFT STATEMENT

Fees

			Rate	Hours		
11/21/2016	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
11/22/2016	PAM	Office conference with Peter Smith.		0.75	n/c	3
		For Current Services Rendered		4.75	987.50	
		Total Non-billable Hours		0.75		

Recapitulation

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

	Sales Tax on Services	39.50	

Expenses

10/11/2016	Long distance telephone charges.	25.52	1
11/21/2016	Mileage to/from Omaha. ~~100 miles @ 30 cents/mile~~	30.00	3
	Total Expenses	55.52	

Advances

10/11/2016	Processor fee.	35.00	2
	Total Advances	35.00	
	Previous Balance	$1,461.29	
	Total Current Work	1,117.52	

Payments

11/11/2016	Payment - thank you.	-500.00	1
	Balance Due	$2,078.81	

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

Template Settings

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

Other Settings Summary

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

Format Information

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

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

Statement Example 2

Jensen, Martin & Anderson, P.C.

Attorneys at Law

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

Statement Date: 11/30/2016
Account No. 200 03
Statement No. 651
Page No. 1

RE: Acquisition of Mid-State Insurance

Fees

11/21/2016	Put together proposal for Mid-State Insurance Company.	787.50
11/21/2016	Office conference with Sam Reader.	200.00
11/22/2016	Office conference with Peter Smith.	
	For Current Services Rendered	987.50

Recapitulation

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

	Sales Tax on Services	39.50

Expenses

10/11/2016	Long distance telephone charges.	25.52
11/22/2016	Mileage to/from Omaha.	30.00
	Total Expenses	55.52
11/21/2016	Credit for overbilled mileage expense.	-15.00
	Total Credits for Expenses	-15.00

Advances

10/11/2016	Processor fee.	35.00
	Total Advances	35.00
	Total Current Work	1,102.52
	Balance Due	$1,102.52

INVOICE

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

Template Settings

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

Other Settings Summary

Invoice Statement Designer custom page layout, expense credit.

Format Information

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

Statement Example 3

JENSEN, MARTIN & ANDERSON, P.C.

1621 Cushman Drive
Lincoln, NE 68512

402-419-2200

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

Page: 1
Statement Date 11/30/2016
Statement No. 7576

RE: Acquisition of Mid-State Insurance

Fees through 11/30/2016

			Hours	
11/09/2016				
	MLJ	Put together proposal for Mid-State Insurance Company	3.50	
		Michael L. Jensen	3.50	
11/14/2016				
	PAM	Office conference with Peter Smith, insurance salesman for company.	1.75	
11/15/2016				
	PAM	Office conference with Sam Reader, Sally Farrows, and John Darrington.	1.25	
	PAM	Telephone conference with President of Mid-State Insurance Company		n/c
		Paula Ann Martin	3.00	
		For Current Services Rendered	6.50	1,550.00
		Total Non-billable Hours	0.50	

Recapitulation

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

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

Note: Copy of E-mail only statement. mjohnson@jeffersonins.com

Template Settings

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

Other Settings Summary

Firm Information Statement Designer custom page layout and Fee heading. Previewed e-mail only statement.

Format Information

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

Statement Example 4

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

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

Statement Date: 11/30/2016
Statement No. 653
Account No. 200.03

Fees

		Hours	
11/21/2016	Put together proposal for Mid-State Insurance Company. Office conference with Sam Reader.		
11/22/2016	Office conference with Peter Smith.		
	For Current Services Rendered	4.75	987.50

Recapitulation

Hours	Rate	Total
1.25	$160.00	$200.00
3.50	225.00	787.50

Sales Tax on Services	39.50

Expenses

Long distance telephone charges	25.52
Mileage to/from	30.00
Total Expenses thru 11/30/2016	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

11/11/2016	Payment - thank you.	-500.00
	Balance Due	$2,028.81

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

Template Settings

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

Other Settings Summary

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

Format Information

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

Statement Example 5

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

STATEMENT

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

Federal ID No. 01-23456789

PRIVILEGED & CONFIDENTIAL

Karen Barrett
3010 South 14th Street
Lincoln, NE 68510

Account No. 101.00
RE: Apartment Management

Statement Date: 11/30/2016
Statement No. 650
Page No. 1

	Previous Balance	$1,085.32

Fees

		Rate	Hours	
11/02/2016	Communicate with George Patterson regarding lease.		0.25	n/c
11/15/2016	Telephone conference with Karen.	225.00	0.50	112.50
	Michael L. Jensen		0.50	112.50
11/02/2016	Office conference with Karen.	140.00	2.00	280.00
11/11/2016	Office conference with Karen regarding the payment of damage deposits collected.	140.00	2.50	350.00
	Paula A. Martin		4.50	630.00
	For Current Services Rendered		5.00	742.50
	Total Non-billable Hours		0.25	

Recapitulation

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

Finance Charge	5.28
Balance Due	$1,833.10

Your account is 30 days past due.

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

Template Settings

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

Other Settings Summary

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

Format Information

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

Statement Example 6

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

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

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

Page: 1
11/30/2016

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

Account No: 102-00M
Statement No: 572

Manage personal finances

	Previous Balance	$3,658.35
	Expenses	
11/13/2016	Long distance telephone charges	6.75
11/14/2016	Photocopy charges	7.50
11/21/2016	Postage	2.50
	Total Expenses	16.75
	Sales Tax on Expenses	0.67
	Total Current Work	17.42
	Balance Due	$3,675.77

Past Due Amounts

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

Template Settings

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

Other Settings Summary

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

Format Information

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

Statement Example 7

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

Page: 1
11/30/2016
Account No: 415-00M
Statement No: 7576

Corporate Merger - Megabuilders and BuilderCorp

	Previous Balance		$85,499.22

Fees

			Hours	
11/07/2016				
	MLJ	Prepare Financial Disclosure Form	4.25	2,125.00
	MLJ	Receipt of request for changes to documents from company.	0.70	350.00
11/09/2016				
	MLJ	Prepare Notice and Articles of Dissolution for Megabuilder	6.00	3,000.00
11/11/2016				
	CB	Prepare Notice and Articles of Dissolution for BuilderCorp	3.75	675.00
	JAN	Prepare Pre-Hiring Concerns Checklist	3.00	750.00
	ROB	Review Status of Case	0.50	375.00
		For Current Services Rendered	18.20	7,275.00

Recapitulation

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

Expenses

	Total Expenses	21.60

Advances

	Total Advances	85.00
	Total Current Work	7,381.60

Payments

11/08/2016	Payment	-20,000.00
	Balance Due	$72,880.82

Past Due Amounts

Stmt Date	Stmt #	Billed	Due
09/30/2016	7516	62,831.00	24,929.56
10/31/2016	7523	40,569.66	40,569.66
			65,499.22

Note: Copy of E-mail only statement. jt@megaconcorp.com

Template Settings

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

Other Settings Summary

Detail past due information.

Format Information

The statement shown above includes the description, hours, amount and Timekeeper initials for each transaction as well as total hours and amounts. The expenses and advances are shown in summary format. Detail past due information is shown at the bottom of the statement. A fee recap by timekeeper and individual transaction rate is shown. This statement was previewed for an 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.

Statement Example 8

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

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

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

For Professional Services Rendered Thru 11/30/2016

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

11/30/2016
Account No: 200-03M

Acquisition of Mid-State Insurance

Fees

		Hours	
11/21/2016	Put together proposal for Mid-State Insurance Company	3.50	
	Office conference with Peter Smith, insurance salesman for company.	1.75	
11/22/2016	Office conference with Sam Reader, Sally Farrows and John Darrington.	1.25	
	Telephone conference with President of Mid-State Insurance Company	0.50	n/c
	For Current Services Rendered	6.50	
	Total Non-billable Hours	0.50	

Costs

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

Template Settings

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

Other Settings Summary

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

Format Information

Tabs3 allows you to use date codes to include the statement date in the statement heading. The "For Professional Services Rendered Thru 11/30/2016" line is included on one of the nine heading lines on the Headings tab of Statement Customization. The "\S" date code is included on the heading line to include the Statement Date in the heading.

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

Statement Example 9 - Progress Billing

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

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

Street Address
1621 Cushman Drive
Lincoln, NE 68512

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

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

Page: 1
11/30/2016
Account No: 300-00Q
Statement No: 538

John McBride
Eastmont Towers
2920 Northwest Greenbriar Lane
Lincoln NE 68505

Management of Estate Trust

Payments received after 11/30/2016 are not included on this statement.

		Previous Balance	$1,301.88
		Fees	
11/14/2016	PAM	Telephone conference with client	
11/14/2016	PAM	Letter to client's trustee	
11/21/2016	PAM	Telephone conference with client's trustee	
		For Current Services Rendered	200.00
		Sales Tax on Services	8.00
		Expenses	
		Long distance telephone charges	7.55
		Total Expenses	7.55
		Total Current Work	215.55
		Payments Received Thru 11/30/2016	
11/11/2016		Payment	-1,301.88
		Balance Due	$215.55

Template Settings

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

Other Settings Summary

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

Format Information

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

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

Statement Example 10 - Progress Billing Reconciliation

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

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

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

Page: 1
11/30/2016
Account No: 300-00Q
Statement No: 584

John McBride
Eastmont Towers
2920 Northwest Greenbriar Lane
Lincoln NE 68505

Management of Estate Trust

	Previous Balance	$1,301.88
	Fees	
	Telephone conference with client, Letter to client's trustee Telephone conference with client's trustee	
	For Current Services Rendered	1,254.55
	Adjustment for Prior Billings	-1,000.00
	Sales Tax on Services	10.18
	Expenses	
	Long distance telephone charges	7.55
	Total Expenses	7.55
	Total Current Work	272.28
	Payments	
11/11/2016	Payment	-1,301.88
	Balance Due	$272.28

Template Settings

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

Other Settings Summary

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

Format Information

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

Statement Example 11

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

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

Street Address
1621 Cushman Drive
Lincoln, NE 68512

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

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

Page: 1
November 30, 2016
Account No: 200-03M
Statement No: 542

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

Attn: Mike Johnson

Acquisition of Mid-State Insurance

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

Recapitulation

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

	Sales Tax on Services	50.70
	Total Expenses Thru 11/30/2016	70.52
	Total Advances Thru 11/30/2016	90.00
	Total Current Work	1,478.72
11/11/2016	Payment - thank you	-500.00
	Balance Due	$2,440.01

Billing History

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

Template Settings

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

Other Settings Summary

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

Format Information

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

Statement Example 12

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

Page: 1
November 30, 2016
Account No: 102-00M
Statement No: 654

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

Manage personal finances

Fees

Prepared for conference with client.

For Current Services Rendered	236.25
Sales Tax on Services	7.55

Expenses

Total Expenses Thru 11/30/2016	7.50
Sales Tax on Expenses	0.30
Total Current Work	251.60
Previous Balance	$3,658.35
Balance Due	$3,909.95

Past Due Amounts

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

Template Settings

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

Other Settings Summary

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

Format Information

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

Statement Example 13

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

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

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

Page: 1
November 30, 2016
Account No: 98CV904-RJMM
Statement No: 561

RJ's Engine Repair
703 Cornhusker Highway
Lincoln NE 68521

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

Template Settings

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

Other Settings Summary

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

Format Information

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

Statement Example 14

Jensen, Martin & Anderson, P.C.

Attorneys at Law

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

Statement Date: 11/30/2016
Account No. 102 00
Statement No. 656
Page No. 1

RE: Manage personal finances

	Previous Balance before Adjustments			$3,158.35
10/24/2016	The check we received on 9/24/2016 (check #7554) was returned by the bank due to insufficient funds. Accordingly, the $500.00 payment shown on the 10/31/2016 statement has been reversed.			500.00
	Previous Balance			$3,658.35
	Fees			
		Rate	Hours	
11/02/2016	Letter to client's banker.	185.00	0.50	92.50
	Office conference with Harold.	185.00	1.25	231.25
	11/02/2016		1.75	323.75
11/21/2016	Prepared for conference with client.	115.00	1.25	143.75
	11/21/2016		1.25	143.75
	For Current Services Rendered		3.00	467.50

Recapitulation

Title	Hours
Partner	1.75
Associate	1.25

Expenses

11/14/2016	Long distance telephone charges.	7.50
	Long distance telephone charges	7.50
	Total Expenses	7.50
	Balance Due	$4,133.35

INVOICE

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

Template Settings

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

Other Settings Summary

Statement Designer custom page layout, reversed payment.

Format Information

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

Statement Example 15 - Task Based Billing

Page: 1
11/30/2016
Account No: 550-00M
Statement No: 561

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

Attn: Samantha Kessler

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

Fees

					Rate	Hours	
11/07/2016	DHB	L110	A103	Draft/revise response to complaint	175.00	0.50	87.50
	DHB	L110	A102	Research *Hapton vs. Interstate Insurance*	175.00	1.00	175.00
11/14/2016	RJB	L120	A106	Phone call with Sam Kessler	250.00	0.25	62.50
	RJB	L130	A108	Phone call with Tom Alberts of **Alberts Investigations** regarding Gilbert v. Federated to discuss previous experience investigating arson, testifying in court, and payment for services. *(First report will be completed by the end of the month.)*	250.00	1.00	250.00
	RJB	L250	A103	Draft/revise motion for change of venue	250.00	1.00	250.00
				For Current Services Rendered		3.75	825.00

Expenses

11/14/2016	L250	E101	Copying	6.75
			Total Expenses	6.75

Advances

11/07/2016	L110	E106	Online research	60.00
			Total Advances	60.00
			Total Current Work	891.75
			Balance Due	$891.75

Task Code Summary

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

Template Settings

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

Other Settings Summary

Task Based Billing Client.

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

Format Information

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

Statement Example 16 - Courtesy Discount

Page: 1
11/30/2016

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

Account No: 403-00M
Statement No: 564

Attn: Lynn Traver

General File

		Hours	
11/14/2016	Attended First National Bank board meeting	2.25	315.00
	Courtesy Discount		-24.75
	For Current Services Rendered	2.25	290.25
	Sales Tax on Services		11.61
	Total Current Work		301.86
	Balance Due		$301.86

Courtesy Discount Position - "After the last fee transaction"

Page: 1
11/30/2016

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

Account No: 403-00M
Statement No: 564

Attn: Lynn Traver

General File

		Hours	
11/14/2016	Attended First National Bank board meeting	2.25	315.00
	For Current Services Rendered	2.25	315.00
	Courtesy Discount		-24.75
	Net Fees after Courtesy Discount		290.25
	Sales Tax on Services		11.61
	Total Current Work		301.86
	Balance Due		$301.86

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

Page: 1
11/30/2016

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

Account No: 403-00M
Statement No: 564

Attn: Lynn Traver

General File

		Hours	
11/14/2016	Attended First National Bank board meeting	2.25	315.00
	For Current Services Rendered	2.25	315.00
	Sales Tax on Services		11.61
	Total Current Work		326.61
	Courtesy Discount		-24.75
	Balance Due		$301.86

Courtesy Discount Position -"Just before the Balance Due"

Template Settings

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

Other Settings Summary

Courtesy discount options.

Format Information

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

Statement Example 17 - Split Billing

JENSEN, MARTIN & ANDERSON, P.C.

1621 Cushman Drive
Lincoln, NE 68512

402-423-1440

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

Statement Date: October 31, 2016
Statement No. 7627
Account No. 102.00
Page: 1

RE: Auto Accident

Payments received after 10/31/2016 are not included on this statement.

		Previous Balance		$550.65
		Fees		
			Hours	
10/24/2016	RPA	Communicate with Samantha Kessler regarding litigation.	1.00	160.00
10/25/2016	MLJ	Phone call with Tom Alberts of **Alberts Investigations** regarding Gilbert v. Federated to discuss previous experience investigating insurance fraud, testifying in court, and payment for services. *(First report will be completed by the end of the month.)*	1.00	250.00
10/26/2016	MLJ	Phone call with Sam Kessler.	2.00	500.00
10/27/2016	PAM	Communicate (with client).	2.50	562.50
10/28/2016	RPA	Research.	3.00	480.00
		For Current Services Rendered	9.50	1,952.50
		You are responsible for 50% of Fees		976.25
		Expenses		
10/25/2016		Photocopy charges.		6.75
10/25/2016		Postage		17.78
		Total Expenses		24.53
		You are responsible for 50% of Expenses		12.27
		Total Current Work		1,977.03
		Your portion of the Total Current Work		988.52
		Balance Due		$1,539.17

Show pre-split values on statements *selected*

JENSEN, MARTIN & ANDERSON, P.C.

1621 Cushman Drive
Lincoln, NE 68512

402-423-1440

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

Statement Date: October 31, 2016
Statement No. 7627
Account No. 102.00
Page: 1

RE: Auto Accident

Payments received after 10/31/2016 are not included on this statement.

		Previous Balance		$550.65
		Fees		
			Hours	
10/24/2016	RPA	Communicate with Samantha Kessler regarding litigation.	0.50	80.00
10/25/2016	MLJ	Phone call with Tom Alberts of **Alberts Investigations** regarding Gilbert v. Federated to discuss previous experience investigating insurance fraud, testifying in court, and payment for services. *(First report will be completed by the end of the month.)*	0.50	125.00
10/26/2016	MLJ	Phone call with Sam Kessler.	1.00	250.00
10/27/2016	PAM	Communicate (with client).	1.25	281.25
10/28/2016	RPA	Research.	1.50	240.00
		For Current Services Rendered	4.75	976.25
		Expenses		
10/25/2016		Photocopy charges.		3.38
10/25/2016		Postage		8.89
		Total Expenses		12.27
		Total Current Work		988.52
		Balance Due		$1,539.17

Show pre-split values on statements *not selected*

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

Statement Date: 10/31/2016
Statement No. 7627
Page No. 2

Aged Due Amounts

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

Split Billing Summary

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

Billing History

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

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

Detail *Split Billing Summary*

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

Statement Date: 10/31/2016
Statement No. 7627
Page No. 2

Aged Due Amounts

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

Split Billing Summary

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

Billing History

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

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

Summary *Split Billing Summary*

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

Split billing settings are configured at the client level. From the 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**)*.

Statement Example 18 - Combined Statement for Multiple Matters

Page: 1
November 30, 2016
Account No: 200-02C
Statement No: 573

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

Attn: Mark Allen

Hail Damage - Palmer farm
7255H-80-84833

	Previous Balance		$82.50
	Fees		
		Hours	
11/11/2016	Initial conference with Mike Johnson and Cindy Jacobson regarding audit procedures	1.40	224.00
	For Current Services Rendered	1.40	224.00

Recapitulation

Timekeeper	Total
Paula A. Madison	$224.00

	Expenses	
11/14/2016	Long distance telephone charges	18.00
	Total Expenses	18.00
	Total Current Work	242.00
	Balance Due	$324.50

Account No: 200-03M
Statement No: 573

Acquisition of Mid-State Insurance

		Previous Balance		$1,461.29
		Fees		
			Hours	
11/21/2016	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
11/22/2016	PAM	Office conference with Sam Reader, Sally Farrows and John Darrington.	1.25	200.00
	PAM	Telephone conference with President of Mid-State Insurance Company	0.50	n/c
		For Current Services Rendered	6.50	1,267.50
		Total Non-billable Hours	0.50	

Page: 2
November 30, 2016
Account No: 200-03M
Statement No: 573

Jefferson Insurance Co.

Acquisition of Mid-State Insurance

Recapitulation

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

	Sales Tax on Services	50.70
	Expenses	
10/11/2016	Mileage to/from	30.00
10/11/2016	Filing fee	15.00
11/21/2016	Long distance telephone charges	25.52
	Total Expenses	70.52
	Advances	
10/11/2016	Filing fee	75.00
11/21/2016	Filing fee	15.00
	Total Advances	90.00
	Total Current Work	1,478.72
	Payments	
11/11/2016	Payment - thank you	-500.00
	Finance Charge Finance Charge is calculated based on $961.29	14.54
	Balance Due	$2,454.55
	Your account is 60 days past due.	
	Total Balance Due	$2,779.05

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

Statement Example 19 - Cover Statements

Page: 1
11/30/2016
Account No: 200M

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

Attn: Mike Johnson

Cover Statement

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

Example of a Detail Cover Statement

Page: 1
11/30/2016
Account No: 200M

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

Attn: Mike Johnson

Cover Statement

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

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

Example of a Summary Cover Statement

The detail and summary cover statements are shown above. The cover statement is optional and is generated after printing statements for the desired files. The cover statements shown above summarize the statements shown on the previous page. The "Cover Statement" text shown on the cover statement is a beginning statement note for the statement template *(i.e., clear the "Include Statement Notes for each File on Combined Statements" check box and select the "Include Statement Notes on a Cover Statement" check box on the **General** tab of the Statement Templates 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.

Statement Example 20 - Client Funds

Page: 1
11/30/2016

Natalie K. Sherman
5334 Cherrywood Drive
Lincoln NE 68504

Account No: 900-00M
Statement No: 661

Divorce
Sherman ads. Sherman

Fees

		Hours	
11/11/2014	Open file/initial conference with client.		n/c
11/14/2016	Letter to spouse's accountant requesting tax returns.	0.40	50.00
	Letter to ***Smith London & O'Neill*** requesting financial net worth of spouse.	0.40	50.00
	Letters to banks and brokerage firms requesting status of accounts.	1.00	125.00
	For Current Services Rendered	1.80	225.00

Expenses

11/14/2016	Postage.	3.48
11/14/2016	Photocopy charges.	4.50
	Total Expenses	7.98
	Total Current Work	232.98

Payments

11/30/2016	Payment.	-232.98
	Balance Due	$0.00

Client Funds

	Beginning Client Funds Balance	$0.00
11/07/2016	Initial deposit to client funds.	425.00
11/14/2016	Payment to Smith London & O'Neill for processing of financial documents.	-100.00
11/30/2016	Payment.	-232.98
	Ending Client Funds Balance	$92.02
	Please Remit to Replenish Client Funds Balance	$307.98
	Total Amount to Remit	$307.98

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

Page: 1
11/30/2016

Stewart Traver
2590 South 2nd Street
Lincoln NE 68517

Account No: 910-00M
Statement No: 587

Estate

Client Funds

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

Page: 1
11/30/2016

Roger Thomas
700 Mission Circle
Lincoln NE 68521

Account No: 915-00M
Statement No: 520

Manage Personal Finances

Retainers

11/02/2016	Retainer deposit	200.00
11/14/2016	Consulting payment to *Smith Consulting*	-45.00
	Ending Retainer Balance	$155.00

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

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

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

Statement Example 21 - Trust Account Information

Page: 1
Charles L. Dawson — November 30, 2016
27550 Cottonwood Drive — Account No: 100-00M
San Bernadino CA 92408 — Statement No: 657

Settlement of Grandfather's Estate

	Previous Balance	$324.00
	Fees	
11/01/2016	Preparation and filing of Federal Trust Tax Form.	250.00
11/21/2016	Office conference with Mr. Dawson.	150.00
	For Current Services Rendered	400.00
	Expenses	
11/11/2016	Facsimile costs.	3.75
	Total Expenses	3.75
	Total Current Work	403.75
	Payments	
	Total Payments thru 11/30/2016	-727.75
	Balance Due	$0.00

Your trust account balance is $53,162.00

Summary Trust Accounting Information

Page: 1
Charles L. Dawson — November 30, 2016
27550 Cottonwood Drive — Account No: 100-00M
San Bernadino CA 92408 — Statement No: 657

Settlement of Grandfather's Estate

	Previous Balance	$324.00
	Fees	
11/01/2016	Preparation and filing of Federal Trust Tax Form.	250.00
11/21/2016	Office conference with Mr. Dawson.	150.00
	For Current Services Rendered	400.00
	Expenses	
11/11/2016	Facsimile costs.	3.75
	Total Expenses	3.75
	Total Current Work	403.75
	Payments	
11/01/2016	Payment from trust.	-443.75
11/02/2016	Expense payment.	-75.00
11/21/2016	Fee payment.	-209.00
	Total Payments thru 11/30/2016	-727.75
	Balance Due	$0.00

Trust Account Activity

	Opening Balance	$52,000.00
10/11/2016	Expense money for Dawson	
	PAYEE: Dawson/Charles L.	-1,200.00
11/01/2016	Sale of stocks	4,255.75
11/02/2016	Attorney fees	
	PAYEE: Jensen, Martin & Anderson, P.C.	-443.75
11/11/2016	Real estate taxes	
	PAYEE: Lancaster County Treasurer	-1,450.00
	Closing Balance	$53,162.00

Detail Trust Accounting Information

Page: 1
Charles L. Dawson — November 30, 2016
27550 Cottonwood Drive — Account No: 100-00M
San Bernadino CA 92408 — Statement No: 568

Settlement of Grandfather's Estate

	Previous Balance	$324.00
	Fees	
11/02/2016	Preparation and filing of Federal Trust Tax Form.	250.00
11/21/2016	Office conference with Mr. Dawson	150.00
	For Current Services Rendered	400.00
	Expenses	
11/11/2016	Facsimile costs	3.75
	Total Expenses	3.75
	Total Current Work	403.75
	Payments	
	Total Payments for 11/02/2016	-443.75
	Total Payments for 11/03/2016	-75.00
	Total Payments for 11/21/2016	-209.00
	Total Payments thru 11/30/2016	-727.75
	Balance Due	$0.00

Your trust account balance is $53,162.00

Payment Totals by Date

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

The trust account information is retrieved from Tabs3 Trust Accounting Software (TAS). TAS is an optional add-on module.

Statement Example 22- Trust Account Remittance Information

Page: 1
11/30/2016

Arthur J. Carter
4920 Everett
Lincoln NE 68503

Account No: 350-00M
Statement No: 658

Protection of New Wave Patent

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

Fees

11/01/2016	Office conference with client regarding ownership of business.	
	For Current Services Rendered	825.00

Expenses

11/01/2016	Postage.	2.90
11/01/2016	Photocopy charges.	7.35
	Total Expenses	10.25
	Total Current Work	835.25

Payments

11/01/2016	Payment transferred from trust account.	-835.25
	Balance Due	$0.00

Trust Account Activity

	Opening Balance	$0.00
11/01/2016	Initial deposit	3,000.00
11/02/2016	Fees PAYEE: Jensen, Martin & Anderson, P.C.	-835.25
	Closing Balance	$2,164.75
	Please remit	$835.25

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

Page: 1
11/30/2016

Jack Maxwell
1047 North 26th Street
Lincoln NE 68508

Account No: 916-00M
Statement No: 570

Manage Personal Finances

Billing History

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

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

The statements on this page are examples of the information that can be included from Tabs3 Trust Accounting 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.

Statement Example 23 - Reminder Statements

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

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

Street Address 1621 Cushman Drive Lincoln, NE 68512
Mailing Address P.O. Box 1128 Lincoln, NE 68512-1128
Phone 402-419-2200
Fax 402-419-2201
Web www.jmalaw.net

Page: 1
11/30/2016
Account No: 751-00M
Statement No: 660

Bradley Harrison
834 Fox Hollow
Toronto ONT M5J 4M2
Canada

Purchase of Real Estate

Previous Balance $1,250.93

Stmt Date	Stmt #	Billed	Due
08/31/2016	279	1,500.51	1,200.51
09/30/2016	382	15.00	15.00
10/31/2016	394	35.42	35.42
			1,250.93

Finance Charge 18.91

Balance Due $1,269.84

Billing History

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

Payable in U.S. Dollars - Thank You.

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

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

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

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Mailing Address P.O. Box 1128 Lincoln, NE 68512-1128
Phone 402-419-2200
Fax 402-419-2201
Web www.jmalaw.net

Page: 1
11/30/2016
Account No: 751-00M
Statement No: 660

Bradley Harrison
834 Fox Hollow
Toronto ONT M5J 4M2

Purchase of Real Estate

Previous Balance $1,250.93

Finance Charge 18.91

Balance Due $1,269.84

Your account is 90 days past due.

Billing History

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

Payable in U.S. Dollars - Thank You.

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

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

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

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

Statement Run Totals

Draft Statement Run Totals 10/31/2016

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

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

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

PDF Statement Summary

Date: 11/30/2016 | Tabs3 PDF Statement Summary | Page: 1
Jensen, Martin & Anderson, P.C.

User ID: CATHY
Statement Date: 11/30/2016
PDF Location: O:\DataSets\Tabs3\Statements\20161130

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

PDF Statements Created: 1

The information shown above is an example of a PDF statement summary page. PDF Statement Summary pages are printed when PDF statements are generated. The summary will print after all statements have printed. When PDF statements are output to the 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.

Statement Envelope

Tabs3
Reliable Software. Trusted Service.
Tabs3.com
Software Technology, Inc. • 1621 Cushman Drive • Lincoln, NE 68512

Statement Enclosed

Kelly Ann White
201, 122nd Avenue East
Los Angeles, CA 98507

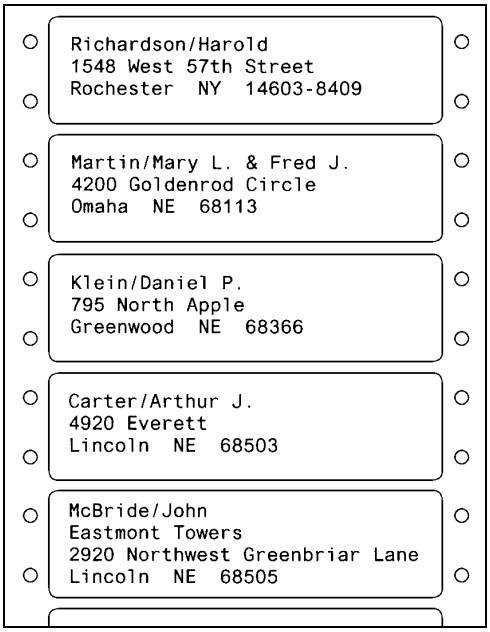
Tabs3 allows you to print envelopes when printing final statements. The **Print Envelopes** check box must be selected in the Statement Setup section of the Print Setup program and the desired paper tray must be selected. Envelopes are then automatically printed when final statements are run.

Client Labels

Task Folder ***Reports | Client Reports | | 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.



Pre-Update Statements Report

Date: 11/30/2016 **Tabs3 Pre-Update Statements Report** Page: 1
Jensen, Martin & Anderson, P.C.

Stmt #	Client	Name/Work Description	Date	Prev Bal	Fees	Expenses	Advances	Fin Chg	Payments	Bal Due	
510	100.00	Dawson/Charles L. Settlement of Grandfather's Estate	11/30/2016	324.00	262.50	10.50	0.00	0.00	0.00	597.00	JPP
511	101.00	Barrett/Karen Apartment Management	11/30/2016	1,085.32	43.75	0.00	0.00	0.00	0.00	1,129.07	DHB
512	102.00	Richardson/Harold Manage personal finances	11/30/2016	3,658.35	150.00	0.00	0.00	0.00	-1,700.00	2,108.35	RJB
513	200.01	Jefferson Insurance Co. Automobile Accident	11/30/2016	1,117.00	0.00	0.00	0.00	0.00	0.00	1,117.00	RJB
513	200.02	Jefferson Insurance Co. Hail Damage - Palmer farm	11/30/2016	82.50	0.00	0.00	0.00	0.00	0.00	82.50	RJB
514	200.03	Jefferson Insurance Co. Acquisition of Mid-State Insurance	11/30/2016	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. Protection of New Wave Patent	11/30/2016	425.00	0.00	0.00	0.00	0.00	0.00	425.00	MLJ
Total				8,778.79	1,288.25	15.00	0.00	0.00	-2,200.00	7,882.04	

Task Folder ***Statements | Pre-Update Stmts Report***

The Pre-Update Statements 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.

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 for Pre-Update Statements Report

Date (heading) Used for reference and has no bearing on the report itself.

Stmt # Statement number that was shown on the final statement.

***1 (asterisk)** An asterisk to the right of the Stmt # 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.

Client Client ID.

Name/Work Description Client name and work description. An asterisk before the work description indicates the work description will not be printed on the client's statement.[1]

Date Statement Date that was shown on the final statement.

Prev Bal Previous balance that was shown on the final statement.

Fees Total fees shown on the final statement. Fee sales tax and fee credits are included. Progress Fees (Type 6 transactions) are shown separately.

Progress Total progress fees (Type 6 transactions) that were shown on the final statement.

Expenses Total expenses that were shown on the final statement. Expense sales tax and expense credits are included.

Advances Total advances that were shown on the final statement. Advance sales tax and advance credits are included.

Fin Chg Total finance charge that was shown on the final statement.

Payments 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. Automatic client funds payments are not included in this amount (because these payments are not processed until final statements are updated). Automatic trust payments that are in a **Pending** state will not be included on this report.

Bal Due Balance Due shown on the final statement.

(timekeeper) Primary timekeeper initials are shown next to the balance due if the report is not printed in timekeeper order.

[1] Not shown on the sample report.

Update Statements Verification List

Date: 11/28/2016 **Tabs3 Update Statements Verification List** Page: 1
Jensen, Martin & Anderson, P.C.
User: CATHY Cathleen Trudore

Stmt #	Client	Name/Work Description	Date	Prev Bal	Fees	Expenses	Advances	Fin Chg	Payments	Bal Due
7613	415.00	MegaConstruction Corporation Corporate Merger - Megabuilders and BuilderCorp	11/30/2016	85,705.25	21,291.40	1.31	78.38	8.41	-80,000.00	27,084.75
7616	101.00	Williams/John State v. Williams	10/31/2016	923.40	3,307.50	38.60	51.50	0.00	-1,617.65	2,703.35
7617	102.00	Gilbert/Andrew C. Auto Accident	10/31/2016	0.00	0.00	76.83	75.00	0.00	0.00	151.83
Grand Totals:				86,628.65	24,598.90	116.74	204.88	8.41	-81617.65	29,939.93

Total Statement Count = 3

Task Folder ***Statements | Update Statements | Esc***

The Update Statements Verification List 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 for Update Statements Verification List

Date (heading) The date the list was printed.

Stmt # Statement number.

Client Client ID.

Name/Work Description Client name and work description. An asterisk before the work description indicates the work description will not be included on the client's statement.[1]

Date Statement date.

Prev Bal Previous balance shown on the statement.

Fees Total fees shown on the statement. Fee sales tax, fee credits and progress fees (Type 6 transactions) are included.

Expenses Total expenses shown on the statement. Expense sales tax and expense credits are included.

Advances Total advances shown on the statement. Advance sales tax and advance credits are included.

Fin Chg Finance charge shown on the statement.

Payments Total payments shown on the statement.

Bal Due Balance due shown on the statement.

RB[1] (Shown to the left of the work description.) This indicates that the client's Bill On Demand 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 Release To Bill check box. In order for the client to have another statement processed, the Release To Bill check box must be selected.

CD[1] (Shown to the left of the work description.) This indicates that the Change Discount Type to none after statement updated check box was selected when the Update Statements program was run. Because of this, the Update Statements program changed the Courtesy Discount Type to None. The client will not receive another courtesy discount until the Courtesy Discount Type is changed back to Percentage or Amount.

Total Statement Count The number of statements included on the list.

[1] Not shown on the sample report.

E-mail Statements Verification List

Date: 11/30/2016

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

Page: 1

Date	Client ID	Pri Tkr	Contact	E-mail Address	PDF File Name	Result	User ID
11/30/2016	852.00	1-MLJ	Jeff Turner	jturner@rockwell.com	852.00_Stmt_7563.pdf	Failed	MLJ
11/30/2016	852.00	1-MLJ	Jeff Turner	jturner@rockwell.com	852.00_Stmt_7563.pdf	Sent	SALLY
11/30/2016	415.00	2-PAM	James Takiti	jt@MegaConCorp.com	415.00_Stmt_7591.pdf	Deleted	KIM

Task Folder ***Statements | E-mail Statements | Esc***

The E-mail Statements Verification 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 for E-mail Statements Verification List

Date (heading) The date the list was printed.

Date The date the status of the e-mail changed.

Client ID Client ID.

Pri Tkr Primary Timekeeper number and initials assigned to the client.

Contact Full Name of the contact to whom the e-mail was addressed.

E-mail Address E-mail address in the **To** field of the e-mail.

PDF File Name 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.

Result Current status of the e-mail. This column will show one of three options: Sent, Failed, or Deleted.

User ID User ID of the user who changed the status of the e-mail.

Undo Update Statements Verification List

Date: 11/28/2016 **Tabs3 Undo Updated Statements Verification List** Page: 1
Jensen, Martin & Anderson, P.C.
User: CATHY Cathleen Trudore

Stmt #	Client	Name/Work Description	Date	Prev Bal	Fees	Expenses	Advances	Fin Chg	Payments	Bal Due
7616	101.00	Williams/John State v. Williams	10/31/2016	923.40	3,307.50	38.60	51.50	0.00	-1,617.65	2,703.35
7617	102.00	Gilbert/Andrew C. Auto Accident	10/31/2016	0.00	0.00	76.83	75.00	0.00	0.00	151.83
Grand Totals:				923.40	3,307.50	115.43	126.50	0.00	-1,617.65	2,855.18

Total Statement Count = 2

Task Folder ***Statements | Undo Single Updated Statement | Esc***

The Undo Update Statements Verification List 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

Date: 11/28/2016 **Pre-Bill Tracking Report** Page: 1
Jensen, Martin & Anderson, P.C.

Primary Timekeeper: 1 Robert J. Burns

Client	Name	Description	Pre-Bill	Hold	Reviewed	Final	Batch
102.00M	Richardson/Harold	Manage personal finances	11/03/2016		R	11/30/2016	290
200.01M	Jefferson Insurance Co.	Automobile Accident	11/03/2016		R	11/30/2016	290
200.02C	Jefferson Insurance Co.	Hail Damage - Palmer farm	11/03/2016		R	11/30/2016	290
200.03M	Jefferson Insurance Co.	Acquisition of Mid-State Insurance	11/03/2016		R	11/30/2016	290
300.00Q	McBride/John	Management of Estate Trust	11/03/2016				290
550.00M	Federated Casualty, Ltd.	Andrew C. Gilbert v. Federated Casualty	11/03/2016		R	11/30/2016	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	11/03/2016		R	11/30/2016	290
600.00M	Ace Manufacturing Company	General Legal Counsel	11/03/2016		R	11/30/2016	290
600.01M	Ace Manufacturing Company	Workers' compensation claim	11/03/2016		R	11/30/2016	290
600.02M	Ace Manufacturing Company	Maintenance of insurance policies	11/03/2016		R	11/30/2016	290

Date: 11/28/2016 **Pre-Bill Tracking Report** Page: 1

Jensen, Martin & Anderson, P.C.

Client	Name	Description	Pre-Bill	Hold	Reviewed	Final	Batch	Tkpr
100.00M	Dawson/Charles L.	Settlement of Grandfather's Estate	11/01/2016	H	R		286	5
101.00M	Barrett/Karen	Apartment Management	11/01/2016		R	11/30/2016	286	4
102.00M	Richardson/Harold	Manage personal finances	11/01/2016		R	11/30/2016	286	1
200.01M	Jefferson Insurance Co.	Automobile Accident	11/01/2016		R	11/30/2016	286	1
200.02C	Jefferson Insurance Co.	Hail Damage - Palmer farm	11/01/2016		R	11/30/2016	286	1
200.03M	Jefferson Insurance Co.	Acquisition of Mid-State Insurance	11/01/2016		R	11/30/2016	286	1
300.00Q	McBride/John	Management of Estate Trust	11/01/2016				286	1
350.00M	Carter/Arthur J.	Protection of New Wave Patent	11/01/2016		R	11/30/2016	286	2
400.00R	Lutz/Jody	Manage trust account for Jody	11/01/2016		R	11/30/2016	286	5
402.00M	Kiltzer/George	Set up trust for children	11/01/2016	H	R		286	4
500.00M	Lyons/Mr. & Mrs. Art	Audit of Federal Income Taxes	11/01/2016				286	4
550.00M	Federated Casualty, Ltd.	Andrew C. Gilbert v. Federated Casualty	11/01/2016		R	11/30/2016	286	1
600.00M	Ace Manufacturing Company	General Legal Counsel	11/01/2016		R	11/30/2016	286	2
600.01M	Ace Manufacturing Company	Workers' compensation claim	11/01/2016		R	11/30/2016	286	2
600.02M	Ace Manufacturing Company	Maintenance of insurance policies	11/01/2016		R	11/30/2016	286	2
750.00M	Harrison Investments	Purchase of Real Estate	11/01/2016		R	11/30/2016	286	4
751.00M	Harrison/Bradley	Purchase of Real Estate	11/01/2016				286	4
850.00H	White/Kelly	Divorce	11/01/2016		R	11/30/2016	286	4
900.00M	Sherman/Natalie K.	Divorce	11/01/2016		R	11/30/2016	286	4

Task Folder ***Statements | Pre-Bill Tracking | Print Report***

The Pre-Bill Tracking Report 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 for Pre-Bill Tracking Report

Date (heading) The date the list was printed.

Client Client ID. The letter following the Client ID represents the billing frequency.

Name Client name.

Description Client's work description. An asterisk preceding the work description indicates the client's work description will not print on statements.[1]

Pre-Bill 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).

Hold An "H" in the Hold column indicates that the statement has been marked as "on hold."

Reviewed An "R" in the Reviewed column indicates that the statement has been marked as "reviewed."

Final Date the final statement was run for the client via the Pre-Bill Tracking window.

Batch 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.

Tkpr 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.

[1] Not shown on the sample report.

Detail Accounts Receivable Report

Date: 11/28/2016

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

Page: 1

				0-30	31-60	61-90	91-120	121-180	181+	Total	WIP
100.00 M Dawson/Charles L.											
RE: Settlement of Grandfather's Estate											
Chuck Dawson	Last Statement:	11/17/2016	Fees	324.00	0.00	0.00	0.00	0.00	0.00	324.00	262.50
Mobile: 714-884-7525	Last Payment:	11/03/2016	Expenses	-75.00	0.00	0.00	0.00	0.00	0.00	-75.00	10.50
Home: 714-863-7184	Amount:	75.00	Advances	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Open Date: 04/04/2015	Last Write Off:	mm/dd/yyyy	Fin Charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Primary: JPP			Total	249.00	0.00	0.00	0.00	0.00	0.00	249.00	273.00
											(12 Days)
101.00 M Barrett/Karen											
RE: Apartment Management											
Karen Barrett	Last Statement:	11/14/2016	Fees	0.00	1,070.86	0.00	0.00	0.00	0.00	1,070.86	43.75
Business: 402-466-1234	Last Payment:	09/22/2016	Expenses	0.00	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	0.00
Open Date: 05/02/2016	Last Write Off:	11/14/2016	* Fin Charge	14.46	0.00	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	0.00	1,085.32	43.75
											(3 Days)
102.00 M Richardson/Harold											
RE: Manage personal finances											
Harold Richardson	Last Statement:	11/14/2016	Fees	1,958.35	0.00	0.00	0.00	0.00	0.00	1,958.35	150.00
Mobile: 716-253-4510x210	Last Payment:	11/03/2016	Expenses	0.00	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	0.00
Open Date: 05/10/2016	Last Write Off:	mm/dd/yyyy	* Fin Charge	0.00	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	0.00	1,958.35	150.00
											(7 Days)
200.01 M Jefferson Insurance Co.											
RE: Automobile Accident											
Mike Johnson	Last Statement:	11/14/2016	Fees	0.00	0.00	861.00	0.00	0.00	0.00	861.00	337.50
Mobile: 402-464-2200	Last Payment:	11/03/2016	Expenses	3.00	3.00	0.00	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	0.00
Open Date: 06/01/2015	Last Write Off:	mm/dd/yyyy	Fin Charge	0.00	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	0.00	867.00	337.50
											(14 Days)
200.02 C Jefferson Insurance Co.											
RE: Hail Damage - Palmer farm											
Mark Allen	Last Statement:	11/14/2016	Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,755.00
Home: 402-464-2200	Last Payment:	11/05/2016	Expenses	0.00	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	0.00
Open Date: 06/08/2016	Last Write Off:	mm/dd/yyyy	Fin Charge	0.00	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	0.00	1,755.00
	Unapplied Payments:	167.50								-167.50	(24 Days)
200.03 M Jefferson Insurance Co.											
RE: Acquisition of Mid-State Insurance											
Mike Johnson	Last Statement:	10/14/2016	Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,690.00
Business: 402-464-2200	Last Payment:	11/06/2016	Expenses	0.00	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	0.00	89.00
Open Date: 07/04/2016	Last Write Off:	mm/dd/yyyy	Fin Charge	0.00	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	0.00	2,805.00
	Unapplied Payments:	179.48								-179.48	(22 Days)
200 Jefferson Insurance Co.			Fees	0.00	0.00	861.00	0.00	0.00	0.00	861.00	4,782.50
			Expenses	3.00	3.00	0.00	0.00	0.00	0.00	6.00	26.00
			Advances	0.00	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	0.00
			Total	3.00	3.00	861.00	0.00	0.00	0.00	867.00	4,897.50
	Unapplied Payments:	346.98								520.02	(22 Days)
Totals			Fees	2,282.35	1,070.86	861.00	0.00	0.00	0.00	4,214.21	5,238.75
			Expenses	-72.00	3.00	0.00	0.00	0.00	0.00	-69.00	36.50
			Advances	0.00	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	0.00	14.46	0.00
			Total	2,224.81	1,073.86	861.00	0.00	0.00	0.00	4,159.67	5,364.25
	Unapplied Payments:	346.98								3,812.69	(21 Days)

Date: 11/28/2016

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

Page: 1

		0-30	31-60	61-90	91-120	121+	Total
850.00 M White/Kelly							
RE: Divorce							
Kelly Ann White	Fees	1,290.00	0.00	0.00	0.00	0.00	1,290.00
Business: 213-474-4336	1-MLJ	625.00	0.00	0.00	0.00	0.00	625.00
Business Fax:	2-PAM	450.00	0.00	0.00	0.00	0.00	450.00
E-mail: kelly_white_la@hushmail.com	5-KIM	215.00	0.00	0.00	0.00	0.00	215.00
Open Date: 10/04/2015	Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Primary: KIM	Advances	0.00	0.00	0.00	0.00	0.00	0.00
	Fin Charge	0.00	0.00	0.00	0.00	0.00	0.00
	Total	1,290.00	0.00	0.00	0.00	0.00	1,290.00
850.01 M White/Kelly							
RE: Last Will & Testament							
Kelly Ann White	Fees	1,750.00	0.00	0.00	0.00	0.00	1,750.00
Business: 213-474-4336	1-MLJ	250.00	0.00	0.00	0.00	0.00	250.00
Business Fax:	5-KIM	1,500.00	0.00	0.00	0.00	0.00	1,500.00
E-mail: kelly@homeoffice.net	Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Open Date: 11/08/2015	Advances	0.00	0.00	95.00	0.00	0.00	95.00
Primary: KIM	Filing Fees	0.00	0.00	10.00	0.00	0.00	10.00
	Processor Fees	0.00	0.00	85.00	0.00	0.00	85.00
	Fin Charge	0.00	0.00	0.00	0.00	0.00	0.00
	Total	1,750.00	0.00	95.00	0.00	0.00	1,845.00

11/03/2016 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.

Task Folder ***Reports | A/R Reports | Detail A/R Report***

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 **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 for Detail Accounts Receivable Report

Date The report date is used as a basis for calculating aging of past due amounts.

(client) 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.[1]

Open Date The date the client file was opened.

Primary Primary timekeeper initials are shown below the Open Date if the list is not printed in timekeeper order.

Progress Bill Indicates the client is set up for Progress Billing.

Last Statement The date of the last updated statement.

Last Payment The date of the last payment, either processed or in work-in-process. The **WIP Cut-Off Date** is used in selecting which work-in-process payments are used in determining the last payment date; however, all processed payments are used when determining the last payment date.

Amount 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.

Last Write Off Amount Date and amount of the last write off for the client.

Fees / Expenses / Advances / Fin Charge	The amounts owed for the corresponding aging period. Work-in-Process payments through the **WIP Cut-Off Date** 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 **Detail Information for Fees and Costs (Platinum Only)** option is selected.
0-30 / 31-60 / 61-90 / 91-120 / 121-180 / 181+	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 **WIP Cut-Off Date** are applied to past due amounts.
Total (row)	Fees + Expenses + Advances + Finance Charge for each aging period.
Total (column)	(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.
Unapplied Payments	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'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.
WIP Fees	Total amount of fees in work-in-process through the **WIP Cut-Off Date**. Credit transactions are included. Type 6 transactions and non-billable transactions are not included. Transactions on hold are included.
WIP Expenses	Total amount of expenses in work-in-process through the **WIP Cut-Off Date**. Credit transactions are included. Non-billable transactions are not included. Transactions on hold are included.
WIP Advances	Total amount of advances in work-in-process through the **WIP Cut-Off Date**. Credit transactions are included. Non-billable transactions are not included. Transactions on hold are included.
WIP Total	Total work-in-process fees, expenses, and advances.
(Age) Days	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).
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 in a separate column to the right of the report.

Summary Accounts Receivable Report

Date: 11/28/2016 | **Tabs3 Summary Accounts Receivable Report** | Page: 1

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
Totals	5,166.70	1,167.50	0.00	0.00	0.00	0.00	6,334.20

Task Folder ***Reports | A/R Reports | Summary A/R 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 **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 for Summary Accounts Receivable Report

Date — The report date is used as a basis for calculating aging on the past due amounts.

Client — Client ID. The letter after the Client ID represents the billing frequency.

Name — Client name and/or work description will be printed depending if the **Client Name** and **Work Description** options are selected on the **Format** tab. When the **Contact & Billing Information** option is selected, the contact name, first two phone numbers with information, and primary timekeeper initials will print. *(Note: The timekeeper initials will only print if the list is not printed in timekeeper order.)* **Progress Bill** indicates the client is set up for progress billing. **Fin. Chg.** indicates the client will be assessed a finance charge on past due amounts. The report shown includes the client name only.

0-30, 31-60, 61-90, 91-120, 121-180, 181+ — 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 **WIP Cut-Off Date** are applied to past due amounts.

Bal Due — (0-30) + (31-60) + (61-90) + (91-120) + (121-180) + (181+) = Bal Due.

Unapplied Payments — 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.

(Bal Due) — Client's Bal Due minus Unapplied Payments.

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 on the **Format** tab is selected for the report, billing notes and instructions will be included on the report.

Accounts Receivable by Invoice Report

Date: 11/28/2016 | **Tabs3 Accounts Receivable by Invoice Report** | Page: 1

Jensen, Martin & Anderson, P.C.

Thru 10/31/2016

		BILLED					DUE						
	Date	Fees	Expenses	Advances	Fin Chg	Total	Fees	Expenses	Advances	Fin Chg	Total	Ref #	Stmt #
200.02M Peterson Insurance Co.					*(continued)*								
	09/27/2016	91.00		40.00		131.00			40.00		40.00	2	7590
6	DHB	91.00											
Adv 0	Miscellaneous			40.00									
	Last Applied Pymt:		91.00	11/28/2016									
	10/28/2016	1,584.50	215.25	150.00		1,949.75	224.50	215.25	150.00		589.75	3	7594
1	MLJ	1,000.00											
7	CB	84.50											
8	JAN	500.00											
Exp 0	Miscellaneous		96.00										
Exp 1	Phone		81.00										
Exp 2	Photocopies/Faxes		38.25										
Adv 0	Miscellaneous			150.00									
	Last Applied Pymt:		1,360.00	11/28/2016									
Subtotal		1,675.50	215.25	265.00		2,155.75	224.50	215.25	265.00		704.75		
1	MLJ	1,000.00											
6	DHB	91.00											
7	CB	84.50											
8	JAN	500.00											
Exp 0	Miscellaneous		96.00										
Exp 1	Phone		81.00										
Exp 2	Photocopies/Faxes		38.25										
Adv 0	Miscellaneous			190.00									
Adv 1	Filing Fees			75.00									
										Balance Due:	704.75		
415.00M MegaConstruction Corporation													
RE: Corporate Merger - Megabuilders and BuilderCorp													
	10/28/2016	40,547.50			22.26	40,569.76	5,682.99			22.26	5,705.25	24	7593
1	MLJ	12,625.00											
2	PAM	10,125.00											
4	ROB	13,650.00											
6	DHB	540.00											
7	CB	2,295.00											
8	JAN	1,312.50											
	Last Applied Pymt:		34,864.51	11/22/2016									
										Balance Due:	5,705.25		
850.00M White/Kelly													
RE: Divorce													
	10/28/2016	840.00		150.00		990.00	715.00		150.00		865.00	1	7596
1	MLJ	750.00											
5	KIM	90.00											
Adv 1	Filing Fees			150.00									
	Last Applied Pymt:		125.00	11/22/2016									
										Balance Due:	865.00		
Totals													
		54,220.10	404.69	691.50	22.26	55,338.55	13,615.00	376.44	666.50	22.26	14,680.20		
1	MLJ	19,719.10											
2	PAM	13,928.75											
3	RPA	1,746.25											
4	ROB	13,650.00											
5	KIM	125.00											
6	DHB	631.00											
7	CB	2,392.50											
8	JAN	1,892.50											
9	JIM	135.00											
Exp 0	Miscellaneous		161.44										
Exp 1	Phone		141.25										
Exp 2	Photocopies/Faxes		102.00										
Adv 0	Miscellaneous			209.00									
Adv 1	Filing Fees			300.00									
Adv 2	Processor Fees			182.50									
										Balance Due:	14,680.20		

Task Folder ***Reports | A/R Reports | A/R 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 **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 for Accounts Receivable by Invoice Report

Date (heading)[6]	Used for reference only.
Date Range (heading)[1]	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.
(client)	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.[1]
Balance Forward[1]	This figure is shown if the client had a balance due prior to the beginning date selected for the report.
Date	Statement date.
Billed	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.
P[1]	Following a fee amount represents a progress billing amount (Type 6 transactions).
Due	Due information from the client ledger file.
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.

[1] Not shown on the sample report.

Accounts Receivable by Timekeeper Report (Platinum Only)

Date: 11/28/2016

Tabs3 Accounts Receivable by Timekeeper Report
Jensen, Martin & Anderson, P.C.

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Working Timekeeper: 1 Michael L. Jensen

	0-30	31-60	61-90	91-120	121-180	181+	Fees Due	Total Balance Due
121.01 Phillips/Marcus RE: Real Estate Acquisition	0.00	0.00	0.00	0.00	0.00	4,871.60	4,871.60	5,123.85
200.01 Peterson Insurance Co. RE: General Legal Counsel	0.00	0.00	0.00	0.00 Unapplied Payments:	0.00	0.00 2,327.65	0.00	0.00 -2,327.65
Totals	0.00	0.00	0.00	0.00	0.00	4,871.60	4,871.60	2,796.20

Note: Aging figures are shown for Receipt Allocation by Invoice clients only.

Working Timekeeper: 2 Paula Ann Martin

	0-30	31-60	61-90	91-120	121-180	181+	Fees Due	Total Balance Due
101.00 Williams/John RE: State v. Williams	0.00	0.00	0.00	0.00	0.00	1,015.25	1,015.25	1,015.25
Totals	0.00	0.00	0.00	0.00	0.00	1,015.25	1,015.25	1,015.25

Note: Aging figures are shown for Receipt Allocation by Invoice clients only.

Working Timekeeper: 3 Ronald P. Anderson

	0-30	31-60	61-90	91-120	121-180	181+	Fees Due	Total Balance Due
200.02 Peterson Insurance Co. RE: Maintenance of Insurance Policies	0.00	0.00	0.00	0.00 Unapplied Payments:	0.00	0.00 290.97	0.00	0.00 -290.97
415.00 MegaConstruction Corporation 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
Totals	0.00	0.00	0.00	0.00	0.00	65,477.06	65,477.06	65,208.25

Working Timekeeper: 5 Kendra I. Michaels

	0-30	31-60	61-90	91-120	121-180	181+	Fees Due	Total Balance Due
850.00 White/Kelly RE: Divorce	0.00	0.00	0.00	0.00	0.00	125.00	125.00	150.00
850.01 White/Kelly RE: Last Will & Testament	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00
Totals	0.00	0.00	0.00	0.00	0.00	1,625.00	1,625.00	1,650.00

Note: Aging figures are shown for Receipt Allocation by Invoice clients only.

Date: 11/28/2016

Tabs3 Accounts Receivable by Timekeeper Report
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Working Timekeeper: 1 Michael L. Jensen

	Fees Due
101.00 Williams/John	1,812.50
121.01 Phillips/Marcus	7,759.10
200.01 Peterson Insurance Co.	7,608.00
200.02 Peterson Insurance Co.	1,175.00
415.00 MegaConstruction Corporation	8,475.00
Totals	26,829.60

Date: 11/28/2016

Tabs3 Accounts Receivable by Timekeeper Report
Jensen, Martin & Anderson, P.C.

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	0-30	31-60	61-90	91-120	121+	Fees Due	WIP Fees	Total Fees Due	% Total Fees Due	Total Balance Due
Totals for Michael L. Jensen	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
Totals for Paula Ann Martin	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
Totals for Ronald P. Anderson	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
Totals for Robert O. Burns	5,250.00	0.00	0.00	0.00	0.00	5,250.00	0.00	90,324.56	5.81%	90,617.19
GRAND TOTALS	79,651.13	26,913.31	0.00	0.00	125.00	106,689.44	1,862.50			

Note: Matters not configured for Receipt Allocation by Invoice have been excluded.

Task Folder ***Reports | A/R Reports | A/R 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. The Accounts Receivable by Timekeeper Report is only available in the Platinum version of the software.

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 **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 search or fees due.

Receipt Allocation by Invoice Notes: Only clients that are configured for Receipt Allocation by Invoice can display an aging breakdown. The aging columns will be blank for clients that have Receipt Allocation by Invoice disabled. These columns may also be blank for clients that were converted from other software.

When running the report for a range of clients, both clients with Receipt Allocation by Invoice enabled and clients with Receipt Allocation by Invoice disabled can be included. If this occurs, and a timekeeper's accounts receivable totals include one or more clients for whom Receipt Allocation by Invoice is disabled, the following note will appear in the Totals section for that timekeeper: **Note: Aging figures are shown for Receipt Allocation by Invoice clients only.**

Additionally, if the **Include Clients whose timekeeper's fees are more than ### days past due** option is set to anything other than 0, and there are clients included in the Client ID range for whom Receipt Allocation by Invoice is disabled, this following note will be displayed: **Note: Matters not configured for Receipt Allocation by Invoice have been excluded.** This note will appear after every Working Timekeeper's Totals regardless of whether or not they have accounts receivable amounts for these clients.

Definitions for Accounts Receivable by Timekeeper Report (Platinum Only)

Date The report date is used as a basis for calculating aging on the past due amounts.

Client Client ID.

Name Client name. The client's work description will be printed if the **Work Description** check box is selected on the **Format** tab.

0-30, 31-60, 61-90, 91-120, 121-180, 181+ Each aging column includes the amount of fees due to the working timekeeper. Aging periods will be printed if the **Aging Breakdown** option is selected on the **Format** 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 **WIP Cut-Off Date** are applied to past due amounts. Only clients that are configured for Receipt Allocation by Invoice can display an aging breakdown.

Fees Due Total of fees due for the working timekeeper. This value is displayed regardless of whether the client is configured for Receipt Allocation by Invoice. As a result, totals or grand totals of the Fees Due will only match the sum of the aging period totals or grand totals if ***all*** of the clients on the report are configured for Receipt Allocation by Invoice.

WIP Fees Amount of fees for the working timekeeper that are in Work-In-Process through the **WIP Payment Cut-Off Date**. Type 6 transactions and nonbillable transactions are not included. The WIP Fees column is included if the **Work-In-Process Fees** check box is selected in the **Format** tab.

Total Fees Due Total of all fees due for all timekeepers who worked on the matter. The Total Fees Due column is included if the **Total Fees Due** check box is selected on the **Format** tab.

% Total Fees Due 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 **Total Fees Due** and **%Total Fees Due** check boxes are selected in the **Format** tab.

Total Balance Due 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 **Total Balance Due** check box is selected in the **Format** tab.

Unapplied Payments This figure includes unprocessed regular payments (Type "1") through the **WIP Payment Cut-Off Date** 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.

Summary Collections Report

Date: 11/28/2016 **Tabs3 Summary Collections Report** Page: 1
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		Average Age	Amount Billed	Amount Paid	% Paid	Amount Due
101.00 M Williams/John		48	4,514.45	1,462.40	32.39%	3,052.05
RE: State v. Williams						
Contact: Johnny Williams	Last Payment: 10/24/2016			579.90	35 days	
Home: 402-598-2354						
200.01 M Peterson Insurance Co.		48	3,154.75	682.84	21.64%	2,471.91
RE: *General Legal Counsel						
Contact: Paul Franklin	Last Payment: 10/10/2016			959.75	45 days	
Business: 402-435-1739 Ext. 512						
102.00 M Federated Casualty, Ltd.		104	1,672.29	272.18	16.28%	1,400.11
RE: Andrew C. Gilbert v. Federated Casualty						
Contact: Samantha Kessler	Last Payment: 08/29/2016			100.00	93 days	
Mobile: 402-421-2850 Ext. 210						
200.02 M Peterson Insurance Co.		0	0.00	0.00	0.00%	0.00
		Unapplied Payments:		279.12		-279.12
RE: Maintenance of Insurance Policies						
Contact: Paul Franklin	Last Payment: 10/31/2016			500.00	30 days	
Business: 402-435-1739 Ext. 512						

	Amount Billed	Amount Paid	% Paid	Amount Due
Totals	9,341.49	2,417.42	25.88%	6,924.07
Unapplied Payments:		279.12		6,644.95

Task Folder ***Reports | A/R Reports | Collections Report***

The Collections Reports can be used to assist with the collection of receivables. A Summary Collections Report helps identify which clients may require additional collection efforts and includes the total amount billed, amount paid, percentage paid, and amount due for all outstanding invoices. The date and amount of the last payment is shown on both Detail and Summary Collections Reports along with the number of days since the last payment. The client address can be optionally included on both reports.

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.

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.

Definitions for Summary Collections Report

Date (heading) The report date is used as a basis for calculating the age of payments and the average age of outstanding invoices.

(client) 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. If the primary phone is not selected, the next available phone number is printed. The client's primary address is shown under the contact information when including the optional client address. 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.

Average Age A calculated average number of days old for all invoices that have an amount due. The number of days old is based on the specified report date. 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.

Amount Billed Total amount billed to the client for all invoices that have an amount due. It is important to note that this figure does not include invoices that have been paid in full.

Amount Paid This figure represents the total amount paid on all of the invoices included in the Amount Billed figure. Work-in-process payments thru the WIP Pymt Cut-Off Date specified are applied to invoices with a balance due.

% Paid Percentage of Amount Billed that has been paid (Amount Paid divided by Amount Billed).

Amount Due Amount Billed minus Amount Paid.

Unapplied Payments 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.

Last Payment On the summary report, the date of the last payment, amount, and the number of days between the last payment and report date are shown. 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.

Detail Collections Report

Date: 11/30/2016

Tabs3 Detail Collections Report
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200.01 M Peterson Insurance Co.
RE: *General Legal Counsel

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

Statement Date	Statement Number	Age	Amount Billed	Amount Paid	% Paid	Amount Due
04/27/2016	599	217	125.00	60.00	48.00%	65.00
07/29/2016	7503	124	239.00	125.00	52.30%	114.00
09/01/2016	7511	90	10.41	0.00	0.00%	10.41
09/30/2016	7517	61	859.75	0.00	0.00%	859.75
10/31/2016	7520	30	1,563.19	0.00	0.00%	1,563.19
11/30/2016	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

Billing Notes & Instructions:
10/12/2016 11:04am RON Called Ms. Kessler (bookkeeper) who said that check #8756 was sent on 10/07/2016.

10/14/2016 11:35am RON Check was not received. Called Ms. Kessler. She said check was mailed on 10/07/2016 and that we should have already received it. She will stop payment on that check and issue another check.

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
Total:	5,600.00	8,212.35	13,812.35	14,331.10
Average Age:	33 days			

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

Write Offs		Payments	
09/16/2016	60.00	11/26/2016	812.50
		01/20/2016	506.25
		03/16/2016	4,465.00
		10/17/2016	275.00
Total:	60.00	**Total:**	6,058.75

Last Payment Date: 10/17/2016 — Average Days Between Payments: 108 days

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

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

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 for Detail Collections Report

Date (heading) — 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.

(client) — 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.

Trust Balance — 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.

Client Funds	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.
Progress Billing[1]	**Progress WIP:** Total amount of Type 6 (progress fee) transactions in work-in-process regardless of date. **Progress Billed:** Total amount of Type 6 progress fees billed since the last time the client was "reconciled" *(from the Progress Billed field on the A/R & Fund Balances tab in the Client file)*. Progress WIP Tax is not included. **Progress Paid:** Progress Billed minus Fees Due *(from the A/R & Fund Balances tab in the Client file)*.
Billing Notes & Instructions	Billing Notes & Instructions from the **Billing Preferences** tab in the client file. This information is optional and is included only when the **Billing Notes & Instructions** check box on the **Format** tab is selected.
Statement Date	Date of the updated statement that has an amount due. Only statements that have current charges will be included.
Statement Number	Statement Number of the updated statement that has an amount due.
Age	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.
Amount Billed	Amount billed for the updated statement that has an amount due.
Amount Paid	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.
% Paid	Percentage of Amount Billed that has been paid (Amount Paid divided by Amount Billed).
Amount Due	Amount Billed minus Amount Paid.
Unapplied Payments[1]	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.

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.

WIP	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.
Amount Due	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).
Total WIP + Due WIP plus Amount Due.	To-Date Billed 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.
Average Age	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.

Write Offs	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.

Payments 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.

Average Days Between Payments 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.

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.

Last Payment Date Date of the last payment.

Last Payment Amount Amount of the last payment.

Days Since Last Payment Number of days between the last payment and the report date.

[1] Not shown on the sample report.

Allocated Payments Report

Date: 11/28/2016

Tabs3 Detail Allocated Payments Report
Jensen, Martin & Anderson, P.C.

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Payments Allocated From 09/01/2016 Thru 09/30/2016

Pymt Date	Ref #	Stmt #	Pymt Amt	Allocated	Exp Tax	Expenses	Adv Tax	Advances	Fin Chg	Fee Tax	Fees
100.00M Phillips/Marcus											
1 MLJ RE: Real Estate Acquisition											
09/08/2016	ARCH	72	750.00F	750.00	0.00	0.00	0.00	0.00	0.00	28.84	721.16
									001 Michael L. Jensen		149.59
									002 Jennifer A. Martin		427.18
									003 Ronald P. Anderson		144.39
09/12/2016	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			
09/15/2016	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					
Subtotal			834.00	834.00	0.00	9.00	0.00	75.00	0.00	28.84	721.16
					Miscellaneous	2.90	Miscellaneous	4.69	001 Michael L. Jensen		149.59
					Phone	1.61	Filing Fees	23.44	002 Jennifer A. Martin		427.18
					Photocopies	4.49	Processor Fees	18.75	003 Ronald P. Anderson		144.39
							Witness Fees	28.12			
120.00M Berger/Randall											
1 MLJ RE: Real Estate Investment											
09/01/2016	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
09/07/2016	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
09/12/2016	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
09/23/2016	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
Subtotal			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								
Grand Totals			2,359.00	1,129.00	0.00	29.00	0.00	75.00	0.00	28.84	996.16
Allocated Out of Date Range:				907.25	Miscellaneous	22.90	Miscellaneous	4.69	001 Michael L. Jensen		149.59
Remaining Amount to Allocate:			322.75		Phone	1.61	Filing Fees	23.44	002 Jennifer A. Martin		427.18
Unallocated Payments:			325.00		Photocopies	4.49	Processor Fees	18.75	003 Ronald P. Anderson		219.39
Total Unallocated:			647.75				Witness Fees	28.12	004 Nicole Sampson		200.00

Task Folder ***Reports | Management Reports | Allocated Payments Report***

The Allocated Payments Report shows how payments were allocated to fees, expenses, advances, sales tax and finance charge. Only those payments that include allocated amounts are included in the body of the report. Amounts allocated to individual timekeepers and cost types are included on a Detail report. This report is based on the payment allocation date, which may or may not be the same as the payment transaction date, depending on when the payment was allocated.

The **Options** tab allows 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 can optionally include fee compensation amounts on the report.

Date: 11/28/2016

Tabs3 Summary Allocated Payments Report
Jensen, Martin & Anderson, P.C.

Page: 1

Payments Allocated From 09/01/2016 Thru 10/31/2016

Pymt Date	Ref #	Stmt #	Pymt Amt	Allocated	Exp Tax	Expenses	Adv Tax	Advances	Fin Chg	Fee Tax	Fees
100.00M Phillips/Marcus											
1 MLJ RE: Real Estate Acquisition											
09/08/2016	ARCH	72	750.00F	750.00	0.00	0.00	0.00	0.00	0.00	28.84	721.16
09/12/2016	ARCH	92	75.00A	75.00	0.00	0.00	0.00	75.00	0.00	0.00	0.00
09/15/2016	ARCH	92	9.00E	0.00	0.00	9.00	0.00	0.00	0.00	0.00	0.00
Subtotal			834.00	834.00	0.00	9.00	0.00	75.00	0.00	28.84	721.16
120.00M Berger/Randall											
1 MLJ RE: Real Estate Investment											
09/01/2016	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							
09/07/2016	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								
09/12/2016	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								
09/23/2016	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								
Subtotal			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								
Grand Totals			2,359.00	1,129.00	0.00	29.00	0.00	75.00	0.00	28.84	996.16
Allocated Out of Date Range:				907.25							
Remaining Amount to Allocate:			322.75								
Unallocated Payments:			325.00								
Total Unallocated:			647.75								

Definitions for Allocated Payments Report

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. This report is based on the payment allocation date, which may or may not be the same as the payment transaction date, depending on when the payment was allocated.

(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.[1]

Pymt Date The payment transaction date.

Ref # Reference number of the payment transactions. "ARCH" indicates the payment transaction has already been included on an updated statement.

Stmt # The number of the statement on which the payment was processed. "WIP" indicates the payment has not yet been included on an updated statement.

Pymt Amt 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").

Allocated The amount of the payment that is allocated. An asterisk following this amount indicates the payment was manually allocated.

Exp Tax The amount of the payment allocated to expense tax.

Expenses The amount of the payment allocated to expenses.

Adv Tax The amount of the payment allocated to advance tax.

Advances The amount of the payment allocated to advances.

Fin Chg The amount of the payment applied to finance charge.

Fee Tax The amount of the payment allocated to fee tax.

Fees	The amount of the payment allocated to fees.
Allocated Out of Date Range	Shows only when a portion of the payment has been allocated outside of the specified allocation date range.
Payment Adjustments	Shows only when amounts have been refunded.[1]
Remaining Amount to Allocate	Shows only when a portion of the payment included in the body of the report has unallocated amounts.
Unallocated Payments	Shows only when there are unallocated payments for a client that is included on the report. Only those clients with allocated amounts will be included on this report. Includes all unallocated payments for those clients regardless of the specified allocation date range. Consists of payments that have no allocated amounts as well as portions of payments not on the report that are unallocated.
Total Unallocated	The sum of the **Remaining Amount to Allocate** and the **Unallocated Payments**.
Progress Paid	Shows only when there are payments allocated to progress fees. Includes all payments allocated to progress fees within the specified allocation date range.[1]

[1] Not shown on the sample report.

Unallocated Payments Report

Date: 11/28/2016 | **Tabs3 Unallocated Payments Report** | Page: 1
Jensen, Martin & Anderson, P.C.

	Pymt Date	Ref #	Stmt #	Pymt Amt	Allocated	Unallocated
101.00M Williams/John						
2 PAM RE: State v. Williams	10/31/2016	6	WIP	1,617.65	923.40	694.25
415.00M MegaConstruction Corporation						
3 RPA RE: Corporate Merger - Megabuilders and BuilderCorp	11/28/2016	13	WIP	30,000.00	20,929.26	9,070.74
Grand Totals				31,617.65	21,852.66	9,764.99

Task Folder ***Reports | Management Reports | 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 **Options** tab includes parameters that enable you to limit what date range of unallocated payments to include.

Definitions for Unallocated Payments Report

Date (heading) Used for reference only and has no bearing on the report.

(client) 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.[1]

Pymt Date Date of the payment transaction.

Ref # 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.

Stmt # 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 **Status** field has been changed to "H - Hold".[1]

Pymt Amt 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").

Allocated 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.

Unallocated The amount of the payment that is unallocated.

Payment Adjustments Shows only when amounts have been refunded.[1]

[1] Not shown on the sample report.

Client Funds Report

Date: 11/30/2016 | **Tabs3 Client Funds Report** | Page: 1
Jensen, Martin & Anderson, P.C.

Date	Type	Description		Amount	Balance
900.00 Sherman/Natalie K.					
Divorce					
			Opening Fund Balance:		0.00
11/03/2016	Credit Card	Initial Deposit.		5,000.00	5,000.00
11/10/2016	Withdrawal	Payment to Alberts Investigations.		100.00	4,900.00
11/17/2016	Manual Fee Payment	Payment for outstanding fees.		1,015.00	3,885.00
11/17/2016	Manual WIP Payment	Payment for current work.		2,000.00	1,885.00
11/28/2016	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	
			Closing Fund Balance:		735.00
			Current Fund Balance:		1,000.00
			Discrepancy:		-265.00
850.01 White/Kelly					
Divorce					
			Opening Fund Balance:		0.00
	Retainer Amount:	500.00			
	Amount to Bill:	500.00			
	One Time				
			Closing Fund Balance:		0.00
			Total Credit Cards:	5,000.00	
			Total Deposits:	0.00	
			Total Payments:	4,165.00	
			Total Withdrawals:	100.00	
			Total Fund Balance:		735.00

Date: 11/28/2016 | **Tabs3 Client Funds Report** | Page: 1
Jensen, Martin & Anderson, P.C.

Client	Name and Work Description	Fund Balance
900.00	Sherman/Natalie K. Divorce	735.00
850.01	White/Kelly Divorce	0.00
	Total Fund Balance:	735.00

Task Folder ***Reports | Client Reports | 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 **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 for Client Funds Report

Date (heading) Used for reference only.

(client)	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.[1]
Opening Fund Balance	This figure is a calculated amount: Closing Balance + Payments + Withdrawals - Deposits = Opening Balance.
Date	Transaction date.
Type	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.[1]
Description	Transaction description.
Amount	Transaction amount.
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.
Current Fund Balance (Detail Report)	The Fund Balance from the **A/R & Fund Balances** tab of the Client file. This figure is only displayed if the Current Fund Balance differs from the Closing Fund Balance. To correct a discrepancy, run the Data File Integrity Check (DFIC) without the **Read Only** check box selected. Running the DFIC in this scenario will report an error 186. For more information, see Knowledge Base Article **R11658**, "DFIC Error 186 - Balance Mismatch".
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.

[1] Not shown on the sample report.

Client Productivity Report

Date: 11/28/2016 **Tabs3 Client Productivity Report** Page: 1
Jensen, Martin & Anderson, P.C.

Thru 11/28/2016

	Hours	Fees	Exps	Advs	Total	Write-Up	Write-Dn	Rate
100.00 M Dawson/Charles L.								
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
101.00 M Barrett/Karen								
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			
102.00 M Richardson/Harold								
Manage personal finances								
1 RJB	18.30	3,431.00	81.50	0.00	3,512.50	0.00	0.00	187.49
200.01 M Jefferson Insurance Co.								
Automobile Accident								
1 RJB	9.50	2,275.00	15.00	90.00	2,380.00	162.50	0.00	239.47
200.02 C Jefferson Insurance Co.								
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			
200.03 M Jefferson Insurance Co.								
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
200 Jefferson Insurance Co.								
	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
300.00 Q McBride/John								
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
350.00 M Carter/Arthur J.								
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
Totals								
	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: 11/28/2016 **Tabs3 Client Productivity Report** Page: 1
Jensen, Martin & Anderson, P.C.

	Hours	Fees	Exps	Advs	Total	Write-Up	Write-Dn	Rate
101.00 M Barrett/Karen								
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
350.00 M Carter/Arthur J.								
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
Totals								
	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.

Task Folder ***Reports | Productivity Reports | Client Productivity***

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 **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 for Client Productivity Report

Date Used for work-in-process aging.

Date Range[1] Only updated statements within the selected date range will be included on this report.

(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.[1]

(timekeeper) Primary timekeeper number and initials are shown below the Client ID if the report is not printed in timekeeper order.

Hours / Fees / Exps / Advs Total billed hours, fees, expenses, and advances for the client. WIP amounts are *not* included. Write-ups/write-downs are included. Progress fees are not included in the Fees figure—they are noted in the Progress Billed figure.

Totals Fees + Expenses + Advances. Write-ups and write-downs are included in the fee, expenses and advance figures.

Write-Up 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.

Write-Down	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.
Rate	Total fees divided by total hours.
Write Off	Amount of fees, expenses and advances written off by the Write Off Client program.
Write Off Rate	Total fees less fee write off divided by total hours.
NB:	Non-billable Hours, Fees, Expenses, Advances, and Total (Fees + Exps + Advs). This line prints only if non-billable hours or amounts were billed.
WIP	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.
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.

[1] Not shown on the sample report.

Client Ledger Report

Date: 11/28/2016

Tabs3 Client Ledger Report
Jensen, Martin & Anderson, P.C.

Page: 1

From 08/01/2016 Thru 11/28/2016

	Date	Ref #	Stmt #	Fee Amount	Hours	Expense Amount	Advance Amount	Payment Amount	Apply to Stmt #	Bill Total	Balance Due
100.00M Dawson/Charles L.		**Balance Forward:**									650.00
RE: Settlement of Grandfather's Estate											
	08/15/2016	1	425	900.00	4.50	6.25				906.25	1,556.25
	09/15/2016	3	478					443.75R			1,112.50
	09/29/2016	8	490					-75.00R			1,187.50
	09/29/2016	2	478					380.00R			807.50
	10/03/2016	6	490					300.00F			507.50
	10/03/2016	12	490					-300.00F			807.50
	10/17/2016	4	478	750.00	5.50	43.75				823.75	1,631.25
	10/17/2016	5	490					75.00R			1,556.25
	11/03/2016	WIP						75.00E			1,481.25
	11/14/2016	7	490	600.00	4.00					624.00	2,105.25
	Subtotal			2,250.00	14.00	50.00		898.75		2,354.00	2,105.25
101.00M Barrett/Karen											
RE: Apartment Management											
	09/22/2016	1	391					587.67R			-587.67
	10/17/2016	2	391	1,865.00	11.00	43.88				2,006.89	1,419.22
Write Off:	10/31/2016	5		500.00					391	-500.00	919.22
	11/14/2016	3	473							14.46	933.68
	Subtotal			1,865.00	11.00	43.88		587.67		2,021.35	933.68
	Write Off:			500.00						-500.00	
300.00Q McBride/John											
RE: Management of Estate Trust											
	09/29/2016	13	491					-500.00R			500.00
	10/06/2016	1	449					208.00R			292.00
	10/17/2016	5	488	2,250.00	9.00					2,340.00	2,632.00
	10/24/2016	6	491					500.00R			2,132.00
	11/07/2016	8	495					500.00R			1,632.00
	11/07/2016	WIP						1,000.00R			632.00
	11/14/2016	7	491	1,000.00P						1,040.00	1,672.00
	Subtotal			2,250.00	9.00			1,708.00		2,380.00	1,672.00
	Progress Billed:			1,000.00						1,000.00	
	Total	**Balance Forward:**									650.00
				6,365.00	34.00	93.88		3,194.42		6,755.35	4,710.93
	Write Off:			500.00						-500.00	
	Progress Billed:			1,000.00						1,000.00	

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Tabs3 Client Ledger Report
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From 08/01/2016 Thru 11/28/2016

	Date	Ref #	Stmt #	Timekeeper	Fee Amount	Expense Type	Expense Amount	Advance Type	Advance Amount	Payment Amount	Bill Total
100.00M Dawson/Charles L.											
RE: Settlement of Grandfather's Estate											
	08/15/2016	1	425		900.00		6.25				906.25
	09/15/2016	3	478							443.75R	
	09/29/2016	8	490							-75.00R	
	09/29/2016	2	478							380.00R	
	10/03/2016	6	490							300.00F	
	10/03/2016	12	490							-300.00F	
	10/17/2016	4	478		750.00		43.75				823.75
				1 RJB:	300.00	0 Miscellaneous	43.75				
				5 JPP:	450.00						
	10/17/2016	5	490							75.00R	
	11/02/2016	WIP								75.00E	
	11/15/2016	7	490		600.00						624.00
				5 JPP:	600.00						
	Subtotal				2,250.00		50.00			898.75	2,354.00

Date: 11/28/2016 **Tabs3 Client Ledger Report** Page: 1
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From 08/01/2016 Thru 11/28/2016

	Date	Stmt #	Timekeeper	Fee Amount	Hours	Expense Type	Expense Amount	Advance Type	Advance Amount	Finance Charge	Payment Amount	Apply to Stmt #	Bill Total	Balance Due
121.01M Phillips/Marcus		**Balance Forward:**												267.00
RE: Real Estate Acquisition														
	08/23/2016	7587									267.00R			0.00
	08/28/2016	7587		167.50	1.25		2.90						170.40	170.40
			1 MLJ:	120.00		0 Miscellaneous	2.90							
			3 RPA:	47.50										
	09/27/2016	7591		1,267.50	8.00		132.03		35.00				1,434.53	1,604.93
			1 MLJ:	445.00		0 Miscellaneous	104.15	1 Filing Fees	15.00					
			2 PAM:	62.50		1 Phone	12.88	2 Processor Fees	20.00					
			3 RPA:	760.00		2 Photocopies/Faxes	15.00							
	09/27/2016	7591									167.50R			1,437.43
	10/28/2016	7595		4,254.10	20.83		52.25		200.00				4,506.35	5,943.78
			1 MLJ:	1,606.60		0 Miscellaneous	24.75	0 Miscellaneous	15.00					
			2 PAM:	2,375.00		1 Phone	27.50	1 Filing Fees	75.00					
			3 RPA:	237.50				2 Processor Fees	110.00					
			5 KIM:	35.00										
	10/28/2016	7595									269.93R			5,673.85
	11/09/2016	7613									5,000.00R			673.85
	11/28/2016	7613		2,425.00	8.50								2,425.00	3,098.85
			1 MLJ:	2,425.00										
	Subtotal			8,114.10	38.58		187.18		235.00		5,704.43		8,536.28	3,098.85
			1 MLJ:	4,596.60		0 Miscellaneous	131.80	0 Miscellaneous	15.00					
			2 PAM:	2,437.50		1 Phone	40.38	1 Filing Fees	90.00					
			3 RPA:	1,045.00		2 Photocopies/Faxes	15.00	2 Processor Fees	130.00					
			5 KIM:	35.00										
	Total	**Balance Forward:**												267.00
				8,114.10	38.58		187.18		235.00		5,704.43		8,536.28	3,098.85
			1 MLJ:	4,596.60		0 Miscellaneous	131.80	0 Miscellaneous	15.00					
			2 PAM:	2,437.50		1 Phone	40.38	1 Filing Fees	90.00					
			3 RPA:	1,045.00		2 Photocopies/Faxes	15.00	2 Processor Fees	130.00					
			5 KIM:	35.00										

Task Folder ***Reports | Management Reports | 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 on the detail reports. A report showing only write offs can be generated.

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 for Client Ledger Report

Date (heading) Used for reference only.

date range (heading) 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).

(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.[1]

Balance Forward This amount is shown if the client had a balance due prior to the beginning date selected for the report.

Date Statement/payment date.

Ref # Optional column. Client Ledger reference number. "WIP" indicates the payment is still in work-in-process.

Stmt # Optional column. Statement number.

Fee Amount, Expense Amount, Advance Amount, Finance Charge, Fee Tax, Expense Tax, Advance Tax 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.

P	A "P" following a fee amount represents a progress billing amount (Type 6).
Hours	Optional column. The total number of Hours to Bill for fees on each statement.
Payment Amount	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.
Apply to Stmt #	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.
Bill Total	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.
Balance Due	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.
Non-billable	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.
Write-Up[1] **Write-Down**	Including the optional Non-billable information will also include a **Write-Up** or **Write-Down** 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.
Write Off	Write off. Write off amounts are included based on the write off transaction date.
Billed Timekeeper & Cost Type Information	Optional detailed billed information. Selecting the **Detail Information for each Statement** check box on the Options tab shows the amounts billed by timekeeper and Cost Type.
Total	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.
Progress	Total progress billings on the report.

[1] Not shown on the sample report.

Receipt Allocation Report

Date: 11/28/2016

Tabs3 Detail Receipt Allocation Report
Jensen, Martin & Anderson, P.C.

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		10/01/2016 to 10/31/2016				09/01/2016 to 09/30/2016											
		Billed Hours	Billed Amount	Receipts	Effect. Rate	Billed Hours	Diff.	% Chg.	Billed Amount	Diff.	% Chg.	Receipts	Diff.	% Chg.	Effect. Rate	Diff.	% Chg.
100.00 M Phillips/Marcus																	
Real Estate Acquisition																	
1	Michael L. Jensen	39.60	5,447.00	6,168.19	132.92	51.25	-11.65	-22.73%	6,827.50	-1,380.50	-20.00%	6,477.11	-308.92	-5.00%	125.97	6.95	5.52%
2	Jennifer A. Martin	33.25	8,312.50	9,305.99	243.73	39.25	-6.00	-15.29%	7,443.75	868.75	12.00%	7,308.48	1,997.51	27.00%	189.65	54.08	28.52%
3	Ronald P. Anderson	20.00	3,667.50	4,957.00	175.46	34.00	-14.00	-41.18%	6,460.00	-2,792.50	-43.00%	5,889.75	-932.75	-16.00%	190.00	-14.54	-7.65%
Total Fees		92.85	17,427.00	20,431.18	181.77	124.50	-31.65	-25.42%	20,731.25	-3,304.25	-16.00%	19,675.34	755.84	4.00%	163.53	18.24	11.15%
0	Miscellaneous		24.75	48.20					82.30	-57.55	-70.00%	82.30	-34.10	-41.00%			
1	Phone		13.75	36.48					147.88	-134.13	-91.00%	72.88	-36.40	-50.00%			
2	Photocopies		38.40	22.42					167.40	-129.00	-77.00%	18.00	4.42	25.00%			
Total Expenses			76.90	107.10					397.58	-320.68	-81.00%	173.18	-66.08	-38.00%			
0	Miscellaneous		15.00	189.10					25.00	-10.00	-40.00%	25.00	164.10	656.00%			
1	Filing Fees		75.00	75.00					230.00	-155.00	-67.00%	105.00	-30.00	-29.00%			
2	Processor Fees		60.00	115.58					110.00	-50.00	-45.00%	20.00	95.58	478.00%			
3	Outside Services		90.00	495.98					0.00	90.00	0.00%	0.00	495.98	0.00%			
Total Advances			240.00	875.66					365.00	-125.00	-34.00%	150.00	725.66	484.00%			
Fee Tax			642.08	0.00					724.25	-82.17	-11.00%	0.00	0.00	0.00%			
Totals		92.85	18,385.98	21,413.94	181.77	124.50	-31.65	-25.42%	22,218.08	-3,832.10	-17.00%	19,998.52	1,415.42	7.00%	163.53	18.24	11.15%
101.00 M Williams/John																	
State v. Williams																	
1	Michael L. Jensen	15.75	3,937.50	6,047.29	250.00	14.25	1.50	10.53%	3,562.50	375.00	11.00%	2,202.71	3,844.58	175.00%	250.00	0.00	0.00%
2	Jennifer A. Martin	11.25	2,531.25	7,669.16	225.00	4.00	7.25	181.25%	900.00	1,631.25	181.00%	1,162.09	6,507.07	560.00%	225.00	0.00	0.00%
3	Ronald P. Anderson	11.25	1,800.00	24,609.50	160.00	0.00	11.25	0.00%	0.00	1,800.00	0.00%	750.50	23,859.00	3179.00%	0.00	160.00	0.00%
Total Fees		38.25	8,268.75	38,325.95	216.18	18.25	20.00	109.59%	4,462.50	3,806.25	85.00%	4,115.30	34,210.65	831.00%	244.52	-28.34	-11.59%
0	Miscellaneous		0.00	87.16					58.15	-58.15	-100.00%	1.25	85.91	6873.00%			
1	Phone		0.00	75.78					30.55	-30.55	-100.00%	0.00	75.78	0.00%			
2	Photocopies		37.35	53.60					16.25	21.10	130.00%	0.00	53.60	0.00%			
Total Expenses			37.35	216.54					104.95	-67.60	-64.00%	1.25	215.29	17223.00%			
0	Miscellaneous		0.00	253.00					253.00	-253.00	-100.00%	4.00	249.00	6225.00%			
1	Filing Fees		75.00	150.00					0.00	75.00	0.00%	0.00	150.00	0.00%			
2	Processor Fees		14.50	14.50					0.00	14.50	0.00%	0.00	14.50	0.00%			
4	Medical Records		0.00	150.00					0.00	0.00	0.00%	0.00	150.00	0.00%			
Total Advances			89.50	567.50					253.00	-163.50	-65.00%	4.00	563.50	14088.00%			
Totals		38.25	8,395.60	39,109.99	216.18	18.25	20.00	109.59%	4,820.45	3,575.15	74.00%	4,120.55	34,989.44	849.00%	244.52	-28.34	-11.59%
Unallocated Payments				217.76													
GRAND TOTALS																	
1	Michael L. Jensen	55.35	9,384.50	12,215.48	166.24	65.50	-10.15	-15.50%	10,390.00	-1,005.50	-10.00%	8,679.82	3,535.66	41.00%	152.96	13.28	8.68%
2	Jennifer A. Martin	44.50	10,843.75	16,975.15	239.00	43.25	1.25	2.89%	8,343.75	2,500.00	30.00%	8,470.57	8,504.58	100.00%	192.92	46.08	23.89%
3	Ronald P. Anderson	31.25	5,467.50	29,566.50	169.89	34.00	-2.75	-8.09%	6,460.00	-992.50	-15.00%	6,640.25	22,926.25	345.00%	190.00	-20.11	-10.58%
Total Fees		131.10	25,695.75	58,757.13	191.81	142.75	-11.65	-8.16%	25,193.75	502.00	2.00%	23,790.64	34,966.49	147.00%	173.89	17.92	10.31%
0	Miscellaneous		24.75	135.36					140.45	-115.70	-82.00%	83.55	51.81	62.00%			
1	Phone		13.75	112.26					178.43	-164.68	-92.00%	72.88	39.38	54.00%			
2	Photocopies		75.75	76.02					183.65	-107.90	-59.00%	18.00	58.02	322.00%			
Total Expenses			114.25	323.64					502.53	-388.28	-77.00%	174.43	149.21	86.00%			
0	Miscellaneous		15.00	442.10					278.00	-263.00	-95.00%	29.00	413.10	1424.00%			
1	Filing Fees		150.00	225.00					230.00	-80.00	-35.00%	105.00	120.00	114.00%			
2	Processor Fees		74.50	130.08					110.00	-35.50	-32.00%	20.00	110.08	550.00%			
3	Outside Services		90.00	495.98					0.00	90.00	0.00%	0.00	495.98	0.00%			
4	Medical Records		0.00	150.00					0.00	0.00	0.00%	0.00	150.00	0.00%			
Total Advances			329.50	1,443.16					618.00	-288.50	-47.00%	154.00	1,289.16	837.00%			
Fee Tax			642.08	0.00					724.25	-82.17	-11.00%	0.00	0.00	0.00%			
Totals		131.10	26,781.58	60,523.93	191.81	142.75	-11.65	-8.16%	27,038.53	-256.95	-1.00%	24,119.07	36,404.86	151.00%	173.89	17.92	10.31%
Unallocated Payments				217.76													

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Tabs3 Summary Receipt Allocation Report

Jensen, Martin & Anderson, P.C.

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	10/01/2016 to 10/31/2016				07/01/2016 to 09/30/2016				
	Billed Hours	Billed Amount	Write Offs	Receipts	Billed Hours	Billed Amount	Write Offs	Receipts	Current Amount Due
100.00 M Phillips/Marcus									
Real Estate Acquisition									
Total Fees	92.85	17,427.00	550.00	20,431.18	146.63	24,426.87	371.39	19,675.34	9,244.06
Total Expenses		76.90	75.00	107.10		459.78	0.00	173.18	150.15
Total Advances		240.00	58.00	875.66		495.58	0.00	150.00	232.00
Fee Tax		642.08	0.00	0.00		791.30	7.13	0.00	391.76
Totals	92.85	18,385.98	683.00	21,413.94	146.63	26,173.53	378.52	19,998.52	10,017.97
251.00 M Stevenson/Thomas									
Divorce									
Total Fees	0.01	2.49	125.75	2.49	355.72	72,360.00	0.00	68,289.75	18,667.24
Total Expenses		0.00	0.00	0.00		217.34	0.00	217.34	217.34
Total Advances		0.00	0.00	0.00		304.91	0.00	304.91	304.91
Totals	0.01	2.49	125.75	2.49	355.72	72,882.25	0.00	68,812.00	19,189.49
253.00 M Jones/Steven									
General Litigation									
Total Expenses		70.21	0.00	53.15		53.15	0.00	0.00	70.21
Total Advances		160.00	0.00	238.70		238.70	0.00	0.00	160.00
Totals	0.00	230.21	0.00	291.85	0.00	291.85	0.00	0.00	230.21
Progress Billing		4,324.25				1,506.25			6,060.71
GRAND TOTALS									
Total Fees	92.86	17,429.49	675.75	20,433.67	502.35	96,786.87	371.39	87,965.09	27,911.30
Total Expenses		147.11	75.00	160.25		730.27	0.00	390.52	437.70
Total Advances		400.00	58.00	1,114.36		1,039.19	0.00	454.91	696.91
Fee Tax		642.08	0.00	0.00		791.30	7.13	0.00	391.76
Totals	92.86	18,618.68	808.75	21,708.28	502.35	99,347.63	378.52	88,810.52	29,437.67
Progress Billing		4,324.25				1,506.25			35,268.17

Date: 11/28/2016

Tabs3 Detail Receipt Allocation Report
Jensen, Martin & Anderson, P.C.

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	10/01/2016 to 10/31/2016				01/01/2016 to 10/31/2016				
	Billed Hours	Billed Amount	Write Offs	Receipts	Billed Hours	Billed Amount	Write Offs	Receipts	Current Amount Due
100.00 M Phillips/Marcus									
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	
Total Fees	92.85	17,427.00	550.00	20,431.18	2,897.73	626,441.37	921.39	131,497.96	9,244.06
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
Total Expenses		76.90	75.00	107.10		2,794.88	75.00	912.73	150.15
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
Total Advances		240.00	58.00	875.66		2,480.03	58.00	1,346.11	232.00
Fee Tax		642.08	0.00	0.00		24,816.88	7.13	0.00	391.76
Totals	92.85	18,385.98	683.00	21,413.94	2,897.73	656,533.16	1,061.52	133,756.80	10,017.97
GRAND TOTALS									
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	
Total Fees	92.85	17,427.00	550.00	20,431.18	2,897.73	626,441.37	921.39	131,497.96	9,244.06
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
Total Expenses		76.90	75.00	107.10		2,794.88	75.00	912.73	150.15
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
Total Advances		240.00	58.00	875.66		2,480.03	58.00	1,346.11	232.00
Fee Tax		642.08	0.00	0.00		24,816.88	7.13	0.00	391.76
Totals	92.85	18,385.98	683.00	21,413.94	2,897.73	656,533.16	1,061.52	133,756.80	10,017.97

Task Folder ***Reports | Management Reports | Receipt Allocation Report***

The reports shown on pages 129 through 131 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 **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 for Receipt Allocation Report

Date (heading) Used for reference only.

Sorted by (heading) Displays the Secondary sort order unless Client ID or Name Search is selected.

(Date Range) 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.

(Timekeeper) 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.

Billed Hours The fee hours billed during the period.

Billed Amount The fee, expense or advance amount billed during the period.

Write Offs	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.
Receipts	Payments allocated during the period.
Effect Rate	The effective rate for the specified period. (Billed Amount - Write Offs) / Billed Hours.
Diff.	The difference between the two date ranges. Can be shown for Billed Hours, Billed Amounts, Write Offs, Receipts, and Effective Rates.
% Chg.	Displays the percentage of change between the two date ranges. Can be included for Billed Hours, Billed Amounts, Write Offs, Receipts, and Effective Rates.
Current Amount Due	The **Current Amount Due** 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). If the **Print Unallocated Payments** 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. If the client is a **Progress Billing client**, 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.
Other Payments[1]	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.
Unallocated Payments	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. *(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.)* See also the explanation of **Current Amount Due** above.
Progress Billing	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 **Current Amount Due** above.
Total Primary, Total Secondary, Total Originating	Total allocations for all primary timekeepers, secondary timekeepers and originating timekeepers.
Uncollected[1]	The Uncollected column is a calculated amount: Billed Amount minus Write Offs minus Receipts.

[1] Not shown on the sample reports.

Client Analysis Report

Date: 11/28/2016 **Tabs3 Client Analysis Report** Page: 1

August 2016 Thru October 2016

	Non-Bill Hours	Non-Bill Amount	Billed Hours	Original Hours	Hours Diff.	Hours Ratio	Billed Rate	Fees Billed	Write-Up/ Down	Courtesy Discount
101.00M Williams/John										
State v. Williams										
August	0.30	75.00	1.25	1.25	0.00	100.00%	160.00	200.00	0.00	0.00
September	0.00	0.00	2.75	2.75	0.00	100.00%	250.00	687.50	0.00	0.00
October	0.50	112.50	14.55	14.55	0.00	100.00%	210.14	3,057.50	0.00	0.00
Subtotal	0.80	187.50	18.55	18.55	0.00	100.00%	212.67	3,945.00	0.00	0.00
121.01M Phillips/Marcus										
Real Estate Acquisition										
August	0.00	0.00	1.25	1.25	0.00	100.00%	134.00	167.50	0.00	0.00
September	0.00	0.00	8.00	8.00	0.00	100.00%	158.44	1,267.50	-37.50	0.00
October	1.00	272.50	20.83	20.83	0.00	100.00%	240.04	5,000.00	208.40	0.00
Subtotal	1.00	272.50	30.08	30.08	0.00	100.00%	213.93	6,435.00	170.90	0.00
200.01M Peterson Insurance Co.										
General Legal Counsel										
August	1.00	150.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
September	0.00	0.00	8.05	8.05	0.00	100.00%	179.04	1,441.25	0.00	0.00
October	0.20	50.00	7.55	7.55	0.00	100.00%	200.89	1,516.75	0.00	0.00
Subtotal	1.20	200.00	15.60	15.60	0.00	100.00%	189.62	2,958.00	0.00	0.00
200.02M Peterson Insurance Co.										
Maintenance of Insurance Policies										
August	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
September	0.00	0.00	1.30	1.30	0.00	100.00%	70.00	91.00	0.00	0.00
October	0.00	0.00	9.10	9.10	0.00	100.00%	174.12	1,584.50	0.00	0.00
Subtotal	0.00	0.00	10.40	10.40	0.00	100.00%	161.11	1,675.50	0.00	0.00
200 Peterson Insurance Co.										
August	1.00	150.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
September	0.00	0.00	9.35	9.35	0.00	100.00%	163.88	1,532.25	0.00	0.00
October	0.20	50.00	16.65	16.65	0.00	100.00%	186.26	3,101.25	0.00	0.00
Subtotal	1.20	200.00	26.00	26.00	0.00	100.00%	178.21	4,633.50	0.00	0.00
GRAND TOTALS										
August	1.30	225.00	2.50	2.50	0.00	100.00%	147.00	367.50	0.00	0.00
September	0.00	0.00	20.10	20.10	0.00	100.00%	173.50	3,487.25	-37.50	0.00
October	1.70	435.00	52.03	52.03	0.00	100.00%	214.47	11,158.75	208.40	0.00
Totals	3.00	660.00	74.63	74.63	0.00	100.00%	201.17	15,013.50	170.90	0.00

Date: 11/28/2016 **Tabs3 Client Analysis Report** Page: 1

August 2016 Thru October 2016

	Billed Hours	Billed Rate	Fees Billed	Expenses Billed	Advances Billed	Total Billed	Payments	Payment Ratio	Effect. Rate
101.00M Williams/John									
State v. Williams									
August	1.25	160.00	200.00	0.00	0.00	200.00	0.00		
September	2.75	250.00	687.50	35.90	0.00	723.40	0.00		
October	14.55	210.14	3,057.50	38.60	51.50	3,147.60	1,617.65		
Subtotal	18.55	212.67	3,945.00	74.50	51.50	4,071.00	1,617.65	40.00%	212.67
121.01M Phillips/Marcus									
Real Estate Acquisition									
August	1.25	134.00	167.50	2.90	0.00	170.40	267.00		
September	8.00	158.44	1,267.50	132.03	35.00	1,434.53	167.50		
October	20.83	240.04	5,000.00	52.25	200.00	5,252.25	269.93		
Subtotal	30.08	213.93	6,435.00	187.18	235.00	6,857.18	704.43	10.00%	213.93
200.01M Peterson Insurance Co.									
General Legal Counsel									
August	0.00	0.00	0.00	0.66	0.00	0.66	0.00		
September	8.05	179.04	1,441.25	28.25	25.00	1,494.50	0.00		
October	7.55	200.89	1,516.75	34.44	0.00	1,551.19	275.00		
Subtotal	15.60	189.62	2,958.00	63.35	25.00	3,046.35	275.00	9.00%	189.62
200.02M Peterson Insurance Co.									
Maintenance of Insurance Policies									
August	0.00	0.00	0.00	0.00	75.00	75.00	0.00		
September	1.30	70.00	91.00	0.00	40.00	131.00	0.00		
October	9.10	174.12	1,584.50	215.25	150.00	1,949.75	0.00		
Subtotal	10.40	161.11	1,675.50	215.25	265.00	2,155.75	0.00	0.00%	161.11
200 Peterson Insurance Co.									
August	0.00	0.00	0.00	0.66	75.00	75.66	0.00		
September	9.35	163.88	1,532.25	28.25	65.00	1,625.50	0.00		
October	16.65	186.26	3,101.25	249.69	150.00	3,500.94	275.00		
Subtotal	26.00	178.21	4,633.50	278.60	290.00	5,202.10	275.00	5.00%	178.21
GRAND TOTALS									
August	2.50	147.00	367.50	3.56	75.00	446.06	267.00		
September	20.10	173.50	3,487.25	196.18	100.00	3,783.43	167.50		
October	52.03	214.47	11,158.75	340.54	401.50	11,900.79	2,162.58		
Totals	74.63	201.17	15,013.50	540.28	576.50	16,130.28	2,597.08	16.00%	201.17

Task Folder ***Reports | Productivity Reports | 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 **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 for Client Analysis Report

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.[1]

(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.
Original Hours	Total hours worked for transactions billed during the specified time frame. Any write-up/write-down of hours will not affect this figure.
Hours Diff	Billed Hours minus Original Hours.
Hours Ratio	Billed Hours divided by Original Hours
Billed Rate	Hourly billing rate based on billed hours. Fees Billed divided by Billed Hours.
Fees Billed	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.
Expenses Billed	Total billable expenses billed during the specified time frame. Includes any Expense Tax amounts billed.
Advances Billed	Total billable advances billed during the specified time frame. Includes any Advance Tax amounts billed.
Total Billed	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.
Write-Up/Down	Total net write-up/down amount billed during the specified time frame. This amount includes write-up/down amounts for fees, expenses and advances.
Courtesy Discount	Total courtesy discount amount billed during the specified time frame. When **Include Write-Up/Down** is selected, the courtesy discount amount will be included in the Write-Up/Down column.
Write Offs	Total write offs during the specified time frame. Write off figures are accumulated based on the write off transaction date.
Payments	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.
Payment Ratio	Payments divided by Billed Amount.
Effective Rate	Hourly billing rate based on original hours. (Fees Billed minus Fee Write Offs) divided by Original Hours.

[1] Not shown on the sample report.

Client Realization Report

Date: 11/28/2016

Tabs3 Detail Client Realization Report
Jensen, Martin & Anderson, P.C.

Page: 1

	Original Hours	Billed Hours	Realization Rate	Original Value	Billed Amount	Billing Realization	Collection Amount	Collection Realization
100.00M Phillips/Marcus								
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					107.05		96.75	90.38%
1 Phone					86.63		80.91	93.40%
2 Photocopies					56.40		40.42	71.67%
Expenses					250.08		218.08	87.20%
0 Miscellaneous					40.00		40.00	100.00%
1 Filing Fees					180.00		180.00	100.00%
2 Processor Fees					80.00		80.00	100.00%
3 Witness Fees					90.00		90.00	100.00%
Advances					390.00		390.00	100.00%
Subtotal					44,598.01		38,021.67	85.25%
120.00M Berger/Randall								
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					646.25		570.44	88.27%
1 Phone					300.00		264.81	88.27%
Expenses					946.25		835.25	88.27%
0 Miscellaneous					12.00		12.00	100.00%
1 Filing Fees					150.00		150.00	100.00%
2 Processor Fees					65.00		65.00	100.00%
3 Witness Fees					80.00		80.00	100.00%
Advances					307.00		307.00	100.00%
Subtotal					6,890.75		1,142.25	16.58%
200.01M Peterson Insurance Co.								
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					21.34		21.34	100.00%
1 Phone					9.75		9.75	100.00%
2 Photocopies					9.30		9.30	100.00%
Expenses					40.39		40.39	100.00%
0 Miscellaneous					4.00		4.00	100.00%
1 Filing Fees					75.00		75.00	100.00%
2 Processor Fees					25.00		25.00	100.00%
Advances					104.00		104.00	100.00%
Subtotal					8,930.64		8,930.64	100.00%
TOTALS								
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					774.64		688.53	88.88%
1 Phone					396.38		355.47	89.68%
2 Photocopies					65.70		49.72	75.68%
Expenses					1,236.72		1,093.72	88.44%
0 Miscellaneous					56.00		56.00	100.00%
1 Filing Fees					405.00		405.00	100.00%
2 Processor Fees					170.00		170.00	100.00%
3 Witness Fees					170.00		170.00	100.00%
Advances					801.00		801.00	100.00%
Totals					60,419.40		48,094.56	79.60%

Date: 11/28/2016

Tabs3 Summary Client Realization Report
Jensen, Martin & Anderson, P.C.

Page: 1

		Original Hours	Billed Hours	Realization Rate	Original Value	Billed Amount	Billing Realization	Est. Hours Collected	Collection Amount	Collection Realization	Write Offs	Uncollected
100.00M Phillips/Marcus												
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
	Subtotal					44,627.11			38,021.67	85.20%	2,610.52	3,994.92
210.01M Peterson Insurance Co.												
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
	Subtotal					8,930.64			8,930.64	100.00%	0.00	0.00
TOTALS												
	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
	Totals					117,136.85			109,879.91	93.80%	3,262.02	3,994.92

Task Folder ***Reports | Management Reports | Client Realization Report***

Billing realization is the percentage of professional work performed that is billed to clients. The Client Realization Report 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, 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 includes only a separate line for total billed and collected amounts for fees, expenses, advances, and finance charge for each client.

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.

Definitions for Client Realization Report

Date (heading) Used for reference only.

(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.[1]

Original Hours Total hours worked for transactions billed and updated for the specified period. Any write-up/write-down of hours will not affect this figure.

Billed Hours 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.

Realization Rate Billed Amount divided by Original Hours.

Original Value Total billable amount billed and updated for the specified period prior to any write-up/write-down amounts.

Billed Amount 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.

Billing Realization The percentage of professional work performed that is actually billed to clients. Billed Amount divided by Original Value.

Est. Hours Collected Collection Realization multiplied by Billed Hours.

Collection Amount The total amount of payments applied to updated statements with a statement date within the specified period (i.e., not the payment transaction date).

Collection Realization The percentage of work billed and updated that is actually collected. Collection Amount divided by Billed Amount.

Write Offs 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).

Uncollected Billed Amount minus Collection Amount minus Write Offs.

[1] Not shown on the sample report.

Timekeeper Analysis Report

Date: 11/28/2016

Tabs3 Timekeeper Analysis Report
Jensen, Martin & Anderson, P.C.

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September 2016 Thru November 2016

	Billed Hours	Billed Amount	Write Offs	Fee Receipts	Effective Rate
001 Michael L. Jensen					
September	41.25	17,632.50	0.00	24,883.04	427.45
October	50.83	18,156.60	1,916.03	15,038.37	357.20
November	12.70	6,350.00	0.00	23,098.49	500.00
Subtotal	104.78	42,139.10	1,916.03	63,019.90	402.17
002 Paula Ann Martin					
September	40.75	17,736.25	0.00	27,067.12	435.25
October	37.30	13,692.50	1,525.54	19,917.00	367.09
November	10.25	4,612.50	0.00	21,411.13	450.00
Subtotal	88.30	36,041.25	1,525.54	68,395.25	408.17
003 Ronald P. Anderson					
September	20.00	7,310.00	0.00	5,411.98	365.50
October	8.25	1,296.25	0.00	5,312.04	157.12
November	0.00	0.00	0.00	4,710.44	0.00
Subtotal	28.25	8,606.25	0.00	15,434.46	304.65
GRAND TOTALS					
September	102.00	42,678.75	0.00	57,362.14	418.42
October	96.38	33,145.35	3,441.57	40,267.41	343.90
November	22.95	10,962.50	0.00	49,220.06	477.67
Totals	221.33	86,786.60	3,441.57	146,849.61	392.11

Date: 11/28/2016

Tabs3 Timekeeper Analysis Report by Month
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September 2016 Thru November 2016

	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
September													
001 Michael L. Jensen	41.25	41.25	0.00	100.00%	17,632.50	17,670.00	-37.50	99.79%	0.00	24,883.04	141.12%	427.45	427.45
002 Paula Ann Martin	40.75	40.75	0.00	100.00%	17,736.25	17,736.25	0.00	100.00%	0.00	27,067.12	152.61%	435.25	435.25
003 Ronald P. Anderson	20.00	20.00	0.00	100.00%	7,310.00	7,310.00	0.00	100.00%	0.00	5,411.98	74.04%	365.50	365.50
Subtotal	102.00	102.00	0.00	100.00%	42,678.75	42,716.25	-37.50	99.91%	0.00	57,362.14	134.40%	418.42	418.42
October													
001 Michael L. Jensen	50.83	50.83	0.00	100.00%	18,156.60	18,694.10	-537.50	97.12%	1,916.03	15,038.37	82.83%	357.20	357.20
002 Paula Ann Martin	37.30	37.30	0.00	100.00%	13,692.50	13,692.50	0.00	100.00%	1,525.54	19,917.00	145.46%	367.09	367.09
003 Ronald P. Anderson	8.25	8.25	0.00	100.00%	1,296.25	1,296.25	0.00	100.00%	0.00	5,312.04	409.80%	157.12	157.12
Subtotal	96.38	96.38	0.00	100.00%	33,145.35	33,682.85	-537.50	98.40%	3,441.57	40,267.41	121.49%	343.90	343.90
November													
001 Michael L. Jensen	12.70	12.70	0.00	100.00%	6,350.00	6,350.00	0.00	100.00%	0.00	23,098.49	363.76%	500.00	500.00
002 Paula Ann Martin	10.25	10.25	0.00	100.00%	4,612.50	4,612.50	0.00	100.00%	0.00	21,411.13	464.20%	450.00	450.00
003 Ronald P. Anderson	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	4,710.44	0.00%	0.00	0.00
Subtotal	22.95	22.95	0.00	100.00%	10,962.50	10,962.50	0.00	100.00%	0.00	49,220.06	448.99%	477.67	477.67
GRAND TOTALS													
001 Michael L. Jensen	104.78	104.78	0.00	100.00%	42,139.10	42,714.10	-575.00	98.65%	1,916.03	63,019.90	149.55%	402.17	402.17
002 Paula Ann Martin	88.30	88.30	0.00	100.00%	36,041.25	36,041.25	0.00	100.00%	1,525.54	68,395.25	189.77%	408.17	408.17
003 Ronald P. Anderson	28.25	28.25	0.00	100.00%	8,606.25	8,606.25	0.00	100.00%	0.00	15,434.46	179.34%	304.65	304.65
Totals	221.33	221.33	0.00	100.00%	86,786.60	87,361.60	-575.00	99.34%	3,441.57	146,849.61	169.21%	392.11	392.11

Task Folder ***Reports | Productivity Reports | 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 **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 for Timekeeper Analysis Report

Date (heading) Used for reference only.

Billed Hours Total billable hours billed and updated during the specified time frame. Billed figures are accumulated based on the statement date. *(Note: The Billed Hours includes the Write-Up Hours and Write-Down Hours.)*

Original Hours Total hours worked for transactions billed during the specified time frame. Any write-up/write-down of hours will not affect this figure.

Hours Difference Billed Hours minus Original Hours.

Hours Ratio Billed Hours divided by Original Hours.

Billed Amount 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.

Original Value A calculated amount for all transactions billed during the specified time frame based on Original Hours multiplied by Rate.

Amount Difference Billed Amount minus Original Value.

Amount Ratio Billed Amount divided by Original Value.

Write Offs Total write offs during the specified time frame. Write off figures are accumulated based on the write off transaction date.

Fee Receipts 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.

Receipts Ratio Fee Receipts divided by Billed Amount.

Billed Rate Hourly billing rate based on billed hours (Billed Amount divided by Billed Hours).

Effective Rate Hourly billing rate based on original hours (Billed Amount divided by Original Hours).

Timekeeper Realization Report

Date: 11/28/2016 **Tabs3 Timekeeper Realization Report** Page: 1
Jensen, Martin & Anderson, P.C.

July 1, 2016 thru September 30, 2016

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	74.25	74.25	454.58	33,790.00	33,752.50	99.89%	72.77	33,079.12	98.00%	0.00	673.38
2 Paula Ann Martin	86.00	86.00	440.68	37,898.75	37,898.75	100.00%	85.59	37,716.94	99.52%	0.00	181.81
3 Ronald P. Anderson	27.50	27.50	373.00	10,257.50	10,257.50	100.00%	26.98	10,065.10	98.12%	0.00	192.40
4 Robert O. Burns	35.25	35.25	750.00	26,437.50	26,437.50	100.00%	35.25	26,437.50	100.00%	0.00	0.00
5 Kendra I. Michaels	11.25	11.25	350.00	3,937.50	3,937.50	100.00%	11.25	3,937.50	100.00%	0.00	0.00
Totals	234.25	234.25	479.33	112,321.25	112,283.75	99.97%	232.06	111,236.16	99.07%	0.00	1,047.59

Date: 11/28/2016 **Tabs3 Timekeeper Realization Report** Page: 1
Jensen, Martin & Anderson, P.C.

July 1, 2016 thru September 30, 2016

Timekeeper	Original Hours	Billed Hours	Realization Rate	Original Value	Billed Amount	Billing Realization	Collection Amount	Collection Realization
1 Michael L. Jensen	74.25	74.25	454.58	33,790.00	33,752.50	99.89%	33,079.12	98.00%
2 Paula Ann Martin	86.00	86.00	440.68	37,898.75	37,898.75	100.00%	37,716.94	99.52%
3 Ronald P. Anderson	27.50	27.50	373.00	10,257.50	10,257.50	100.00%	10,065.10	98.12%
4 Robert O. Burns	35.25	35.25	750.00	26,437.50	26,437.50	100.00%	26,437.50	100.00%
5 Kendra I. Michaels	11.25	11.25	350.00	3,937.50	3,937.50	100.00%	3,937.50	100.00%
Totals	234.25	234.25	479.33	112,321.25	112,283.75	99.97%	111,236.16	99.07%

Task Folder ***Reports | Management Reports | 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 **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 for Timekeeper Realization Report

Date (heading) Used for reference only.

(date range) 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.

(timekeeper) Working timekeeper number and name.

Original Hours Total hours worked for transactions billed and updated for the specified period. Any write-up/write-down of hours will not affect this figure.

Billed Hours 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.

Realization Rate Billed Amount divided by Original Hours.

Original Value Total billable amount billed and updated for the specified period prior to any write-up/write-down amounts.

Billed Amount	Total billable fees billed and updated for the specified period including write-ups, write-downs, and courtesy discount amounts. Progress billed fee transactions (i.e., Type 6 transactions) are not included in this amount.
Billing Realization	The percentage of professional work performed that is actually billed to clients. Billed Amount divided by Original Value.
Est. Hours Collected	Collection Realization multiplied by Billed Hours.
Collection Amount	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).
Collection Realization	The percentage of work billed and updated that is actually collected. Collection Amount divided by Billed Amount.
Write Offs	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).
Uncollected	Billed Amount minus Collection Amount minus Write Offs.

Timekeeper Productivity Report

Date: 11/28/2016

Tabs3 Timekeeper Productivity Report
Jensen, Martin & Anderson, P.C.

Page: 1

	Sep 2016	Oct 2016	Total	YTD Total
1 Michael L. Jensen				
Billed				
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
Worked				
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. The reports on page 142 and page 143 are the same except that the report on page 142 includes rows for Write-Up Hours Value and Write-Down Hours Value whereas the report on page 143 does not. Billed and Worked Percentages are not included on these reports and neither is Cumulative WIP.

Date: 11/28/2016

Tabs3 Timekeeper Productivity Report

Jensen, Martin & Anderson, P.C.

Page: 1

	Sep 2016	Oct 2016	Total	YTD Total
1 Michael L. Jensen				
Billed				
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
Worked				
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

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Jensen, Martin & Anderson, P.C.

	Sep 2016	Oct 2016	Total	YTD Total
1 Michael L. Jensen				
Billed				
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
2 Paula A. Martin				
Billed				
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
3 Ron P. Anderson				
Billed				
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
4 Ronald O. Burns				
Billed				
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
5 Kendra I. Michaels				
Billed				
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
GRAND TOTALS				
	Sep 2016	**Oct 2016**	**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.

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Jensen, Martin & Anderson, P.C.

	Sep 2016	Oct 2016	Total	YTD Total
1 Michael L. Jensen				
Billed				
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%	0.0%	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
Worked				
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
(NHW / 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%	98.7%
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%	59.0%
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.*

Task Folder ***Reports | Productivity Reports | Timekeeper Productivity***

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 166)*.

Billed Portion Definitions

The Billed section of the report includes hours and amounts based on the statement date of the updated statement. 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.

Hours Worked Total hours worked for transactions billed during the month.

% Percentage comparison to the Grand Total Hours Worked in the same column on the report.

Billed Hours Total billable hours billed during the month based on Statement Date. (Note: The Billed Hours includes the Write-Up Hours and Write-Down Hours.)

% Percentage comparison to the Grand Total Billed Hours in the same column on the report.

Write-Up Hours 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.

Write-Down Hours	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.
Worked Value	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.
Write-Up Hours Value	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.
Write-Down Hours Value	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.
Billed Amount	Total billable fees billed during that month. (Note: The Billed Amount includes the Write-Up Amount and Write-Down Amount but does not include the Write Offs).
%	Percentage comparison to the Grand Total Billed Amt in the same column on the report.
Write-Up Amount	Total write-up for fees billed during the month.
%	Write-up percentage [Write-Up divided by (Billed Amt - Write-Up + Write-Down)].
Write-Down Amount	Total write-downs for fees billed during the month.
%	Write-down percentage [Write-Down divided by (Billed Amt - Write-Up + Write-Down)].
Courtesy Discount	Dollar value of any billed and updated courtesy discounts.
%	Courtesy Discount divided by Worked Value.
Total Write-Up	Write-Up Hours Value plus Write-Up Amount.
%	Total Write-Up divided by Worked Value.
Total Write-Down	Write-Down Hours Value plus Write-Down plus Courtesy Discount.
%	Total Write-Down divided by Worked Value.
Worked Rate	Hourly worked rate (Billed Amount divided by Hours Worked).
Billed Rate	Hourly billing rate (Billed Amt divided by Hours).
Write Offs	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.
Effective Rate	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.

Billable Hours Worked	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).
Non-billable Hours Worked	Total non-billable hours worked during the month including hours on hold.
%	Percentage comparison to timekeeper's Total Billable and Non-billable Hours (Non-billable Hours Worked divided by Total Hours).
Hours to Bill	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).
Worked Value	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).
Non-billable Amount	Total non-billable fee amount for transactions entered during the month. Transactions on hold are included.
%	Percentage comparison to timekeeper's Total Amount (Non-billable Amount divided by Total Amount).
Amount to Bill	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).
Total Hours	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).
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	Accumulative billable work-in-process hours to bill through the ending reporting month selected (including credits and excluding non-billable hours).
WIP Amount	Accumulative billable work-in-process amounts through the ending reporting month selected (includes credits, write-ups and write-downs, and excluding non-billable hours).
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). *[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.]*

Category Productivity Report

Date: 11/28/2016 **Tabs3 Category Productivity Report** Page: 1
Jensen, Martin & Anderson, P.C.

	Sep 2016	Oct 2016	Total	YTD Total
1 Business Consulting				
Billed				
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
5 Other Consulting				
Billed				
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
15 Business Tax				
Billed				
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
20 Real Estate				
Billed				
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
GRAND TOTALS				
	Sep 2016	**Oct 2016**	**Total**	**YTD Total**
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: 11/28/2016 **Tabs3 Category Productivity Report** Page: 1
Jensen, Martin & Anderson, P.C.

	Sep 2016	Oct 2016	Total	YTD Total
1 Business Consulting				
Billed				
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
Worked				
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
(NA / 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%

Task Folder ***Reports | Productivity Reports | Category Productivity***

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 166)*.

Billed Portion Definitions

The Billed section of the report includes hours and amounts based on the statement date of the updated statement. 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.

Hours Worked Total hours worked for transactions billed during the month.

% Percentage comparison to the Grand Total Hours Worked in the same column on the report.

Billed Hours Total billable hours billed during the month based on Statement Date. *(Note: The Billed Hours includes the Write-Up Hours and Write-Down Hours.)*

% Percentage comparison to the Grand Total Billed Hours in the same column on the report.

Write-Up Hours 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.

Write-Down Hours	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.
Worked Value	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.
Write-Up Hours Value	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.
Write-Down Hours Value	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.
Billed Amount	Total billable fees billed during that month. *(Note: The Billed Amount includes the Write-Up Amount and Write-Down Amount but does not include the Write Offs)*.
%	Percentage comparison to the Grand Total Billed Amt in the same column on the report.
Write-Up Amount	Total write-up for fees billed during the month.
%	Write-up percentage [Write-Up divided by (Billed Amt - Write-Up + Write-Down)].
Write-Down Amount	Total write-downs for fees billed during the month.
%	Write-down percentage [Write-Down divided by (Billed Amt - Write-Up + Write-Down)].
Courtesy Discount	Dollar value of any billed and updated courtesy discounts.
%	Courtesy Discount divided by Worked Value.
Total Write-Up	Write-Up Hours Value plus Write-Up Amount.
%	Total Write-Up divided by Worked Value.
Total Write-Down	Write-Down Hours Value plus Write-Down plus Courtesy Discount.
%	Total Write-Down divided by Worked Value.
Worked Rate	Hourly worked rate (Billed Amount divided by Hours Worked).
Billed Rate	Hourly billing rate (Billed Amt divided by Hours).
Write Offs	Write offs for that month by category. Write off figures are accumulated based on 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.
Effective Rate	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.

Billable Hours Worked	Total billable hours worked during the month including hours on hold.

%	Percentage comparison to category's Total Billable and Non-billable Hours (Billable Hours Worked divided by Total Hours).
Non-billable Hours Worked	Total non-billable hours worked during the month including hours on hold.
%	Percentage comparison to category's Total Billable and Non-billable Hours (Non-billable Hours Worked divided by Total Hours).
Hours to Bill	Total billable hours to bill during the month including hours on hold.
%	Percentage comparison to category's Total Hours (Hours to Bill divided by Total Hours).
Worked Value	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 category's Total Amount (Worked Value divided by Total Amount).
Non-billable Amount	Total non-billable fee amount for transactions entered during the month. Transactions on hold are included.
%	Percentage comparison to category's Total Amount (Non-billable Amount divided by Total Amount).
Amount to Bill	Total billable fee amount for transactions entered during the month. Includes write-up and write-down.
%	Percentage comparison to category's Total Amount (Amount to Bill divided by Total Amount).
Total Hours	Billable Hours Worked + Non-billable Hours Worked.
%	Percentage comparison to Grand Total Hours.
Total Amount	Worked Value + Non-billable Amount.
%	Percentage comparison to Grand Total Amount.
WIP Hours to Bill	Accumulative billable work-in-process hours to bill through the ending reporting month selected (including credits and excluding non-billable hours).
WIP Amount	Accumulative billable work-in-process amounts through the ending reporting month selected (includes credits, write-ups and write-downs, and excluding non-billable hours).
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). *[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.]*

Timekeeper Profitability Report

Date: 11/28/2016

Tabs3 Timekeeper Profitability Report
Jensen, Martin & Anderson, P.C.

Page: 1

	Aug 2016	Sep 2016	Oct 2016	Total
1 Michael L. Jensen				
Billed Fees	15000	17633	16907	43285
Overhead	10000	10000	10000	30000
Fee % of Overhead	150%	176%	169%	144%
Net Profit	5000	7633	6907	13285
2 Paula Ann Martin				
Billed Fees	12938	15271	12725	41037
Overhead	10000	10000	10000	30000
Fee % of Overhead	129%	153%	127%	137%
Net Profit	2938	5271	2725	11037
3 Ronald P. Anderson				
Billed Fees	13000	17310	10456	40766
Overhead	10000	10000	10000	30000
Fee % of Overhead	130%	173%	105%	136%
Net Profit	3000	7310	456	10766
GRAND TOTALS				
Billed Fees	40938	50214	40088	125088
Overhead	30000	30000	30000	90000
Fee % of Overhead	137%	167%	134%	139%
Net Profit	10938	20214	10088	35088

Task Folder ***Reports | Management Reports | 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 166)*.

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.

Note: The Timekeeper Profitability Report displays dollar amounts without cents. As a result, some amounts may be rounded, and minor differences may exist between the amounts on this report and other reports that include cents.

Definitions for Timekeeper Profitability Report

Date (heading) Used for reference only.

(Timekeeper) Timekeeper number and name.

Billed Fees Amounts Billed by this timekeeper in the specified reporting month. This amount is based on the statement date of the updated statement *(similar to the Billed Amount on the Timekeeper Productivity Report)*.

Overhead Overhead amount for the month. Overhead amounts are entered in the Timekeeper Profitability Amounts window which is accessed via the **Profitability** button in the Timekeeper program.

% of Billed Fees This figure is calculated by dividing the Billed Fees amount by the Overhead amount.

Net Profit This figure is calculated by subtracting the Overhead amount from the Billed Fees amount.

Totals Total amounts for the months included on the report.

Timekeeper Status Report

Date: 11/28/2016 **Tabs3 Detail Timekeeper Status Report** Page: 1
Jensen, Martin & Anderson, P.C.

Primary Timekeeper		WIP Hours	WIP Amount	Accounts Receivable 0-30	31-60	61-90	91-120	121-180	181+	Balance	Total WIP + A/R
1 Michael L. Jensen											
	Fees:	44.55	10,997.25	0.00	5,770.85	2,276.66	0.00	0.00	0.00	8,047.51	19,044.76
	Expenses:		12.00	0.00	86.69	0.00	0.00	0.00	0.00	86.69	98.69
	Advances:		0.00	0.00	200.00	0.00	0.00	0.00	0.00	200.00	200.00
	Fin. Chrg:			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total:		11,009.25	0.00	6,057.54	2,276.66	0.00	0.00	0.00	8,334.20	19,343.45
2 Paula Ann Martin											
	Fees:	39.70	8,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,800.00
	Expenses:		115.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	115.43
	Advances:		211.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	211.50
	Fin. Chrg:			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total:		9,126.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,126.93
						Unapplied Payments:	694.25		Balance Due:	-694.25	
3 Ronald P. Anderson											
	Fees:	14.00	2,838.00	20,818.90	1,584.50	91.00	0.00	0.00	0.00	22,494.40	25,332.40
	Expenses:		4.28	1.31	215.25	0.00	0.00	0.00	0.00	216.56	220.84
	Advances:		0.00	78.38	150.00	40.00	75.00	0.00	0.00	343.38	343.38
	Fin. Chrg:			8.41	22.26	0.00	0.00	0.00	0.00	30.67	30.67
	Total:		2,842.28	20,907.00	1,972.01	131.00	75.00	0.00	0.00	23,085.01	25,927.29
5 Kendra I. Michaels											
	Fees:	13.00	2,200.00	0.00	840.00	0.00	0.00	0.00	0.00	840.00	3,040.00
	Expenses:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Advances:		0.00	0.00	150.00	0.00	0.00	0.00	0.00	150.00	150.00
	Fin. Chrg:			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total:		2,200.00	0.00	990.00	0.00	0.00	0.00	0.00	990.00	3,190.00
GRAND TOTALS											
	Fees:	111.25	24,835.25	20,818.90	8,195.35	2,367.66	0.00	0.00	0.00	31,381.91	56,217.16
	Expenses:		131.71	1.31	301.94	0.00	0.00	0.00	0.00	303.25	434.96
	Advances:		211.50	78.38	500.00	40.00	75.00	0.00	0.00	693.38	904.88
	Fin. Chrg:			8.41	22.26	0.00	0.00	0.00	0.00	30.67	30.67
	Total:		25,178.46	20,907.00	9,019.55	2,407.66	75.00	0.00	0.00	32,409.21	57,587.67
						Unapplied Payments:	694.25		Balance Due:	31,714.96	

Task Folder ***Reports | Management Reports | 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 for Timekeeper Status Report

Date 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.

Accounts Receivable 0-30, 31-60, 61-90, 91-120, 121-180, 181+ 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 **WIP Pymt Cut-Off Date** (excluding payments on hold) are applied to past due amounts. The aging periods are assigned on the **Options** tab in Tabs3 Customization.

WIP column Hours (Hours to Bill) Amount 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.

Unapplied Payments 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.

Balance Due Client's Total Balance minus Unapplied Payments.

Progress WIP[1] Total amount of Type 6 "progress fees" in work-in-process.

Progress Billed[1] Total amount of Type 6 progress fees billed since the last time the client was "reconciled" *(from the Progress Billed field on the **A/R & Fund Balances** tab in the Client file)*. Progress WIP Tax is not included.

Progress Paid[1] Progress Billed minus Fees Due *(from the **A/R & Fund Balances** tab in the Client file)*.

[1] Not shown on the sample report.

Client Budget Report

Date: 11/28/2016 **Tabs3 Client Budget Report** Page: 1
Jensen, Martin & Anderson, P.C.

Primary Timekeeper: 3 Ronald P. Anderson

	Hours	Budget	Fees	Expenses	Advances	Total	Budget
415.00 M MegaConstruction Corporation							
Corporate Merger - Megabuilders and BuilderCorp							
Billed	1,840.45		746,422.50	642.00	0.00	747,064.50	
% of Budget			83%	0%	0%	83%	
WIP	52.45		20,472.50	1.25	75.00	20,548.75	
% of Budget			2%	0%	0%	2%	
Total	1,892.90	0.00	766,895.00	643.25	75.00	767,613.25	900,000.00
% of Budget			85%	0%	0%	85%	

Task Folder ***Reports | Client Setup Reports | 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 **Options** tab includes parameters that enable you to include a date range for statements.

Definitions for Client Budget Report

(client) 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.[1]

(Timekeeper)[1] Primary timekeeper number and initials will print to the left of the work description if the report is not printed in timekeeper order.

Billed Hours Total hours billed within the date range specified.

% Percentage comparison to Total Budget Hours.

Billed Fees Total fees billed within the date range specified.

% Percentage comparison to Total Budget Amount.

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

[1] Not shown on the sample report.

Task Code Budget Report

Date: 11/28/2016

Tabs3 Task Code Budget Report
Jensen, Martin & Anderson, P.C.

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		ACTIVITY					EXPENSE				
Phase/Task		Billed	WIP	Total		Budget	Billed	WIP	Total		Budget
550.00 M Federated Casualty, Ltd. Andrew C. Gilbert v. Federated Casualty										Timekeeper:	1 MLJ
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
	Total	825	281	1106	21%	5150	67	24	91	13%	700

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Phase/Task		ACTIVITY Billed	WIP	Total		Budget	EXPENSE Billed	WIP	Total		Budget
200.01 M Peterson Insurance Co.											Timekeeper: 1 MLJ
General Legal Counsel											
L110	Fact Investigation/Development	0	125	125	42%	300	0	0	0	0%	100
L120	Analysis/Strategy	8504	0	8504	113%	7500	0	0	0	0%	0
L130	Experts/Consultants	0	0	0	0%	400	0	0	0	0%	0
	Subtotal for L100	8504	125	8629	105%	8200	0	0	0	0%	100
	Total	8504	125	8629	105%	8200	0	0	0	0%	100
200.02 M Peterson Insurance Co.											Timekeeper: 3 RPA
Maintenance of Insurance Policies											
L100	Case Assessment, Development and Adm	3137	0	3137	63%	5000	485	0	485	24%	2000
	Total	3137	0	3137	63%	5000	485	0	485	24%	2000

Task Folder ***Reports | Client Setup Reports | 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 **Options** tab allows you to specify a date range for transactions.

Definitions for Task Code Budget Report

(client) 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.[1]

Timekeeper Primary timekeeper number and initials will print to the right of the work description if the report is not printed in timekeeper order.

Phase/Task Shows the phases or tasks that have been assigned budget amounts on the **Budget** tab of the Client file. Budgets can be entered for a phase or the tasks within a phase, but not both.

Billed Amount billed for the phase or task. This information comes from the transactions in the archive files within the date range specified.

WIP Amount in work-in-process for the phase or task.

Total 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.

Budget Budget amount for the phase or task that was entered on the **Budget** tab of the Client file.

[1] Not shown on the sample report.

Productivity Report by Category for Each Timekeeper

Date: 11/28/2016 | Page: 1

Tabs3 Productivity Report
By Category For Each Timekeeper
Jensen, Martin & Anderson, P.C.

Timekeeper	Billed YTD Hours		Billed YTD Amount		Rate
1 Michael L. Jensen					
1 Administrative	3.50	1%	875.00	1%	250.00
5 Wills/Trusts/Estates	4.25	1%	1,062.50	1%	250.00
15 Probate	4.75	2%	565.00	0%	118.95
25 Real Estate	9.88	3%	1,888.30	1%	191.12
35 Family Law	3.00	1%	750.00	1%	250.00
40 Business Law	267.70	88%	133,550.00	95%	498.88
50 Criminal Law	3.50	1%	875.00	1%	250.00
55 Insurance Defense	2.50	1%	625.00	0%	250.00
60 General Litigation	4.00	1%	1,000.00	1%	250.00
Total for 1 Michael L. Jensen	303.08		141,190.80		465.85
2 Paula Ann Martin					
1 Administrative	1.75	1%	236.25	0%	135.00
5 Wills/Trusts/Estates	1.00	0%	225.00	0%	225.00
15 Probate	1.25	0%	312.50	0%	250.00
25 Real Estate	9.50	3%	2,791.42	2%	293.83
40 Business Law	263.50	94%	118,575.00	96%	450.00
50 Criminal Law	3.30	1%	742.50	1%	225.00
55 Insurance Defense	1.00	0%	225.00	0%	225.00
Total for 2 Paula Ann Martin	281.30		123,107.67		437.64
3 Ronald P. Anderson					
1 Administrative	3.00	2%	375.00	1%	125.00
5 Wills/Trusts/Estates	1.25	1%	200.00	0%	160.00
15 Probate	4.25	3%	807.50	1%	190.00
25 Real Estate	1.25	1%	279.14	0%	223.31
40 Business Law	143.00	90%	64,350.00	96%	450.00
50 Criminal Law	5.25	3%	840.00	1%	160.00
55 Insurance Defense	1.75	1%	218.75	0%	125.00
Total for 3 Ronald P. Anderson	159.75		67,070.39		419.85
4 Robert O. Burns					
40 Business Law	130.45	100%	97,837.50	100%	750.00
Total for 4 Robert O. Burns	130.45		97,837.50		750.00
Grand Total	874.58		429,206.36		490.76

Task Folder ***Reports | Productivity Reports | Category Report by 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 166)*.

Definitions for Productivity Report by Category for Each Timekeeper

Timekeeper Working timekeeper's number and name.

(category) Category number and description.

Hours	Hours billed year-to-date (taken from the Hours to Bill field).
%	Percentage comparison to the total hours for the timekeeper.
Amount	Fees billed year-to-date. The Amount does not include write offs but does include credits.
%	Percentage comparison to the total amount for the timekeeper.
Rate	Effective billing rate (Amount divided by Hours).

Productivity Report by Tcode for Each Timekeeper

Date: 11/28/2016

Tabs3 Productivity Report
By Tcode For Each Timekeeper
Jensen, Martin & Anderson, P.C.

Page: 1

Timekeeper	Billed YTD Hours		Billed YTD Amount		Rate
1 Michael L. Jensen					
1	265.63	88%	131,620.29	93%	495.50
2 Outside conference with	5.00	2%	2,500.00	2%	500.00
3 Telephone conference with	0.50	0%	87.50	0%	175.00
5 Letter to	3.25	1%	575.69	0%	177.14
7 Plan and prepare for	3.70	1%	925.00	1%	250.00
8 Draft and revise	3.00	1%	896.44	1%	298.81
9 Review and analyze	8.00	3%	1,402.60	1%	175.33
10 Legal research	5.00	2%	933.28	1%	186.66
14 Communicate with	6.50	2%	1,625.00	1%	250.00
18 (miscellaneous fee)	2.50	1%	625.00	0%	250.00
Total for 1 Michael L. Jensen	303.08		141,190.80		465.85
2 Paula Ann Martin					
1	261.80	93%	117,067.50	95%	447.16
2 Outside conference with	5.00	2%	2,250.00	2%	450.00
3 Telephone conference with	1.00	0%	225.00	0%	225.00
6 Receipt of	0.25	0%	62.50	0%	250.00
7 Plan and prepare for	1.00	0%	250.00	0%	250.00
8 Draft and revise	3.00	1%	881.50	1%	293.83
13 Attended	6.50	2%	1,909.92	2%	293.83
14 Communicate with	2.75	1%	461.25	0%	167.73
Total for 2 Paula Ann Martin	281.30		123,107.67		437.64
3 Ronald P. Anderson					
1	141.25	88%	61,000.00	91%	431.86
2 Outside conference with	5.00	3%	2,250.00	3%	450.00
5 Letter to	0.50	0%	103.33	0%	206.66
8 Draft and revise	2.00	1%	348.31	1%	174.16
9 Review and analyze	1.00	1%	125.00	0%	125.00
10 Legal research	7.25	5%	2,900.00	4%	400.00
14 Communicate with	2.75	2%	343.75	1%	125.00
Total for 3 Ronald P. Anderson	159.75		67,070.39		419.85
4 Robert O. Burns					
1	125.45	96%	94,087.50	96%	750.00
2 Outside conference with	5.00	4%	3,750.00	4%	750.00
Total for 4 Robert O. Burns	130.45		97,837.50		750.00
Grand Total	874.58		429,206.36		490.76

Task Folder ***Reports | Productivity Reports | Tcode Report by Timekeeper***

The Productivity Report By Tcode For Each Timekeeper 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 for Productivity Report by Tcode for Each Timekeeper

Timekeeper Working timekeeper's number and name.

(transaction code) Transaction code number and description.

Hours Hours billed year-to-date (taken from the Hours to Bill field).

% Percentage comparison to the total hours for the timekeeper.

Amount Fees billed year-to-date. The Amount does not include write offs but does include credits.

% Percentage comparison to the total amount for the timekeeper.

Rate Effective billing rate (Amount divided by Hours).

Conflict of Interest Report

Date: 11/28/2016

Tabs3 Conflict of Interest Report
Jensen, Martin & Anderson, P.C.

Page: 1

Client	Name	Description	File	Field
Phonetic Search Text: "SMITH"				
200.03	Jefferson Insurance Co.	Acquisition of Mid-State Insurance	Archive	Fee Arch Ref #: 10/19/2016
Office conference with Peter Smith, insurance salesman for company.				
600.00	Ace Manufacturing Company	General Legal Counsel	Archive	Fee Arch Ref #: 09/12/2016
Letter to Mr. Smith.				
600.00	Ace Manufacturing Company	General Legal Counsel	Archive	Fee Arch Ref #: 09/21/2016
Outside conference with Mr. Smith concerning personnel matters at Ace Manufacturing Co.				
600.00	Ace Manufacturing Company	General Legal Counsel	Archive	Fee Arch Ref #: 09/06/2016
Outside conference with Mr. Smith.				
600.00	Ace Manufacturing Company	General Legal Counsel	Archive	Fee Arch Ref #: 09/07/2016
Telephone conference with Mr. Smith, President of Ace Manufacturing Co.				
800.00	ABC Insurance Company	Death Benefits	Client	Misc. Desc. 1
Insured: Harvey Smith				
800.00	ABC Insurance Company	Death Benefits	Archive	Fee Arch Ref #: 09/07/2016
Letter to Mrs. Smith.				
800.00	ABC Insurance Company	Death Benefits	Archive	Fee Arch Ref #: 09/19/2016
Attended meeting with Mrs. Smith and family.				
800.00	ABC Insurance Company	Death Benefits	Archive	Fee Arch Ref #: 09/06/2016
Attended meeting with Mrs. Smith and ABC Insurance Co.				
800.00	ABC Insurance Company	Death Benefits	Archive	Fee Arch Ref #: 09/28/2016
Office conference with Mrs. Smith.				
800.00	ABC Insurance Company	Death Benefits	Archive	Fee Arch Ref #: 09/14/2016
Review and revise letter to Mrs. Smith.				
800.00	ABC Insurance Company	Death Benefits	Archive	Fee Arch Ref #: 09/14/2016
Draft and prepare letter to Mrs. Smith regarding insurance benefits.				
900.00	Sherman/Natalie K.	Divorce	Archive	Fee Arch Ref #: 10/12/2016
Letter to Smith London & O'Neill requesting financial net worth of spouse.				

Total finds for SMITH: 13

Task Folder ***Reports | Conflict Search***

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 for Conflict of Interest Report

Date The date the report was generated.

Search Text The text searched for. The text "Phonetic Search Text" will be printed if the **Use Phonetic Search** option was selected.

Client Client ID.

Name Client name.

Description Work description. An asterisk before the work description indicates the work description will not be included on the client's statement.[1]

File 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).

Field 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.

(text) 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.

[1] Not shown on the sample report.

E-mail Statements Report

Date: 11/30/2016 **Tabs3 E-mail Statements Report** Page: 1
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E-mail Date	Contact	E-mail Address	PDF File Name	Stmt Date	User ID
101.00 Williams/John					
RE: State v. Williams					
11/30/2016	John Williams	jw2000@net.com	101.00_Stmt_7580.pdf	11/30/2016	RON
121.01 Phillips/Marcus					
RE: Real Estate Acquisition					
11/30/2016	Marcus Phillips	markp@emach.net	121.01_Stmt_7578.pdf	11/30/2016	RON
200.01 Peterson Insurance Co.					
RE: General Legal Counsel					
11/30/2016	Paul Franklin	pfranklin@petersoninsurance.com	200_Stmt_7577.pdf	11/30/2016	RON
415.00 MegaConstruction Corporation					
RE: Corporate Merger - Megabuilders and BuilderCorp					
11/30/2016	James R. Tatiki, Sr.	jt@megaconcorp.com	415.00_Stmt_7576.pdf	11/30/2016	RON
850.00 White/Kelly					
RE: Divorce					
11/30/2016	Kelly White	kelly_white_la@hushmail.com	850_Stmt_7579.pdf	11/30/2016	RON
11/30/2016	Kelly White	kelly@homeoffice.net	850.00_Stmt_7579_Dup.pdf	11/30/2016	RON

Task Folder ***Statements | E-mail Statements Report***

The E-Mail Statements 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 **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 for E-mail Statements Report

Date The date the report was generated.

(client) Client ID, client name, and work description.

E-mail Date 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.

Contact Full name of the e-mail recipient. This is usually the Bill To Name, unless the To field is edited in the E-mail Preview window.

E-mail Address E-mail address to which the e-mail was sent. This address is also displayed in the client's Bill To record, unless the To field is edited in the E-mail Preview window.

PDF File Name 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.[1] *(Note: The PDF file will not open if it is removed from the Statements folder.)*

Stmt Date 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.[1]

User ID User ID of the user who sent the e-mail.

[1] Not shown on the sample report.

Top Client Report

Date: 11/28/2016

Tabs3 Top Client Report
Ranked by Billed Fees
Jensen, Martin & Anderson, P.C.

Page: 1

From 10/01/2016 Thru 12/31/2016

Rank		Billed Fees	Fees Paid	Total Billed	Total Paid	Write Offs
1	415M MegaConstruction Corporation	40,547.50	109,065.00	40,636.53	145,011.69	0.00
2	121M Phillips/Marcus	5,000.00	1,270.40	5,252.25	5,269.93	0.00
3	200M Peterson Insurance Co.	3,101.25	366.00	3,500.94	1,726.00	0.00
4	101M Williams/John	3,057.50	1,491.65	3,147.60	1,617.65	0.00
5	850M White/Kelly	840.00	840.00	990.00	1,115.00	0.00

Grand Totals

	Billed Fees	Fees Paid	Total Billed	Total Paid	Write Offs
Top Clients Total	52,546.25	113,033.05	53,527.32	154,740.27	0.00

Date: 11/28/2016

Tabs3 Top Matter Report
Ranked by Fees Paid
Jensen, Martin & Anderson, P.C.

Page: 1

From 10/01/2016 Thru 12/31/2016

Rank		WIP Fees	Billed Fees	All Fees	Fees Paid	% Grand Total	Current Amount Due	Prim Tmkr
1	121.01M Phillips/Marcus RE: Real Estate Acquisition	2,337.50	4,254.10	6,591.60	5,102.90	66.1%	673.85	1 MLJ
2	200.02M Peterson Insurance Co. RE: Maintenance of Insurance Policies	1,451.00	1,584.50	3,035.50	1,451.00	18.8%	704.75	3 RPA
3	101.00M Williams/John RE: State v. Williams	4,482.50	0.00	4,482.50	887.50	11.5%	-694.25	2 PAM
4	200.01M Peterson Insurance Co. RE: General Legal Counsel	5,600.00	1,516.75	7,116.75	275.00	3.6%	2,660.35	1 MLJ
5	100.00M Larson/Michael RE: Larson v. Bel-Cor	2,934.75	0.00	2,934.75	0.00	0.0%	0.00	1 MLJ

Grand Totals

	WIP Fees	Billed Fees	All Fees	Fees Paid	% Grand Total	Current Amount Due
Top Matters Total	16,805.75	7,355.35	24,161.10	7,716.40	100.0%	3,344.70
Other Matters Total	4,505.47	0.00	4,505.47	0.00	0.0%	0.00
All Matters Total	21,311.22	7,355.35	28,666.57	7,716.40	100.0%	3,344.70

Date: 11/28/2016

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

Page: 1

Primary Timekeeper: 1 Michael L. Jensen
From 10/01/2016 Thru 12/31/2016

Rank		Total WIP
1	**200.01M Peterson Insurance Co.** RE: General Legal Counsel	5,612.00
2	**100.00M Larson/Michael** RE: Larson v. Bel-Cor	2,934.75
3	**121.01M Phillips/Marcus** RE: Real Estate Acquisition	2,337.50
	Total for Primary Timekeeper 1	11,109.25

Task Folder ***Reports | Client Reports | Top Client Report***

The reports shown on page 161 are Top Client Reports.

- The first report on the previous page shows the Top Client Report, sorted by Client ID 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 **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 for Top Client Report

Date (heading) Used for reference only.

Title (heading) Displays whether the report is based on Clients or Matters (i.e., Top Client Report or Top Matter Report).

Ranked by (heading) Displays the criteria by which clients have been ranked. The **Ranked by** column is shaded, provided shading is enabled in Printer Setup.

Timekeeper The number and name of the report order timekeeper. If a report order other than Primary Timekeeper is selected, the **Prim Tmkr** column will print as the last column on the report, as shown on the second report on the previous page. This column will include the client's primary timekeeper number and initials.

Date Range 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.

WIP Hours to Bill Optional column. The number of hours to bill for each work-in-process fee transaction during the period.

WIP Hours Worked Optional column. The number of hours worked for each work-in-process fee transaction during the period.

WIP Fees	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.
WIP Expenses	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.
WIP Advances	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.
Total WIP	Optional column. Total amount of transactions in work-in-process during the period. Credit transactions and transactions on hold are included.
Billed Hours	Optional column. The fee hours billed during the period.
Billed Hours Worked	Optional column. The fee hours worked that were billed during the period.
Billed Fees	Optional column. The total fee amount billed during the period.
Billed Expenses	Optional column. The total expense amount billed during the period.
Billed Advances	Optional column. The total advance amount billed during the period.
Finance Charges	Optional column. The total finance charge amount billed during the period.
Total Billed	Optional column. The total amount billed, including fees, expenses, advances, taxes and finance charges during the period.
All Hours to Bill	Optional column. The total number of hours to bill for work-in-process and billed fee transactions during the period.
All Hours Worked	Optional column. The total number of hours worked for work-in-process and billed fee transactions during the period.
All Fees	Optional column. The total amount for work-in-process and billed fees during the period.
All Expenses	Optional column. The total amount for work-in-process and billed expenses during the period.
All Advances	Optional column. The total amount for work-in-process and billed advances during the period.
Total WIP + Billed	Optional column. The sum of **Total WIP** and **Total Billed**.
Write Offs	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.
Fees Paid	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.
Expenses Paid	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.
Advances Paid	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.
Finance Charges Paid	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.
Unallocated Payments	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.
Total Paid	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.

Current Amount Due	Optional column. The **Current Amount Due** figure shows what is currently due at the time the report is run. It is important to note that the period specified does 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).
% Total	Printed when the **Include % of Total** check box is selected. Percent calculated based on whether the **Include Totals for Other Clients/Matters** 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 None is selected, the percentages will be calculated separately for each report order.
% Grand Total	Printed when the **Include % of Total and Grand Total**s check boxes are selected. Percent calculated based on whether **Include Totals for Other Clients/Matters** 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 all sort orders). If cleared, the percent will equal (Client or Matter Value) divided by (Total Ranked Clients for all sort orders). When a Report Order other than None is selected, the percentages will be calculated based on report-wide totals.
Total for Other Clients/Matters	Printed when the **Include Totals for Other Clients/Matters** 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.

Client Inactivity Report

Date: 11/28/2016

Tabs3 Client Inactivity Report
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No Activity From: 10/01/2016 Thru 10/31/2016

Client	Name	Last Date	Activity	User ID	Pri
100.00	**Larson/Michael**	09/14/2016	Fee	MLJ	1 MLJ
	Larson v. Bel-Cor				
101.00	**Williams/John**	09/30/2016	Statement	RON	2 PAM
	State v. Williams				
102.00	**Gilbert/Andrew C.**	09/12/2016	Advance	PAULA	2 PAM
	Auto Accident				
120.01	**Klein/Daniel P.**	09/09/2016	Fee	RON	3 RPA
	Klein vs. Simmons Construction				
121.01	**Phillips/Marcus**	09/30/2016	Statement	RON	1 MLJ
	Real Estate Acquisition				
200.01	**Peterson Insurance Co.**	09/30/2016	Statement	RON	1 MLJ
	General Legal Counsel				
200.02	**Peterson Insurance Co.**	09/30/2016	Statement	RON	3 RPA
	Maintenance of Insurance Policies				
300.00	**McBride/John**	08/16/2016	Fee	MLJ	1 MLJ
	Copyright Infringement				
415.00	**MegaConstruction Corporation**	09/30/2016	Statement	RON	3 RPA
	Corporate Merger - Megabuilders and BuilderCorp				
850.00	**White/Kelly**	08/31/2016	Statement	RON	5 KIM
	Divorce				
850.01	**White/Kelly**	09/30/2016	Statement	RON	5 KIM
	Last Will & Testament				

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

Task Folder ***Reports | Client Reports | Client Inactivity Report***

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

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 for Client Inactivity Report

Date The date the report was generated.

Client Client ID.

Name Client name. Listed under the name is the work description of the client.

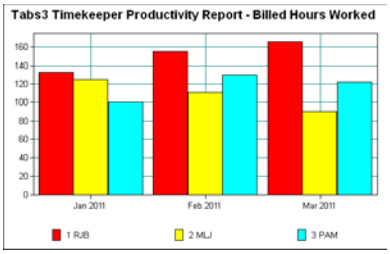
Last Date The date of last activity for the client, based on the date in the associated record.

Fees	The Transaction Date is used.
Costs	The Transaction Date is used.
Statements	The Statement Date is used.
Payments	The Transaction Date is used.
Payment Adjustments	The Adjustment Date is used.
Write Offs	The Write Off Date is used.
Client Funds	The Transaction Date is used.

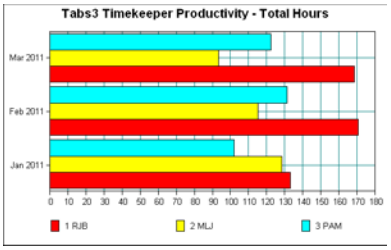
Activity The type of record that contains the last activity for the client. Costs are listed as either Advances or Expenses.

User ID User ID of the user who entered the last activity for the client.

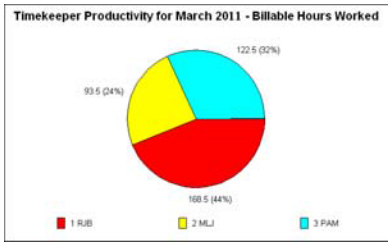
Graphical Report Examples

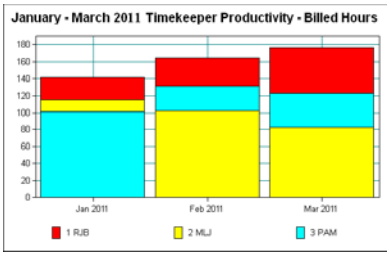


Vertical Bar Graph

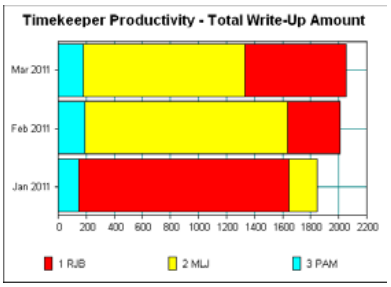


Horizontal Bar Graph

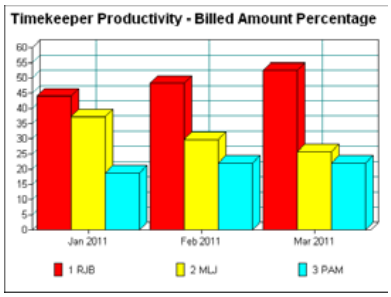




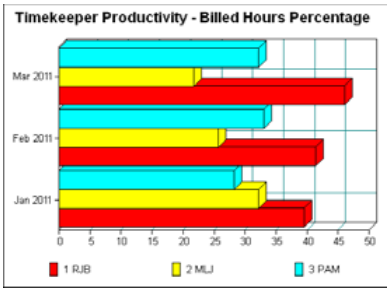
Stacked Vertical Bar Graph



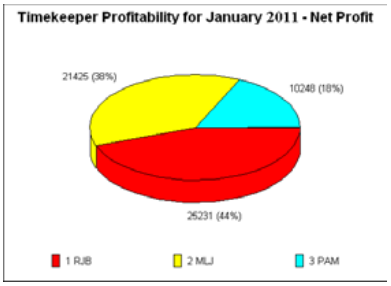
Stacked Horizontal Bar Graph



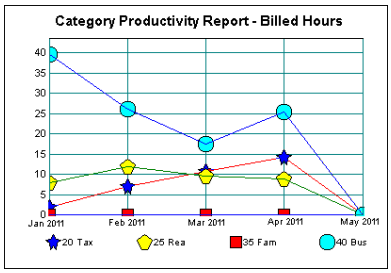
3D Vertical Bar Graph



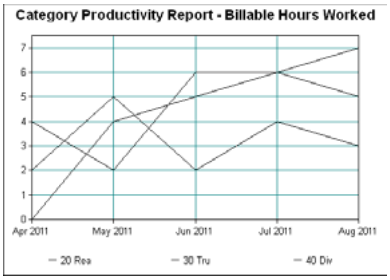
3D Horizontal Bar Graph



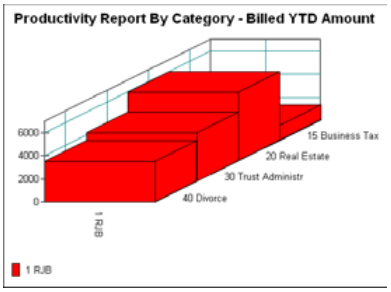
3D Pie Chart



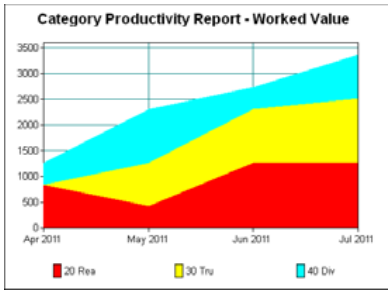
Line Plot



Line Plot (No Points)



3D "Manhattan" Bar Graph



Strata Graph

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.